

DEFINITIVE COURSE RECORD

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| Course Title | BA (Hons) Business and Management (Chartered Manager) [degree apprenticeship] |
| Awarding Bodies | University of Suffolk |
| Level of Award ¹ | FHEQ Level 6 |
| Professional, Statutory and Regulatory Bodies Recognition | None |
| Credit Structure ² | 360 Credits Level 4: 120 Credits Level 5: 120 Credits Level 6: 120 Credits |
| Mode of Attendance | Full-time |
| Standard Length of Course ³ | 4 years |
| Intended Award | BA (Hons) Business and Management (Chartered Manager) |
| Named Exit Awards | DipHE Business and Management CertHE Business and Management |
| Entry Requirements ⁴ | You must be employed to undertake an Apprenticeship. Individual employers will set the selection criteria for their Apprenticeships. All relevant prior qualifications and experience will be taken into consideration. |
| Delivering Institution(s) | University of Suffolk at West Suffolk College |
| UCAS Code | N100 |

This definitive record sets out the essential features and characteristics of the BA (Hons) Business and Management (Chartered Manager) [degree apprenticeship]. The information provided is accurate for students entering level 4 in the 2021-22 academic year⁵.

Course Summary

The Apprenticeship is designed to create professional managers, who can take lead responsibility for people, projects and/or services to deliver long term organisational success. This course develops creativity, enterprise, problem solving and decision making abilities through a range of skills and knowledge relevant to business and management. It is designed to meet employers' needs and to create Apprentices who have a sound grasp of business and good transferable skills. The course allows Apprentices to pursue specialist interests in Marketing, Law, Event Management, Retail Operations and Logistics, Human Resourcing and relate these specialisms to professional requirements. The course enables Apprentices to

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](#) and further details about Disclosure and Barring Checks (DBS) can be found on the [University's DBS webpage](#).

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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appreciate the importance of the social, political, ethical, technological, environmental and global contexts in which businesses operates. It also provides Apprentices with a range of opportunities to develop the attitudes, skills and abilities necessary to work in an international business environment and to develop an awareness and appreciation of different cultural values. Apprentices are assessed through a mixture of written assignments, case study reports, e-portfolios, presentations, vivas and examinations. This degree helps those individuals gain promotion and become more confident with the decisions they make in the work place.

Course Aims

- To give Apprentices a broad overview of the role and function of management;
- To facilitate a career in management by developing relevant knowledge and skills;
- To develop the Apprentices awareness of the social, cultural and ethical dimensions to management;
- To facilitate the Apprentices' ability to recognise the workplace as an arena for continual lifelong learning;
- To develop the Apprentices' personal reflective skills and ability to apply learning to a workplace setting.

Course Learning Outcomes

The following statements define what students graduating from the BA (Hons) Business and Management (Chartered Manager) [degree apprenticeship] 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 6 awards as set out by the UK Quality Assurance Agency (QAA)⁶.

By the end of year three, you will be able to:

- Demonstrate a systematic understanding of key aspects of business management, including acquisition of coherent and detailed knowledge;
- Critically analyse, evaluate, apply and interrelate knowledge and skills developed on the programme;
- Demonstrate qualities and transferable skills necessary for sustained employment;
- Demonstrate an ability to deploy accurately established techniques of analysis and enquiry within business management;
- Demonstrate the ability to devise and sustain arguments and to solve problems using a variety of ideas and techniques;
- Demonstrate and apply an appreciation of the uncertainty, ambiguity and limits of knowledge;
- Demonstrate evidence of thorough understanding of application of theory in practical situations;

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

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- Demonstrate the acquisition of problem solving techniques, including the ability to accurately collect, collate and analyse information and data which will lead to both valid and reliable outcomes;
- Analyse the influence of organisational policies and behaviours;
- Build teams, empower and motivate others to improve performance by creating an inclusive, high performance work culture.

By the end of year four, you will be able to:

- Develop and implement organisational strategy;
- Develop and deliver operational plans;
- Articulate the values, ethics and governance of your organisation;
- Use widely recognised project management tools in order to move a project through planning, design, development, deployment and evaluation;
- Plan, organise and manage resources in order to achieve organisational goals;
- Demonstrate and apply knowledge of financial strategies, including budgets, financial management, accounting procurement and contracting;
- Create marketing and sales strategies;
- Segment and target relevant markets and customers (global and local), analysis of opportunities and ways to market;
- Demonstrate and apply knowledge of approaches to innovation and digital technologies and their impact on organisations;
- Demonstrate and apply knowledge of interpersonal skills in effective listening, influencing techniques, negotiating and persuasion;
- Maintain a personal presence and present to large groups;
- Apply influencing and persuading skills, to the dynamics and politics of personal interactions;
- Demonstrate and apply knowledge of different inclusive leadership styles and models, articulate organisational purpose and values, create an inclusive, high performance work culture that enables others to achieve;
- Use inclusive talent management approaches to build teams, empower and motivate others to improve performance;
- Effectively influence and negotiate, being able to have challenging conversations and give constructive feedback.
- Work collaboratively with internal and external customers, stakeholders and suppliers;

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- Develop engagement, facilitating cross functional working and negotiation;
- Use emotional and social intelligence, active listening and open questioning to work effectively with others;
- Reflect on own performance, identifying and acting on learning and development needs;
- Manage stress and personal well-being and confident in knowing core values and drivers;
- Manage time, set goals, prioritise activities and undertake forward planning in a business environment with a focus on outcomes;
- Ensure strategic alignment of activities;
- Undertake research, analyse data, synthesise information and apply decision-making techniques using evidence-based tools and ethical approaches in order to solve problems;
- Identify service/organisational improvements and opportunities for innovation and growth, using qualitative and quantitative analysis of information and data and benchmarking against others;
- Demonstrate resilience and determination when managing difficult situations;
- Be open, approachable, authentic, and able to build trust with others;
- Seek the views of others and values diversity internally and externally;
- Seek new opportunities underpinned by commercial acumen and sound judgement;
- Be creative, innovative and enterprising when seeking solutions to business needs;
- Set an example, be ethical, fair, consistent and impartial;
- Operate within organisational values and adhere to the requirements of relevant professional bodies.

