

On Programme Learning



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

01

Gateway



02

To reach Gateway your employer will need to be satisfied that you are consistently working at, or above, the occupational competence of the Level 3 Public Service Operational Delivery Officer. At Gateway you will submit for review your portfolio of evidence including the portfolio locator. At Gateway you 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. Your 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 2500 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 your portfolio of evidence.

Grading & 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