

Level 5 Operations Manager Apprenticeship



Develop your career, connect with peers, grow as a leader



Operations Manager Apprenticeship

At Pearson TQ we provide a fully managed end-to-end apprenticeship service, covering design, delivery, and assessment solutions.

We create high quality, contextualised workplace learning programmes giving employers and individuals access to the learning they need to unlock their potential and grow with the world around them.

Operations managers undertake leadership and management duties with teams and senior managers where there is a requirement to ensure that teams carry out their role to meet organisational goals and have responsibility for planning, delivering and achieving departmental goals and objectives.

This apprenticeship delivers a professional pathway for future development with Chartered Manager or Foundation Chartered Manager status.

How does becoming a Chartered Manager impact individuals?



91% say that their self-awareness has increased.



81% say that their management skills have improved.



88% say that their self-confidence has increased.




76% say it provides the 'ultimate competitive advantage'.

(Source: CMI, 2023)



78%
 say that since becoming a Chartered Manager, they have had a positive impact on the wider team in their organisation.



(Source: CMI, 2023)

Why should I apply?

Personal development opportunity that is structured, bespoke and relevant for leaders and managers, delivering a professional pathway to full Chartered Manager status.

Opportunity to build relationships and connections with peers and stakeholders across a broad range of sectors and industries.

Challenging and rewarding experience which enables you to put management theory into practice.

Increased job satisfaction - resulting in you feeling empowered to turn your success into consistent team success.

Develop leadership and management skills - gaining a better understanding of your strengths as a leader and how to utilise them to support a team to play to their strengths.

Increase your confidence as a leader - shape and guide individuals to build solid lasting relationships that create a positive work environment.

“ I am really enjoying my Apprenticeship, meeting other colleagues that are on the Apprenticeship in our classroom sessions and having that independent time to kind of go away, do our own coursework and then meet again. ”
 Pearson TQ Apprentice

“ As a lab manager, the apprenticeship has definitely already given me more confidence to start managing people. I've already booked one to ones with all the staff, started to restructure the team and I have started to delegate a bit of the work too. ”
 Pearson TQ Apprentice

“ I've definitely been using a lot more management and coaching techniques when I've been working with my trainees and thinking about how we can help them with their development. ”
 Pearson TQ Apprentice

“ A lot of the early modules that we've done around emotional intelligence and the importance of trust in leadership have helped me to gain a new appreciation of the underlying skills that are helpful to have as a manager and to think about other things that I can draw out to help myself in future management positions. ”
 Pearson TQ Apprentice

“ The apprenticeship has helped me to meet different people - even though we are from the same organisation, we are from a variety of departments that work in different ways. Getting that feel of how other departments are working and how other people are thinking is really helpful. ”
 Pearson TQ Apprentice

87%

of apprentices achieve a Distinction in their EPA

[Pearson TQ]

100%

first time pass rate at End Point Assessment

[Pearson TQ]



Programme overview

Operations Manager Apprenticeship

Who is the programme for?

Suitable for managers in operations or department manager roles, leading or managing a team or projects and responsible for achieving operational or departmental goals and objectives as part of their organisation's strategy.

Example occupations

Operations Manager, Department Manager, Regional Manager, National Manager, Divisional Manager, Service Lead, Office Manager.

Key responsibilities

Creating and delivering operational plans, managing projects, leading and managing teams, managing change, financial and resource management, talent management, coaching and mentoring.

Programme level

5

End Point Assessment Organisation (EPAO)



Chartered Management Institute (CMI).

Programme length

25 - 28 months (including EPA).

Independent learning

3 - 4 hours per week.

Off-the-job training

6 hours per week, as part of your contracted work hours.

Entry requirements

All apprentices must achieve Level 2 English and mathematics, or hold the equivalent qualifications, prior to taking End Point Assessment.

What will you gain?

- Level 5 Operations Manager Apprenticeship Standard
- CMI Level 5 qualification in Management & Leadership
- Full member of CMI. Apprentices with 3+ years of management experience can apply for CMI Chartered Manager (CMgr) status.

Progression

- Level 6 Chartered Manager (Degree) Apprenticeship
- Level 7 Senior Leader Apprenticeship.

This programme offers the following resources to ensure your success:

- A dedicated Pearson TQ Skills Coach to keep you on track and provide support.
- Professional membership of CMI with access to CMI Management Direct online management resource and learning portal, providing access to mentoring from experienced leaders, events and webinars, and other online learning support.
- Industry experts to support you and ensure you get the most out of your studies.
- Guidance and feedback to ensure successful submissions of programme assessments.
- Career services and coaching to help you achieve and exceed your career goals.



100% 

of Pearson TQ apprentices understand how the classroom sessions are positively impacting their development as a manager.

What will I learn?

Strategic Communication and Relationship Management

- Self-Awareness
- Strategic Communication
- Relationship Management
- Stakeholder Engagement
- Influencing and Negotiation
- Teamwork and Collaboration
- Presentation Skills.

