

 **KnowledgeBrief**A woman with brown hair and glasses, wearing a dark blue t-shirt and light-colored pants, looking slightly to the side. The background is a teal gradient with a pattern of overlapping circles.

Level 5

# Advanced Leader

This course is designed to take your leadership skills to the next level with enhanced decision-making, strategic thinking, and operational expertise. Gain the confidence to lead teams, drive projects, and navigate complex challenges with practical, real-world learning. With a focus on impactful management, this opportunity empowers you to inspire others, optimise performance, and deliver lasting success.





# From manager to leader: Unlock strategic thinking and organisational influence



Level 5

Operations Manager Apprenticeship

Duration: 13 months

## What's involved?





This programme is split into four parts, each containing multiple learning cycles. These cycles focus on key areas of operational management, building on previous cycles to deepen understanding and encourage reflection on real-life implementation and its impact. All learners will complete four core modules, with parts 1–3 covering essential leadership, strategy, and performance management principles, and part 4 designed to equip learners with the skills to communicate achievements, foster strong stakeholder relationships, and deliver successful projects.

## Benefits for learners

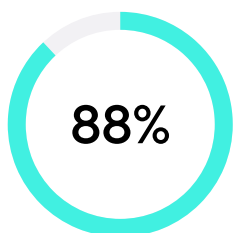
This apprenticeship will provide learners with essential skills in operational management, strategic planning, resource management, and leadership. By honing these abilities, you will be able to lead high-performing teams, manage complex projects, and implement operational strategies that align with organisational goals. According to the Chartered Management Institute (CMI, 2020), 83% of managers who enhanced their leadership skills said that it increased their self-confidence, whilst 73% reported increased professional recognition of their management skills outside their organisation.

## What learners will achieve

Showcase your leadership expertise with these in-demand certifications. Once completed, you'll earn:

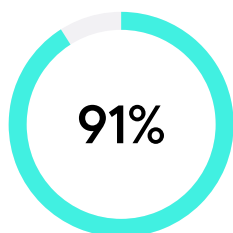
 <p><b>Advanced Leader Certificate</b></p> <hr/> <p>KnowledgeBrief Management School</p>	 <p><b>Level 5 Operations Manager Apprenticeship</b></p> <hr/> <p>Skills England</p>	 <p><b>CMI Level 5 Management and Leadership Award</b></p> <hr/> <p>Chartered Management Institute</p>	 <p><b>Chartered Manager Status (CMgr)</b></p> <hr/> <p>Chartered Management Institute</p>
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### Learners' outcomes:



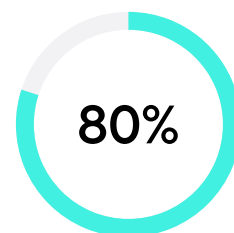
**More inspired**

88% said their leadership style had improved.



**More confident**

91% said they have increased confidence.



**More qualified**

4 out of 5 of our learners achieve a Distinction.

## Benefits for employers

Equip your organisation with highly skilled leaders who drive operational excellence and strategic success. This programme will ensure that your managers are equipped to optimise resources, manage complex projects, and lead high-performing teams that contribute to enhanced efficiency, productivity, and long-term organisational growth.



**Planting the future, one learner at a time**

Every time a learner completes this apprenticeship, we will plant a tree to celebrate their personal growth and help to support global reforestation projects.

CORE MODULES

# What you will learn

PART 1

## What is leadership & management?

In the first part of the programme, you will explore your identity and aspirations as a leader. You will learn how to align your personal leadership goals with your organisation’s strategic direction, develop a comprehensive business strategy, and create a personalised development plan. This section will help you build foundational leadership and management skills through practical workshops and assessments, ensuring a clear starting point for your leadership journey.

Learning Cycle 1.1	Learning Cycle 1.2	Learning Cycle 1.3	Learning Cycle 1.4	WORKSHOPS	REVIEWS
Who are you as a Leader?	Where do you want to be as a Leader?	What is your Business's Strategic Direction?	What is your Development Plan?	2	Starting Point Meeting and Progress Review

PART 2

## Delivering operational plans

In Part 2, you will focus on planning, delivering, and adapting operational plans to meet business objectives. You will explore the principles of leadership and management, gaining the skills necessary to implement strategies effectively within your organisation. This section also includes an exploration of HR management processes, equipping you with the tools to manage and support your team effectively.

