

DEFINITIVE COURSE RECORD

Course Title	MBA [Senior Leader Master’s Degree Apprenticeship]
Awarding Body	University of Suffolk
Level of Award ¹	FHEQ Level 7
Professional, Statutory and Regulatory Bodies Recognition	None
Credit Structure ²	180 Credits Level 7: 180 Credits
Mode of Attendance	Part-time
Standard Length of Course ³	2 years part-time
Intended Award	Master of Business Administration
Named Exit Awards	PgD Management PgC Management
Entry Requirements ⁴	Good first degree and/or significant management or entrepreneurial experience A level 2 qualification (e.g. GCSE grade A*-C, level 2 functional skills, level 2 NVQ etc.) in English and Mathematics
Delivering Institution	University of Suffolk

This definitive record sets out the essential features and characteristics of the MBA [Senior Leader Master’s Degree Apprenticeship] course. The information provided is accurate for Apprentices entering level 7 in the 2019-20 academic year⁵.

Course Summary

This is a general management programme designed for those in, or aspiring to, senior management positions or those looking for conversion from specialist fields to that of general management. The programme prepares Apprentices for early entry into positions holding significant general management responsibilities, whilst developing a thorough understanding of the principal functional areas of management. The programme team recognises the importance of keeping a management programme at the cutting edge of learning in a rapidly changing business environment and is committed to that goal.

The programme is built around five key framing objectives: plurality, advocacy, enterprise, responsibility and application.

¹ For an explanation of the levels of higher education study, see the [QAA Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies \(2014\)](#)

² All academic credit awarded as a result of study at the University adheres to the [Higher education credit framework for England](#).

³ Where the course is delivered both full-time and part-time, the standard length of course is provided for the full-time mode of attendance only. The length of the part-time course is variable and dependent upon the intensity of study. Further information about mode of study and maximum registration periods can be found in the [Framework and Regulations for Undergraduate Awards](#).

⁴ Details of standard entry requirements can be found in the [Admissions Policy](#)

⁵ The University reserves the right to make changes to course content, structure, teaching and assessment as outlined in the [Admissions Policy](#).

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Plurality

As business increasingly transcends national boundaries, a knowledge of various business cultures and management methodologies is essential. Apprentices are encouraged to recognise multiple perspectives, and learn from one another's cultural experience. Equally, our programme attracts Apprentices from a wide range of industries spanning the private, public and voluntary sectors. This brings further experiential diversity to the programme.

Advocacy

Generally, the approach to management we seek to cultivate in Apprentices is one of diplomacy, support and enablement, rather than top-down command-and-control. This resonates with contemporary management theory, and better reflects the dynamics of organizational life.

Enterprise

Irrespective of whether you come from an entrepreneurial or managerial background, the skills associated with enterprise are essential. Notably, we seek to equip Apprentices with an ability to think creatively and with an overriding concern for innovation.

Responsibility

Managerial influence rightly raises questions of responsibility. The ethics of business – and its practice – underpins each of our modules.

Application

The MBA (Senior Leader Master's Degree Apprenticeship) distinguishes itself from others in the marketplace through its emphasis on application. Apprentices are encouraged from the outset to put into practice what they learn in the classroom in their own place of work. Additionally, we provide multiple opportunities for live consultancy experience throughout the programme.

The programme is aligned with the Apprenticeship Standard to enable Apprentices to acquire the knowledge, skills and behaviours needed to be fully competent in a senior leader role. Work-based learning is a central element within the programme as a means of supporting your development through the programme. To this end, creating an effective working relationship with academic tutors and workplace mentors is essential, and will need to be ongoing. Although you will be assessed throughout the programme, the Apprenticeship End-Point Assessment (EPA) is used to assess the full range of Apprenticeship Standard competencies and behaviours, so building and extending Apprentices' knowledge alongside developing competencies at work is key to success on the programme.

Course Aims

The overall aim of the MBA [Senior Leader Master's Degree Apprenticeship] programme is to develop the analytical and strategic management skills of the Apprentices using concepts derived from a wide range of academic disciplines thus enabling them to respond creatively and effectively to the challenges of the global business environment.

This overall aim embraces a number of distinct and individual aims.

