



**velocity
academy**®

APPRENTICESHIP LEARNING PLAN

OPERATIONAL DEPARTMENT MANAGER LEVEL 5

INTRODUCTION

This learning plan highlights the subjects and content covered within the apprenticeship. Within this learning plan you will find:

- How Velocity will support you
- Development and study time required
- Programme overview
- EPA assessment process
- Commitments for the apprenticeship
- Safeguarding & prevent
- Personal development & Functional skills
- Career progression pathways

How do we support you?

Your Coach

You will have access to a dedicated and supportive Coach who is on hand to guide you through each stage of your learning journey, providing you with clear aims and objectives and support as you grow your knowledge, skills and behaviours. You will have regular meetings and conference calls to ensure you are making the progress you expect, and support you if you need more help with completing tasks and meeting deadlines. Your Skills Development Coach will also stay in touch with your Line Manager, providing you both the opportunity to discuss any issues or concerns you have.

Our Experts

You will have a main point of contact for technical programme content; this may be a Tutor, Lecturer or Module Leader. Someone who will have relevant practical experience in their field of expertise, they will support you in covering the technical knowledge you need to progress in your qualification and ensure you are prepared for any assessments. All our subject experts undertake continuous professional development and training ensuring that they stay current and at the top of their game, so the knowledge they impart is up- to-the-moment and related to real life examples. They are passionate about their subject, and want to share that passion to help you succeed.

Your Line Manager

Your Line Manager is expected to support you throughout this programme, firstly by ensuring you are able to balance your day job with your 20% training commitment, and then throughout the programme by ensuring you have everything you need to achieve success. Your Line Manager and Coach will meet on a quarterly basis to ensure your continued progress.

Development and Study Time

All apprentices are entitled to a minimum of 6 hours per week of their working time to be dedicated to their studies. By hiring an apprentice, the employer has agreed to give this time and has entered into an agreement with the Education and Skills Funding Agency (ESFA – the government organisation responsible for apprenticeships) and Velocity Academy that they will give you the time outlined in your Learning Plan. The training time may be spent on a wide variety of activities, including:

- Face-to-face or online sessions with Velocity Academy
- Coaching sessions
- Velocity Academy-directed study (e.g. directed reading from a book or self-study online activities)
- Revision for examinations
- Writing assessment tasks (e.g. for skills and behaviours)

We understand that students learn at different speeds and some students may undertake the activities more quickly than others. Where you have unused hours you can undertake self-directed study, in negotiation with your employer and Velocity Academy.

Self-directed study gives you and your employer an opportunity to tailor your studies and to allow you to further develop in areas that are critical to your development and the business needs. Self-directed study may include:

- Attending conferences
- Shadowing colleagues
- Undertaking additional reading on topics relevant to the apprenticeship

The 20% training time does not have to be taken as one day per week, although some organisations may choose to do it in this way. It can be taken as blocks or in any other way that supports you and your employer to enable you to achieve your learning goals and meet business needs. If you are struggling, you should refer to the section on managing peaks and troughs. If you are concerned that you are not being given the time to undertake your studies, please contact your Coach for support.

PROGRAMME OVERVIEW

Velocity Academy has worked with businesses to ensure that your programme not only meets industry standards but develops knowledge, Skills and Behaviours to enable you to stand out from your peers.

You will learn through a blend of online learning resources, webinars and 1-2-1 coaching, which we believe will give you the best possible chance of success. Your programme is split into four stages;

STAGE 1 - INDUCTION

Designed to set you up for success. You will meet your coach during your induction and the programme outline will be completed along with a skillscan to measure your skills against the standard.

STAGE 2 - ON PROGRAMME

Focus on studying the knowledge modules within your programme. You will apply this knowledge in the workplace and showcase this within your portfolio of learning. Your coach will be keeping you on track with clear milestones.

