Est. 1841 | YORK ST JOHN UNIVERSITY

Programme Specification

Postgraduate Diploma Business Administration (Apprenticeship)

Executive MBA

School:	York Business School
Subject area:	Business Management
Entry from academic year:	2024-25
in the month(s) of:	September,
Awarding institution:	York St John University
Teaching institution:	York St John University
Delivery location:	York St John University: • York Campus • London Campus
Programme/s accredited by:	Chartered Management Institute (CMI) (PGDip Business Admin)
Exit awards:	Postgraduate Certificate Business Administration Postgraduate Diploma Business Administration
UCAS code / GTTR / other:	Not applicable
Joint Honours combinations:	Not applicable
QAA subject benchmark statement(s):	Subject Benchmark Statement for Business Management (June 2015) Master's degree characteristics (September 2015)
Mode/s of study:	Non-standard period of study as follows: • Senior Leader Apprenticeship for 16 months, plus 6 months for End Point Assessment (EPA) full time • Executive MBA (MBB7058M) part time 6 months
Language of study:	English
Paired with foundation year	No
Study abroad opportunities:	No
Placement year opportunity:	No

Introduction and special features

This programme has been designed to meet the requirements of the Level 7 Senior Leader's Apprenticeship. Subject to eligibility, your organisation may be able to use their apprenticeship levy to cover the costs of you completing this programme. The programme is designed for professional managers who take lead responsibility for people, projects, operations and/or services to deliver long term organisational success. The programme will support your career progression, preparing you to carry out senior strategic roles successfully. You will study with a cohort of experienced professionals drawn from a range of industries, building your network and giving you insights into best practice. You will explore issues that have significant impact within organisations by working with others and building on both personal individual experiences and comparing and contrasting with those of cohort members. You will carry out projects and assignments designed to help you apply the theories, tools and techniques you learn.

This programme is applicable to professional managers from all sectors, the private, public or third sector, and all sizes of organisation. The programme is designed to develop the strategic leadership skills of those responsible for the overall performance and long-term sustainability of their organisations. This

apprenticeship programme has been designed to provide access to development opportunities for as wide a range of individuals as possible. This includes individuals who wish to become professional managers and achieve Chartered Manager status, as well as those who may already have developed practical experience but who wish to develop their theoretical understanding of management skills further. Apprentices will take their learning from the classroom into their organisation and apply it through workplace practice, evidencing their new-found knowledge, skills and behaviours as part of their portfolio of evidence.

You will develop a critical understanding of the issues relating to business and management, which will enhance your ability to maximise individual and organisational potential. The PG Diploma Business Administration/Executive MBA bring together relevant contemporary academic theory and research with practical understanding of activities within organisations. This will be developed by enabling you to share knowledge, relate this to theories developed from relevant research, and learning by practical application. Through the development of an integrated and critically aware understanding of management in the context of contemporary business issues, the programme involves you in a demanding process of personal and professional development. The programme is built around your need to undertake a programme of development suited to becoming a leader and manager and this involves you in developing a critical appreciation of the issues and complexity around the present and future business environment and the need for strategies of sustainability in business and society.

Much of the learning is developed through the establishment of collaborative learning communities of programme participants and tutors and you will become part of that community of learning. Your understanding is developed around the key skills, processes and practices of business, leadership and management. Solutions to real problems are suggested, discussed and analysed within the learning community with the support of tutors and fellow learners.

End-point assessment gateway

The employer must be content that the apprentice is working at or above the level of the occupational standard.

Apprentices must have achieved English and mathematics Level 2.

Apprentices must submit:

- A portfolio of evidence

The End Point Assessment Organisation must sign-off the strategic business proposal title and scope, at the gateway, to confirm its suitability prior to the work commencing.

End-point assessment (typically 5 months)

- Assessment method 1: Strategic business proposal, presentation with questioning
- Assessment method 2: Professional discussion underpinned by a portfolio of evidence

Running in parallel to the academic modules, there are a range of support interventions to prepare each Apprentice for their End Point Assessment. Apprentices will undertake their Gateway meeting once they have completed their portfolio.

