

Programme Specification

PGDip Management for Future Leaders (post-DAS registration)

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For students entering in 2023/24

This document sets out key information about your Programme and forms part of your Terms and Conditions with the University of Reading.

Awarding Institution	University of Reading
Teaching Institution	University of Reading
Length of Programme	PGDip Management for Future Leaders (post-DAS registration) - 21 months
Accreditation	Level 7 SLA: The approved End-Point Assessment organisations for the Level 7 SLA: Chartered Management Institute (CMI) / Institute for Leadership and Management. AACSB, EQUIS
Programme Start Dates	Multiple throughout the academic year

Programme information and content

The Postgraduate Diploma (PG Dip.) in Management for Future Leaders can only be achieved via successful completion of the Senior Leader Apprenticeship Future Leaders (SLAMFL) programme, and is awarded on condition of passing the post SLA programme academic evaluation of all assessment completed on the SLAMFL.

The Postgraduate Diploma (PG Dip.) in Management for Future Leaders is aimed at early career professionals who have evidenced potential and have the aspiration to fast-track to positions of senior leadership within their organisations.

The PG Dip. in Management for Future Leaders has a clear focus on the application of learning in the workplace. This application of new learning will enable students to acquire and enhance strategic management and leadership capabilities and potentially bring about change in their organisations, while building their confidence and competence as future leaders.

The PG Dip. in Management for Future Leaders aims to prepare early-career professionals for fast-tracking into senior leadership positions by enabling them to develop knowledge, understanding and application of:

- strategic management and its implications in an organisation;
- change and innovation in a fast-changing business environment;
- corporate responsibility, governance and ethics in contemporary organisations ;
- financial strategies and the ability to lead these strategies successfully;
- leading and developing people, and the ability to engage employees, enabling open and high performance working;

- building and managing collaborative relationships;
- integrating theory and practice by applying learning in the workplace.

Develop practical skills that will enable them to:

- take personal accountability aligned to clear values
- be curious and innovative
- make research- and evidence-based decisions
- be effective at problem-solving
- value difference and champion diversity within and across teams
- seek continuous professional development opportunities for self and wider team.

The route to achieving the PG Dip. In Management for Future Leaders is via successful completion of the End Point Assessment (EPA) of Level 7 Senior Leader Apprenticeship (SLA) programme, followed by an end-of-programme assessment, in which the learner's body of work will be academically validated.

The PG Dip. in Management for Future Leaders is designed to enable students to gain the required knowledge, skills and behaviours to achieve this over the course of approximately 21 months (including EPA and end-of-programme assessment). Knowledge and skills are achieved by studying content from across a number of modules and knowledge application and learning in the workplace.

As such, the programme comprises the following stages, which address the set of SLA standards and supports them to build a portfolio of evidence and a strategic business proposal scoping document ready to meet Gateway:

Stage 1 - Managing & Leading Strategically & Sustainably

- Strategic Management
- Personal Development for Future Leaders 1
- Managing Innovation and Change
- Corporate Responsibility and Ethics
- Financial Management

Stage 2 – Managing & Leading People for High Performance and Impact

- Finding Your Leadership DNA
- Managing People and Organisations
- Personal Development for Future Leaders 2

End-Point Assessment (approx. 5 months)

- Professional discussion underpinned by a portfolio of evidence
- 12 week Strategic business proposal, presentation with questioning

Module information

Each module content maps to the relevant content in the SLA standard in terms of knowledge, skills and behaviours. Module content will be made available to students on Canvas, their virtual learning platform.

Students must complete a work-based project for each module. In addition, the student must pass an End-Point Assessment (EPA), comprising a professional discussion based on the portfolio of evidence and completion of a 12-week Strategic business proposal with a presentation and questioning.

On successful completion of the L7 SLA, the learner submits the eight work-based projects for academic verification assessment, and the award of credits. Achievement of the L7 SLA programme learning outcomes, through the application of knowledge in the workplace and the body of work completed, is considered to have equivalence in terms of learning and experience to 120 MSc credits. A 'Pass' in all eight projects is required to achieve all programme level learning outcomes.