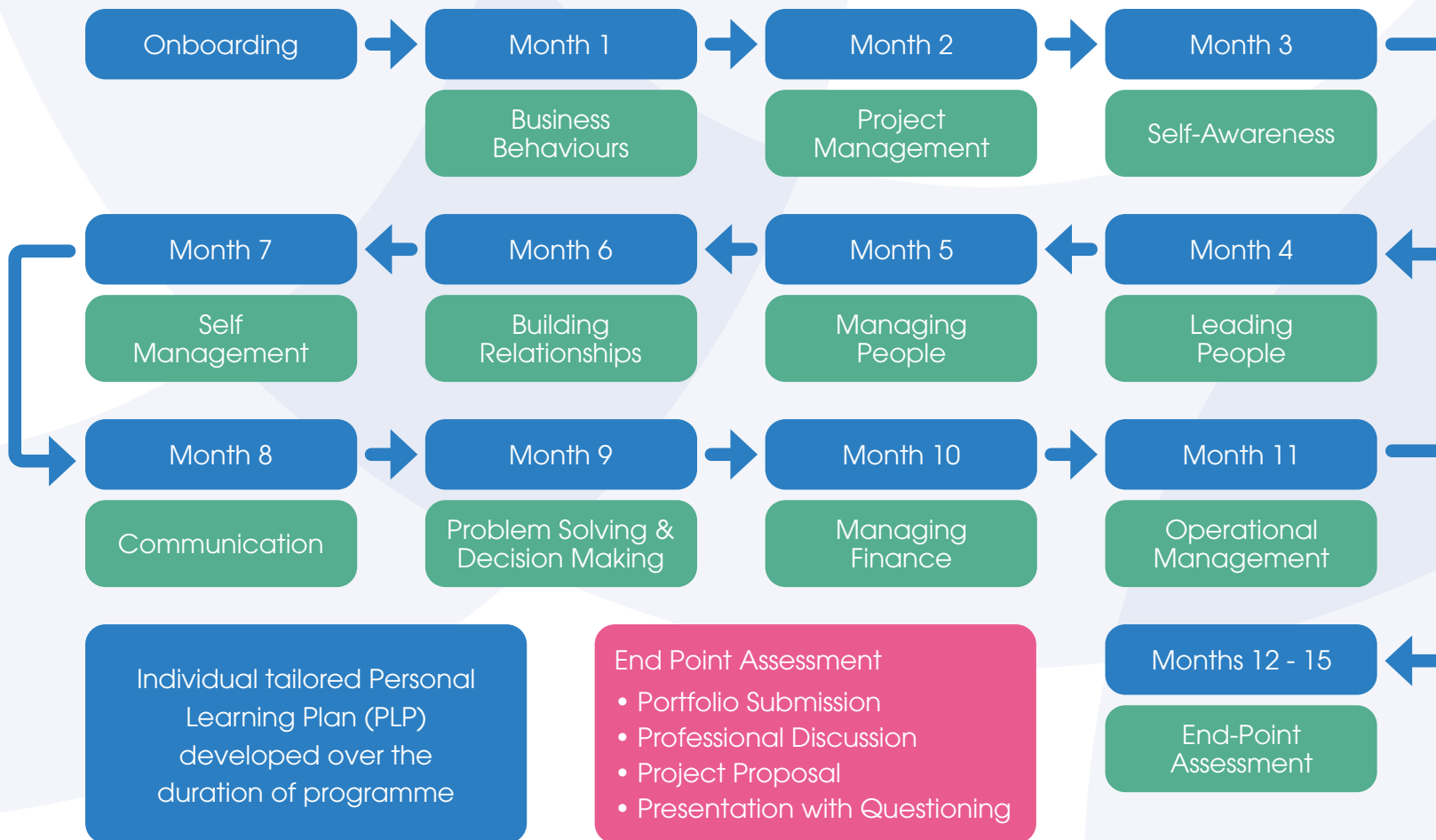
STAGE 3 - GATEWAY

The point where your coach and line manager will review if you are ready to take the End Point Assessment (EPA).

STAGE 4 - EPA

Conducted by an external assessment organisation and will be graded as either pass, fail or distinction. More detail on the assessment specific to your programme can be found later in this document.

