

Chartered Manager Fast-track

Degree Apprenticeship



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mmu.ac.uk/apprenticeships

Award-winning Degree Apprenticeships

Manchester Metropolitan University is one of the most popular universities in the UK, currently educating over 39,000* students. The University takes its responsibility for creating work-ready graduates very seriously and maintains close industry and business links.

Our Degree Apprenticeships are practice-focused. They equip our apprentices with the skills to ensure they are ready to take on the industrial challenges of tomorrow and make their mark. We develop our courses in partnership with employers, to meet the needs of industry and individuals.

As pioneers of degree apprenticeships, we have become industry leaders, allowing us to build unrivalled partnerships with some of the UK's largest employers and innovative small and medium-sized enterprises (SMEs).

*HESA data 2020/21, includes students on distance learning and accredited courses at partner institutions

2,400
apprentices
on 18 programmes

**Top university
in the UK**
for degree apprenticeships

RateMyApprenticeship
Awards 2019, 2020, 2021, 2022

92%

merit or distinction
at EPA in 2022

110+

apprentices
recognised
at regional and
national awards

Winner
**University
of the Year**
at the Multicultural
Apprenticeship Awards 2022

540+
Employer
partners

★ **Rated** ★
'Outstanding'

by Ofsted 2018 and 2022

**Training Provider
of the Year**
North West Apprenticeship
Awards 2023

About the course

This innovative course recognises and builds upon participants' managerial capabilities, enhancing individual effectiveness and embedding new ways of thinking.

The qualification

This course allows managers to gain valuable leadership and management knowledge, and gives them the opportunity to apply their learning in the workplace. They will achieve a BA (Hons) Business Management Professional degree and will join a community of gold-standard managers by achieving Chartered Manager status from the Chartered Management Institute (CMI).

The course has been specifically designed for people with existing management experience, who have aspirations of moving into leadership roles, or want to advance their managerial practice.

A focused curriculum

The Apprenticeship centres on a curriculum focused on improving organisational performance, enhancing interpersonal effectiveness and developing projects and transferable skills. Apprentices' studies will draw on disciplines including: business strategy, creative thinking, accounting and finance, human resources, leadership, marketing, and data analysis. The course is designed to integrate the apprentices' learning with their own workplace and management projects will be negotiated to include live, real-world business scenarios.

Chartered manager status

Chartered Manager status recognises the ability of an apprentice to make an impact as a professional manager. It is the highest status that can be achieved in the management profession and is recognised and valued across all sectors and industries. Upon completion of the course apprentices will be eligible to apply to the CMI for this award.

Choosing the fast-track course

Employers will see immediate benefits as valued employees are able to apply best-practice and innovative management theory. This course has been specifically designed for individuals with existing management experience, which builds upon managerial concepts and develops strategic professionals, with the support of a university education.

Core knowledge, skills and behaviours

On successful completion of the BA (Hons) Business Management Professional apprentices will have developed a core set of knowledge, skills and behaviours, including:

Knowledge

- Understand how to develop and implement organisational strategy and plans, including approaches to supply chain management, monitoring and evaluation, and quality assurance.
- Know how a project moves through planning, design, development, deployment and evaluation.
- Understand financial strategies, budgets, financial management and accounting, and how to provide financial reports.

- Know how to create marketing and sales strategies, and how to segment and target relevant markets and customers.
- Know how to recruit, manage and develop people.
- Understand approaches to stakeholder, customer and supplier management.
- Know how to undertake research, data analysis, problem solving and decision-making techniques.

Skills

- Develop and deliver operational plans; set targets and KPIs and monitor and measure outcomes.
- Identify key outcomes, develop/realise plans and monitor progress.
- Initiate, lead and drive change within the organisation, identify challenges and how to overcome them.
- Manage budgets, control expenditure and produce financial reports.
- Use customer insight and analysis of data to drive customer service outcomes.
- Identify service/organisational improvements and opportunities for innovation and growth.
- Support the creation of an inclusive, high-performance work culture.
- Build teams, and empower and motivate others to improve performance or achieve outcomes.
- Work collaboratively with internal and external customers and suppliers.

Behaviours

- Demonstrate resilience and determination when managing difficult situations.
- Seek new opportunities underpinned by commercial acumen and sound judgement.
- Be open, approachable, authentic, and able to build trust with others.
- Seek the views of others and value diversity internally and externally.
- Be positive and adaptable, responding well to feedback and need for change.
- Be open to new ways of working and new management theories.
- Set an example, and be ethical, fair, consistent and impartial.
- Adhere to the requirements of relevant professional bodies.



Success stories

I believe that apprenticeships are a great way to build a career by allowing you to gain a recognised qualification while gaining relevant experience in the workplace. My degree apprenticeship has taught me a lot and has given me some tangible recommendations that I have been able to take back and implement at GMLPN.

This is my third apprenticeship, and they have all supported me in my career progression. Over the last six years while undertaking apprenticeships I have progressed from a Project Administrator to a Project Manager, which wouldn't have been possible without my apprenticeships.