If all eight projects are deemed to have achieved a 'Pass' (achieved a minimum mark of 50%) the learner will then be awarded the PG Dip. in Management for Future Leaders. (See 'Assessment' section, below, for further details on assessment.)

Compulsory modules

Module	Name	Credits	Level
MNM1CRE	Corporate Responsibility & Ethics	10	M
MNM1FIN	Financial Management	15	M
MNM1MIC	Managing Innovation and Change	15	M
MNM1PDFL	Personal Development for Future Leaders I	0	M
MNM1STM	Strategic Management	20	M
MNM2DNA	Finding Your Leadership DNA	20	M
MNM2MPO	Managing People and Organisations	15	M
MNM2PDF2	Personal Development for Future Leaders II	10	M
MNM3SBP	Strategic Business Proposal	15	M

Part-time or flexible modular arrangements

PG Dip. in Management for Future Leaders is designed for students who are in employment. It is a part-time, flexible programme. Students will study relevant content,

applying their learning in the workplace throughout the programme, in order to gain the required knowledge, skills and behaviours to achieve the programme learning outcomes.

Students will receive guidance on implementing learning in the workplace from Henley Faculty and Learning Coaches, and will select topics for the work-based projects in liaison with their employer/line manager.

Students are enrolled within intakes and are expected to use a blend of individual, group and self-study and facilitated learning methods, including face-to-face workshops. Within overall registration, there is flexibility to complete work-based projects at different rates.

Support for students and their learning

University support for students and their learning falls into two categories.

Learning support is provided by a wide array of services across the University, including: the University and Henley Business School Library, the Henley Careers, the Study Advice and Mathematics Support Centre teams, Digital Technology Services (DTS) and the Student Access to Independent Learning (S@il) computer-based teaching and learning facilities. There are language laboratory facilities for those taking modules offered by the Institution-wide Language Programme.

Student guidance and welfare support is provided by Apprenticeship (Academic) Tutors, School Director of Academic Tutoring, the Students' Union, the Medical Practice and advisers in the Student Services Centre. The Student Services Centre is housed in the Carrington Building and offers advice on accommodation, careers, disability, finance, and wellbeing.

Academic issues: students can get key information and guidance from the team of Helpdesk Advisers, or make an appointment with a specialist adviser; Student Services also offer drop-in sessions and runs workshops and seminars on a range of topics. For more information see <http://www.reading.ac.uk/student>

Career Prospects

Successful completion of the PG Dip. in Management for Future Leaders should enhance learners' potential to progress in their career.

Additional costs of the programme

Students are not required to purchase any textbooks. A range of resources to support the curriculum, including e-books and other electronic resources are available through the VLE, Canvas.

Printing and photocopying facilities are available on campus at a cost per A4 page of £0.05 (black and white) and £0.30 (colour). Essential costs in this area will be low as work-based projects will be submitted electronically. Costs are indicative and are subject to inflation and other price fluctuations.

Students are expected to fund any travel costs to attend the workshops.

Optional modules

Placement opportunities

This programme does not contain an option for an integral work placement as students will be in relevant employment.

Study abroad opportunities

International Study Visits are not offered on this programme.

Teaching and learning delivery

PG Dip. in Management for Future Leaders is completed in a 21 month period (approximately - allowing for variance in the end-of-programme assessment duration), and comprises a combination of independent and group-based study, virtual tutor support (with access to an online Q&A moderator on Canvas), workshops, additional scheduled contact time with a learning coach and regular meetings with the Apprenticeship Tutor.

To get full value from face-to-face events, students are expected to familiarise themselves with the relevant study material before attending. Regular attendance at workshops and engagement with the facilitated virtual learning is expected since they are the backbone of the collaborative learning process whilst also providing a supportive atmosphere for the working professional.

The PG Diploma in Management for Future Leaders learning resources on Canvas outline core theory and content and provide activities to embed learning. Text based resources are interspersed with multi-media materials containing video and audio files that include tutor discussions of topics, lectures and case examples from industry and individual organisations.

The programme is delivered in a format that is based around a learning journey which

enables students to address business problems/ challenges across different disciplines and aspects of the organisation.