LEVEL 5 - OPERATIONAL MANAGER OVERVIEW



Additional Benefits

- ✓ Access to the Velocity Virtual Campus
- ✓ 1-1 Coaching clinics hosted every 3 weeks
- ✓ Teaching mapped to industry recognised vendor certifications
- ✓ Licenses to LinkedIn online learning
- ✓ Access to our Virtual E-book library
- ✓ Access to our guest speaker webinars and podcasts
- ✓ Employee health, exercise and nutrition resources to boost personal development and health

APPRENTICESHIP PORTFOLIO

An apprenticeship portfolio is a piece of work that you will produce in the workplace to provide evidence of competency around selected learning outcomes. This will be then submitted as part of your End Point Assessment. The work will be based around demonstrating that you have the Technical Competencies, Attitudes and Behaviours necessary to meet the outlined specifications in the Occupational Brief

The submission will normally include reflective statements and other supporting evidence, in which it will be necessary to:

- Outline what activities you have undertaken
- Address how and why you have done it
- With whom you've worked with
- Include a personal appraisal and evaluation of the work and how if given the opportunity to repeat it you might make changes to affect an improved outcome through what you have learned whilst conducting the assignment

Include supporting evidence, which may take the following forms:

- Photographic or video evidence of an activity
- Witness statement
- Written feedback on email
- Observation reports
- Annotated screenshots
- Data records
- Peer reviews
- Notes from meetings or interviews

When completing the submission, you will be able to rely on support and guidance from your Coach and the during your 1-1 Coaching Clinics..



MODULE 1 - BUSINESS BEHAVIOURS



SUMMARY

This unit is designed to develop core abilities for individuals embarking on a business career. They gain the building blocks, including how to take responsibility, how to be inclusive in a modern world and how to act professional and be agile to change in a business environment.

MAIN AREAS COVERED

- Taking Responsibility
- Being Inclusive
- How to be Agile
- Maintaining Professionalism
- Continuous Professional Development

STRUCTURE & COMMITMENT



1-1 coaching calls with your tech coach every 3 weeks to develop, assess and nurture these digital behaviours



Completed during Month 1 and reflected on during the duration of the programme



Online lectures and online resources on the Velocity Virtual Campus aid delivery of this course



Assessment via portfolio submission throughout the duration of the programme

MODULE 2 - PROJECT MANAGEMENT



SUMMARY

Within this module you will learn the fundamentals of project management and then apply this to different case scenarios. Project lifecycles, project context, project risk and how to lead work related projects are covered within this module.

MAIN AREAS COVERED

- Understand Project Management
- Project Lifecycles
- Roles and responsibilities within projects
- Projectmanagement planning
- Project scope management
- Project risk and issue management
- Leadership and teamwork within projects

STRUCTURE & COMMITMENT



1-1 coaching calls with your tech coach every 3 weeks to develop, assess and nurture these digital behaviours



Completed during Month 2 and reflected on during the duration of the programme



Online lectures and online resources on the Velocity Virtual Campus aid delivery of this course



Assessment via portfolio submission

MODULE 3 - SELF-AWARENESS



SUMMARY

Self-awareness is related to effectiveness in management and leadership for two principal reasons. First, self-awareness serves as a foundation for behaviors and skills such as goal setting, effective communication, listening, motivation, and stress and time management.

MAIN AREAS COVERED

- Strategic thinking
- Managing your image
- Influence without authority
- Cultivating creativity
- Leading change

STRUCTURE & COMMITMENT



1-1 coaching calls with your tech coach every 3 weeks to develop, assess and nurture these digital behaviours



Completed during Month 3 and reflected on during the duration of the programme



Online lectures and online resources on the Velocity Virtual Campus aid delivery of this course



Assessment via portfolio submission throughout the duration of the programme

MODULE 4 - SELF-MANAGEMENT



SUMMARY

Self-management is the ability to manage your workflow and productivity in the workplace without reliance on a supervisor. Developing and practicing self-management skills can help you improve your workplace performance and positively impact your career development.

