
THE EMPLOYEE'S GUIDE TO THE UCQ CHARTERED MANAGER DEGREE APPRENTICESHIP



WHAT ARE DEGREE APPRENTICESHIPS?

An alternative approach to leadership and management development

Developed with employers, for their employees, degree apprenticeships are an innovative new form of work-based learning. They offer individuals an alternative way of achieving a degree than attending open, class-based degree programmes with a higher education provider. With degree apprenticeships, you do not need to attend a conventional university and there are no exams; using the management theory and concepts which you learn, you are equally assessed against the resulting skills, knowledge and behaviours you apply and demonstrate when doing your everyday work.

Fully fundable through your employer's apprenticeship levy payments

Degree apprenticeships are fully fundable through your employer's apprenticeship levy payments. If they have exhausted the funds in their apprenticeship service account, Government will contribute a minimum of 95% of the cost of any further apprenticeship training which they may wish to carry out.

Based around your job

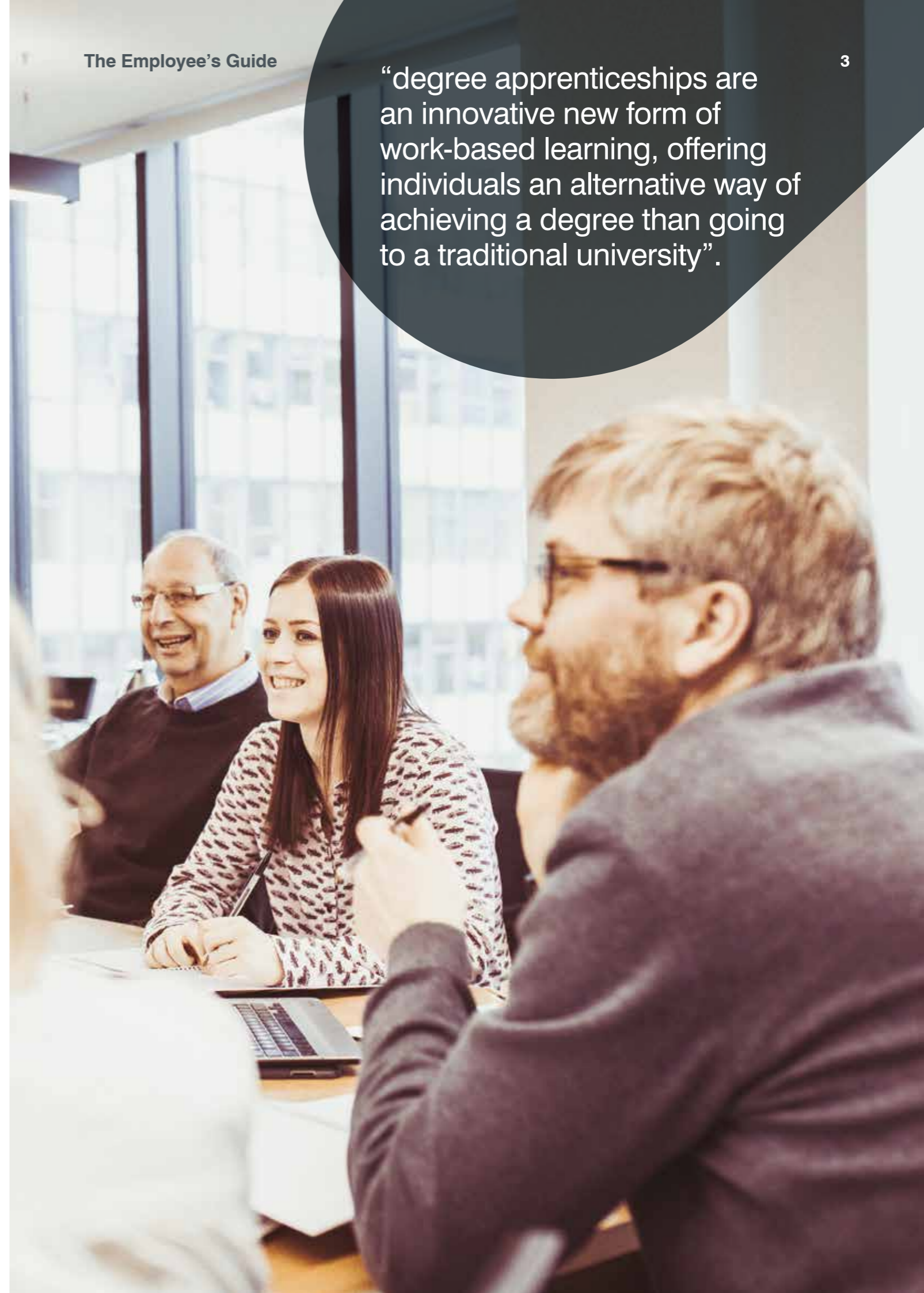
Many aspects of a UCQ degree apprenticeship are directly relevant to and based around your job and our approach facilitates long-lasting applications of knowledge and skills which will benefit you and your organisation, through contextualising learning and assessment to your business's demands, practices and ambitions. In other words, we work hard to understand your business and your role and contextualise the programme to ensure it is directly relevant to you, including work-based assignments that offer the added benefit of driving your performance forward. The outcome for your employer will be engaged and qualified managers with proven skills, knowledge and behaviours who are more effective at their jobs, with the capacity to make much greater contributions to the business. Importantly, degree apprenticeships also include a focus on developing the behaviours and attributes that employers perceive to be present in the most effective managers, giving you the fullest development experience in your professional development journey.

