

## KEY PROGRAMME INFORMATION

<b>Originating institution(s)</b> Bournemouth University	<b>Faculty responsible for the programme</b> Business School
<b>Final award(s), title(s) and credits</b> <ol style="list-style-type: none"> <li>1. <b>PG Diploma in Business Administration (PT)</b> 120 credits</li> <li>2. <b>Master in Business Administration Top Up (PT)</b> 180 credits</li> </ol> <p>The <b>Level 7 Senior Leader Apprenticeship</b> (title) is completed at Bournemouth University and assessed by an End Point Assessment Organisation. Apprentices will undertake the required “on programme” activities to meet the <a href="#">level 7 Senior Leader apprenticeship standard</a>.</p>	
<b>Intermediate award(s), title(s) and credits</b> PGCert in Business Administration 60 Credits (30 ECTS)	
<b>UCAS Programme Code(s) (where applicable and if known)</b>	<b>HECoS (Higher Education Classification of Subjects) Code and balanced or major/minor load.</b> 100079
<b>External Frames of Reference</b> <ul style="list-style-type: none"> <li>➤ The UK Quality Code for Higher Education (May 2018); Framework for Higher Qualifications (Nov 2014); Business and Management QAA subject benchmarks covered within the framework and/or QAA FD benchmark (Feb 2015); AACSB International, Business Standard (2013-2018) ; Chartered Management Institute. JISC Digital Capabilities Framework UN Sustainable Goals Principles for Responsible Management Education (PRME) Institute of Directors World Economic Forum</li> <li>➤ Gov.UK Apprenticeships (from Education and Skills Funding Agency; Department for Education; Skills Funding Agency: Department for Work and Pensions); Degree Apprenticeship Standards and Assessments, Institute for Apprenticeships, level 7 Senior Leader (2021);</li> </ul>	
<b>Professional, Statutory and Regulatory Body (PSRB) links</b> The Association to Advance Collegiate Schools of Business (AACSB International)	
<b>Places of delivery</b> Bournemouth University, Talbot, and Lansdowne Campuses	
<b>Mode(s) of delivery</b> Part Time blended learning	<b>Language of delivery</b> English
<b>Typical duration</b> 22 months for the part time PG Diploma in Business Administration (+ 12 weeks for the End Point Assessment) Up to 12 months for the Part time Master Business Administration Top Up	
<b>Date of first intake</b> September 2022	<b>Expected start dates</b> September

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<b>Maximum student numbers</b> N/A	<b>Placements</b> None
<b>Partner(s)</b> None	<b>Partnership model</b> N/A
<b>Lead Provider</b> Bournemouth University	
<b>Date of this Programme Specification:</b> January 2024	
<b>Version number</b> 1.2-0924	
<b>Approval, review, or modification reference numbers</b> E212223 EC2122 46, approved 30/05/2022 EC 2223 41, approved 25/05/23 BUBS 2324 03, approved 28/04/23 BUBS 2324 11, approved 23/01/2024, previously v1.1	
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### **Distinctive Characteristics of the Level 7 Senior Leader Apprenticeship**

An apprenticeship is “a job with a formal programme of training” (Department of Education 2019 p5), which allows individuals to gain a higher qualification whilst still in the workplace. The Level 7 Senior Leader Apprenticeship (SLA) differs from many other apprenticeships, as it is classed by the Institute of Apprentices as a 'non-degree qualification'. Apprentices therefore complete their training with one organisation, such as Bournemouth University (known as the training provider) and are then assessed on the Apprenticeship Standards by an End Point Assessment Organisation (EPAO). Training Providers can offer their own additional qualifications and therefore successful Apprentices will also be awarded a Postgraduate Diploma in Business Administration from Bournemouth University and an opportunity to continue their studies (at an additional cost) to gain the full MBA qualification.