MAIN AREAS COVERED

- What is self-management
- Applying self-management at work
- Self-management during times of change
- Using self-management to influence people
- Teaching self-management to others

STRUCTURE & COMMITMENT



1-1 coaching calls with your tech coach every 3 weeks to develop, assess and nurture these digital behaviours



Completed during Month 4 and reflected on during the duration of the programme



Online lectures and online resources on the Velocity Virtual Campus aid delivery of this course



Assessment via portfolio submission

MODULE 5 - COMMUNICATION



SUMMARY

Business communication itself is a very broad term and covers all the information that is shared both internally and externally. In order to communicate successfully an organisation needs effective, adaptable and accessible communication tools in the workplace. This module teaches the inner workings of effective communication.

MAIN AREAS COVERED

- Different types of communication
- What makes a good speaker?
- Making every word count
- How to handle nervousness
- Emotional intelligence
- Listening with intent
- Leading with public speaking

STRUCTURE & COMMITMENT



1-1 coaching calls with your tech coach every 3 weeks to develop, assess and nurture these digital behaviours



Completed during Month 5 and reflected on during the duration of the programme



Online lectures and online resources on the Velocity Virtual Campus aid delivery of this course



Assessment via portfolio submission

MODULE 6 - LEADING PEOPLE



SUMMARY

This module takes a look at executive leadership qualities that set the best apart from the rest. Discover the importance of knowing how to set a foundation and direction, create a compelling vision of the future for your company, motivate your staff to achieve, and much more. The course also looks at the importance of maintaining a mentality of service as you move up the org chart.

MAIN AREAS COVERED

- Strategic thinking in leadership
- Developing decisiveness and courage
- Encouraging personal excellence in others
- How to communicate to motivate and inspire
- Developing resilience in yourself and others
- Creating collaboration opportunities

STRUCTURE & COMMITMENT



1-1 coaching calls with your tech coach every 3 weeks to develop, assess and nurture these digital behaviours



Completed during Month 6 and reflected on during the duration of the programme



Online lectures and online resources on the Velocity Virtual Campus aid delivery of this course



Assessment via portfolio submission

MODULE 7 - MANAGING PEOPLE



SUMMARY

Managing others means listening to what they have to say, whether it's their ideas, concerns, or overall feelings, and taking it on board. People like to feel heard and that their opinions matter. What's more, part of being in a team is collaborating with others and contributing towards a common goal. This module deep-dives into managing other people.

MAIN AREAS COVERED

- Establishing your identity as a manager
- Clarifying expectations
- Embracing feedback
- A focus on purpose
- Asserting your authority
- Diversity and inclusion

STRUCTURE & COMMITMENT



1-1 coaching calls with your tech coach every 3 weeks to develop, assess and nurture these digital behaviours



Completed during Month 7 and reflected on during the duration of the programme



Online lectures and online resources on the Velocity Virtual Campus aid delivery of this course



Assessment via portfolio submission

MODULE 8 - BUILDING RELATIONSHIPS



SUMMARY

When you have a personal relationship with someone, that creates a level of trust that sets you apart from the virtual hordes. Strong relationships make it easier to get information and information can be key to success as an organisation. It could be about a major project, a key customer or how to be more efficient. This module teaches the key components of building business relationships.

MAIN AREAS COVERED

- Establishing your personal brand
- Managing up in a business
- Managing down in a business
- Internal networking in business
- Building business relationships online
- Cross-departmental collaboration

STRUCTURE & COMMITMENT



1-1 coaching calls with your tech coach every 3 weeks to develop, assess and nurture these digital behaviours



Completed during Month 8 and reflected on during the duration of the programme



Online lectures and online resources on the Velocity Virtual Campus aid delivery of this course



Assessment via portfolio submission

MODULE 9 - PROBLEM SOLVING AND DECISION MAKING



SUMMARY

Problem solving in business relates to establishing processes that mitigate or remove obstacles currently preventing you from reaching strategic goals. These are typically complex issues that create a gap between actual results and your desired outcome. Usually when problem solving, you will have a number of decisions to make that could be crucial to your organisation. This module breaks down the process and teaches how to think with clarity.

