



# **Programme Handbook Senior Leader Apprenticeship**

December 2022

## Introduction to the Senior Leader Apprenticeship

Welcome to the Senior Leader Apprenticeship (SLA) programme. This programme provides current and future leaders with the knowledge, high-level leadership and management skills and desired behaviours to become more effective leaders, while delivering a professional pathway to Chartered Manager or Chartered Fellow status.

We deliver the programme via distance learning, through a combination of:

- Live online seminars, masterclasses and workshops.
- Guided group and project-based work.
- Research tasks.
- Discussion forums and live chats.
- Coaching.

Upon successful completion of the programme, you will graduate with the Senior Leader Apprenticeship award.

## Your Programme Team

### Senior Lecturer



Jacqueline Rawlinson is the Senior Lecturer for the Senior Leader Apprenticeship programme. Jacqueline has over 20 years' experience in apprenticeship delivery and assessment across a range of business and management disciplines. Jacqueline's invaluable industry experience as a marketing professional is underpinned by qualifications from the Chartered Management Institute (CMI) in Leadership & Development and from the Chartered Institute of Personnel and Development (CIPD) in Coaching, as well as an MSc in Marketing with Digital Specialism and Postgraduate Diploma in Digital Learning Design from Glasgow Caledonian University.

### Academic Tutors

Each academic module has a dedicated academic tutor. Academic tutors are approved subject specialists. They support learners via online group academic workshops, masterclasses and online one-to-one support and feedback. The academic tutor also sets activities to be completed at the end of each masterclass to capture the learning that has taken place as well marking summative assessments for each module.

### Coaches

Coaching is a key feature of the apprenticeship experience. We will partner you with a Coach at the start of your studies, to support you throughout your programme. You will meet your Coach regularly to review your progress, discuss your individual learning plan and to discuss any pastoral support you may need. Your Coach will also help you to build your e-portfolio, which provides evidence of your achievement of the Knowledge, Skills and Behaviour towards the apprenticeship.

## Programme Overview, Aims and Learning Outcomes

### Programme Overview and Aims

Our SLA programme is designed to stretch participants and provide the skills to apply management theory in practice, adapt to new scenarios and implement effective solutions.

The purpose of the programme is to provide apprentices with:

- The opportunity to demonstrate competence and professional growth, benchmarked against the Knowledge, Skills and Behaviours from the Senior Leader Apprenticeship Standard.
- A sound platform from which to successfully progress to Apprenticeship End Point Assessment
- The skills to set the overall strategic direction of their area of responsibility, encouraging employees to buy into the organisation's vision.
- The opportunity to lead and influence agreed projects to deliver organisational strategy such as change and agile transformation programmes, diversification, new product implementation, and customer experience improvement.
- The knowledge to make decisions about organisational resource requirements based on strategic insight and reliable evidence.
- Those critical skills which best support the growth of enterprise and the creation of new businesses.
- A stimulating and flexible online learning environment, which is based upon the values of openness, ownership, and professional development.

### **Apprenticeship Standard and Knowledge, Skills and Behaviour**

This programme is aligned to the Senior Leader Apprenticeship standard: [Senior leader / Institute for Apprenticeships and Technical Education](#). This specifies the Knowledge, Skills and Behaviours that you must evidence to successfully complete your apprenticeship.

### **Assessment Strategy**

In line with the apprenticeship standard, the assessment strategy has a strong alignment with real world organisational and business practice.

You will complete a range of assessments, including work-related projects, presentations, portfolios, reflections and report writing. You will apply knowledge and theory to produce assessments that focus on real business situations in your organisation. The assessments will also help you to build evidence of the apprenticeship knowledge, skills and behaviours within the BUD e-portfolio system.

### **Executive MBA**

Although the Senior Leader Apprenticeship can be completed without achieving a degree, the Executive MBA is an integral element of our programme, providing a scaffolding which is mapped to the Senior Leader Apprenticeship standard. In addition to the Senior Leader Apprenticeship award, if you pass all of the module assessments on the programme, you will also achieve the Executive MBA degree.

If you are following the Senior Leader Apprenticeship plus Executive MBA pathway, you will complete 120 taught credits before Gateway and End Point Assessment. Then, after completing End Point Assessment, you will progress onto the 'Business Transformation Project' module to complete the final requirements of your Executive MBA degree. Alternatively, if you no longer wish to complete the final requirements of the Executive MBA degree and if you have accrued sufficient credits, you may choose not to complete the Business Transformation Project and exit with a Postgraduate Diploma at this stage, instead.

