

CHARTERED MANAGER 4 YEAR DEGREE APPRENTICESHIP

WELCOME TO MANCHESTER MET

- One of the largest, most popular and diverse universities in the UK, with over 34,000 students and 5,000 staff
- Ranked as one of the UK's greenest universities
- Contributing to UK Industrial Strategy through 'Decent Work and Productivity', 'Business Transformation' and 'Future Economies' research centres and apprenticeships
- Degree apprenticeships align with the University's strategic aims



SPECIALIST UNIVERSITY FOR DEGREE APPRENTICESHIPS

- Largest university provider of degree apprenticeships in the UK
- Highest placed university for four years running at the RateMyApprenticeship Awards 2019, 2020, 2021 and 2022
- OFSTED Outstanding Provider - November 2018: *“Leaders have a clear vision to provide high quality programmes...to make higher education accessible and beneficial for all.”*
- Global interest, advising other countries – New Zealand, Spain, Canada and Australia



OFSTED OUTSTANDING 2022

FOR DEGREE APPRENTICESHIPS

We have received two consecutive overall Ofsted **Outstanding** ratings (the first, in 2018, under the previous framework).

Highlights include:

- ★ Quality of **teaching** and **academic support**
- ★ The **inclusive** and **respectful** learning environment
- ★ Highly effective **careers advice** and guidance



[WATCH THE VIDEO >](#)



This rating clearly demonstrates that we deliver programmes of exceptional quality at scale. Our apprenticeships are designed in close partnership with employers. This ensures they meet their workforce needs, while developing every student to achieve their potential and advance in their career of choice.



DIVERSITY AT MANCHESTER MET

- 40% of Manchester Met apprentices are the first generation to go to university in their family
- 34% of the current Manchester Met STEM apprentices are women, against an average of 22%
- 36% of Manchester Met's apprentices are from the most deprived areas
- 19% of students on our apprenticeships are from BAME backgrounds*



*Latest national apprenticeships figure: 11.8%

EMPLOYER PARTNERS



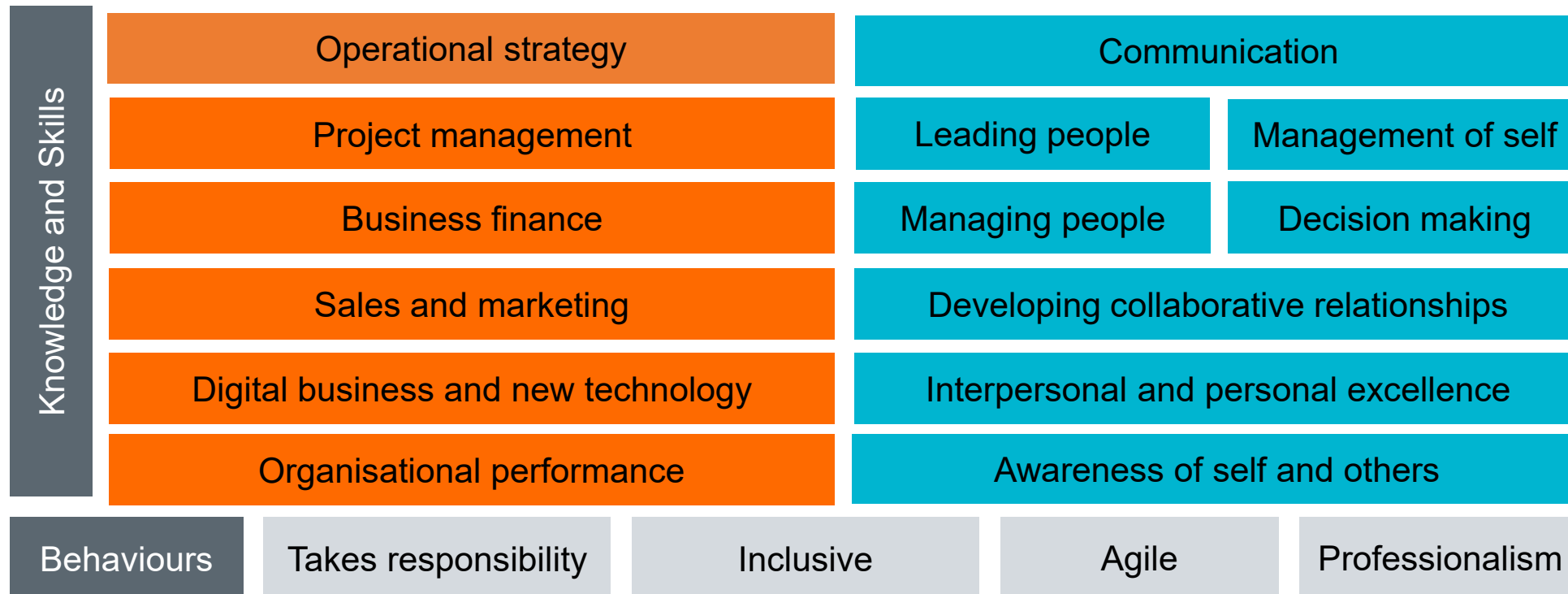
Transforming Lives, Businesses and Communities