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PROGRAMME STRUCTURE

Programme Award and Title:								
Apprenticeship Title	Senior Leader Apprenticeship							
Academic Awards	Post Graduate Diploma in Business Administration Master of Business Administration							
Stage 1/Level 7 (year one and two)								
Unit Name	Core/ Option	No. of Credits	Assessment Element Weightings			Expected University Contact hours per unit	Unit Version No.	HECoS Code (plus balanced or major/ minor load)
			Exam 1	Cwk 1	Cwk 2			
Leading and Managing Change	Core	20		100		40	V1.0	100088 (
Organisational Environment and Sustainability	Core	20		100		40	V1.0	100088
Financial Decision Making	Core	20		100		40	V1.0	100107
Managing Organisational and Individual Performance	Core	20		60	40	40	V1.0	100604 (60%) 100085 40%
Strategic Management (SLA/MBA)	Core	20		100		40	V1.0	100810 (75%) 100107 25%
Shaping the Future of Work	Core	20		50	50	40	V1.0	100089 (60%) 100359 40%
<b>Progression requirements:</b> 120 credits are required to progress onto the MBA Top Up <b>Exit qualification:</b> PGCert Business Administration requires 60 credits (30 ECTS) PGDip Business Administration requires 120 credits (60 ECTS)								

Following the completion of the “on programme” activities within the Senior Leader Apprenticeship a tripartite meeting between apprentice, their employer and the training provider will ascertain the apprentice's readiness for the End Point Assessment (EPA) with the approved EPAO. The EPA

## Programme Specification – Section 1

period should only start, and the EPA be arranged, once the employer and Training Provider are satisfied that the apprentice is consistently working at or above the level set out in the occupational standard and all pre-requisite gateway requirements for EPA have been met and evidenced. The EPAO will award the Senior leader Apprenticeship and Bournemouth University will award the Post Graduate Diploma in Business Administration to students who successfully pass.

Following the successful completion of the Senior Leader Apprenticeship and the Post Graduate Diploma in Business Administration, there is an opportunity for individuals to undertake stage two and “Top Up” to a full MBA qualification.

<b>Stage 2/Level 7 (year three)</b>								
<b>Unit Name</b>	<b>Core/Option</b>	<b>No. of Credits</b>	<b>Assessment Element Weightings</b>			<b>Expected Contact hours per unit</b>	<b>Unit Version No.</b>	<b>HECoS Code</b> (plus balanced or major/ minor load)
			<b>Exam 1</b>	<b>Cwk 1</b>	<b>Cwk 2</b>			
Research Methods (MBA)	Core	20		100		20	V1.0	100078 (100%)
Project (MBA)	Core	40		100		40	V1.0	100078 (100%)
<b>Exit qualification: Master in Business Administration requires 180 credits (90 ECTS)</b>								

### AIMS OF THE DOCUMENT

The aims of this document are to:

- Define the structure of the Level 7 Senior Leader Apprenticeship programme;
- Specify the programme award titles;
- Identify programme and level learning outcomes;
- Articulate the regulations governing the awards defined within the document.

### AIMS OF THE PROGRAMME

The Level 7 Senior Leader Apprenticeship (SLA) is designed to provide individuals with “clear, inclusive and strategic leadership and direction relating to their area of responsibility within an organisation” (Institute of Apprentices 2021).

The impact of the pandemic has been felt in our organisations bringing unprecedented challenges and change. Other organisational disrupters come in the form of technological developments, along with a societal call for greater inclusivity and responsibility relating to the management and practices of organisations. These challenges mean that there is a greater need for universities and training providers to develop employees to lead and manage change using a more responsible form of leadership and management.

This document provides an overview of the Level 7 Senior Leader Apprenticeship Programme which aims to develop critically informed, agile, and resourceful apprentices who have the required knowledge, skills, and behaviours (KSB) of the Level 7 Senior Leader Apprenticeship standards including:

1. Set the vision and direction of the organisations adopting a responsible, inclusive and value led approach;
2. Evidence a broad appreciation and critical understanding of the principles, concepts and interrelatedness of management disciplines;
3. Integrate functional knowledge and data analysis to identify long term opportunities and risks applying innovative, creative responses;
4. Develop well-argued recommendations, integrating appropriate theoretical and conceptual frameworks to address complex organisational and leadership issues.
5. Be future senior leaders in an ever changing global and volatile environment, able to respond and manage crisis or risky situations.
6. Communicate ideas effectively using the most appropriate media whilst demonstrating a capacity for logical and coherent thinking;
7. Develop sustainable and ethical business cultures inviting different perspectives and championing diversity.
8. Have a commitment to independent and active life-long learning for themselves and their teams.

