



Digital & Technology Solutions at Manchester Met: Line Manager & Mentor Webinar

Prof Raheel Nawaz: DTS Director
Hayley Cooney: Development Manager

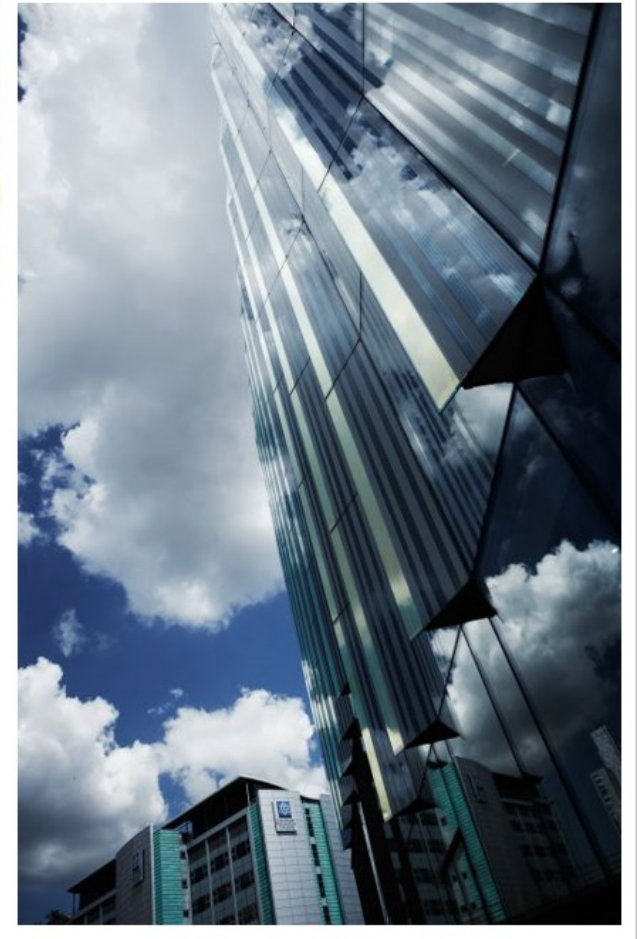
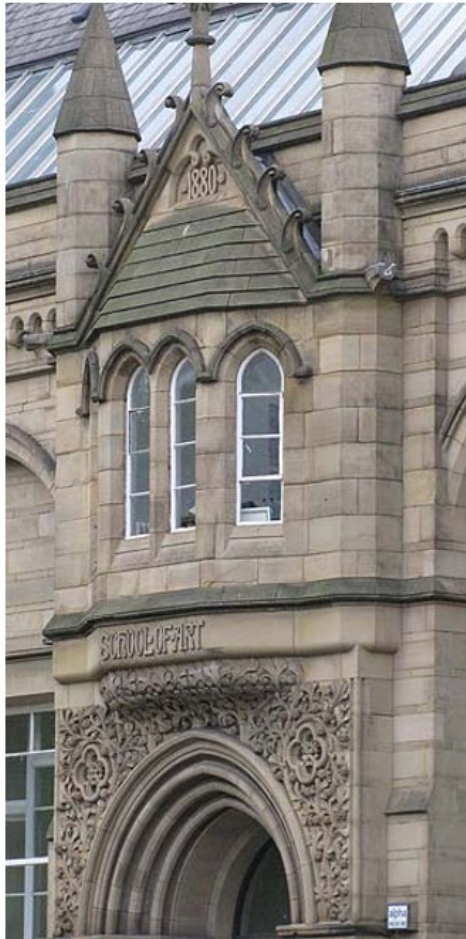
Twitter: @MMUApprentice
Facebook: @MMUApprenticeships
LinkedIn: Degree Apprenticeships at Manchester Metropolitan University