Learning Cycle 2.1	Learning Cycle 2.2	Learning Cycle 2.3	STUDY UNIT 501	WORKSHOPS	REVIEWS
Planning	Delivering	Adapting	Principles of Leadership and Management	2	Tripartite Meeting and Progress Review



## PART 3

## Becoming a leader

In Part 3, you will develop essential leadership skills, including understanding different leadership styles, managing teams effectively, and fostering team development. You will gain practical insights into team dynamics, motivation, and performance management, ensuring you can lead with confidence. Additionally, you will be exposed to a variety of coaching models, providing you with valuable tools to support and guide your team's growth.

Learning Cycle 3.1	Learning Cycle 3.2	Learning Cycle 3.3	WORKSHOPS	REVIEWS
Leadership Styles	Managing your Team	Developing your Team	2	Tripartite Meeting and Progress Review

## PART 4

## Communicating success

In the final part of the programme, you will refine your communication, relationship-building, and project management skills. You will learn to manage projects to achieve business results, ensuring alignment with organisational goals. This section also prepares you for the end-point assessment (EPA) by focusing on clear communication, stakeholder engagement, and effective project execution.

Learning Cycle 4.1	Learning Cycle 4.2	Learning Cycle 4.3	WORKSHOPS	REVIEWS
Communication	Relationships	Project Management	2	Gateway Tripartite Meeting, Progress Review and EPA Prep

# The core elements of your programme



## Techniques and Insight Questions

Techniques introduce key concepts through structured, focused resources. Each one is designed to support clear understanding and confident application in the workplace. Learners then respond to an Insight Question, a short-written task that reinforces learning by encouraging reflection and direct application to their role.



## Workshops

Workshops provide expert-led learning on core topics, behaviours, and leadership practices. These sessions develop professional capability, strengthen reflective practice, and support learners to apply their development directly within their roles to support others. Each workshop contributes to deeper understanding and stronger workplace performance.



## Study Units

Included in the apprenticeship programme, learners will be supported to gain accreditation in Management and Leadership through the Chartered Management Institute (CMI). This provides additional accreditation and depth, offering a valuable complement to the core apprenticeship experience.



## Work Based Evidence

Learners build their portfolio through real work activity, capturing evidence from tasks such as meetings, presentations and projects. This ensures learning is applied in context, remains relevant to role responsibilities and supports wider organisational goals.

## How are you assessed?

Once the programme is complete, you will be assessed through the End Point Assessment (EPA) by an independent, accredited organisation.

### Project report and presentation with Q&A

- A 4,000-word report.
- A 20-minute presentation with 40 minutes for Q&A.

### Professional discussion with a portfolio of evidence

- A 60-minute professional discussion.
- 6+ competency-based questions.

Fail, pass or distinction for each method, combined for final score.



## Core technology platforms

 Platform branded for your business

### KBPro **LXP**

Our Learning Experience Platform (LXP) is designed to enable time-poor managers to learn when they can, where they can, offering bite-sized modules, real-time feedback and time to reflect. It blends theoretical knowledge with work based projects, helping learners build confidence and apply knowledge at work. The result? A personalised, intuitive experience that turns everyday learning into lasting progress.

### KBPro **CXP**

The Client Experience Platform (CXP) gives clients and line managers a clear, real-time view of each learner's journey. No chasing, no guesswork. With smart insights, progress tracking and performance dashboards, it brings people together around learner success, making collaboration easier and impact more visible, all while keeping things refreshingly simple.

## Our Level 5 learners say

“The apprenticeship materials and learning platform of KBPro was superb, and I really enjoyed the learning cycles. They are very well laid out, and for a complete newbie to coaching, explained everything in great detail. I thank KnowledgeBrief and the skills coaches for being a huge part of my apprenticeship & I am so thrilled to now be a professional coach.”

—**Stacey Lucas**, Hotel Employees Terminal 5

“I feel much more equipped to drive team success and contribute to organisational goals. Overall, I’m extremely satisfied with my apprenticeship experience and the practical knowledge I’ve gained.”


—**Anubhav Sing**, Arrival

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### Let's talk

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