The programme allows apprentices an opportunity to explore, critically evaluate and design viable solutions to address complex organisation problems and help facilitate the conjunction required to successfully navigate organisational change, whilst sustaining a responsible and inclusive approach.

The L7 SLA delivery structure will consist of six core units from the existing MBA programme that meet the KSB for the level 7 SLA standard. The programme will be completed over a period of 22 months prior to gateway and the End Point Assessment:

## Apprenticeship Programme Structure

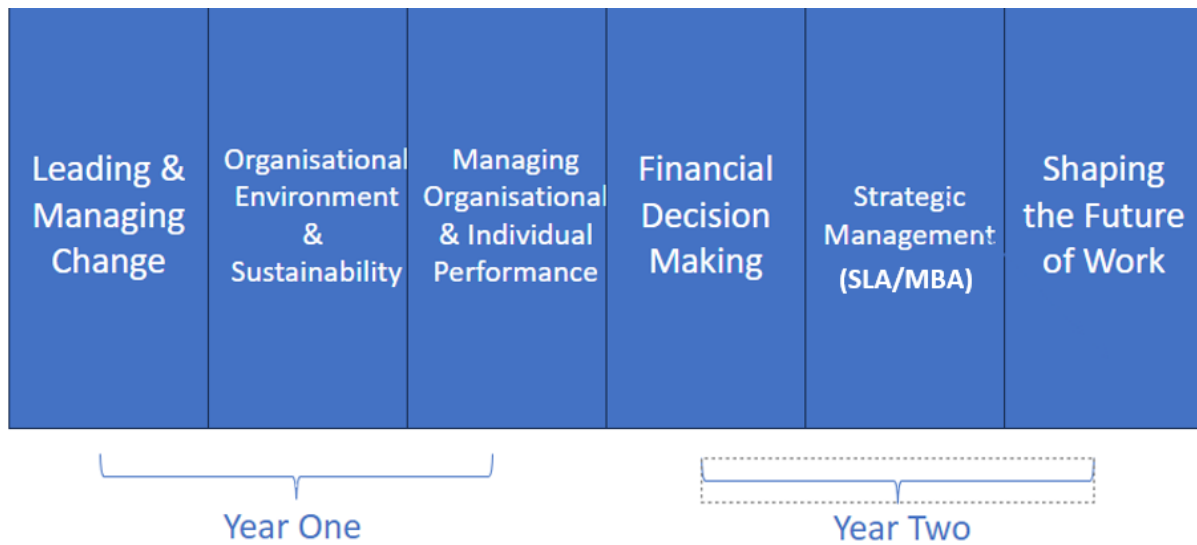


Figure One

These six units meet the KSB from the L7 SLA Standard. As mentioned above, after successful completion of the SLA, there is an opportunity to complete a “MBA Top Up” (at an additional cost) for those individuals who wish to continue their studies. This consists of a 20 credit online Research Methods (MBA) unit, followed by a 40 credit Project (MBA) unit.

## Apprenticeship Followed by MBA Top UP

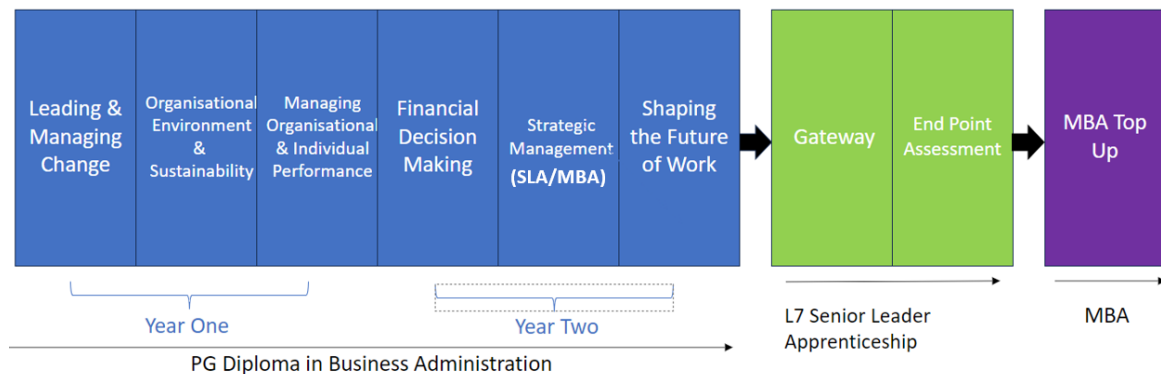


Figure Two

The awards related to the Programme are:

