

We invite you to join the course team for our Information and Guidance sessions to learn more about the Leadership and Management Apprenticeship Standards:

- L3 Team Leader Apprenticeship
- L5 Operations Manager Apprenticeship.

These Apprenticeship Standards, delivered by University Centre Somerset College Group, are supported by membership with the Chartered Management Institute (CMI) and lead to CMI accreditation and eligibility for Chartered Manager status at L5.

This is a great opportunity to enhance your Professional Development in 2025, **you will require your managers approval for you to embark on the apprenticeship so please do let them know you are attending as they may wish to also attend to gain more information.**

Designed for supervisory or first-line managers, the **Level 3 Team Leader** Apprenticeship offers practical knowledge and skills from team leading through to project and resource management to give you the tools you need to start your management journey. This Apprenticeship focuses on the skills, knowledge and behaviours needed to support, manage, and develop team members, manage projects, plan and monitor workloads and resources, deliver operational plans, resolve problems, and build effective internal and external stakeholder relationships.

At Level 5, an **Operations Manager** is responsible for leading and managing their operational function which includes accountability for developing team members, managing projects, planning, and reviewing workloads and resources, delivering operational plans, resolving problems, and building relationships internally and externally. Operations managers will provide clear, and inclusive leadership and direction relating to their area of responsibility within an organisation. Typically, this involves setting, managing, and monitoring achievement of core objectives that are aligned to the overall strategic objectives of their organisation.

This Apprenticeship focuses on developing core management skills such as creating operational plans, managing projects, finance and resource management, and managing change in addition to leading and managing teams.

Please access the link below to register for the Information sessions, which will be held on the following dates / times:

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|---------------------------|--|
| Team Leader | - 3 rd October 2025 at 9.30am https://msteams.link/ME9F |
| | - 23 rd October 2025 at 9.30am https://msteams.link/RNHB |
| Operations Manager | - 3 rd October 2025 at 10.30am https://msteams.link/FMG8 |
| | - 23 rd October 2025 at 10.30am https://msteams.link/Z40D |