Suitable for existing employees

Suitable for existing employees, as well as new staff, and combining degree level qualifications and professional accreditation, a degree apprenticeship programme with UCQ will benefit public, private and third sector organisations, whether Small and Medium Enterprise (SME) or Fortune 500 giant.

- Innovative new form of work-based learning
- Minimum 95% funding from Government
- No need to attend a traditional university
- No examinations
- Achieve a degree and professional accreditation
- Based around and directly relevant to the student's employment
- Skills, knowledge and behaviours are assessed in workplace
- Suitable for existing staff as well as new
- Relevant to public, private and third sector organisations

“degree apprenticeships are an innovative new form of work-based learning, offering individuals an alternative way of achieving a degree than going to a traditional university”.



WHO IS UCQ?



New breed of higher education institute

UCQ is a new breed of higher education institute being encouraged by the UK Government through the Higher Education and Research Act 2017. Amongst its many aims, the Act seeks to disrupt the historic monopoly held by the traditional universities, and provide new entrants access to the higher education market. As well as stimulating competition, the Act is aimed at driving innovation, raising quality standards and aligning higher education more closely with employers.

Focused on driving business improvement

UCQ is a national independent provider of higher education, focused entirely on leadership and management development through work-based learning. Our unwavering aim is to help employers drive improvements in the performance of their organisations by developing the professional management capabilities of key people just like you.

- New breed of higher education institute
- National provider of work-based higher education
- Focused on professional leadership and management development
- Driven to help improve the performance of managers
- Specialists in delivering the Chartered Manager Degree Apprenticeship

“Our unwavering aim is to help employers drive improvements in the performance of their organisations by developing the professional management capabilities of key people just like you”.

WHAT IS THE CHARTERED MANAGER DEGREE APPRENTICESHIP?

A partner institution

UCQ is a partner institution of The Open University (OU) and an approved HE partner of the Chartered Management Institute (CMI). The UCQ Chartered Manager Degree Apprenticeship (CMDA) combines our BA (Hons) Professional Management degree (validated by The Open University) with the CMI Level 5 Diploma in Management and Leadership. Students successfully completing and achieving the programme will also receive professional recognition as a Chartered Manager (CMgr MCMI) through the CMI.

Flexibility and multiple starts

We believe that flexibility is key and understand the rapidly changing nature of personal circumstance and business operations; that is why we offer multiple start points, throughout March, June, September and November, rather than a single, annual entry point to learning. Subject to conditions and a minimum of eight students we will open additional cohorts beyond the scheduled starts to suit you and your employer's needs

Professional people learning in a professional environment

To ensure that each student has a high level of support throughout the programme, we keep cohorts small, but with sufficient numbers to ensure a good dynamic for learning, where professional discussion and exchange of ideas can extend learning opportunities. Our students

are all employed professionals and as such, are peers that are able to share experiences of management, including sharing approaches from differing sectors, for best learning advantage. Their shared motivations for learning also support a dynamic learning environment and experience.

