

# Level 5 Operations/Departmental Manager Apprenticeship Standard



This Apprenticeship develops the skills needed to achieve organisational goals through the management of teams and projects. TRS Training has tailored this Apprenticeship programme specifically for the logistics and manufacturing sector.

## Who is this standard for?

It is for current new or existing managers to develop their skills to the next level. Ideally candidates should have level 2 maths and English although the apprenticeship includes relevant additional training for any who don't.

## What skills do staff develop?

The apprenticeship develops professional competence at higher levels in areas including operational management; project management; finances, budgeting, forecasting; resource management; people management; leadership; contingency planning; managing data; data security; stakeholder relations; communications; sales and marketing planning; risk management/mitigation; supplier management.

**Duration** Typically, 2 to 2.5 years

## Structure of Apprenticeship

### Phase 1 Initial assessment

A pre-course review to plan the candidate's training programme so it provides scope to develop and practice the required skills.

### Phase 2 Training

A programme of workplace training, virtual learning and skills practice where the apprentice develops the skills of a competent operations/departmental manager. Training fits round working routines, avoiding disruption. TRS trainers are on hand to offer ongoing support, and regular progress reviews.

### Phase 3 Gateway

A review stage towards the end of the apprenticeship when apprentice, employer and TRS trainer get together in preparation for the apprentice going forward for their end point assessment.

### Phase 4 End Point Assessment

The apprentice is assessed by an independent organisation to see if they have reached the required levels of professional skills and knowledge required by this apprenticeship standard.

## Progression after apprenticeship

After completion, apprentices can register as full CMI or ILM members. Those with 3 years' of management experience can apply for Chartered Manager status through the CMI.

## Funding

For small and medium businesses that do not pay the apprenticeship levy, the government funds 95% of the apprenticeship. The employer pays the other 5% plus the apprentice's wages. Larger firms that pay the levy can meet 100% of the costs using their levy funds.

## Why choose apprenticeships?

- Address skills shortages and succession planning
- Increase staff loyalty, motivation and productivity
- Tap into available funding
- Ensure quality standards in your business

## Why choose TRS?

- Approved by Government to deliver apprenticeships
- Expert advice on apprenticeship funding
- Niche manufacturing and logistics industry expertise
- Many years' experience of successfully delivering apprenticeships
- Our trainers can be located onsite at employer premises
- Free recruitment service

## Further information

If you have staff you want to enrol onto an Operations/Departmental Manager Apprenticeship, please contact Kevin Birch on 01744 809 010.

[View more information on Institute of Apprenticeships website](#)