My degree apprenticeship can be quite challenging as I have to balance my job, my university work and my personal life - but I feel really grateful that my employer is investing time and money to develop me.

Charlotte Cookson
Chartered Manager Fast-Track
degree apprentice
GMLPN



At GMLPN we have a strong focus on talent management and developing young members of our small team. In 2020, we considered the next steps for Charlotte's development, as she is playing an increasing role in the strategy and higher-level operational activity within our organisation. That's how we found the Chartered Manager Fast-Track Degree Apprenticeship at Manchester Met.

The curriculum and modules taught on the degree apprenticeship are an excellent fit with our business. The fact that the course is flexible and adaptable is really important to us as a small business. From models she's studied at university, Charlotte is able to provide a really good reflection of our current business practise, backed-up by current theory.

Anne Gornall
Executive Director
GMLPN



Creating a supportive environment

In order to create an environment where apprentices will be able to achieve successful outcomes, both academically and within their organisations, the University has put in place a wide range of support.

Apprentices

Dedicated skills coach

A dedicated skills coach will conduct termly reviews with the apprentice and employer, advise on University regulations and procedures, and provide pastoral support.

Personal learning plan

Where additional learning support requirements are identified, they will be met through a Personal Learning Plan.

University services

Full access to University services – including disability services, wellbeing, the library, IT services and sports facilities.

Management teaching team

A dedicated teaching team blends understanding of the latest business research and management models with examples of how they can be applied to the workplace. All of our staff have been business practitioners and many still provide consultancy services. Our staff are available face-to-face, via email, and by phone, so apprentices can contact them when they need to, wherever they are.

Online study environment

Study materials can be accessed 24/7 via our online study environment, Moodle. Our course is designed to support learners who live and work outside of the north-west. Moodle enables apprentices to access reading lists, download journal articles, contribute to online discussion groups, email tutors, listen to podcasts and submit assignments.

University library

The main University Library is located on the All Saints Campus and is open 24/7 during the academic year.

The Library provides access to a wide range of books, texts, journals, and business information and statistics. It also runs a number of workshops for mature students on study and research skills.

Many of the Library's resources are available online. For example, apprentices can search the library catalogue, renew and reserve books, and download journal articles and research information.

Employers, line managers and mentors

Apprenticeships team support

The Manchester Met Apprenticeships Team is available to support employers throughout the apprenticeships process, including:

- Holding meetings with staff and managers to understand operational challenges and training needs.
- A dedicated account manager, providing a single point of contact with the University.
- Working in partnership to tailor content and delivery.
- Sending regular reports of apprentice progress.

Progress reviews

Line managers and mentors are supported through regular progress reviews to set, monitor and evaluate objectives and targets.



Delivery and structure

Delivery

By following a fast-track route, learners will complete the course in approximately two-and-a-half years. The course involves attendance at University for intensive teaching blocks, averaging 12 days each year. Delivery is through a combination of lectures, workshops, seminars and personal tutoring.

Teaching is delivered on-site at Manchester Met's £75 million, triple accredited Business School in the heart of Manchester, with efficient transport links across England. As well as attendance at University, participants can expect to spend additional time on self-study, development opportunities and tutor-supported online distance learning. Apprentices will be able to schedule the majority of these activities around their work.

Participants will be supported in the workplace by an employer mentor and a University skills coach who will provide support to effectively embed learning within managerial practice. The curriculum focuses on improving managerial performance and organisational effectiveness, while developing leaders who can inspire and motivate their workforce. The learning experience is designed to work alongside a full-time managerial role.

Assessment

Assessments have been designed to be an effective measure of an apprentice's progress and reflect their learning on each unit. There is a varied assessment pattern, which gives apprentices the opportunity to utilise technologies and channels of communication that could be used to effectively convey management information.

Reports

Typically a 3,000 word assessment where an issue, scenario or problem is analysed using academic concepts. Reports include academic conclusions and recommend appropriate business change proposals.

Presentations

The apprentice will plan and deliver an individual presentation (typically 10 minutes) that uses academic concepts, models and frameworks.

Exhibition

Apprentices prepare and produce a poster presentation that they will exhibit at an event. They will have to defend their analysis of the business scenario from questions from attendees and academic assessors.

Essay

A piece of academic writing, typically 3,000 words, which uses academic theory and models to critique a business decision or process.

Podcast presentations

Apprentices will plan and produce a 10-minute podcast which explores an issue and introduces academic concepts. Production support is provided.

Portfolio and end-point assessment

Apprentices will construct an evidential record of professional development, demonstrating clear evidence of critical reflective practice, learning and action planning for future developments. The portfolio is supported by an online tool and is presented for assessment in the final year of the course as well as being the major component for end-point assessment.

The University is leading the way as an apprenticeship provider. We enrolled our first set of colleagues last year, and so far the course has been beneficial to the individuals and the feedback has been brilliant.

Choosing degree apprenticeships

I liked the flexibility that Manchester Met University offered in their delivery methods. I'd also heard great things from credible employers, and as our head office is now based in Greater Manchester, it felt like a good decision. The Chartered Manager Fast-Track Degree Apprenticeship was a perfect solution for our needs within TalkTalk. We had experienced managers who were interested in the course and so the fast-track version suited our needs really well.

