Programme Specification
BA Management Practice (Chartered Manager Degree Apprenticeship: Corporate - Open)
For students entering Part 1 in September 2024   **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) Association to Advance Collegiate Schools of Business (AACSB) EFMD Quality Improvement System (EQUIS)
QAA Subject Benchmarking Group	Business and Management

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.

Programme Learning Outcomes - BA Management Practice (Chartered Manager Degree Apprenticeship: Corporate - Open)

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	Appraise and synthesise academic knowledge of the fundamental concepts of business and management including strategy, finance, sales and marketing, project management, operations and infrastructure and people management to support their management practice.
2	Evaluate knowledge and understanding of current and pervasive leadership theories to develop their leadership practice.
3	Contextualise their academic learning in the workplace to develop the knowledge, skills and behaviours contributing significantly towards their continuous learning and managerial development.
4	Apply their academic learning to the workplace to make a positive impact.
5	Integrate theory and practice with the skills and knowledge required by their employers.
6	Model key professional skills including time management, effective decision making, communication and influencing and negotiation to thrive in the workplace
7	Reflect on their own personal development and engage in continuous planning for their personal, educational and career development.
8	Describe and administer key elements of the research process and research design to undertake a change intervention in their workplace that can make a difference to their organisation.
9	Analyse their roles and responsibilities as individuals to support organisational activities which encourage positive outcomes and results
10	Examine the challenges for management in today's contemporary context including, ethics, sustainability and the challenges of the digital age.

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

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

Placement opportunities

Placements: N/A

Study Abroad: N/A

Optional modules:

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. There will be considerable choice in relation to the manner in which assessments are tackled. As indicated below, assignments will need to be related to students' own work places.

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.

Accreditation details

Charter Manager Degree Apprenticeship (CMDA

Chartered Manager from the Chartered Management Institute (CMI).

Association to Advance Collegiate Schools of Business (AACSB)

EFMD Quality Improvement System (EQUIS)

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.

Progression

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

To achieve a threshold performance at Part 1, a student will normally be required to:

(i)Obtain an overall average of 40% over 120 credits taken in Part 1;

(ii) Obtain a mark of at least 40% in individual modules amounting to at least 80 credits taken in Part 1; and

(iii) Obtain marks of at least 30% in individual modules amounting to at least 120 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:

(i)Obtain a weighted average of 40% over 120 credits taken at Part 2;

(ii) Obtain marks of at least 40% in individual modules amounting to at least 80 credits taken in Part 2; and

(iii) Obtain marks of at least 30% in individual modules amounting to at least 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 Parts/Years in the calculation of the degree classification is:

Stage (Part) 2 one-third

Stage (Part 3) two-thirds

The classification method is given in detail in: Awards: Bachelor's (see, in particular, section 17.5 and, for variants on the main method, Annex 1).

An additional condition for the award of the Bachelor's degree is the successful completion of the End Point Assessment.

Additional costs of the programme

No additional costs

Costs are indicative and may vary according to optional modules chosen and are subject to inflation and other price fluctuations. 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.

BA Management Practice (Chartered Manager Degree Apprenticeship: Corporate - Open) for students entering Part 1 in session 2024/25
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