

# Operations or Departmental Manager ST0385/V1.2

5

Level 5



30 Months



5 Months

## Assessment Methods



Professional Discussion, underpinned by a Portfolio of Evidence



Project Proposal, Presentation, and Questioning

## Gateway Requirements

- Level 2 English and Mathematics
- Portfolio of Evidence
- Project Proposal, Title and Scope
- Gateway Declaration Form
- Site Health & Safety and Risk Assessment form.

## Occupational Profile

An operations or departmental manager is someone who manages teams and/or projects, and achieving operational or departmental goals and objectives, as part of the delivery of the organisation's strategy. They are accountable to a more senior manager or business owner. Working in the private, public or third sector and in all sizes of organisation, specific responsibilities and job titles will vary, but the knowledge, skills and behaviours needed will be the same.

## Grading

The standard is graded overall: Fail, Pass, Merit or Distinction.

## End Point Assessment

### Professional Discussion, underpinned by a Portfolio of Evidence

The portfolio of evidence is compiled during the on-programme period of the apprenticeship and submitted at Gateway. The professional discussion enables the apprentice to demonstrate the application of skills and behaviours as well as knowledge and will last for a maximum duration of 60 minutes.

### Project Proposal, Presentation, and Questioning

The 4,000-word project proposal involves the apprentice completing a relevant and defined piece of work that has a real business benefit and will be undertaken after Gateway. The apprentice will submit the project proposal and presentation at Gateway. The presentation and questioning will typically last for 60 minutes.

[Click here to view the Operations or Departmental Manager assessment plan](#)