- To provide a coherent and integrated programme of study that will satisfy the needs of Apprentices and organizations operating within increasingly complex, dynamic and diverse external environments.
- To develop Apprentices' intellectual ability based on analysis, synthesis and reflection, to analyse complex and changing environments.

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- To enable Apprentices, in terms of personal efficacy, to plan, develop and implement responses to changing environments using an interdisciplinary approach to management.
- To enable Apprentices to identify sources of sustainable strategic advantage for an organization but also to be more self-confident in managing and dealing with strategic level issues.
- To provide an opportunity for experienced specialists to broaden the range of management responsibilities they can undertake with confidence.

Course Learning Outcomes

The following statements define what students graduating from the MBA [Senior Leader Master's Degree Apprenticeship] course will have been judged to have demonstrated in order to achieve the award. These statements, known as learning outcomes, have been formally approved as aligned with the generic qualification descriptor for level 7 awards as set out by the UK Quality Assurance Agency (QAA)⁶.

Derived from the five aims, above, the learning outcomes are appropriate for a level 7 programme and are set out, below. They also reflect and incorporate the QAA Subject Benchmark Statement for Master's Degrees in Business and Management (2015):

<http://www.qaa.ac.uk/publications/informationandguidance/publication?PubID=2958#.WNpVC2yuUk>

<https://www.managers.org.uk/individuals/qualifications/qualifications-explained>

The Programme Learning Outcomes have also been aligned to the Apprenticeship Standard:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/senior-leader-masters-degree-apprenticeship-degree/>

Learning outcomes are specified for each module. Please refer to the Module Specifications presented at the end of this handbook for details.

By the end of the programme, Apprentices are expected to demonstrate the following:

1. A systematic, critically informed understanding of organizations and how they are managed.
2. The ability to apply relevant knowledge to dealing with complex situations while simultaneously exercising a sensitivity to extant relationships, cultural considerations and formal procedures elsewhere in the business or organization
3. The awareness and ability to both marshal and manage the implications of ethical dilemmas and work proactively with others to formulate appropriate solutions to these dilemmas.
4. A critical awareness of both current and prospective issues in business and management informed by leading edge research and practice in the field.

⁶ As set out in the [QAA Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies \(2014\)](#)

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5. An understanding of appropriate techniques to allow thorough investigation of relevant business and management issues.
6. A practical understanding of how both established and evolving techniques of research and enquiry are used to generate relevant knowledge as well as an understanding of how that knowledge may be applied creatively.
7. Increased critical awareness and the ability to undertake analysis of complex, incomplete or contradictory areas of knowledge and communicating the outcome effectively.
8. The ability to conduct research into business and management issues that requires familiarity with a range of relevant data in order to inform the learning process, as well as a level of conceptual understanding to critically evaluate published research in order to identify new or revised approaches to practice.
9. The ability to navigate the challenges of working under pressure in a group as either member or leader, where appropriate.
10. The ability to communicate complex data effectively, both orally and in writing, and to demonstrate professionalism and proficiency in the use of relevant media.

Course Design

The design of this course has been guided by the following QAA Benchmarks / Professional Standards:

<http://www.qaa.ac.uk/publications/informationandguidance/publication?PubID=2958#.WNpVC2yuUk>

<https://www.managers.org.uk/individuals/qualifications/qualifications-explained>

<https://www.instituteforapprenticeships.org/apprenticeship-standards/senior-leader-masters-degree-apprenticeship-degree/>

Course Structure

The MBA [Senior Leader Master's Degree Apprenticeship] comprises modules at levels 7.

Module Specifications for each of these modules are included within the course handbook, available to Apprentices on-line at the beginning of each academic year.

All of the modules within this programme are mandatory, i.e. you must take and pass them in order to meet the requirements for your award.

Module	Credits	Module Type ⁷
Consultancy Management	20	M
Managing Through Finance	20	M
Managing Strategic Change	20	M

⁷ Modules are designated as either mandatory (M), requisite (R) or optional (O). For definitions, see the [Framework and Regulations for Taught Postgraduate Awards](#)

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Organizational Behaviour	20	M
Project Management	20	M
Strategic Marketing	20	M
Research Methods	20	M
Dissertation	40	M

Awards

On successful completion of the course, Apprentices will be awarded a Master of Business Administration. Apprentices who leave the course early may be eligible for a PgD Management on successful completion of 120 credits, or a PgC Management on successful completion of 60 credits.

