Programme Specification
BA Management Practice (Chartered Manager Degree Apprenticeship: Corporate - Open)
For students entering Part 1 in September 2023   **UATMGPRAZZBB**

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	3 years
Accreditation	Chartered Manager Degree Apprenticeship (CMDA) Chartered Management Institute (CMI)

Programme information and content	
The programme aims to enable students to acquire the knowledge, skills and behaviours needed to meet the academic requirements of the Chartered Manager Degree Apprenticeship (CMDA) Standard and allow them to become a Chartered Manager accredited by the Chartered Management Institute (CMI). The programme is appropriate for students with no or minimal work experience. The programme is designed to enable the student to develop their management practice and to progress their career through the acquisition of relevant skills, knowledge and behaviours. It aims to: • enable students to develop core knowledge, skills and behaviours in key areas of business and management • equip young career starters with key knowledge, skills and capabilities to develop their professional competence • develop students' self-awareness and support them in their personal development The following aspects are central to the programme: • A strong academic grounding across the main areas of business and management subjects • A strong emphasis on acquisition as well as the application of learning to address current business challenges and opportunities • The integration of work-based learning into the curriculum to allow experiential learning and application in practice	
Part 1:	**Stage 1**: Introduces the managerial context. In Stage 1, the programme aims to develop understanding of concepts and principles from key areas of the management domain and to evaluate and interpret these within the context in which organisations operate. In this first stage, the programme will explore the organisation's environment and look at its key resources, such as people and financial resources, and their role in achieving business objectives. The Sales and Marketing module will explore marketing in the wider context of business

	management and will enable students to gain a firm understanding of its practice, concepts and theories. In the Personal Effectiveness module, students will begin the process of understanding self and their interactions with others. Professional Practice 1 will support students in the development of the academic skills they need at university level, including a range of skills and techniques in the area of academic writing, reading and referencing, as well as develop their competences as professionals in the areas of time management, stress management and personal presentation. In all three stages of Professional Practice, students will be guided through the completion of their portfolio, preparing them for its submission at the end of the programme.
Part 2:	**Stage 2:** Provides an understanding of how organisations operate. In Stage 2, knowledge and critical understanding of the management discipline is developed and students are encouraged to apply these through a scrutiny of the way their organisation operates. Stage 2 will develop understanding of the management of human resources, operations and processes, projects, and underpinning infrastructure. Students will also be introduced to research design and the key elements of the research process in the social sciences. In the Personal Effectiveness module, students will be introduced to leadership styles and evaluate the use of coaching and mentoring approaches to supporting people and developing teams in the context of these. Professional Practice 2 further builds on Stage 1 and introduces different types of communication to advance students' academic and professional development.
Part 3:	**Stage 3:** Gives the opportunity to develop competences in achieving sustainable value. In Stage 3, a systematic knowledge of the management discipline will be deployed to allow students to consider how their organisation can deliver sustainable value for its various stakeholders in light of changing environments. It will introduce issues relevant to contemporary organisations including sustainability, values, ethics and governance. In the Digital Technologies module, the challenges of the digital age, including continuous technological development and its impact on process, people and innovation, will be explored. The Personal Effectiveness module will provide an introduction to organisational change management and introduce a range of tools and techniques that facilitate the change process. The Work-based Project module will enable students to integrate their learning from the programme, to gain a better understanding of their organisation, its context and its ability to embrace change effectively. Professional Practice 3 will focus on providing academic support for the work-based project and introduce influencing and negotiation styles to further enhance students' professional development.

Module information
Each part comprises 120 credits, allocated across a range of compulsory and optional modules as shown below. Compulsory modules are listed.
Part 1 Modules:

Module	Name	Credits	Level
MQ1BUF	Business Finance	20	4
MQ1IBM	Introduction to Business and Management	20	4

MQ1ORB	Organisational Behaviour	20	4
MQ1PEU	Personal Effectiveness 1: Understanding Myself and Others	20	4
MQ1PRP	Professional Practice 1	20	4
MQ1SAM	Sales and Marketing	20	4

Part 2 Modules:

Module	Name	Credits	Level
MQ2ITR	Introduction to Research	20	5
MQ2OAI	Operations and Infrastructure	20	5
MQ2PEC	Personal Effectiveness 2: Leading and Coaching	20	5
MQ2PEM	People Management	20	5
MQ2PPM	Principles of Project Management	20	5
MQ2PRP	Professional Practice 2	20	5

If you take a year-long placement or study abroad, Part 3 as described below may be subject to variation.

