



# **Operational Delivery Profession (ODP) Qualifications: Pre – Enrolment Guide**



# About Our Qualifications



ODP was launched in 2013 by the Civil Service and now around a quarter of a million civil servants are in ODP.

As professionals within ODP, we either work directly with the public or we offer support to those who do.



In studying an ODP qualification, you will be building upon the skills you require for your role and gaining new and transferable skills.



Our qualifications are self-managed and the learning is carried out online, so you can choose when and where you study.



There are different types of qualification assessments depending on the level you choose, including exams, assignments or workbooks.



Depending on the level of qualification you choose, you will have either 12 or 18 months to complete your qualification.



There are no entry level requirements for our qualifications and it doesn't matter what previous qualifications/study experience you have.

# First Steps - Research

Before considering enrolling for a qualification, it is always a good idea to do your research. Find out as much information as possible about the programme, **before** signing up. This will enable you to make an informed choice as to which qualification is right for you.

## Useful information to consider:

- For full details on our qualification offer, please see [here](#)
- For further information about the Operational Delivery Profession please see the link to our Induction Learning [here](#) (please note the link will take you to the LPG login page and you will need to enter your login details and search for Induction Learning 2020)

**Once you've done your research have a conversation with your line manager before making your final decision, as its important to consider the following:**

- your development goals
- what benefits you think the qualification will bring to you personally but also to the business as well
- ensure your manager is aware that they will need to support you with your qualification

**Finally, In terms of applying for any ODP qualifications the best thing you can do is refer to your own department's process for this, as everyone has slightly different guidance in place.**



# Choosing a Qualification

As ODP qualifications are based around your job role, we advise you choose a suitable starting level for your role. This is to ensure that you have the necessary work experience to enable you to complete your tasks/tests and meet the required assessment criteria

Grade	Level
AA	2
AO	3
EO	4
HEO	5
SEO	6
Grade 6	7



# Support Available

Although you *don't* have a programme tutor for this qualification, there is plenty of support available to help you throughout your learning journey.

## [Premier Partnership Website](#)

Lots of useful information and how to guides on their website, as well as useful referencing materials.

## [ODP Website](#)

Our ODP website contains all the information you need regarding the profession, including details of our qualification/learning offer. You'll need to complete the registration details to access the website.

## [Operational Delivery Learning Page:](#)

Includes a free on-line resource library to help with those unit tasks, as well as recommended learning for each of your qualification units.

## [Buddy Scheme](#)

Buddies will offer additional support and guidance to people who are currently undertaking the same level of qualification that they have previously completed.

## [Central ODP Learning and Accreditation Team](#)

If you have any questions or would like to discuss anything before completing your booking form, please contact our team at the link above and we'll get back to you as soon as we can.



# Support Available

## Line Manager Support

Your line manager will be able to offer some support with your qualification as they will also have access to the learning website, known as the [Moodle](#) site

## Guidance for Line Managers

As a line manager it is your responsibility to ensure that your learners are supported with their qualification, you play a very important role, and your involvement is essential to help them progress.

It's important that you visit the managers area on the Premier Partnership website to view current levels and units to consider how you can assist your learner in meeting the required criteria

Hold regular 1 to 1 conversations to discuss progress made and keep the learner on track

