

## Programme Specification

### Award and title:

### Postgraduate Diploma Business Administration (Apprenticeship)

### Executive MBA

<i>School:</i>	York Business School
<i>Subject area:</i>	Business Management
<i>Entry from academic year:</i>	2025-26
<i>in the month(s) of</i>	December
<i>Awarding institution:</i>	York St John University
<i>Teaching institution:</i>	York St John University
<i>Delivery location:</i>	York St John University (York & London)
<i>Programme/s accredited by:</i>	
<i>Exit awards:</i>	Postgraduate Certificate Business Administration
<i>UCAS code / GTTR / other:</i>	Not Applicable
<i>Joint Honours combinations:</i>	Not Applicable
<i>QAA subject benchmark statement(s):</i>	Subject Benchmark Statement for Business Management (March 2023)
<i>Mode/s of study:</i>	<p>Non-standard period of study as follows"</p> <ul style="list-style-type: none"><li>• Postgraduate Diploma Business Administration (Apprenticeship)/Executive MBA: Senior Leader Apprenticeship for 18 months, plus 6 months for End Point Assessment (EPA) full time.</li><li>• Executive MBA (MBB7058M) part time for 6 months</li></ul> <p>20% of the working week is intended to be dedicated to this degree apprenticeship as on the job training.</p>
<i>Language of study:</i>	English
<i>Paired with Foundation Year</i>	No
<i>Study abroad opportunities:</i>	No
<i>Opt-in YSJU Placement Year opportunity:</i>	No
<i>Excluding a year-long placement/professional experience, are there placement/field trip/work experience(s) totalling 20 days or more?</i>	No

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## Introduction and special features

This programme has been designed to meet the requirements of the Level 7 Senior Leader Apprenticeship (Those seeking the sole Executive MBA award, are encouraged to view that programme specification). Subject to eligibility, your organisation may be able to use their apprenticeship levy to cover the costs of completing the 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 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 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 learnt.

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 and 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 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.

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 days
- 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 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 discussions drawing on practical expertise

### **Admissions criteria**

You must meet the minimum entry requirements which are published on the programme specific webpage. 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.yorks.ac.uk/international/how-to-apply/english-language-requirements/>).

If you do not have traditional qualifications, you may be eligible for entry on the basis of [Recognition of prior learning \(RPL\)](#). We also consider applications for entry with advanced standing.

## **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 Demonstrate a critical, reflective and integrated understanding of self in the context of business and your own professional practice as a responsible leader/ manager

## 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 Apprenticeship (Executive MBA) route/award:

*Example of delivery (18 months plus 6 months for the End Point Assessment (24 months in total)).*

Code	Level	Year	Semester	Title	Credits	Module status	
						Compulsory (C) or optional (O)	non-compensable (NC) or compensable (X)
MBB7074M	7	1 - 2 - 3 -	1, 2 & 3 1, 2 & 3 1	Executive Work-Based Learning Journey	0*	C	N/A
MBB7012M	7	1	2	Executive Perspectives on Innovation, Change & Leadership	30	C	X
MBB7013M	7	1	3	Organisational Design & Strategic Thinking	30	C	X
MBB7014M	7	2	1	Enterprise & Entrepreneurship	30	C	X
MBB7015M	7	2	2	Strategic Resource Management	30	C	X
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	3	1 & 2 Or 2 & 3	Executive Professional Development through Reflective Practice **	60	C	NC

\* MBB7074M contains zero credits as this module is connected with the End Point Assessment which is assessed and managed by the Chartered Management Institute.

\*\*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 (this module has 2 cohort intakes, September and February).

Any modules that must be passed for progression or award are indicated in the table above as non-compensable. A non-compensable module is one that must be passed at the relevant level (with a mark of 50) in order to progress.

## **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, which begins early, in July, and covers the induction and study skills elements to support the later academic modules.

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.

Another unique feature of the Senior Leader Apprenticeship at York St John is the excellent Work-Based Learning Tutoring team. Each apprentice is allocated a dedicated Work-Based Learning Tutor from induction through to passing the End Point Assessment.

All modules are delivered utilising a range of teaching, learning and assessment strategies including lectures, seminars, tutorials and workshops. 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 assessments 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 at 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.

## **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 6 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 6 months after the end of the academic programme and Gateway meeting to complete their project proposal and complete their End Point Assessment.

### **Your Workplace**

As per the degree apprenticeship standards, you are required to spend approximately 20% of your role engaged in work towards your programme, and this can be used to apply to various aspects towards the programme.

## Progression and graduation requirements

The University's [regulations](#) for taught 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-compensable.

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. Any student rejoining 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.

**Eligibility for intended University awards** – apprentices must complete all the requirements set out in the Apprenticeship Standard and assessment plan (off-the-job learning (the academic qualification), on-the-job learning and End-Point Assessment (EPA)). If apprentices on a non-integrated apprenticeship have successfully completed and passed their University credits but do not progress and attempt the EPA, they may not be eligible for a University award.

Eligibility for a PGCert exit award may be applicable in the following circumstances:

- The apprentice withdraws before reaching Gateway but has successfully passed 60 credits.
- The apprentice fails some credits at 2nd attempt and cannot progress to Gateway but has already passed 60 credits.