For existing managers or employees stepping up

The CMDA is ideal for existing managers or for employees that are stepping up or across to their first management role. The UCQ CMDA programme has been specifically developed, and is delivered, by our work-based learning specialists. They understand the realities of business from their extensive industry experience, gained working "at the coal face" of management; as a result, you can be confident that they will appreciate your needs, challenges and constraints, as well as those of your employer and will be able to deliver a programme to fully meet your needs.

Directly benefits your employer

The UCQ CMDA programme is delivered and assessed using a range of methods and activities. These include face-to-face taught sessions, live webinar, assignments, projects, case studies, reports, portfolio building, presentations, self-directed study and group working. Importantly, many of these activities are focused upon your actual work and are of direct benefit to your employer.

Off the Job Training

As with all apprenticeships, the UCQ CMDA incorporates an amount of 'off the job training' (OTJ); as a minimum the time commitment for this will equate to 20% of the student's normal contracted hours and may include activities such as face to face taught sessions, researching assignments or job shadowing.

Complete in 36 months

Our CMDA programme is organised around a 52-week delivery cycle rather than a standard undergraduate 30-week two semester cycle. This means you can complete the programme in a maximum of three years, as compared to four years plus with a typical traditional university approach. Earlier completion of the programme means you will become a Chartered Manager twelve months sooner, enabling you to fully apply the value of your studies to driving the performance of your team's KPI's.

Learning with UCQ removes the "start/stop" nature of the historic two semester approach, providing you with continuity of teaching and assessment, ensuring you can incrementally build your knowledge, skills and behaviours without interruption.



Exit awards

As the programme progresses, you continually build credits and, if for an unforeseen circumstance, are unable to complete, provided you have successfully passed the year 1 or year 2 stage gates, you will be entitled to receive exit awards from the CMI and/or OU.

End point assessment

In order to successfully achieve the CMDA, students will need to undertake an end-point assessment, which is

normally carried out by a panel of representatives from your organisation, UCQ and CMI and will consist of the following:

- Review of the student's evidence portfolio, which includes their final year management project
- A short presentation by the student (10-15 minutes)
- An interview with the student by the panel

On completion and achievement

Students successfully completing and achieving on the UCQ CMDA will receive the following: -

- UCQ BA (Hons) Professional Management degree
- CMI Level 5 Diploma in Management and Leadership
- Option to be assessed for Chartered Manager status by CMI (CMgr MCMI)

HOW WILL THE CHARTERED MANAGER DEGREE APPRENTICESHIP HELP ADVANCE MY CAREER?

A professional occupation

At UCQ, we consider being a "Manager" as having a professional occupation, in exactly the same way as one would consider an engineer, accountant, architect or solicitor as having a professional occupation.

We know from experience that there is a vast pool of great talent in the managers of UK industry, who are ready for an opportunity to further develop and hone their knowledge and skills. However, it is also the case, according to the former Department for Business, Innovation and Skills (BIS), that ineffective management costs UK businesses £19 billion a year, 43% of employees consider their line manager to be ineffective and 80% of UK managers are not qualified to do the job. Professional development is therefore vital to ensure you are able to perform the best in your management role.

Driving your scorecard performance

UCQ has created the CMDA programme specifically to help develop your skills, knowledge and behaviours; we will help develop you into a professional manager, perform better in your job and assist in driving improvements in your scorecard performance. As a consequence, your employer can expect to see improvements in their business performance and results in areas such as:

- Improved employee engagement performance
- Strengthening net promoter scores and levels of customer satisfaction
- Growth in income and revenues
- Increased average order value and reduced opportunity flow rate
- Growing levels of new product development and releases
- Enhanced operational efficiencies and cost optimisation
- Daily innovation and quality improvements
- Reduced debtor days and better cash flows

and, of course

- Improved earnings or surplus

A stronger position

As a Chartered Manager with a BA (Hons) Professional Management degree and demonstrating tangible improvements in the delivery of your roles and responsibilities, you will be in a stronger position to develop your team, step up to higher level responsibilities, be considered for internal promotion and where relevant, deliver the results to secure the period's full bonus. Plus, achieving the CMDA will enable you to undertake post-graduate level programmes, ensuring that your professional development and your career, can continue to progress.