**PG Diploma in Business Administration (PT)**

**Level 7 Senior Leader Apprenticeship** (Awarded by End Point Assessor Organisation)

**Master in Business Administration Top Up (PT)**

### Key Features and Unique Selling Points

1. The programme is underpinned with sustainable, inclusive, and responsible approach to business, leadership, and management in line with internal BU2025 goals, UN Sustainable Development Goals, PRME Principles and AACSB Standards for Business Accreditation.
2. The programme provides a contemporary and relevant curriculum, highlighting the future of work alongside strategic leadership.
3. The programme fuses education, professional practice and research together in line with the University's agenda of Fusion.
4. The programme provides apprentices with experience of dealing with challenging ambiguous situations to equip them for the continuous organisational change which is likely to be a facet of their future working life.

### ALIGNMENT WITH THE UNIVERSITY'S STRATEGIC PLAN

#### BU's vision and strategic priorities

BU's vision is: *"to be recognised worldwide as a leading university for inspiring learning, advancing knowledge and enriching society through the Fusion of education, research and practice."* (BU 2025).

The L7 SLA fully aligns with BU's values of excellence, inclusivity, creativity, and responsibility:

- fusion of relevant and contemporary curricula, with the research expertise of the teaching team, and engagement with industry practitioners (both within and beyond the university's campus) (Strategic outcomes A1; A2; B3; C1-C3: D1-D3);
- enriching society with a curriculum which emphasises ethical, sustainable, responsible, and inclusive leadership and management (Strategic outcomes A2; B3; C2; C3:D1; D2)
- informed teaching, with the current research interests of the teaching team and their desire to inspire learning, seek excellence and advance knowledge (Strategic outcomes A2; B1; B2; D1; D2);
- equipping our students with the intellectual, practical, and transferable skills for future leadership and employment (Strategic outcomes A3; B1; C1; C2; D1; D2);
- teaching and learning that values the creative process and inspires lifelong learning in their students and alumni (Strategic outcomes A3; B1; B3; C1; D2)

#### Other University priorities

This programme aligns with other BU priorities as follows:

- aligns with BU's sustainability agenda by linking our curriculum to have an ethical, inclusive, and responsible framework.
- Programme delivery makes full use of BU's e-learning environment through which students can remotely access programme-related materials and additional information/support. The VLE is also the portal through which coursework is submitted (via Turnitin);
- Delivery is informed by the aims of the University's Fusion Learning, Innovation and Excellence (FLIE) which are to inspire improvements and innovation in learning and teaching practice. In particular, the validation of this programme has been informed by the University's policy on Technology Enhanced Learning (TEL) which emphasises co-creation, flipped learning, blended learning, student engagement and feedback including feedforward.

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### L7 Senior Leader Programme Alignment with BU2025

- A clear emphasis on the fusing of education, research, and professional practice. All units include opportunities to engage with industry with many opportunities to fuse research, education, and professional practice via the case study approach.
- The programme links with BU's commitment to sustainability and values of inclusivity offers student's multiple opportunities to consider an organisation's approach as well as their own personal approach to sustainable goals and inclusivity for all.
- The programme links to the BU value of responsibility by offering student's the opportunity to reflect on the impact of their actions throughout the apprenticeships and consider the contribution that they have made to developing themselves, their organisation, BU, and the local community.