Further information on eligibility for University awards and graduation is available in Section 8 of [The Code of Practice for assessment](#).

## Late result modules

This programme contains the following modules, where the result of the first attempt is not known in time for the June School Assessment Panels (or equivalent level progression point for non-standard entry points). This may delay progression to the next level of study.

- *MBB7015M*
- *MBB7074M*
- *MBB7058M*

## Internal and external reference points

This programme specification was formulated with reference to:

- [University Mission, Culture and Values](#)
- [University 2026 Strategy](#)
- [QAA subject benchmark statements](#)
- [Frameworks for Higher Education Qualifications](#)



## Knowledge, Skills and Behaviour Mapping

KSB Ref	KSB Descriptors	MBB7012M - Executive Perspectives on Innovation, Change, and Leadership	MBB7013M - Organisational Design and Strategic Thinking	MBB7014M - Enterprise and Entrepreneurship	MBB7015M - Strategic Resource Management
K1	How to shape organisational mission, culture and values.				
K2	Organisation structures; business modelling; diversity; global and horizon scanning perspectives; governance and accountability; technological and policy implications.				
K3	New market strategies, changing customer demands and trend analysis.				
K4	Innovation; the impact of disruptive technologies (mechanisms that challenge traditional business methods and practices); and sustainability. drivers of change and new ways of working across infrastructure, processes, people and culture				
K5	Systems thinking, knowledge/data management, research methodologies and programme management.				
K6	Ethics and values-based leadership theories and principles.				
K7	Competitive strategies and entrepreneurialism, approaches to effective decision making, and the use of big data and insight to implement and manage change.				
K8	Financial strategies, for example scenarios, modelling and identifying trends, application of economic theory to decision-making, and how to evaluate financial and non- financial information such as the implications of sustainable approaches				
K9	Financial governance and legal requirements, and procurement strategies.				
K10	Organisational/team dynamics and how to build engagement and develop high performance, agile and collaborative cultures.				
K11	Approaches to strategic workforce planning, for example, talent management, learning organisations, group work, workforce design, succession planning, diversity and inclusion.				
K12	Influencing and negotiating strategies both upwards and outwards.				
K13	The external social and political environment and use of diplomacy with diverse groups of internal and external stakeholders.				
K14	Working with board and other company leadership structures.				
K15	Brand and reputation management.				
K16	Working with corporate leadership structures, for example, the markets it operates in, roles and responsibilities, who its stakeholders are and what they require from the organisation and the sustainability agenda.				
K17	Crisis and risk management strategies.				
K18	Coaching and mentoring techniques.				
K19	Approaches to developing a Corporate Social Responsibility programme.				

K20	The organisation's developing communications strategy and its link to their area of responsibility.				
S1	Use horizon scanning and conceptualisation to deliver high performance strategies focusing on growth/sustainable outcomes.				
S2	Set strategic direction and gain support for it from key stakeholders.				
S3	Undertake research, and critically analyse and integrate complex information.				
S4.1	Lead change in their area of responsibility, create an environment for innovation and creativity,				
S4.2	establishing the value of ideas and change initiatives and driving continuous improvement.				
S5	Lead and respond in a crisis situation using risk management techniques.				
S6	Act as a Sponsor/Ambassador, championing projects and transformation of services across organisational boundaries such as those impacted by sustainability and the UK Net Carbon Zero by 2050 target.				
S7	Challenge strategies and operations in terms of ethics, responsibility, sustainability, resource allocation and business continuity/risk management.				
S8	Apply principles relating to Corporate Social Responsibility, Governance and Regulatory compliance.				
S9	Drive a culture of resilience and support development of new enterprise and opportunities.				
S10	Oversee development and monitoring of financial strategies and setting of organisational budgets based on Key Performance Indicators (KPIs), and challenge financial assumptions underpinning strategies.				
S11	Uses financial data to allocate resources.				
S12	Oversee procurement, supply chain management and contracts.				
S13	Use personal presence and "storytelling" to articulate and translate vision into operational strategies, demonstrating clarity in thinking such as consideration of sustainable approaches.				
S14	Create an inclusive culture, encouraging diversity and difference and promoting well-being.				
S15	Give and receive feedback at all levels, building confidence and developing trust, and enable people to take risks and challenge where appropriate.				
S16	Enable an open culture and high-performance working environment and set goals and accountabilities for teams and individuals in their area.				
S17	Lead and influence people, building constructive working relationships across teams, using matrix management where required.				
S18	Optimise skills of the workforce, balancing people and technical skills and encouraging continual development.				
S19	Manage relationships across multiple and diverse stakeholders.				
S20	Lead within their area of control/authority, influencing both upwards and outwards, negotiating and using advocacy skills to build reputation and effective collaboration.				
S21	Shape and manage the communications strategy for their area of responsibility.				

B1	Work collaboratively enabling empowerment and delegation.				
B2	Take personal accountability aligned to clear values.				
B3	Curious and innovative - exploring areas of ambiguity and complexity and finding creative solutions.				
B4	Value difference and champion diversity.				
B5	Seek continuous professional development opportunities for self and wider team.				

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*Date written / revised:*

*Programme originally approved:*