MAIN AREAS COVERED

- Looking at problem causation
- The Kepner-Tregoe process
- Pareto analysis
- Mind maps
- Decision trees
- The sunk-cost paradox
- The rules of decision making

STRUCTURE & COMMITMENT



1-1 coaching calls with your tech coach every 3 weeks to develop, assess and nurture these digital behaviours



Completed during Month 9 and reflected on during the duration of the programme



Online lectures and online resources on the Velocity Virtual Campus aid delivery of this course



Assessment via portfolio submission

MODULE 10 - MANAGING FINANCE



SUMMARY

In business, financial management is the practice of handling a company's finances in a way that allows it to be successful and compliant with regulations. That takes both a high-level plan and boots-on-the-ground execution. In this module, you will cover financial terminologies and practically look at balance sheets to make effective business decisions.

MAIN AREAS COVERED

- Financial accounting vs Management accounting
- The DuPont framework
- Common financial statements
- The operating cycle of working capital
- Cash management and working capital
- Managing inventory and receivables
- Capital budgeting decisions
- Financial modeling and forecasting financial statements

STRUCTURE & COMMITMENT



1-1 coaching calls with your tech coach every 3 weeks to develop, assess and nurture these digital behaviours



Completed during Month 10 and reflected on during the duration of the programme



Online lectures and online resources on the Velocity Virtual Campus aid delivery of this course



Assessment via portfolio submission

MODULE 11 - OPERATIONAL MANAGEMENT



SUMMARY

Operations management is chiefly concerned with planning, organising and supervising in the contexts of production, manufacturing or the provision of services. As such, it is delivery-focused, ensuring that an organisation successfully turns inputs to outputs in an efficient manner. This module looks at what operational management is and how this can be developed in future leaders.

MAIN AREAS COVERED

- Managing inventory basics
- Making products and services
- Managing waiting lines
- Quality control in operational management
- Operational management in the office

STRUCTURE & COMMITMENT



1-1 coaching calls with your tech coach every 3 weeks to develop, assess and nurture these digital behaviours



Completed during Month 11 and reflected on during the duration of the programme



Online lectures and online resources on the Velocity Virtual Campus aid delivery of this course



Assessment via portfolio submission

EPA ASSESSMENT PROCESS

Once you have completed the On Programme stage, your Coach and employer will agree if you are ready to enter Gateway, and move to the End Point Assessment.

The full assessment plan for your programme [can be found here](#).

End Point Assessment is conducted by an external assessor.

TYPES OF ASSESSMENT

For your programme, there are four elements for assessment which need to be completed in order to finish your apprenticeship:

Portfolio with Interview - Produced during the apprenticeship, containing evidence from real work projects which have been completed during the apprenticeship.

Project Proposal - This is a proposal on a real work topic that the apprentice has managed. This could be on reviewing a process, implementing change or implementing a direct saving.

Presentation with Questioning - This will be a presentation on the project that has been completed in the project proposal, covering the full scope of the project. Questions will be asked on about the presentation after.

YOUR GRADE

The external assessor will make the decision on the grade to be awarded based on their scoring of the two components of the End Point Assessment, your portfolio and your professional discussion.

The external assessor will also take into consideration the views of your employer which have been submitted with in your Portfolio. You will be awarded either a pass or distinction.

A distinction will be achieved if you have been seen as an outstanding employee, regularly going beyond what is required to be competent in the role and you will be seen to have great potential in the future.

What Are Your Commitments For The Apprenticeship?

Commitment From The Employer

To give the apprentice the best possible experience to thrive, develop and progress their skills, the employer would be required to adhere to the apprenticeship schedule. It is a requirement to adhere to these commitments in order to comply with the ESFA funding rules for apprenticeship programmes. The employer will be committed to allowing the apprentice to attend all of the classes required for the apprenticeship along with allowing the apprentice time to attend coaching calls with their skills coach every 3 weeks. The employer would also be required to attend a skills coach call with the apprentice every 9 weeks to keep up to date with their progress and continue planning their educational journey to suit the needs of the apprenticeship standard and the apprentices job role. Ultimately, the employer is also required to allow the apprentice to spend a minimum of 6 hours per week learning new knowledge, skills and behaviours in line with the apprenticeship standard. This can come in the form of classroom-based teaching, coaching calls, work shadowing of a mentor and online learning.