Course Delivery

The course is delivered at Ipswich.

The Senior Leader Master's Degree Apprenticeship is a two year programme, with each academic year running from October to June Teaching is delivered across two semesters, each of 14 weeks' duration. Outside of semesters, you will be expected to undertake directed study in the form of set reading to consolidate learning and in preparation for upcoming modules, case-work in the form of case studies and or contextualised formative assessments and assignment preparation.

Apprentices complete 180 credits of study over two-years, normally broken down as follows:

Year 1 - 80 credits (4 x 20 credit modules)

Year 2 - 80 credits (3 x 20 credit modules plus 40-credit dissertation)

You need to plan to undertake about 200 hours (including scheduled classes, work-based learning and independent study) for each 20-credit module.

The scheduled sessions provided on this programme are an essential part of Apprentices' learning, but so too is time they spend on off-the-job training within the workplace, online, in independent study, in collaborative activities with peers and in completing assessment activities.

Teaching takes place through lectures, seminars, workshop activities, online learning, work-based learning, off-campus visits supported by a comprehensive programme of tutorial support. Learning materials and module information will be available to Apprentices via the University's Online Learning Environment (OLE). The overall approach to learning and teaching on the programme is one that places theory in relation to practice through the contextualisation of module content, guest speakers who are leaders in their field and through your reflective application of competencies at work – this aspect of work-based learning should form a key element of your relationship with the Apprentice's work-based mentor. Apprentices, in collaboration with their work-based mentor, will be required to create a portfolio, which evidences their development, practice and skills – this will be presented as part of the End Point Assessment (EPA).

A typical week of study for an Apprentice will involve 6 hours of face-to-face taught sessions (3 x hours per module per week) within Suffolk Business School. Apprentices will also be expected to undertake at least 12 hours of independent study per week, which may comprise directed reading, case work, assignments and working with their work-based mentor.

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Course Assessment

Assessment is an integral part of academic life. The assessments used will be varied to enable Apprentices to experience and adapt to different assessment styles. Assessed assignments will be “contextualised”, that is, they will require Apprentices to apply their learning to the workplace, case material and dealing with real organisations through “live” projects – these are projects that will be carried out within other organisations to broaden the Apprentices’ experience and to gain different perspectives on management and leadership.

Work-based assignments will provide opportunities for Apprentices to take responsibility for their learning through identifying projects/issues that not only meet assignment requirements but may also meet organisational needs. Contextualised assignments will also enable Apprentices to put into practice what they have learnt in a meaningful experiential way.

Assignments will be formative as well as summative. Assignments will develop the following skills: time management; project planning; information retrieval; analysis and synthesis; problem solving; production and presentation of material in a variety of forms; team working; use of technology and equipment.

End Point Assessment

Apprentices on the MBA (Senior Leader Master’s Degree Apprenticeship) must complete both their Degree and an End Point Assessment in order to complete the full Apprenticeship. Apprentices would proceed through the gateway to the End Point Assessment when they have completed their degree, can evidence English and Maths at Level 2, and where they have a portfolio of relevant work.

The EPA consists of two distinct assessment methods:

- Project showcase, based on a work-based project and including a report, presentation and questioning.
- Professional discussion, based on a review of the portfolio.

Course Team

The academic staff delivering this course are drawn from a team that includes teaching specialists and current practitioners; and all are qualified in their subjects

Course Costs

Apprentices undertaking MBA [Senior Leader Master’s Degree Apprenticeship] will not be charged tuition fees directly. Tuition fees will be agreed between the University and an Apprentice’s employer. Apprentices will be required to sign a commitment statement before starting their apprenticeship, which will detail the Apprentice’s, employer’s, and University’s expectations under the apprenticeship agreement.

Academic Framework and Regulations

This course is delivered according to the Framework and Regulations for Taught Postgraduate Awards and other academic policies and procedures of the University and published on the [website](#).