### LEARNING HOURS AND ASSESSMENT

Bournemouth University taught programmes are composed of units of study, which are assigned a credit value indicating the amount of learning undertaken. The minimum credit value of a unit is normally 20 credits, above which credit values normally increase at 20-point intervals. The number of credits required for a PG Diploma in Business Administration is 120 credits:

Leading and Managing Change	Year One	20 Credits
Organisational Environment and Sustainability	Year One	20 Credits
Managing Organisational and Individual Performance	Year One	20 Credits
Strategic Management (SLA/MBA)	Year Two	20 Credits
Financial Decision Making	Year Two	20 Credits
Shaping the Future of Work	Year Two	20 Credits

The number of credits required for an MBA is 180 credits consisting of the following units:

Research Methods (MBA)	Year Three	20 Credits
Project (MBA)	Year Three	40 Credits

### Level 7 Senior Leader Apprenticeship Learning and Assessment

The "on programme" learning for the L7 SLA lasts for a period of 22 months before reaching the gateway and the 12-week End Point Assessment period. Learning hours for the Level 7 Senior Leader Apprenticeship are calculated according to the Department of Education.

Before the start of the programme, a tripartite meeting between the apprentice, their organisation, and the training provider (BU) completes a commitment statement documenting any relevant prior experience or accredited, prior, relevant qualifications (see the RPL section for further details about prior learning). The learning hours may be adjusted according to the outcome of this meeting. Nevertheless, there is a minimum requirement of 12 months for the apprenticeship, so those individuals with previous Management Master's qualifications or significant experience as a senior leader may not qualify for the programme.

Delivery will be in a blended learning format with some face-to-face unit lectures and seminars and live scheduled online sessions which may be in the form of seminars, guest lectures or one-to-one tutorials. There will also be course material online via our Virtual Learning Environment (Brightspace) such a recorded lectures, discussion boards and online quizzes. We also understand that learning with others can be important, and these opportunities will take the form of study groups and action



## Programme Specification - Section 2

learning sets. Within the workplace we would also encourage opportunities for work shadowing and mentoring (where appropriate). Apprentices also have the opportunity to meet and work with MBA students and attend guest lectures or workshops within the wider BU community.

### **End Point Assessment (EPA)**

The L7 SLA is required to be assessed by an external EPAO, nevertheless the training provider has responsibility to ensure that the apprentice meet all of the KSB requirements before they enter the EPA period. When the apprentice has completed their “on programme” activities, a tripartite meeting between the apprentice, their employer and the training provider will ascertain the apprentice's readiness for the EPA. When this is confirmed, there is a gateway process that includes the employer alerting the EPA assessor to apprentice readiness (uploading portfolio and English/ Maths qualifications). The training provider will organise an assessment date/time.

There is a set assessment for all individuals undertaking a Level 7 SLA:

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### **EPA Method 1: Strategic Business Proposal and Presentation with Questioning**

A 4,000-word strategic business proposal which has real business benefit. This might be in the form of a change plan proposal and implementation, a plan for a significant company investment or plans regarding making savings or increasing profitability. This plan must include evidence that senior leaders or the organisation's board have agreed to this proposal. It does not require actual facilitation of the proposal as it may be long term and thus cannot be completed within 12 weeks, nevertheless the proposal must demonstrate that it has real organisational benefit. The apprentice will present the proposal and be questioned about it from an appointed assessor from the EPAO.

### **EPA Method 2: Professional Discussion underpinned by a Portfolio of Evidence**

Apprentices submit a portfolio of evidence demonstrating they have met the required KSB and will lead a discussion with an appointed assessor from the EPAO.

### **Post Graduate Diploma in Business Administration and MBA (Top Up) Assessments**

Whilst the assessments for the L7 SLA are completed at the end of the programme, apprentices' complete relevant assignments during their programme to develop learning and evidence their development of the required KSB. There will be a range of different assessment methods throughout the programme including individual and group work, presentations, case studies, posters, reflective accounts, and reports.

There are formative assessments on every unit which are linked to the overall unit strategy. These reflect the diversity of assessments as mentioned above and may include presentations, quizzes, practice case study and a one-to-one appointment with unit tutors to discuss their work.

Special arrangements may be made for students with individual learning needs on the advice of their Additional Learning Needs tutor. These may include longer deadlines, a scribe for exams and in some rare cases a change in assessment.