Commitment From The Apprentice

Being committed to your programme is crucial to the success of your journey. We will work with you and your line manager to set goals that are aligned to the job role and programme you are undertaking. We expect you to have a willingness to learn, participate, and be punctual and prepared for each session whether face-to-face or online. You must be able to take ownership and accountability for your own goals and be receptive to constructive feedback. Above all we want you to succeed. A crucial factor in your success is developing positive relationships with your tutors, coaches and peers. If you feel overwhelmed you have a network of support in your line manager, tutor and coach. Their role is to support and guide you through your programme. You are not alone.

SAFEGUARDING & PREVENT CLASSES

We take the wellbeing and welfare of all our learners very seriously. We have a dedicated Velocity Academy Safeguarding Team, who work directly with the learners, as well as other Velocity Academy teams and external agencies to ensure your safety. Sometimes, life can get in the way, and we recognise that, becoming a barrier to learning and even have an impact on your wellbeing, and that could be a cause for concern.

Our Coaches are trained to recognise behaviours, signs and symptoms that might indicate distress and will act appropriately and in the interest of the apprentice when required. In most cases this means alerting the Safeguarding Team to the apprentice. Once alerted, they will then reach out to the learner and offer support.

What is Safeguarding?

Safeguarding is defined as the protection of learners and the promotion of their welfare. The main aims of safeguarding are:

- Protection from maltreatment or significant harm
- Preventing impairment of health or development
- Ensuring all learners have the opportunity to experience circumstances consistent with safe and effective care

Safeguarding & Prevent Classes

During the programme of learning the apprentice will attend structured online safeguarding lessons. These safeguarding lessons will be planned into the online learning schedule and are vitally important for the development of the apprentice during the programme. These safeguarding lessons are mandatory for the apprentice to attend.

These classes will be hosted by a trained practitioner in safeguarding and will cover a wide variety of topics including abuse, mental health, online safety and extremism.

PERSONAL DEVELOPMENT LEARNING

Upon enrolment of the apprenticeship programme the apprentice will embark on a journey to not only develop knowledge, skills and behaviours in their core subject, but also develop as an individual too. This is completed by the Velocity Academy Personal Development Learning Path. This Learning Path has been delicately curated to improve areas of the apprentices' personal skills to overall develop as future leaders and responsible employees.

This learning will be completed along with the core learning delivered during the apprenticeship programme. The apprentices skills coach will set target dates to complete online learning on the below areas and then consolidate this learning through discussion during the apprenticeship coaching calls.

Modules covered include:



Personal Finance
for apprentices



Mental Health for
apprentices



Health and Wellbeing
for apprentices



Teamwork and
Leadership



E-Safety for
apprentices



Job Interviewing
and CV Writing



Public Speaking
and Confidence

Functional Skills

If the apprentice has not achieved a grade 4 (C) or above in their Maths & English GCSE's or achieved Level 2 Functional Skills before in Maths & English, they will be required to complete Functional Skills as part of their apprenticeship. The learning for Functional Skills will be completed with their skills coach and aimed to be completed within the first 6 months of the apprenticeship. All apprenticeship programmes will aim to develop learners English, Maths and Digital Skills.

CAREER ADVICE AND GUIDANCE

Throughout the apprenticeship programme our Skills Coaches will be giving dedicated careers advice and guidance to the apprentice. This will include direction on their next steps, post apprenticeship. Apprenticeships are a great way to gain a formal education that is cost effective and beneficial to both the employer and the learner. So higher level apprenticeship programmes that would further enhance the knowledge, skills and behaviours of the apprentice will be explored, if required.

Additional courses can be added to this apprenticeship such as Microsoft Excel, Data visualisations with Power BI, Accounting and much more.

FUTURE APPRENTICESHIP PROGRAMMES

- **Level 6 Chartered Manager**
- **Level 7 Artificial intelligence (AI) data specialist**
- **Level 7 Accountancy and Taxation Professional**
- **Level 7 Senior Leader**
- **Level 6 Project Manager**