Level 6 Chartered Manager Degree Apprenticeship, from a triple accredited business school. Apprentices will gain:

- BA (Hons) Business Management Professional
- Chartered Manager Status – with the Chartered Management Institute (CMgr, MCMI)
 - A work-based degree, developing both academic learning and on-the-job practical training
 - Co-designed and co-developed by leading employers, professional bodies and academic experts at Manchester Met
 - Designed to increase the flow of skills into organisations and meet the skills gap



The Standard: Knowledge, Skills and Behaviours



About the Programme

Apprentices will learn essential knowledge, skills and behaviours required of a modern manager and how to succeed in roles with significant management responsibility.

- Taught by industry experts and leading academics
- Assessments are focused on your company
- 100% coursework
- Range of assessments: from traditional essays, reports, podcasts, and poster presentations
- Additional support available for academic writing, referencing, etc. through our Learning Development team.

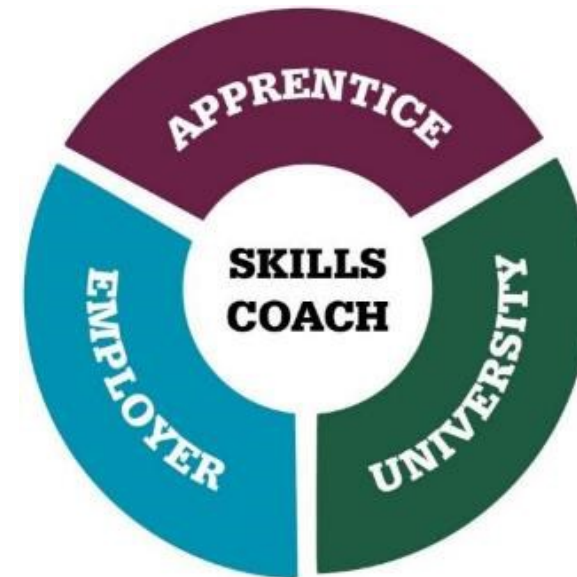


Programme Units

| | | | |
|--------------------|---|--------------------------------------|----------------------------------|
| Year 1 | Managing Customer and Stakeholder Relationships | Dynamic Business and Digital Context | |
| | Introduction to Projects and Portfolio | | |
| Year 2 | Initial Business Project | Operations and Technology Management | Managing and Leading People |
| Year 3 | Sales and Marketing | Finance and Accounting for Managers | Strategic Management |
| Year 4 | Project Development and Portfolio | Sustainability and Innovation | Synoptic Project (and Portfolio) |
| E-portfolio | Integrated into academic programme with ongoing support from a dedicated Skills Coach | | |

Skills Coach

- Each apprentice is assigned a dedicated Skills Coach who conducts **termly reviews** with apprentice and employer mentor to monitor progress and set workplace targets
- **Point of contact** for apprentice and line manager
- Pastoral **support and guidance** (e.g. Assessment Mitigation and referrals) and encouragement
- Support and preparation for **end-point assessment**



