

## On Programme Learning



The minimum on programme duration for the Level 3 Public Service Operational Delivery Officer is 12 months. During this time, the apprentice will develop their knowledge, skills and behaviours and compile a portfolio of evidence.

01

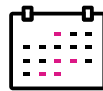
## Gateway



02

To reach Gateway the employer will need to be satisfied that the apprentice is consistently working at, or above, the occupational competence of the Level 3 Public Service Operational Delivery Officer. At Gateway the apprentice will submit for review their portfolio of evidence including the portfolio locator summary. At Gateway the apprentice will have achieved Level 2 English and Maths and Level 2 Award in Operational Delivery (Principles), Level 3 Certificate in Operational Delivery (Advanced).

## Planning Meeting



The planning meeting will take place remotely and will last around 30 minutes. The employer and an Innovate Awarding representative will be present. A laptop with WiFi connectivity will be required.

03

## Project



04

After coming through Gateway the apprentice will begin to produce their project. The project will have a maximum word limit of 2,500 words.

## Project, Presentation and Questioning



The apprentice will have 15 minutes to deliver a presentation of the project outcomes, followed by 15 minutes of questioning.

05

## Professional Discussion underpinned by a Portfolio



06

The professional discussion will take place with the Innovate Awarding Assessor and will last for 60 minutes. They will ask a minimum of 12 questions based on the apprentices portfolio of evidence.

## Grading and Certification



The assessments will be graded as Distinction/Pass/Fail. The last step along the apprentice journey will be the receipt of the ESFA certificate.

07

[FIND OUT MORE](#)