Apprentices then have approximately 5 months after the end of the academic programme and Gateway meeting to complete their project proposal and complete their End Point Assessment.

All successful apprentices will achieve a Postgraduate Diploma, Business Administration and Senior Leader Apprenticeship, Level 7. Once you have successfully completed your apprenticeship, you have the opportunity to continue your studies and gain the full Executive MBA award by completing MBB7058M Executive Professional Development through Reflective Practice.

Special features of the programme include:

- Flexible approach to enable you to make the best use of your time
- Blended approach to teaching and learning which will provide you with a range of online materials and on-campus workshop support
- Online lectures, specially tailored to help you develop your critical thinking and innovative leadership skills
- Assessment methods used to mirror organisational based activities
- Opportunity to work with a range of experienced managers and professionals, both as tutors and peers
- Provides a supportive platform for critical reflection, through the application of academic theories to your real work situations
- Potential to learn from other experienced managers and professionals participating in the programme
- Participation in active and supportive forums drawing on practical expertise

Admissions criteria

You must meet the University's general entry criteria for postgraduate study. In addition, you must have:

- GCSE Maths and English, Grade C (4) or equivalent (as accepted by the Education and Skills Funding Agency)
- A Bachelor's degree or equivalent, achieved at Class 2:2 or above, from an approved University or Institution

  and

- Current or recent work experience (within the last three years) appropriate to enable you to contribute to the programme

All applicants for the Apprenticeship need to be employed by an organisation who has confirmed they will support their participation in the programme.

The University, in exceptional cases, reserves the right to interview applicants directly to help clarify their eligibility, as appropriate. When this is the case, interviews would normally be conducted virtually.

If your first language is not English, you need to take an IELTS test or an equivalent qualification accepted by the University (see https://www.yorksj.ac.uk/international/how-to-apply/english-language-requirements/). You might be able to demonstrate English Language capability through work based references.

If you do not have traditional qualifications, you may be eligible for entry on the basis of Recognition of prior learning (RPL).

Programme aim(s)

The overall aim of the programme is to develop your critical understanding and self-awareness of the issues relating to business and management, so that you may develop your own leadership skills and knowledge, and develop both your individual and organisational potential. You will be supported as you:

- Develop critical awareness and understanding of the key concepts of leadership, management, organisational strategy, and national and organisational culture
- Develop the ability to connect theory with practice in creative and innovative ways and reflect upon the learning involved as well as the outcomes
- Develop critical awareness and understanding of the impact that leadership, management, strategy and culture can have within organisations

- Develop and enhance life-long learning skills and personal development in order to work with self-direction and originality

Programme learning outcomes

Upon successful completion of the programme students will be able to:

Level 7

7.1 Demonstrate in-depth, specialist knowledge and mastery of techniques relevant to the study of opportunities and challenges of business management

7.2 Demonstrate an advanced and critical understanding of concepts, information and techniques informed by knowledge at the forefront of the study of contemporary business issues within the context of society

7.3 Demonstrate a systematic, integrated and critically aware understanding of business management, leadership, and team working

7.4 Critically reflect and evaluate management, leadership and team working skills and take a proactive, independent and self-reflective role in working and developing professional relationships with others

7.5 Formulate a critical awareness of current issues in business management informed by contemporary research and practice

7.6 Demonstrate a deep knowledge and critical understanding of organisations, context and response to changes in the global business environment

7.7 Extrapolate information critically and creatively utilising appropriate decision making techniques in order to extract meaning and understanding, solve problems, and identify and evaluate options in a world of uncertainty and imperfect information

7.8 To develop a critical, reflective and integrated understanding of self in the context of business and your own professional practice as a responsible leader/ manager

7.9 To develop and enhance your skills of lifelong learning and professional development in order to work as a critically reflexive practitioner

Programme structure

It is intended that a blended delivery model will be adopted which consists of the use of online resources (video and text based) and workshop style seminars, which will reflect and build upon the online learning materials.