Course Design

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

- Business and Management (2015)

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Course Structure

The BA (Hons) Business and Management (Chartered Manager) [degree apprenticeship] comprises modules at levels 4, 5 and 6.

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

| | SUBJECT | Credits | Type ⁷ |
|-----------------------|--|----------|-------------------|
| Year One Level 4 | Academic Study Skills including Time Management (Skills for Success) | Workshop | |
| | Communication and Interpersonal Skills (Skills for Success) | Workshop | |
| | Self-Awareness, Agility and Resilience (Skills for Success) | Workshop | |
| | Principles and Functions of Management | 20 | M |
| | Law for Business | 20 | M |
| | Developing Professional and Academic Skills | 20 | M |
| | Business Planning and Entrepreneurship | 20 | M |
| | Financial Awareness for Businesses | 20 | M |
| | Marketing a Business Organisation | 20 | M |
| Year Two Level 5 | Problem Solving and Decision Making (Skills for Success) | Workshop | |
| | Corporate Social Responsibility (Skills for Success) | Workshop | |
| | Creative Innovation and Critical Thinking (Skills for Success) | Workshop | |
| | Managing Organisational Behaviour | 20 | R |
| | Marketing and Sales Management | 20 | R |
| | Leading for Innovation and Business Performance | 20 | R |
| | Accounting for Managers | 20 | R |
| | Contemporary Issues in the Global Business Environment | 20 | M |
| | Research Methods | 20 | M |
| Year Three Level 6 | Valuing Diversity and Difference (Skills for Success) | Workshop | |
| | Negotiation Skills (Skills for Success) | Workshop | |
| | International Marketing Strategies | 20 | R |
| | Professional Futures: Ethics and Sustainability | 20 | R |
| | Developing Management in Practice | 20 | M |
| | Change Management | 20 | R |
| | Dissertation – Business Project | 40 | M |
| All levels | Gateway for End Point Assessment | | |
| | Showcase Portfolio and 360 Feedback | | |
| | EPA preparation | | |
| | Presentation Skills (Skills for Success) | | |
| | Interview Skills (Skills for Success) | | |
| | Revision and Work Based Project Presentation | | |
| | Revision and Preparation for PD on CPD | | |
| | Practice Sessions for Knowledge Tests | | |

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

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Awards

On successful completion of the course, students will be awarded the BA (Hons) Business and Management (Chartered Manager). Students who leave the course early may be eligible for a DipHE Business and Management on successful completion of 240 credits including all mandatory modules at levels 4 and 5, or a CertHE Business and Management on successful completion of all modules at level 4.

Course Delivery

The course is delivered at the University of Suffolk at West Suffolk College. Apprentices completing the BA (Hons) Business and Management (Chartered Manager) [degree apprenticeship] are likely to have approximately 48 contact hours per module. The contact hours will be a mix of lectures, seminars and academic tutorials. Modules will include set guided reading that will be given in preparation of the weekly learning session.

You will be supported throughout your programme by your Programme Tutor who is responsible for the overall Apprenticeship. Programme Tutors will visit you in your workplace every month, or more frequently if necessary, to support the connection between theory and practice. Your employer will be involved in each of these monthly sessions and feedback from your employer will be used to help set milestones and SMART targets.

Within the degree programme at each level the modules will require you to draw on your experience at work in order to successfully complete the assessment. This will typically involve working on a specific project (alone or as part of a team) and completing an assignment based on this experience.

In year one, you will be working within your job role at your employer's company Monday, Tuesday, Thursday and Friday afternoon whilst attending West Suffolk College on a Wednesday and in the morning on a Friday. In year two, you will be working on a Monday, Wednesday afternoon, Thursday and Friday whilst attending West Suffolk College on a Tuesday and in the morning on a Wednesday. In year three you will be working Monday to Wednesday and Fridays whilst attending West Suffolk College on Thursdays and for Dissertation sessions. In year four you will be working Monday to Friday with planned structured time allocated for your project/Dissertation work.

Course Assessment

A variety of assessments will be used on the course to enable students to experience and adapt to different assessment styles. The assessment methods used will be appropriate to assess each module's intended learning outcomes. Assessment on the course overall will be mainly coursework including reports, essays, e-portfolios, presentations, vivas, and projects, with three examinations.

Special Features

This BA (Hons) Business and Management (Chartered Manager) [degree apprenticeship] meets the requirements of the Chartered Manager (degree) apprenticeship standard.

Course Team

The academic staff delivering this course are qualified in their subjects and use their own professional experience and specialist knowledge to contribute to the planning and delivery of the module. A range of expert speakers support assessment and delivery.

Course Costs

Students undertaking the BA (Hons) Business and Management (Chartered Manager) [degree apprenticeship] will not be charged tuition fees directly. Tuition fees will be agreed between

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the University/College and a student's employer. Students will be required to sign a commitment statement before starting their apprenticeship which will detail the student's, employer's and the University's/College's expectations under the apprenticeship agreement.

Academic Framework and Regulations

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