Agenda

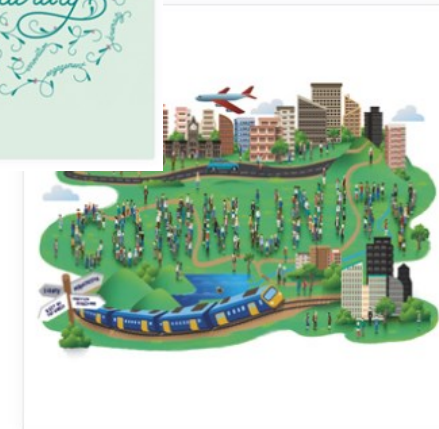
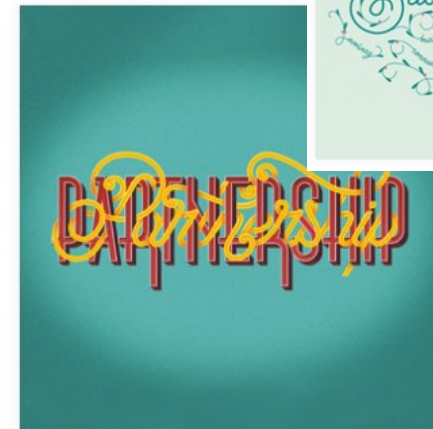
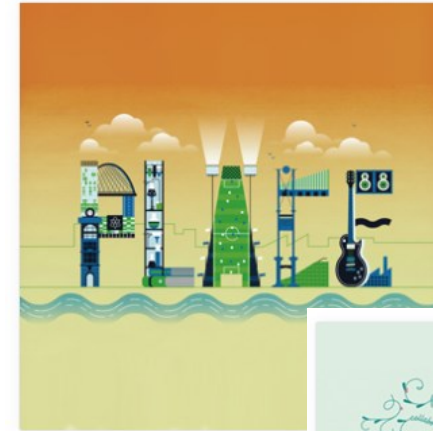
- Introduction
- Degree Apprenticeships at Manchester Met
- Programme structure
- Year 3
- Support for apprentices
- The Apprenticeship Standard
- Quarterly reviews
- Line manager and/or mentors role
- Confidentiality





Specialist University for Degree Apprenticeships

- Largest university provider of Degree Apprenticeships in the UK
- Highest placed university for 3 years running in Rate My Apprenticeship 2019, 2020 and 2021
- OFSTED Outstanding Provider - November 2018: “Leaders have a clear vision to provide high quality programmes...to make higher education accessible and beneficial for all.”
- Winner of Digital Apprenticeship Provider of the Year 2020 FE Week & AELP
- Global interest, advising other countries – New Zealand, Spain, Canada and Australia
- Aligns with the Universities strategic aims



What our apprentices are achieving:

- 40% of Manchester Met apprentices are the first in their family to go to university
- 34% of current Manchester Met STEM apprentices are women, compared to national average of 22% reported by the Office for Students (2020)
- 33 of our apprentices have won regional or national awards
- Pay rises and promotions - 78.3% of Manchester Met Degree Apprentices received a pay-rise and 64.2% received a promotion during their apprenticeship
- Over 90% of apprentices achieved a 1st or 2:1 in their degree and a Distinction-Merit at EPA



Aaron Oreschnik, Pizza Hut
2019 NW Higher or Degree
Apprentice of the Year



Tasmia Niazi, Lloyds Highly
Commended in BAME
Apprenticeship awards 2020



Sabreen Anwar, Lloyds
Highly Commended
Apprenticeship Awards



Jamie Edge, Barclays
UK IT Industry Awards



Lucy Cheng, United Utilities
CMI – Apprentice of the Year








Nadia Johnson, Thales UK
IET Young Engineer of the Year
Nominee & Rising Star Award 2018

Congratulations!



Programme structure: core units

Unit	Description
Introduction to Programming	Developing structured problem solutions in Java 
Introduction to Business Systems	The role of information systems in organisations, analysing organisational requirements and developing suitable information system solutions. 
Introduction to Web Development	Building static web pages using HTML, JavaScript and CSS 
Computing Fundamentals	Databases, SQL, simple networking and security 
Technology Management	IT Management and professional issues, arising from managing a portfolio system and infrastructure. 
Portfolio Assessment	Professional portfolio documenting personal development as an IT Professional
Synoptic Project	Large work-based project relating to Pathway choice combining K.S.B of the Standard
Elective Unit	AI, UXD, Developing a Digital Business, Principles of Business Analytics, Data Engineering, Mobile App Dev

Professional Development  

Programme structure: specialist units

Pathway	Units
IT Consultant	Customer Lifecycle Management, Web Design and Development, Business Intelligence and Strategy, Technical Business Consultancy Project
Data Analytics	Statistics and Visualisation, Advanced Databases, Data Analytics, Data Analytics Project
Software Engineering (& Mainframe)	Advanced Programming, Computer Networks and Operating Systems, Enterprise Programming
Cyber Security	Cyber Security Fundamentals, Computer Networks and Operating Systems, Security Auditing and Response, Cyber Security Project

The Specialism Year

- All Units are aligned to the apprentices specialism
- First 'Work Based Project'
- Developing independent research skills and critical thinking
- Developing independent learning
- Preparing apprentices for final year synoptic project and end point assessment



Year 3 Unit Order

**Term 1 Units
(4hrs/day)**

Business Intelligence and Strategy (ITC)
Computer Networks and Operating Systems (CSA, SE, MF)
Advanced Databases (DA)

**Term 2 Units
(4hrs/day)**

Applied Web Design and Development (ITC)
Security Auditing and Incident Response (CSA)
Enterprise Programming (SE)
Data Analytics (DA)
Enterprise Systems (SE)

