

Programme Specification

PGDip Business Administration (post-DAS registration)

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For students entering in 2024/25

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 Business Administration (post-DAS registration) - 20 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. Association to Advance Collegiate Schools of Business (AACSB) EFMD Quality Improvement System (EQUIS) Association of MBAs (AMBA)
Programme Start Dates	Multiple throughout the academic year
QAA Subject Benchmarking Group	Masters Degrees in Business and Management

Programme information and content

Summary of Programme Aims and Content

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

The Postgraduate Diploma (PG Dip.) in Business Administration is aimed at experienced managers who are aspiring to step up to positions of senior leadership within their companies. It will also be attractive to people who are already senior leaders in their organisations, who wish to enhance further their strategic management practice and leadership skills.

The PG Dip. in Business Administration has a clear focus on the application of learning in the workplace. This application of new learning will enable students to enhance strategic management practice and potentially bring about change in their organisations, while building on their confidence and competence as leaders.

The route to achieving the PG Dip in Business Administration is via successful completion of the L7 Senior Leader Apprenticeship (SLA), Business Administration (SLA BA) programme.

The L7 SLA is designed to enable learners to gain the required knowledge, skills and behaviours to achieve this award, over the course of approximately 18 months (including EPA). Knowledge and skills are achieved by studying and applying MBA content from across a number of modules, in the workplace. The programme has been designed with the learner's need to achieve the Standard at its heart. As such, the programme comprises the following 3 Stages, each of which addresses a specific set of Apprenticeship Standards:

Stage 1 (approx. 4.5 months) - Developing Strategy in a Changing World:

- Apprenticeship Standard A: Strategy
- Apprenticeship Standard B: Innovation & Change

Stage 2 (approx. 4.5 months) – Ensuring Responsible Leadership & Governance

- Apprenticeship Standard C: Leading Responsibly: Reflections on Enterprise & Risk
- Apprenticeship Standard D: Finance

Stage 3 (approx. 6 months) – Leading through Stakeholder Relationships

- Apprenticeship Standard E: Engaging Employees
- Apprenticeship Standard F: Leading & Developing People
- Apprenticeship Standard G: Developing & Building Collaborative Relationships

End-Point Assessment (approx. 3 months)

- Evidence Portfolio
- Strategic Business Proposal

Students will also follow the MBA Personal Development module, and submit two formative assignments during the L7 SLA programme.

Programme Learning Outcomes

-PGDip Business Administration (post-DAS registration)

During the course of the Programme, you will have the opportunity to develop a range of skills, knowledge and attributes (known as learning outcomes) For this programme, these are:

Learning outcomes	
1	Demonstrate and implement your knowledge of strategic and responsible management by creating and implementing strategies for your organisation or area of responsibility that address stakeholder concerns, alongside making evidence-based resource allocation decisions (budget, people, and technology) that align with these strategies.
2	Evaluate and integrate the effects of innovation and disruptive technologies on organisations, and formulate initiatives that instil change drivers and contemporary

	practices within infrastructure, processes, personnel, culture, and sustainability efforts.
3	Critically examine and assess the principles of business ethics and values-based leadership toward the development of actionable strategies to incorporate corporate responsibility within organisational structures and cultures.
4	Conduct a comprehensive analysis of how planning and management control tasks empower leaders to allocate resources with maximum efficiency and effectiveness, thereby facilitating informed decision-making within the changing global economic landscape.
5	Formulate and exhibit proficiency in strategic leadership for people development by implementing talent management, orchestrating succession planning, designing workforce structures, fostering diversity and inclusion, and establishing coaching and mentoring programs within your organisation or area of responsibility.
6	Evaluate the external context and environment, showcasing your ability to construct and maintain productive collaborative relationships with a broad spectrum of internal and external stakeholders in an international context.
7	Conduct evidence-based research in business and management, applying critical analysis and synthesis to a tangible research challenge within the context of a real organisation.
8	Exhibit critical thinking by engaging in relevant questioning, challenging assumptions, and meticulously evaluating evidence to substantiate arguments across a range of business and management disciplines, ensuring clear and concise communication of your thought processes.

You will be expected to engage in learning activities to achieve these Programme learning outcomes. Assessment of your modules will reflect these learning outcomes and test how far you have met the requirements for your degree.

To pass the Programme, you will be required to meet the progression or accreditation and award criteria set out below.

Module information

The programme comprises 120 credits, allocated across a range of compulsory and optional modules as shown below. Compulsory modules are listed.

