The personal statement is an essential part of the application process and will help determine whether you are offered a place on the Operations Manager Apprenticeship (course code: 535). We are unable to consider applications from anyone who has submitted an application form without a completed personal statement. Please ensure that your completed personal statement is submitted no later than **5 working days** after you complete and submit the application form.

**Personal Statement – to be completed by the applicant**

**\*** This indicates a mandatory question and requires a reply

|  |  |
| --- | --- |
| **\*Full Name:** |  |

|  |  |
| --- | --- |
| **Programme start date:** |  |

**Please provide an answer for each of the following 5 questions, up to 200 words per question:**

|  |
| --- |
| **\*1. As this is an apprenticeship, you contract is required to allow you to spend a minimum of 20% of your normal working hours undertaking activities which will contribute to successful completion of the apprenticeship (including, for example, workshops, online learning, shadowing, cross-site visits and assignment writing). Please outline how your contract intends to accommodate this requirement?** |
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| **\*2. What are your employment and career progression objectives? (You can copy and paste your answers from your ‘Is it for me?’ pack here).** |
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| **\*3. How do you anticipate that the knowledge, skills and behaviour you have gained from your current and previous experience will underpin your studies on the Operations Manager Apprenticeship?** |
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| **\*4. How do you envisage your current role being enhanced by your Operations Manager Apprenticeship studies?** |
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| **\*5. Please identify and briefly describe three key areas for your own development.** **These may include behaviours as well as skills or areas of knowledge related to your job and career aspirations. (You can copy and paste your answers from your ‘Is it for me?’ pack here).** |
|  |

|  |
| --- |
| Please sign and date below: |
| **\*Signature:** |  |
| **\*Print name:** |  |
| **\*Date:** |  |

**Line Manager Support – to be completed by applicant’s Line Manager**

|  |
| --- |
| I acknowledge that I have read the Operations Manager Apprenticeship Guidance for Line Managers and understand my commitment as the line manager of the above applicant.  I fully support the above application to join the Operations Manager Apprenticeship. |
| **\*Signature:** |  |
| **\*Print name:** |  |
| **\*Date:** |  |

**Please return this document via email to** **higherapprenticeship@serco.com** **within 5 days of your Operations Manager Apprenticeship application.**

**Alternatively, post a hard copy (to reach us within 5 days of submitting your application) to:**

**Serco Education, Serco House, Olympus Business Park, Quedgeley, Gloucester, GL2 4NF**

**Enquiries**

**T: 01452 727272 (office hours)**

**W:** [**www.serco-education.com**](http://www.serco-education.com)