Progress Reviews

- **IMPACT in the WORKPLACE** - what difference does the apprentice make in the workplace as a result of their study on the apprenticeship?
- Track skills progress and agree a plan to develop skills and behaviours - **EXPOSURE, EXPERIENCE**
- Monitor University progress (grades, attendance etc.) and progress towards Off-the-job OTJ.
- Reviews **set targets** for the **development of workplace skills** and help to facilitate development opportunities (e.g. shadowing, training etc.) and **drive progress**
- Support development of the portfolio towards the **EPA – EVIDENCE**
- **PREPARATION** - all actions from the last review are completed and you are in a suitable, comfortable location for your review

Portfolio –Workplace Evidence

- **What is it?** A *portfolio* of evidence demonstrating competency against the **Knowledge, Skills and Behaviours**
- **Why is it needed?** *The portfolio is assessed during the End-Point Assessment* to complete the degree apprenticeship and achieved Chartered Manager status
- **What does it include?** *Around 15 to 20 pieces of evidence* including academic assignments, evidence from the workplace and **witness testimonies**. Completion of **Reflection on Evidence** forms.
- **When is it completed?** Apprentices should collect evidence throughout the apprenticeship, **logging this in their PORTFOLIO INDEX** (with support from their Skills Coach) and employer - **EXPOSURE- EXPERIENCE - EVIDENCE.**

PICSWeb Portfolio

PICSWeb Portfolio <https://mmu.picsweb.co.uk>

All Apprenticeship programmes at Manchester Metropolitan University make use of an E-Portfolio hosted on PICSWeb Portfolio (PWP)

On PWP you can view:

- Portfolio progress
- Review Skills Scans
- Upload and check evidence
- Read and sign-off reviews
- Monitor Off The Job progress

All line managers and mentors registered with us will have log-in details to register.

The reviews will be stored here and **everyone must sign the review**, this is part of the funding rules for the apprenticeship.

For further guidance please visit our [Employer Resource Page](#) or contact the TEL Team telapprenticeship@mmu.ac.uk

End-Point Assessment (EPA)

EPA concludes the apprenticeship and is assessed separately from the degree by the Chartered Management Institute (CMI)

Assesses occupational competency against the Knowledge, Skills and Behaviours in the standard

Outcomes:

- Apprenticeship award
- Chartered Manager status (CMgr MCMI)

Four assessed elements:

- Portfolio and synoptic project (completed as part of the degree)
- Presentation and competency-based interview

What does Off The Job mean?

In order to achieve your Degree Apprenticeship you must complete and record Off The Job training.

Off-the-job training means undertaking a learning activity which is different from what you do during your **normal role**.

For the activity to be classed as off the job training, you will need to develop skills or learn something **new**.

The activity needs to be specifically linked to the **knowledge, skills and behaviours** outlined in the apprenticeship standard.



When?

- Apprentices must be given opportunity to carry out OTJ activity for approximately 6 hours a week (1 day).
- It can be delivered flexibly, for example, as a part of each day, one day per week, one week out of five or as block release.
- It needs to take place within their normal working hours.
- Courses completed prior to enrolment will not count as OTJ.



What Counts as Off The Job?

Off-the-job training must be undertaken for a minimum of **6 hours** a week. This must be taken away from the apprentice's normal working duties and must teach new **knowledge, skills and behaviours** relevant to their specific apprenticeship

Off-the-job development includes:

- University attendance and e-learning
- Assignment development and write-up (in work time)
- Work-based projects
- Shadowing, mentoring and development tasks (this may relate to a skill you need to develop)
- Study skills workshops/webinars
- Work and industry visits
- Training courses and competitions
- Practical training which involves new learning
- Employer induction programme (if it is new learning)
- Reflections on learning
- Reading (related to the standard)
- Development that supports the STANDARD

It does not include:

- Time spent on the initial assessment and on onboarding activities
- Progress reviews
- EPA assessments
- Training outside the apprentice's normal working hours, unless the apprentice is paid for these additional hours or is given time off in lieu
- Training to acquire knowledge, skills and behaviours that are not required by the apprenticeship standard