If students continue onto the MBA (Top Up), they will complete two additional units. The Research Methods (MBA) unit will include a new online 20 credit unit designed to develop students' awareness of the philosophies, methodologies, and techniques of key research methods in preparation for their final project unit. The final Project (MBA) unit is a self-managed Project which may either be a traditional dissertation research project or a consultancy project with their employer. Students will be assigned a supervisor for the Project (MBA) unit who provides students with direction and support.

### **STAFF DELIVERING THE PROGRAMME**

Students will usually be taught by a combination of senior academic staff with others who have relevant expertise including – where appropriate according to the content of the unit – academic staff, qualified professional practitioners, demonstrators/technicians, and research students. Practitioners from industry will also provide guest lectures and may be involved in the development and leading of case studies.

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### LEVEL 7 PG Diploma in Business Administration and MBA (Top Up) INTENDED PROGRAMME OUTCOMES

<p><b>A: Subject knowledge and understanding</b></p> <p>This programme provides opportunities for students to develop and demonstrate knowledge and understanding of:</p>	<p>The following learning and teaching and assessment strategies and methods enable students to achieve and to demonstrate the programme learning outcomes:</p>
<p>A1 critical knowledge and understanding of theoretical approaches and their relevance to practice in the core functional areas relating to the senior leadership of organisations, their resources, finances, operations, and strategy;</p> <p>A2 in-depth knowledge of a variety of responsible, ethical, and inclusive practices relating to the management of self, other individuals, and groups within an increasingly complex, changing, and international context;</p> <p>A3 the critical comprehension and responsible strategic use of financial resources, business analytics and performance metrics in developing high performance</p> <p>A4 the critical understanding and evaluation of contemporary trends and best practice in managing organisations</p> <p>A5 a systematic understanding of business research design, evaluation, and application;</p> <p>A6 critical understanding of the management of people and their development including workplace design, talent management, successful communications, and coaching/mentoring.</p> <p>A7 Evaluation and leadership of crisis management plans and outcomes</p>	<p>Learning and teaching strategies and methods (referring to numbered Intended Learning Outcomes):</p> <ul style="list-style-type: none"> <li>• <i>lectures (A1 – A7);</i></li> <li>• <i>Synchronous live activities (A1 – A7);</i></li> <li>• <i>directed reading (A1 – A7);</i></li> <li>• <i>use of the VLE (A1-A7);</i></li> <li>• <i>Study Groups (A1-A7)</i></li> <li>• <i>independent research (A1-A7)</i></li> <li>• <i>Research Project (A5)</i></li> </ul> <p>Assessment strategies and methods (referring to numbered Intended Learning Outcomes):</p> <ul style="list-style-type: none"> <li>• <i>Coursework such as report writing (A1-A7);</i></li> <li>• <i>Case Studies (A1 – A6);</i></li> <li>• <i>Presentations (A1, A2, A4, A6)</i></li> <li>• <i>Strategic Business Proposal and Presentation (A1-A7)</i></li> <li>• <i>Professional Discussion and Portfolio (A1-A7)</i></li> </ul>
<p><b>B: Intellectual skills</b></p> <p>This programme provides opportunities for students to:</p>	<p>The following learning and teaching and assessment strategies and methods enable students to achieve and to demonstrate the programme outcomes:</p>
<p>B1 acquire, summarise, and synthesise information/data from a range of appropriate sources in order to abstract meaning to share information and develop knowledge within your workplace.</p> <p>B2 critically evaluate of competing organisational and leadership perspectives using appropriate concepts, theories, and evidence, to develop viable, responsible, contemporary workplace solutions;</p>	<p>Learning and teaching strategies and methods (referring to numbered Intended Learning Outcomes):</p> <ul style="list-style-type: none"> <li>• <i>lectures (B1 – B4);</i></li> <li>• <i>Synchronous live activities (B1 – B4);</i></li> <li>• <i>directed reading (B1 – B4);</i></li> <li>• <i>use of the VLE (B1 – B4);</i></li> <li>• <i>Study Groups (B1 – B4)</i></li> <li>• <i>independent research (B1 – B4)</i></li> </ul>