Students must complete a work-based project for each module. In addition, the student must pass an End-Point Assessment (EPA), comprising an Evidence Portfolio and final Strategic Business Proposal.

The learner is required to evidence knowledge, skills and behaviours across all Apprenticeship Standards and must pass the EPA to achieve the level 7 SLA award. All modules are therefore compulsory.

Module content will be made available to learners on Canvas, their virtual learning platform.

Each module requires 150 learning hours, and therefore has equivalence to a 15 credit module. The L7 SLA therefore has equivalence to 120 credits.

All module assessment is subject to moderation by academic Faculty throughout the programme. Sample moderation is carried out, as per standard moderation policy. On successful completion of the L7 SLA BA, the learner is transferred onto the PG Dip, and is awarded credits. Achievement of the L7 SLA programme learning outcomes, through the application of MBA-based knowledge in the workplace and the body of work completed, is considered to have equivalence in terms of learning and experience to 120 MBA 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 Business Administration. (See 'Assessment' section, below, for further details on assessment.)

Compulsory modules

Module	Name	Credits	Level
MNM1INC	Innovation and Change	15	M
MNM1STR	Strategy	15	M
MNM2FIN	Finance	15	M
MNM2LRE	Leading Responsibly: Reflections on Enterprise and Risk	15	M
MNM3DBC	Developing and Building Collaborative Relationships	15	M
MNM3ENE	Engaging Employees	15	M
MNM3LDP	Leading and Developing people	15	M
MNM3SBP	Strategic Business Proposal	15	M

Students will also follow the 0 credit MBA Personal Development module, and submit two formative assignments during the Level 7 SLA programme.

Part-time or flexible modular arrangements

The PG Dip. in Business Administration is designed for learners who are in employment. It is a part-time, flexible programme. Learners 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 a Henley Learning Coach, 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 methods, including a one day face-to-face workshop (action learning day) per module.

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 Library, the Careers, Placement and Experience Centre (CPEC), In-session English Support Programme, the Study Advice and Mathematics Support Centre teams, IT Services 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 Tutors, School Senior Tutors, 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 www.reading.ac.uk/student

Career Prospects

Successful completion of the PG Dip. in Business Administration should enhance learners' potential to progress in their career.

Placement opportunities

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

Study abroad opportunities

International Study Visits are not offered on this programme.

Optional modules

All modules are compulsory.

Teaching and learning delivery

The PG Dip. in Business Administration is completed in a 20 month period (approximately), and comprises a combination of virtual learning (with access to an online Q&A moderator on Canvas), action learning workshops, additional scheduled contact time with a learning coach, workshop days for Personal Development, and group-based and independent study.

The programme is designed to help members develop their strategic management knowledge and competencies. It enables them to improve their effectiveness and maximise their contribution to an organisation whilst also helping them to achieve their career

potential. Members on the programme are encouraged to think strategically about management and leadership.

The programme is delivered in a format that is based around a learning journey which enables students to address challenges across different aspects of the organisation. The programme provides the opportunity to integrate learning relating to the development of strategy in a changing world, ensuring responsible leadership and governance, and leading through stakeholder relationships. The purpose for the student is to enhance strategic management practice and leadership in the workplace:

Each module (Apprenticeship Standards A – G) is addressed via a ‘Sprint’ of approximately 8 weeks.

During this Sprint, the learner follows the process outlined below:

1. Week 1: learner agrees work-based project with employer and Apprenticeship Learning Coach. The learner should Identify an appropriate work-based challenge or opportunity that can be addressed through application of relevant academic theory and frameworks (drawn from MBA content), and critical analysis, which then enables the learner to draw conclusions and propose recommendations for implementation.
2. Week 1 and ongoing: select and study relevant MBA module content on Canvas to gain the required knowledge to meet the Standard. This continues throughout the Sprint.
3. Week 2: Learning Coach supports learners in developing scope and aims of work-based projects.
4. Week 3: learners start to apply learning in the workplace, in relation to project aims.
5. Week 4 of Sprint: 1 day, face-to-face action learning workshop, to discuss/stimulate further progress on the work-based project with fellow learners. Each action learning workshop will be facilitated by an Apprenticeship Learning Coach and an academic subject specialist.
6. Week 5: learners continue to work through Canvas MBA content, apply learning in the workplace, and develop projects.
7. Week 6: Learning Coach checks in with learners to discuss progress on work-based projects.
8. Week 7: learners continue to work through Canvas MBA content, apply learning in the workplace, and develop projects.
9. Week 8: learners complete the work-based mini-project; submit it in Canvas, ready for evaluation (in relation to learning outcomes for the relevant Apprenticeship Standard) by the Apprenticeship Learning Coach.