You can find the Executive MBA Programme Specification linked below, and the associated module descriptors are published on ilearn. <https://go.arden.ac.uk/programmespecification/executivemba>

Should you fall behind on the Executive MBA, you will nonetheless continue on your apprenticeship, following your learner plan, studying scheduled modules and evidencing the knowledge, skills and behaviours at milestone intervals. Coaches will support you to maintain focus on your apprenticeship, facilitating completion of the Executive MBA at a later date if required.

### Gateway

After you have finished the required pre-Gateway activities, we will hold a meeting with you and your line manager to confirm you have achieved:

1. The required Knowledge, Skills and Behaviours of the apprenticeship standard.
2. The occupational competency expected from the programme outcomes.
3. The learning outcomes for both the apprenticeship and the degree.

All parties must agree before you may proceed through the Gateway towards End Point Assessment. If you need any reasonable adjustments for EPA, we will notify the End Point Assessment Organisation (EPAO) at this stage, so that they can put a support plan in place.

<i>Programme</i>	<i>Gateway requirement</i>
Senior Leader Apprenticeship	<ul style="list-style-type: none"> <li>• Achieve English and maths Level 2</li> <li>• Submit a portfolio of evidence</li> <li>• Submit strategic business proposal title and scope (EPAO must sign this off)</li> </ul>

### End Point Assessment

End Point Assessment (EPA) is the final stage towards completing your apprenticeship. You will be independently assessed by End Point Assessment Organisation (EPAO) that regulates the Apprenticeship Standard that you are studying.

<i>Programme</i>	<i>EPA method (stage) 1</i>	<i>EPA method (stage) 2</i>	<i>Notes</i>
Senior Leader Apprenticeship plus Executive MBA	Strategic business proposal (4000 word +/- 10%), presentation (20 mins) with questioning (40 mins)	Professional discussion (60 mins) underpinned by a portfolio of evidence	<ul style="list-style-type: none"> <li>• No mandated degree so not part of gateway / EPA</li> <li>• EPA1 – undertaken post gateway</li> </ul>

The Chartered Management Institute (CMI) is the recommended EPAO for the SLA. The EPAO will contact you and your line manager to arrange a call to discuss the schedule, date and arrangements for your EPA.

During the final months of your apprenticeship, your Coach will ensure that you and your line manager are fully prepared for the EPA.

On successful completion of the EPA, the EPAO will award you an apprenticeship grading and you will receive your apprenticeship completion certificate.

### Post-End Point Assessment

After you complete your End Point Assessment on the Senior Leader Apprenticeship, you will progress onto the final module of the Executive MBA programme, the 60-credit 'Business Transformation Project'. This is a substantial (15,000 words) piece of work bringing together all you have learned on

the programme to date. You may wish to base your final project on your 4,000-word strategic business proposal from the End Point Assessment.

Alternatively, if you no longer wish to complete the final requirements of the Executive MBA degree and if you have accrued sufficient credits, you may choose not to complete the Business Transformation Project and exit with a Postgraduate Diploma at this stage, instead.

## **Professional Accreditation**

This course is accredited by the Chartered Management Institute (CMI). The Institute aims to boost career development across the management sector and connect you with like-minded professionals across diverse sectors.

As the CMI possesses a Royal Charter, they are the only organisation in the UK that can award Chartered Manager status to their members – the gold standard in management. They are also active in business policy making across the globe and ensure that their more than 140,000 members are represented in policy decision making.

As an apprentice studying with Arden University, you'll have free CMI Membership throughout your studies, giving you access to a range of additional resources including a mentoring service and invitations to networking events both online and offline.

Upon completion of your course, you will be eligible to gain a CMI qualification, which is offered at 3 different levels: an Award, Certificate or a Diploma. The final award you receive upon completion of your degree will depend on your level and length of study, whether you entered your course with Recognition for Prior Learning (RPL) or if you accept any compensation on your modules.

Successful completion of the End Point Assessment will mean you achieve Chartered Manager Status with the Chartered Management Institute: [Chartered Manager | Membership - CMI \(managers.org.uk\)](https://www.cmi.org.uk/chartered-manager-membership).

## **Safeguarding**

You can find full details of our safeguarding arrangements in the apprentice handbook and on our website: [Safeguarding - Home \(sharepoint.com\)](https://sharepoint.com/Safeguarding-Home).

## **Programme Evaluation**

You can find full details of our programme evaluation and student voice mechanisms in the apprentice handbook.