Level 7 Senior Leader's Apprenticeship example of delivery (typically 15 months plus 6 months for End Point Assessment (21 months in total))

Code	Level	Module order	Title	Credits	Module status	
					compulsory or optional to take **C or O**	non-compensatable or compensatable **NC or X**
MBB7012M	7	1	Executive Perspectives on Innovation, Change and Leadership	30	C	X
MBB7013M	7	2	Organisational Design and Strategic Thinking	30	C	X
MBB7014M	7	3	Enterprise and Entrepreneurship	30	C	X
MBB7015M	7	4	Strategic Resource Management	30	C	X
MBB7074M	7	4	Executive Work-Based Learning Journey	0	C	NC
You can exit the programme at this point, complete the End Point Assessment and finish the apprenticeship. You will be awarded a Postgraduate Diploma Business Administration.						
MBB7058M	7	5	Executive Professional Development through Reflective Practice*	60	C	NC

*All successful apprentices will achieve a Postgraduate Diploma, Business Administration and Senior Leader Apprenticeship, Level 7. Once you have successfully completed your apprenticeship, you have the opportunity to continue your studies at York St John University and gain the Executive MBA award by completing MBB7058M Executive Professional Development through Reflective Practice.

Within 6 months of completing the EPA you should confirm your intentions with regard to pursuing the Executive MBA via the reflective component (60 credits). The module will be scheduled once all students have gone through the EPA. The running of that module will be specific to a cohort. Any student joining a later cohort will need to pay a fee for the reflective component, but you must come back within 3 years in order to be able to use the credits and convert to an Executive MBA. Beyond that the reflection becomes less relevant.

Learning, teaching and assessment

The programme is designed to meet the needs of professional participants with appropriate current or recent work experience who wish to add a level of theory-based understanding to the knowledge they have gained through experience. The programme delivery is based on principles of adult learning, recognising that participants are likely to bring a large amount of experience and knowledge to the group, and can share this with each other. The style of the programme is participative and resources for learning explicitly include the knowledge, experience and skills of all participants and staff.

Some participants may not have been engaged in formal education for some time,and may never have studied social sciences at postgraduate level: support with study skills, conventions of academic analysis and writing will be available for you from the first module, and will continue throughout the programme.

A key part of the philosophy of the programme is that by bringing together relevant academic theory and practical experience, you can enhance your deep understanding of these elements, and develop yourself as an individual and as a leader.

All modules are delivered utilising a range of teaching, learning and assessment strategies including lectures, seminars, a guest speaker programme, tutorials, workshops and global café style learning activities. All modules are assessed through a programme of work undertaken whilst studying for the award. A range of assessment tools are used including presentations, critical essays, portfolios and reflective journals and case study work. Each module tutor will provide opportunities for formative assessment feedback to inform your work prior to submission.

You will receive detailed feedback on assessment to help you develop and continuously improve your performance whilst on the programme. Advice will be provided in relation to development, further areas for research and guidance on how to enhance your subject knowledge.

Students of York St John University will receive the opportunity for study support including academic writing and research skills to enhance employability and career development in the field of business management.

Progression and graduation requirements

The University's general regulations for postgraduate awards apply to this programme.

Any modules that must be passed for progression or award are indicated in the Programme Structure section as non-compensatable.

It is expected that if you successfully pass your End Point Assessment and are wanting to progress onto the Executive MBA, progression would be continuous; confirmation of your intention to pursue the Executive MBA via the reflective component (60 credits) must be received within 6 months of completing the EPA.

Internal and external reference points

This programme specification was formulated with reference to:

- University mission and values
- University 2026 Strategy
- QAA subject benchmark statements
- Frameworks for Higher Education Qualifications
- York St John University General Regulations for Postgraduate Awards
- QAA Master's degree characteristics (September 2015)
- Principles for Responsible Management Education (Prime): Inspirational Guide for the Implementation of Prime
- CMI Level 7 Senior Leaders Apprenticeship Standards

Date written / revised: 4/6/21
Programme originally approved: 23/02/18