Personal Development is integral to the programme, and runs as a thread throughout the course via MBA content on Canvas, enabling learners to practise the required behaviours, as specified in the Apprenticeship Standard. The programme includes 2.5 workshop days for Personal Development.

End-Point Assessment

- **Evidence Portfolio:** this will be built up over the course of the programme, and will consist of artefacts developed during 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.)
- **Strategic Business Proposal:** this will address all learning outcomes required for this element of the L7 SLA end-point assessment, based on knowledge, skills and behaviours acquired throughout the programme.

On-line MBA learning resources on Canvas outline core theory and content and provide activities to embed learning. Text based resources will be 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.

Total study hours for the programme will be approximately 1200 hours. The contact hours for this programme will be:

Face-to-Face Workshops/Sessions: 10 hours per module (Sprints A - G) plus Personal Development, and Study Skills: TOTAL: 90 hours.

Additional interactions with Learning Coaches via online Q&A area: TOTAL: 14 hours.

Interactions with Apprenticeship Tutor: TOTAL: 16 hours.

Total contact hours for the programme: 120.

In addition to the contact hours, learners will be expected to undertake guided independent study.

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.

Association to Advance Collegiate Schools of Business (AACSB)

EFMD Quality Improvement System (EQUIS)

Association of MBAs (AMBA)

Assessment

- A work-based project is completed and submitted at the end of each 'sprint' following the focal sprint assignment brief. The Learning Coach facilitating the focal sprint will undertake assessment of the submitted project indicating areas for improvement, as well as a provisional mark subject to the level of achievement of learning outcomes. A sample of work will be moderated by academic Faculty, as per standard moderation policy. In the case of a failed assignment (mark less than 50%)

the student will have one opportunity to revise the project in order to achieve a mark of 50%.

- To achieve the L7 SLA award, formal assessment is conducted via the approved End-Point Assessment (EPA) organisation, where the learner's Evidence Portfolio and Strategic Business Proposal will be examined. Learners will collect evidence of knowledge, skills and behaviours as they progress through each of the Standards.
- Following completion of the Live Assessment with CMI, the student will submit their Strategic Business Proposal to Henley for academic evaluation.
- Students will be required to achieve a minimum mark of 50% in each project. In case of a fail (mark <50%) the student is allowed one resubmission per sprint, while on the SLA BA programme (as per the standard rules on the MBA 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.

Progression

- 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 assessment of all 8 sprints (equivalent to 120 credits) will be awarded the Henley Postgraduate Diploma in Business Administration; Students that are awarded the L7 Senior Leader Apprenticeship Certificate and successfully pass the assessment of 4 sprints (equivalent to 60 credits) will be awarded the Henley Postgraduate Certificate in Business Administration.

Classification

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

Postgraduate Diploma in Business Administration: students may be awarded a classification of Fail, Pass, Merit or Distinction.

Postgraduate Certificate in Business Administration: students may be awarded a classification of Fail or Pass.

For Postgraduate Diploma

The following conditions must be satisfied for the award of a Postgraduate Diploma:

Award of a Postgraduate Diploma

- i. A mark of at least 50% for every module. The Postgraduate Diploma comprises 120 credits.

In addition to the threshold conditions for the award of a Postgraduate Diploma, the following further conditions must be satisfied for a classification of Distinction or Merit:

Distinction

An overall weighted average of 70% or more over 120 credits

OR

an overall weighted average of 68% or more over 120 credits and marks of 70% in at least 60 credits

Merit

An overall weighted average of 60% or more over 120 credits

OR

an overall average of 58% or more over 120 credits and marks of 60% in at least 60 credits

For Postgraduate Certificate

The following conditions must be satisfied for the award of a Postgraduate Certificate:

Award of a Postgraduate Certificate

- i. A mark of at least 50% for every module. The Postgraduate Certificate comprises 60 credits.

Possible entry to the Flexible Executive MBA programme

Achievement of the Henley Postgraduate Diploma in Business Administration provides the opportunity for participants to join Stage 3 of the Henley Flexible Executive MBA.

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 one day workshops.

Costs are indicative and may vary according to optional modules chosen and are subject to inflation and other price fluctuations. The estimates were calculated in 2023.

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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20 February 2024

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