**Term 1 & 2 Unit
(2hrs/day)**

Technical Business Consultancy Project (ITC)
Cyber Security Project (CSA)
Development Project (SE, MF)
Data Analytics Project (DA)

Project Responsibility:

Role	Responsibility
Apprentice	<p>Will undertake the project and spend approximately 300 hours of independent study (including core technical work)</p> <p>Will be responsible for communication with their employer and tutor/unit leader</p> <p>Will be self-disciplined in working independently to meet Milestones set by tutors/unit leader</p>
Tutor/Supervisor	<p>Will guide the apprentice in ensuring that the project meets unit specification and set milestones</p> <p>Will have primary input in the marking/grading of the assessments</p> <p>Will provide support for completing the project</p> <p>Each supervisor is allocated 10 hours of support for each apprentice</p>
Unit Leader	<p>Will have the overall responsibility for monitoring progress and coordinating assessments</p> <p>Will also moderate individual project specifications to ensure consistency in level of difficulty</p> <p>Unit Handbook updated regularly, available to students in Induction Week Session</p>
Employer	<p>Will help the apprentice define the scope of the project and support their apprentice through the project allowing sufficient time and access to required resources</p>

Year 3 Units:

Software Engineer

Computer Networks and Operating Systems

Enterprise Programming Analysis and development of complex systems

Development Project

IT Consultant

Web Design and Development
Dynamic pages, scripting, backend databases & UX

Business Intelligence and Strategy
Using business intelligence and strategy to gain competitive advantage

Technical Business Consultancy Project

Data Analyst

Advanced Databases
Schemas, advanced queries, relational algebra, interfaces with other environments

Data Analytics
preparation, manipulation, analysis, data mining and big data concepts

Data Analytics Project

Cyber Security Analyst

Computer Networks and Operating Systems

Security Auditing and Incident Response
Assessing and securing a vulnerable system

Cyber Security Project

Teaching Days: Term 1

TERM 1						
Time	Thursday				Friday	
	Software 1	Mainframe	Cyber	Data	ITC	Software 2
09:00-09:30						
09:30-10:00	Computer Networks & Operating Systems	Computer Networks & Operating Systems	Computer Networks & Operating Systems	Advanced Databases	BIS (O Kayas, S Tebboune)	Computer Networks & Operating Systems
10:00-10:30						
10:30-11:00						
11:00-11:30					Business Intelligence and Strategy (sem) (O Kayas, S Tebboune)	
11:30-12:00						
12:00-12:30						
12:30-13:00	Computer Networks & Operating Systems	Computer Networks & Operating Systems	Computer Networks & Operating Systems	Advanced Databases	Business Intelligence and Strategy (sem) (O Kayas, S Tebboune)	Computer Networks & Operating Systems
13:00-13:30						
13:30-14:00						
14:00-14:30						
14:30-15:00						
15:00-15:30	Pathway-specific project (DO NOT SCHEDULE)			Pathway-specific project (DO NOT SCHEDULE)	TBCP (B Burns)	Pathway-specific project (DO NOT SCHEDULE)
15:30-16:00						
16:00-16:30						
16:30-17:00						

NB Times may change, days will stay the same

Teaching Days: Term 2

TERM 2						
Time	Thursday				Friday	
	Software 1	Mainframe (15)	Cyber	Data	ITC	Software 2
09:00-09:30						
09:30-10:00	Enterprise Programming	Enterprise Systems	Security Auditing & Incidence Response	Data Analytics	Advanced Web Design & Development (Lec)	Enterprise Programming
10:00-10:30					Advanced Web Design & Development (BS)	
10:30-11:00						
11:00-11:30						
11:30-12:00						
12:00-12:30						
12:30-13:00	Enterprise Programming	Enterprise Systems	Security Auditing & Incidence Response	Data Analytics	Advanced Web Design & Development (BS Lab)	Enterprise Programming
13:00-13:30						
13:30-14:00						
14:00-14:30						
14:30-15:00	Pathway-specific project			Pathway-specific project	TBCP (B Burns)	Pathway-specific project
15:00-15:30						
15:30-16:00						
16:00-16:30						
16:30-17:00						

NB Times may change, days will stay the same

Role of Skills Coach

- Go-to person' at University
- Review meetings
- Prepares your apprentice for end-point assessment
- Pastoral issues
- Lead Professional Development workshops
- Assess e-portfolio



Skills Coaches:



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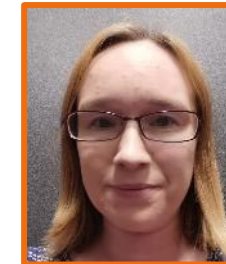
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Disability Advisers

Based centrally. Provide support for current and prospective disabled students:

- assess student need;
- draw up appropriate personal learning plans;
- facilitate applications for Disabled Students' Allowances;
- work with academic depts. to ensure support requirements are met.