## Programme Specification - Section 2

<p>B3 to conduct systematic research into business and management challenges to produce reasoned arguments and justifying conclusions;</p>	<ul style="list-style-type: none"> <li>• <i>Workplace skill development (B1 – B4)</i></li> </ul>
<p>B4 critically reflect upon the relationship between the theory and practice of business management to develop workplace skills and an open, reflective mindset in yourself and your team.</p>	<p>Assessment strategies and methods (referring to numbered Intended Learning Outcomes):</p> <ul style="list-style-type: none"> <li>• <i>Coursework such as report writing (B1-B4);</i></li> <li>• <i>Case Studies (B1-B4);</i></li> <li>• <i>Presentations (B2-B4)</i></li> <li>• <i>Strategic Business Proposal and Presentation (B1-B4)</i></li> <li>• <i>Professional Discussion and Portfolio (B4)</i></li> </ul>
<p><b>C: Practical skills</b></p> <p>This programme provides opportunities for students to:</p>	<p>The following learning and teaching and assessment strategies and methods enable students to achieve and to demonstrate the programme learning outcomes:</p>
<p>C1 explore the techniques used in the critical evaluation of financial and other business-related quantitative or qualitative data;</p> <p>C2 critically analyse of the internal characteristics of an organisation in order to identify actions for improvement where appropriate;</p> <p>C3 appraise the selection of appropriate tools (such as horizon scanning) to assess the external environment in order to understand its impact on organisations</p>	<p>Learning and teaching strategies and methods (referring to numbered Intended Learning Outcomes):</p> <ul style="list-style-type: none"> <li>• <i>lectures (C1 – C6);</i></li> <li>• <i>Synchronous live activities (C1, C2, C3, C6, C7)</i></li> <li>• <i>directed reading (C1 – C7);</i></li> <li>• <i>use of the VLE (C1 – C6);</i></li> <li>• <i>Study Groups ((C1 – C7)</i></li> <li>• <i>independent research (C1 – C7)</i></li> </ul>
<p>C4 demonstrate leadership in addressing organisational and management issues, gaining support from key stakeholders</p> <p>C5 communicate an organisation’s vision and values as well as championing diversity and corporate responsibility.</p> <p>C6 drive organisational change and innovation establishing an environment of resilience and desire for continuous improvement and transformation.</p> <p>C7 demonstrate a growth mindset implementing development opportunities for self and team.</p>	<p>Assessment strategies and methods (referring to numbered Intended Learning Outcomes):</p> <ul style="list-style-type: none"> <li>• <i>Coursework such as report writing (C1-C3, C7);</i></li> <li>• <i>Case Studies (C4-C6);</i></li> <li>• <i>Presentations (C4-C7)</i></li> <li>• <i>Strategic Business Proposal and Presentation (C1-C6)</i></li> <li>• <i>Professional Discussion and Portfolio (C1-C7)</i></li> </ul>
<p><b>D: Transferable skills</b></p> <p>This programme provides opportunities for students to:</p>	<p>The following learning and teaching and assessment strategies and methods enable students to achieve and to demonstrate the programme learning outcomes:</p>

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<p><b>D1</b> <i>perform effectively when working in collaboration with others enabling empowerment and delegation;</i></p> <p><b>D2</b> <i>deploy a range of interpersonal skills including effective listening, negotiating, persuasion and presentation, skillfully communicating to team and stakeholders;</i></p> <p><b>D3</b> <i>demonstrate openness and sensitivity to diversity in terms of other people, cultures and business and management issues, valuing differences;</i></p> <p><b>D4</b> <i>manage their own motivation, tasks, and behaviour in seeking out continuous professional development for self and team;</i></p> <p><b>D5</b> <i>demonstrate curiosity and innovation finding creative solutions</i></p>	<p>Learning and teaching strategies and methods (referring to numbered Intended Learning Outcomes):</p> <ul style="list-style-type: none"> <li>• <i>lectures (D3-D4);</i></li> <li>• <i>Synchronous live activities (D1, D1-D6);</i></li> <li>• <i>directed reading (D3-D5);</i></li> <li>• <i>use of the VLE (D2-D5);</i></li> <li>• <i>Study Groups ((D1 -D5)</i></li> <li>• <i>independent research (D2, D4, D5)</i></li> </ul>
	<p>Assessment strategies and methods (referring to numbered Intended Learning Outcomes):</p> <ul style="list-style-type: none"> <li>• <i>Coursework such as report writing (D1-D6);</i></li> <li>• <i>Case Studies (D1-D6);</i></li> <li>• <i>Presentations (D2-D6)</i></li> <li>• <i>Strategic Business Proposal and Presentation (D1-D6)</i></li> <li>• <i>Professional Discussion and Portfolio (D1-D6)</i></li> </ul>