PROGRAMME OVERVIEW

CHARTERED MANAGER DEGREE APPRENTICESHIP (CMDA)

Awards: BA (Hons) Professional Management degree, CMI L5 Diploma in Management and Leadership, Chartered Manager Status (CMgr MCMI)

Level: 6

Duration: Up to three years

Starts: March, June, September, November plus additional on request

Suitable for: Existing managers or those with management responsibilities, employees identified as future managers

Entry Requirements: Negotiated between UCQ and employer, though likely to include a minimum of functional skills at L2 or above (or equivalent) and appropriate work experience

Delivery Method: Each module typically last 8 weeks, starting with a taught session, followed by a period of guided learning, during which students apply their learning, generating work-based evidence and work on the module assignment

Off the Job Training (OTJ): As a minimum the time commitment for OTJ will equate to 20% of the student's normal contracted hours and may include activities such as face to face taught sessions, researching assignments or job shadowing.

Fees: £22,000, which can either be paid for via your levy funds, or on a co-investment basis

Support for Students: UCQ mentor for duration of programme. Accessible via face-to-face, email, phone, video conferencing or UCQ virtual learning environment (VLE)

Support for Employers: dedicated UCQ account manager for duration of programme. Responsible for understanding employer strategy, setting programme KPI's with employer, feeding back employer's requirements

Eligibility: Individuals holding an existing degree will be eligible to join the CMDA, provided it is not a degree in business and management

Year 1 Level 4 Modules

1.1 Academic Skills

Essential skills and knowledge required of a higher education student

1.2 Leading People

The impact of different leadership styles on individual and organisational performance

1.3 Communication

Understanding different forms of communication and their effectiveness in the workplace

1.4 Sales and Marketing

How sales and marketing strategies are relevant to management within the workplace

1.5 Decision Making

Making and communicating effective decisions

1.6 Professional Practice 1

Demonstrating your ongoing development as a professional manager

Exit Awards*

Certificate of Higher Education in Professional Management (Cert HE) validated by The Open University

*In the event of a Student being unable to complete the entire CMDA programme but who successfully completes Year 1 or Year 2 they will be eligible to receive an exit award from CMI and/or OU

Year 2 Level 5 Modules

2.1 Managing People

Recruit, manage, develop people using various approaches

2.2 Business Finance

Understand and assess the impact of financial performance

2.3 New Technologies

Technology as a tool for innovation and future developments

2.4 Digital Business

Today's modern business and how it can be used for your advantage

2.5 Developing Collaborative Relationships

Develop relationships with a range of key internal and external stakeholders

2.6 Professional Practice 2

Demonstrating your ongoing development as a professional manager

Exit Awards

Diploma of Higher Education in Professional Management (Dip HE) validated by The Open University
CMI Level 5 Diploma in Management and Leadership

Year 3 Level 6 Modules

3.1 Strategy and Change

Develop and implement an organisational strategy and how to manage change

3.2 Project Management

Planning, design, development and implementation

3.3 Professional Practice 3

Demonstrating your ongoing development as a professional manager

3.4 Management Project

A management related work based project

Completion Outcomes

BA (Hons) Professional Management degree, CMI Level 5 Diploma in Management and Leadership, Chartered Manager status (CMgr MCMI)

Assessment: There are no exams; the CMDA is entirely assessment-based and student achievement will be determined by the following assessments:

Knowledge and Skills assessment

Tutor assessment of study modules, assessment of work-based learning modules, review of evidence portfolio, employer review and feedback

Behavioural assessment

Students record the feedback from tutors, line managers, peers and direct reports throughout the programme to provide evidence of work-place behaviours which are then assessed against the requirements of the standard

End-Point assessment

- Review portfolio of work including final year work-based management project
- 10-15 minute presentation by the student
- Panel interview (employer, UCQ and CMI)



To find out how UCQ can help you improve the performance of your business, contact us today

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