Academic and Study Skills Tutors

Based in faculties, provide:

- one-to-one study skills support;
- academic and study skills workshops/webinars/online support;
- bespoke, in-curricular sessions for programmes;
- support for students with specific learning difficulties.

Student Wellbeing Advisers

Based in faculties, provide:

- ongoing professional wellbeing support for students with low to moderate mental health and anxiety issues;
- a triage service to identify students who need more specialist support;
- a proactive, faculty-based approach to wellbeing.
- support for students with specific learning difficulties.

Student Experience Officers

Based in faculties, support the development of learning communities, by:

- organising induction activities;
- helping with student societies;
- developing and maintaining peer mentoring and social media platforms;
- promoting student surveys.

Student Hub Services Student Advisors

Based in Student Hubs. First point of contact for all non-academic related queries including:

- student finance and Met Card queries;
- exceptional factors claims support;
- support for student engagement;
- personal emergency evacuation plans (PEEPs);
- referral to specialist services.

Counsellors and Mental Health Advisers

Based centrally, provide:

- one-to-one and group-based counselling;
- management of students with high risk and complex mental health conditions;
- liaison with NHS and other external therapeutic providers.

Study Skills: Term 1 – Thursdays 4pm

Date:	Academic and Study Skills Webinar:	Link:
16 September 2021	Introduction to Academic Writing and Criticality	Click here to join Study Skills Webinars
23 September 2021	Introduction to Academic Reading and Notetaking	Click here to join Study Skills Webinars
30 September 2021	Introduction to Referencing and Paraphrasing	Click here to join Study Skills Webinars
07 October 2021	Introduction to Academic Writing and Criticality	Click here to join Study Skills Webinars
14 October 2021	Introduction to Academic Reading and Notetaking	Click here to join Study Skills Webinars
21 October 2021	Introduction to Referencing and Paraphrasing	Click here to join Study Skills Webinars
28 October 2021	Time Management Skills	Click here to join Study Skills Webinars
04 November 2021	Reflective Writing	Click here to join Study Skills Webinars
11 November 2021	Presentation Skills	Click here to join Study Skills Webinars
18 November 2021	Essay versus Report Writing	Click here to join Study Skills Webinars
25 November 2021	Revision Skills	Click here to join Study Skills Webinars
02 December 2021	Excel Fundamental Skills	Click here to join Study Skills Webinars
09 December 2021	Data Manipulation Tips and Tools	Click here to join Study Skills Webinars

Managers' and/or mentors' role

- Regular one-to-ones
- Support the development of the Standards Knowledge, Skills and Behaviours
- Support Apprentices to access expertise within the organisation
- Be conscious of their deadlines, usually around Christmas and Easter
- Ensure they get their 20% off the job learning
- Read assignments before submission and check that it does not breach your confidentiality policy
- Attend quarterly reviews between your Apprentice and their Skills Coach
- Re-enforce University attendance policy

Digital and Technology Solutions Professional Apprenticeship Standard

- Become familiar with the Standard and help your apprentice to get expose to some of the knowledge, skills and behaviours to help them contextualise their learning.
- Example: SE Knowledge - How teams work effectively to develop software solutions embracing agile and other development approaches.
- Example: DA Skill - Import, cleanse, transform, and validate data with the purpose of understanding or making conclusions from the data for business decision making purposes.
- Example: Core Behaviour - Logical thinking and creative approach to problem solving.
- Encourage reflective practice
- Apprenticeship Standard can be found here: [https://www.instituteforapprenticeships.org/apprenticeship-standards/digital-and-technology-solutions-professional-\(integrated-degree\)-v1-1](https://www.instituteforapprenticeships.org/apprenticeship-standards/digital-and-technology-solutions-professional-(integrated-degree)-v1-1)

Off-the-job guidance

20% 'off-the-job' learning is a requirement of the apprenticeship

What is included

University days

Online learning

Accessing MMU resources i.e. Moodle, library

Reading/research

Training courses

Shadowing/mentoring

Working on assignments

What is not included

Work completed in your own time (unless time given back in lieu)

Training completed in work outside your contracted hours e.g. if you stay late after work

Functional Skills (Maths and English)

Progress review meetings

Confidentiality in assessments

We take confidentiality very seriously. We can implement three levels of protection:

- Standard declaration form that student puts on the front of assessment
- NDA
- Assessed work never leaves organisation
- Plagiarism

Line Managers must read through their apprentice's piece of work before submission to check that they have followed your organisations guidelines



Questions?