Personal Development is integral to the programme and runs as a thread throughout the course via content on Canvas and workshops, enabling students to practise the required behaviours, as specified in the Apprenticeship Standard.

Evidence Portfolio: students will build this over the course of the programme, and will consist of artefacts developed during learning on the module and their workplace and completion of the work-based projects (e.g. meeting minutes, project recommendations, implementation plan, witness statements etc, as well as the work-based projects themselves.)

Total study hours for the programme will be 1200 hours. In addition to the scheduled contact hours, students will be expected to undertake guided independent study. Information about module contact hours and the amount of independent study which a student is normally expected to undertake for a module is indicated in the relevant module description.

Accreditation details

Level 7 SLA: The approved End-Point Assessment organisations for the Level 7 SLA: Chartered Management Institute (CMI) / Institute for Leadership and Management.

AACSB, EQUIS

Assessment

Each module is assessed either through an individual or group work-based project. Work based projects are typically based on student's own organisation and whenever possible the topic is agreed with their line manager and confirmed with the relevant Learning Coach. The assessment is formative indicating the knowledge, skills and behaviours they have met and where there is further development or evidence required.

Progression

To achieve the L7 SLA award, formal assessment is conducted via the approved End-Point Assessment (EPA) organisation, where the student undertakes a professional discussion based on their portfolio of evidence and their Strategic Business Proposal will be presented. Students will collect evidence of knowledge, skills and behaviours as they progress through each of the modules.

On successful completion of the Strategic Business Proposal, the student's body of work completed during the programme (the eight work-based projects) will be subject to summative **end-of-programme assessment**. Each project will be given a grade following a

standard marking policy equivalent to that applied on the MSc in Management for Future Leaders.

Students will be required to achieve a minimum mark of 50% in each module. In case of a fail (mark <50%) the student is allowed one resubmission per module (as per the standard rules on the MSc programme).

Resubmissions will be capped at 50% at module level. Programme Management will advise students when a resubmission is required and policy regarding timing. The normal procedure on extenuating circumstances will apply to those seeking an extension for a resubmission. If a student does not resubmit within the specified time from the first assessment without an agreed extenuating circumstance a mark of zero will be awarded for that assessment.

Programme awards:

- Students that successfully pass the L7 Senior Leader Apprenticeship End Point Assessment will be awarded the L7 Senior Leader Apprenticeship Certificate.
- Students that are awarded the L7 Senior Leader Apprenticeship Certificate and successfully pass the end-of-programme assessment of all 8 modules (equivalent to 120 credits) will be awarded the Henley Postgraduate Diploma in Management for Future Leaders.
- Students that are awarded the L7 Senior Leader Apprenticeship Certificate and successfully pass the end-of-programme assessment of modules with a minimum total credit-weighting of 60 credits will be awarded the Henley Postgraduate Certificate in Management.

Classification

L7 SLA End-Point Assessment: students may be awarded a classification of Fail, Pass or Distinction.

The University's postgraduate marks classification is as follows:

Mark Interpretation

70 - 100% Distinction

60 - 69% Merit

50 - 59% Good standard (Pass)

Failing categories:

40- 49% Work below threshold standard
0 - 39% Unsatisfactory Work

For Postgraduate Diploma:

To qualify for a Distinction, students must gain an overall average of 70 or more over 120 credits.

To qualify for a Merit, students must gain an overall average of 60 or more over 120 credits.

To qualify for a Pass, students must gain an overall average of 50 or more over 120 credits.

For Postgraduate Certificate:

To qualify for a Postgraduate Certificate, students must gain an overall average of 50 or more over 60 credits.

Possible entry to the MSc Management for Future Leaders programme

Achievement of the Henley Postgraduate Diploma in Management for Future Leaders provides the opportunity for participants to join Stage 3 of the MSc Management for Future Leaders.

For further information about your Programme please refer to the Programme Handbook and the relevant module descriptions, which are available at <http://www.reading.ac.uk/module/>. The Programme Handbook and the relevant module descriptions do not form part of your Terms and Conditions with the University of Reading.

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