Dynamic Leadership and Team Management

- Management and Leadership Theories
- Ethics Based Leadership Approaches
- Team Dynamics
- Motivation Techniques
- Building Trust
- Performance Management
- Conflict and Mediation
- Coaching
- Inclusivity and Wellbeing.

Strategic Planning, Management and Operational Excellence

- Operational and Strategic Planning
- Critical Problem Solving and Decision Making
- Analytical Skills
- Data and Information Management
- Legislation, Regulations and Operational Compliance
- Sector and Organisational Opportunities.

Digital Innovation and Business Transformation

- IT and Digital Skills
- Technological Advances including AI
- Change Management
- Continuous Improvement
- Project Management
- Managing Finance
- Business Continuity and Contingency Planning
- Risk Management
- Sustainability and Corporate Social Responsibility.

How will I learn?

This programme includes a variety of delivery, support and assessment methods:

- Dedicated Pearson TQ Skills Coach to guide you through your learning journey
- Regular one-to-one Pearson TQ Skills Coach check-ins and progress reviews (every 10-12 weeks)
- In-person and/or online interactive workshops
- Pre-workshop activity and research packs
- Webinars (TED Talks)
- One-to-one mentoring
- Simulated exercises and role play
- Group learning and study sessions
- Peer network to share ideas
- E-portfolio (OneFile) and e-learning
- Digital apprentice handbook
- Job shadowing
- Signposting to relevant in-house practical/ skills training
- Work-based project and assignments
- Presentation and professional discussion.

“ I find the classroom sessions really helpful with doing the research activity packs which then helps doing the assignments. I've learnt things that I wasn't aware of before – the theory side of things for example, and so I know how to put that into practice and my confidence has grown. I am currently working towards a management role and have learned a lot which will help me once I've finished the apprenticeship. ”

Pearson TQ Apprentice

Quality of training delivery

Pearson TQ, your trusted delivery partner, is one of the UK's leading training providers, qualifying over 4,300 apprentices last year. They are passionate about helping to equip apprentices with the skills they need to enhance their employability prospects and to succeed in the changing world of work.

“ During her progress review today, Nicola explained that her team is the highest performing team in her service and is now seen as the gold standard for all other teams! This change has occurred over the last 12 months and both Nicola and her line manager stated that they felt that the Apprenticeship programme has been instrumental over the past six months in supporting this change. ”

Employer

“ [Pearson TQ's] leaders and managers are highly ambitious for their apprentices. They ensure that the training apprentices receive includes additional qualifications beyond the requirements of the apprenticeship. ”

Ofsted Report, 2022

“ [Apprentices] benefit greatly from a well-planned curriculum and the effective teaching support they get from their coaches. As a result, apprentices have positive attitudes to learning and are highly motivated to succeed in their training and at work. ”

Ofsted Report, 2022

“ Apprentices quickly develop the knowledge, skills and behaviours that are essential for managing their work and leading their teams effectively. Consequently, they improve their performance and make valuable contributions to their organisations ... A high number of apprentices are promoted during their apprenticeship. ”

Ofsted Report, 2022

“ [Pearson TQ] has developed a curriculum which is specific to the employers' needs and well aligned to employers' leadership and management development strategies. ”

Ofsted Report, 2022

Pearson TQ is listed on the Register of Apprenticeship Training Providers (RoATP) as a main provider

Ofsted graded 'Good' in November 2022

Quality Management ISO:9001

Investors in People Gold Award

Cyber Essential Plus certified

Defence Employer Recognition Scheme (Silver)

Pearson is listed in Stonewall's top 20 employers for 2024

Pearson received a top score of 100% on the Disability Equality Index®

Pearson TQ is an approved CMI centre:



Shortlisted for the CMI Partner Awards 'Outstanding Training Provider of the Year 2022'

One of their apprentices won Highly Commended CMI 'Outstanding Apprentice of the Year 2022' Award.

Key partners




Pearson TQ is assured by



Pearson TQ programmes are accredited by



Find out more

Visit our website for case studies and more information about our Apprenticeship programmes:

www.pearson.tq.com

Have further questions or need additional support? Contact Pearson TQ for more information:

tqenquiries@pearson.com

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The quality of apprenticeships and level of communication by far exceeds any other provider, and I really appreciate all the work you all put in. All of the learners who are enrolled with you say how they enjoy the course and the support they get.”

Learning & Development Manager, BCM Global



Association of Apprentices

Pearson TQ has partnered with the Association of Apprentices (AoA), a national, not-for-profit membership organisation which helps apprentices to connect, learn and fulfil their potential.

Apprentices can join the community, share experiences, communicate with people in similar situations, participate in specially curated events, and get support with everything from work skills to wellbeing.

Through our partnership, apprentices are eligible for free AoA membership with access to a bespoke social and professional networking platform that allows apprentices to unite with peers in a dedicated, inclusive virtual community and have access to thousands of resources to support apprentices work and life skills development.