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Programme Skills Matrix

Units																								
		A 1	A 2	A 3	A 4	A 5	A 6	A 7	B 1	B 2	B 3	B 4	C 1	C 2	C 3	C 4	C 5	C 6	C 7	D 1	D 2	D 3	D 4	D 5
L E V E L  7	Leading and managing change	X	X				X	X	X	X		X		X		X	X	X	X	X	X	X	X	x
	Organisational Environment and Sustainability	X	X				X		x		x		X		X	X	X	X	X	X	X	X	X	x
	Managing Organisational and Individual Performance	X	X	X		X	X		X		X		X		X	X			X	X	X		X	X
	Strategic Management (SLA/MBA)	X		X	X	X		X		X				X			X			X		X	X	
	Financial Decision Making	X		X				x					X						X	X				X
	Shaping the Future of Work		X		X			X	X		X		X		X	X	X	X	X		X	X	X	
	Research Methods (MBA)	X				X					X										X		X	X
Project (MBA)	X				X					X		X		X				X		X		X	X	

## ADMISSION REGULATIONS

The regulations for this programme are the University's Standard Postgraduate Admission Regulations with the following exceptions:

Level 2 Maths and English GCSE grade 4/C or above (or equivalent) are required by the time the apprentice reaches the Gateway; however, some employers may require apprentices to hold these qualifications prior to registration.

Where employers require apprentices to hold these qualifications prior to registration, the qualifications must meet the acceptable qualifications for English and maths requirements for apprenticeships defined by the Education and Skills Funding Agency (ESFA) at level 2 and above.

The guidance from the [Department for Education](#) is clear regarding an individual's eligibility to apprenticeship funding, suggesting funds may not be used for any KSB already attained. Therefore, prior learning must be considered to ensure that the individual can demonstrate "distance travelled" in the attainment of these skills. Consequently, the following must be considered to assess eligibility for the apprenticeship:

- Work experience
- Relevant prior education and training
- Any previous apprenticeships

There is a minimum training duration of 12 months for this level 7 SLA and therefore individuals who have recently completed a business-related master's programme, may not be eligible for this type of programme. For those individuals with prior relevant accreditations which equates to less than 12 months prior learning, the period of learning and the cost of the SLA will be reduced.

Evidence of capability in literacy and numeracy through appropriate UK qualification or equivalence as specified through current entry requirements. Applicants whose first language is not English must offer evidence of qualifications in written and spoken English. Acceptable qualifications are: IELTS (academic) 6.5 (with a minimum of 6.0 in writing and 5.5 in all other components), or direct equivalent.

### Recognition of Prior Learning (RPL)

All applicants for RPL will be individually assessed and must also meet the entry requirements of the programme. A student may be admitted to the programme with specific credit provided that they can demonstrate that they have met the intended learning outcomes of the relevant unit(s) at the required level. The total RPL permitted will not exceed a maximum of 50% of the programme, provided that all requirements are met in full.

## PROGRESSION ROUTES

Students who have successfully completed the Level 7 Senior Leadership Apprenticeship and the Post Graduate Diploma in Business Administration will be eligible to apply for entry with advanced standing to the Master of Business Administration (Top Up) and credited with 120 credits at Level 7'.

## **ASSESSMENT REGULATIONS**

The regulations for the [Level 7 Senior Leader Apprenticeship End Point Assessment](#) sit with the Institute for Apprenticeships and Technical Education and require an end point assessor organisation (EPAO) to assess the apprenticeship against the KSB's related to the standard.

Apprentices must have a maths and English level 2 qualification (or equivalent) prior to entering the Gateway stage of the End Point Assessment

The regulations for the PG Diploma in Business Administration and the Master of Business Administration (MBA) programmes are the University's Standard Postgraduate.