Part 3 Modules:

Module	Name	Credits	Level
MQ3COI	Contemporary Issues	20	6
MQ3DTI	Digital Technologies and Innovation	20	6
MQ3PEL	Personal Effectiveness 3: Leading and Managing Change	20	6
MQ3PRP	Professional Practice 3	20	6
MQ3WBP	Work-based Project	40	6

All modules are compulsory. This does not mean that the learning experience will be identical for everyone on the programme as students will be supported to identify learning of particular relevance to them and apply this to their specific context and organisation. As indicated below, assignments will need to be related to students' own organisations.

Additional costs of the programme

Placement opportunities

Teaching and learning delivery:

Students will follow a guided learning path that will require them to read core materials, access other optional learning materials and undertake a range of learning activities. In terms of contact hours, these will comprise: weekly one-hour virtual seminars led by a learning coach; time in workshops facilitated conjointly by the module convenor and the learning coach; regular meetings with their personal apprenticeship tutor; project supervision; and other synchronous or asynchronous communication. For Stages 1 and 2

there will be seven full-day workshops per stage in which students will be required to work in groups and provide peer feedback and support. In Stage 3 there will be five full-day workshops plus group supervision seminars.

Furthermore, an essential part of the apprenticeship programme is to relate students' learning to their day-to-day work. Students are required to build a portfolio of evidence to demonstrate how they have utilised their learning to develop their skills and adapt their behaviours as set out in the CMDA standard. This portfolio will be utilised as part of the End Point Assessment process.

There will also be a coordinated set of activities and events outside of the core modules (extracurricular activities). These are intended to supplement the programme in a manner directly relevant to the successful completion of the apprenticeship and the student's development as a professional manager.

Assessment

The programme will be assessed through a variety of modes. Summative assessment will be based on coursework and may need to be submitted in a range of formats, such as written reports, blogs, portfolios or presentations (live or recorded). In some cases, students will be assessed in groups. There may be occasions where students are involved in the assessment of the work of others (peer assessment).

Coursework will have different characteristics depending on the module, but students will be required to demonstrate that they can apply learning to their work context. As part of the End Point Assessment for the apprenticeship, students will be required to develop a portfolio of evidence. The programme is designed to support this requirement. Students will also need to demonstrate the criteria of eligibility for Chartered Manager status. Notably, this includes the CMI diploma. The course is organised so that this is embedded within the programme. Students will also need to successfully complete the Chartered Manager application prior to progression to End Point Assessment.

Accreditation details

Programme-specific progression requirements:

To progress to Part 2 a student must obtain at least 40% in all Part 1 modules.

To progress to Part 3 a student must obtain at least 40% in all Part 2 modules.

Students must pass each module with a mark of at least 40%. All modules are regarded as being of special significance.

Students who fail to achieve a 40% pass mark are permitted one re-sit/resubmission per module at an appropriate point in the programme schedule.

It is normally expected that all the modules in each stage are passed prior to entry to the next stage of the programme.

In some cases, and in consultation with the Programme Director, students may be permitted to progress to the next stage of the programme with an outstanding resubmission. In such cases the resubmission must be completed at the earliest available opportunity.

Students will not be permitted to progress to Stage 3 if they have any outstanding assessment from Stage 1.

University-wide progression requirements (applicable for exit awards):

Part 1

(i) Obtain an overall average of 40% over 120 credits taken in Part 1; and (ii) Obtain a mark of at least 30% in individual modules amounting to at least 100 credits taken in Part 1.

In order to progress from Part 1 to Part 2, a student must achieve a threshold performance.

The achievement of a threshold performance at Part 1 qualifies a student for a Certificate of Higher Education if he or she leaves the University before completing the subsequent Part.

Part 2

To gain a threshold performance at Part 2, a student shall normally be required to:

Obtain a weighted average of 40% over 120 credits taken at Part 2; (ii) Marks of at least 40% in individual modules amounting to at least 80 credits; and (iii) Marks of at least 30% in individual modules amounting to not less than 120 credits, except that a mark below 30% may be condoned in no more than 20 credits of modules owned by the Department of Mathematics and Statistics.

In order to progress from Part 2 to Part 3, a student must achieve a threshold performance. The achievement of a threshold performance at Part 2 qualifies a student for a Diploma of Higher Education if he or she leaves the University before completing the subsequent Part.

Classification

Bachelors degrees

The University's honours classification scheme is based on the following:

Mark Interpretation

70–100% First class
60–69% Upper Second class
50–59% Lower Second class
40–49% Third class
35–39% Below Honours Standard
0–34% Fail

The weighting of the stage in the calculation of the degree classification is: Three-year programmes
Stage (Part) 2 one-third
Stage (Part) 3 two-thirds

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.

BA Management Practice (Chartered Manager Degree Apprenticeship: Corporate - Open) for students entering Part 1 in session 2023/24
4 July 2023
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