Safeguarding

Safeguarding

- We have robust safeguarding procedure in place to protect our apprentices
- Employers must be aware of how to keep their apprentices safe, please familiarise yourselves with our Safeguarding Apprentices handbook on our employer [webpage](#)

Prevent Strategy

- Key terminology relating to the Prevent Duty
- The risk of online radicalisation and recent examples
- The support on offer from Manchester Met

Democratic Values

- the meaning and importance of democratic values and how to apply them

Equality, Diversity and Inclusion (EDI)

We raise awareness of:

- The 9 key protected characteristics
- Importance of greater representation in the workplace
- Opportunities to participate, represent, learn and support



SAFEGUARDING APPRENTICES INFORMATION FOR EMPLOYERS



Support at Manchester Met

Disability Advisers

- 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

- 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

- 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 approach to wellbeing
- Support for students with specific learning difficulties

Student Experience Officers

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

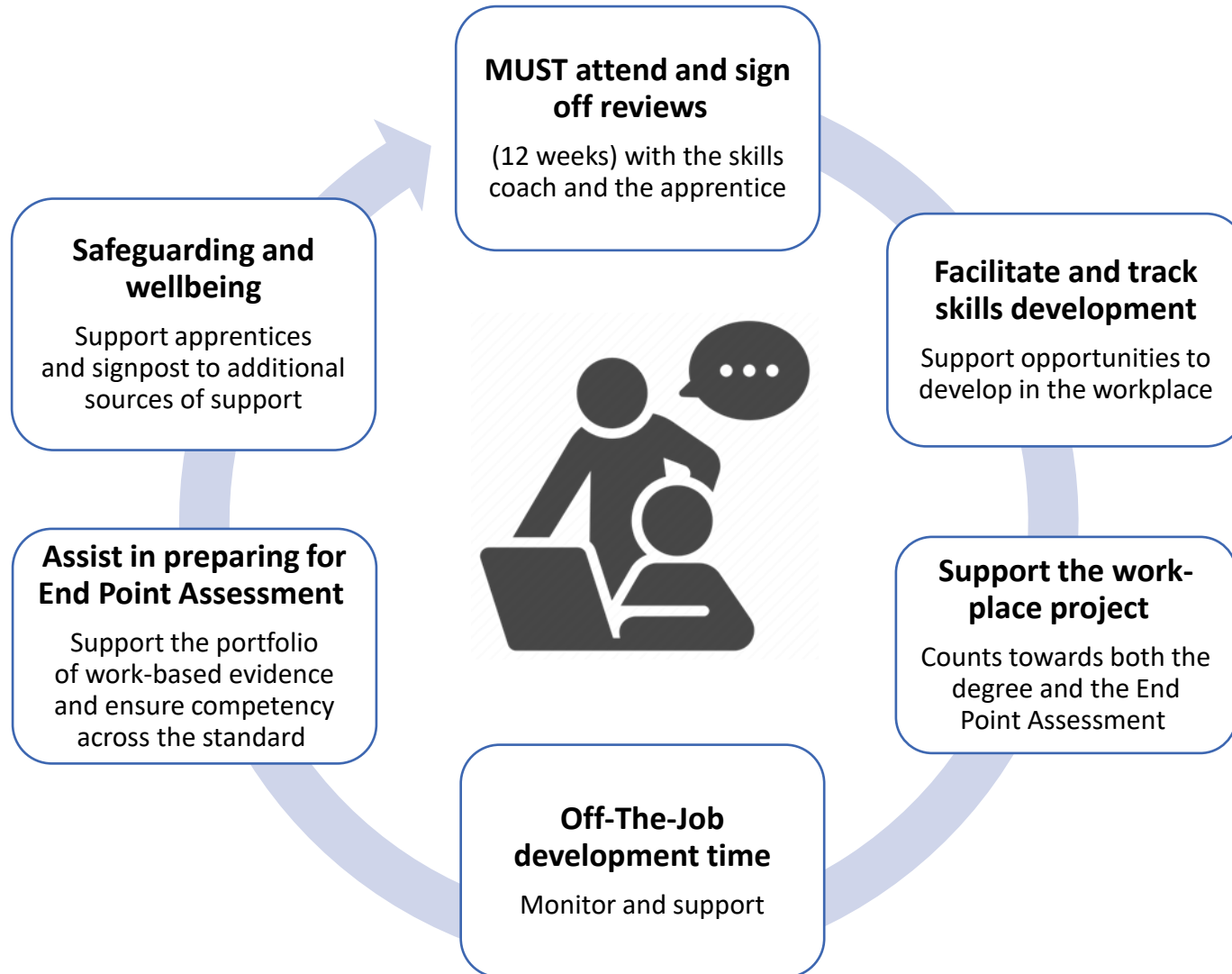
Student Hub Services Student Advisors

- Non-academic related queries including:
- Student finance and Met Card queries
 - Assessment mitigation claims support
 - Support for student engagement
 - Personal emergency evacuation plans
 - Referral to specialist services

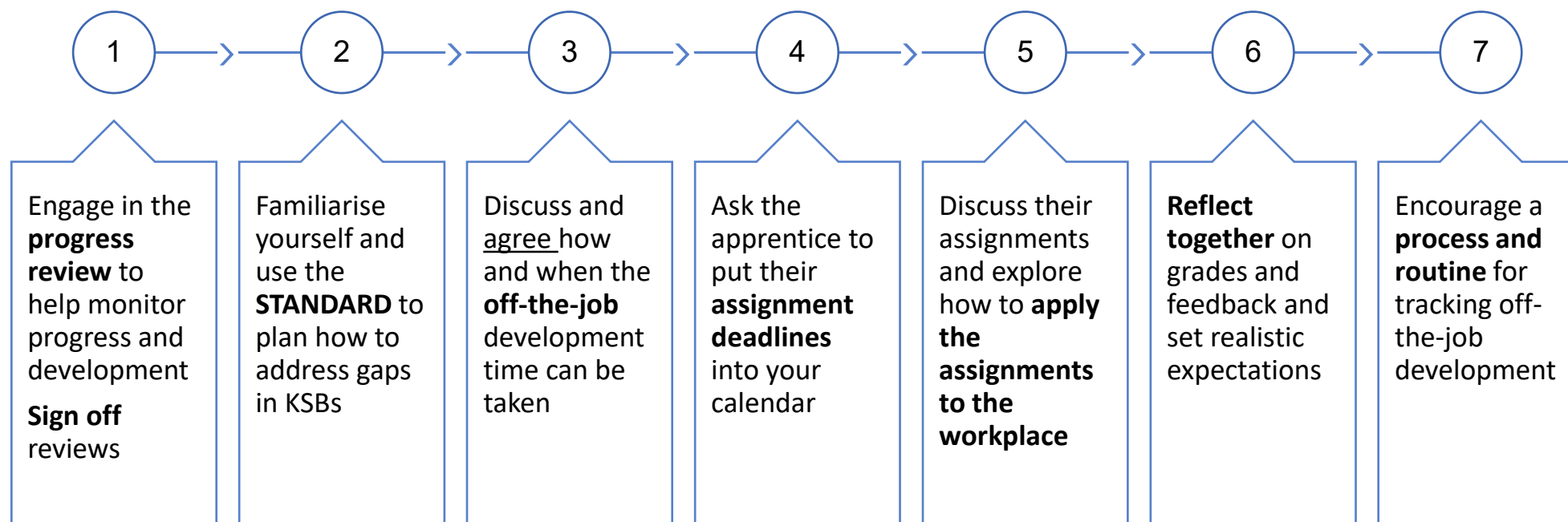
Counsellors and Mental Health Advisers

- 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

Role of the Line Manager/Mentor



Key Points and Tips



Enjoy the Apprenticeship Journey!

QUESTIONS



Email: apprenticeships@mmu.ac.uk

Twitter: [@MMUApprentice](https://twitter.com/MMUApprentice)

LinkedIn: Degree Apprenticeships at Manchester
Metropolitan University

Facebook: [@MMUApprenticeships](https://www.facebook.com/MMUApprenticeships)