Working with the university

I have been impressed with the organisation, structure, speed of enrolment, and managing expectations, and I have since enrolled more learners on different courses. Manchester Met have been great in getting involved with



initiatives we have run internally to promote apprenticeships, and vice versa - I have involved myself in engaging with how the courses can continuously improve.

A recommendation

I would definitely recommend degree apprenticeships. It has been a great way to develop, invest and elevate some of our middle managers and has given them exposure to a more senior level. If you are considering it, or want more information, I would recommend speaking to the team at Manchester Met as they are really helpful.

Sam Davys
Early Careers Manager
TalkTalk

Course content

Course structure

The course is delivered over two-and-a-half academic years, with three 30-credit units each year. The course will leave graduates with the experience and competence necessary to take successful long-term managerial responsibility for people, projects, operations and services within their business.

Course content

The early units provide an introduction to management and leadership, operations and technology, sales and marketing. Apprentices will be encouraged to demonstrate how they can apply these skills and worldwide best practice at work. Later units explore business finance, project management, strategy, and sustainability and innovation.

Apprentices will reconcile their learning at the end of the year with a substantial work-based project and through the creation of a business portfolio, demonstrating the way in which they have continually applied their knowledge directly to the context of their organisation. Overall, the course aims to develop confident and capable leaders of the future, ready for the fast-paced and evolving 21st Century business environment.

Year 1

Operations and technology management

- Approaches to resource and supply-chain management;
- Workforce development, sustainability of strategy and plans, the role and management of risk, monitoring and evaluation;
- Lean thinking, design processes, quality assurance and the management of change.

Managing and leading people

- Management and leadership - striking the balance;
- Recruitment, management and development of people, using inclusive talent management;
- Legal requirements, health and safety, wellbeing, culture and diversity;
- Managing performance and leadership styles;
- Management communications.

Sales and marketing

- Principles and strategies;
- Market research and consumer behaviour;
- Product testing and service design;
- Segmenting, targeting and developing customer relationships.

Year 2

Finance and accounting for managers

- Interpreting financial statements and understanding strategies;
- Financial management, accounting and budgets, and financial reports;
- Budgetary control systems and sources of finance;
- The role of accounting in a commercial



Strategic management

- Study perspectives;
- Use of strategic management within an organisation;
- Looking at insights into systemic drivers, cultural settings and perceptions on organisational reality;
- Exploring the application of strategic tools within an organisation.

Project development

- Adopt a consulting approach into a business need and design a significant project ready for implementation as part of their final year synoptic business project unit.

Year 3

Sustainability and innovation

- Develop the ability to critically analyse sustainability challenges;
- Identify innovative solutions;
- Consider the opportunities for shared value creation.
- Synoptic Business Project and Portfolio
- Deliver and evaluate a significant management project in their organisation, to be submitted as part of the end-point assessment.

Synoptic business project

- Deliver and evaluate a significant management project in their organisation, to be submitted as part of the end-point assessment.

Application information

This course is designed with professionals in mind and this is reflected in our entry requirements. All applicants need to be employed with a supporting organisation in order to be eligible.

We welcome applicants who meet the following criteria:

Entry requirements

The course recognises existing managerial competency and experience. Applicants will be assessed on an individual basis. Typically, successful applicants will have a suitably significant track record in a management role and/or appropriate qualifications at Level 4 or 5.

Level 2 English and maths requirements

Applicants must be able to evidence Level 2 English and Maths, prior to starting the course. This could be Functional Skills Level 2 or GCSEs grades 9 - 4/A* - C.

How to apply

Once an employer has confirmed that they will support their apprentice(s) on the course, we will issue an application pack to interested applicants which includes the necessary forms and guidance.

The application form enables us to build up a picture of the candidate, their experience and the knowledge and skill areas they are looking to develop.

We recommend that a CV is included, with a complete work history, as part of the application and that the personal statement is used to highlight management strengths and work achievements.



Off-the-job training

Apprenticeship funding rules state that apprentices should spend at least 6 hours per week on developing relevant skills, knowledge and behaviours. This means that apprentices must undertake University tuition, online learning and assessments in combination with a range of other eligible activities undertaken in the workplace.

Employer next steps

If you would like to discuss how this course could work for your organisation, or if you have any further questions, please contact our dedicated Apprenticeships Team.

E: apprenticeships-employer@mmu.ac.uk

T: 0161 247 3720

I chose the Chartered Manager Fast-Track Degree Apprenticeship as the course enabled a flexible approach to learning while conducting my full-time role within HSB. I found the combination of studying while applying workplace experience beneficial to my personal development and learning style.



In addition, the fast-track course provided an opportunity to condense my education into a comprehensive timescale. When selecting a course provider I quickly chose Manchester Met due to the University's reputation as one of the top business schools, and for the programme's content.

Kieran Kelly
Chartered Manager Fast-Track
degree apprentice
HSB Engineering Insurance Limited

Get in touch

Our growing portfolio of undergraduate and postgraduate apprenticeships include programmes in the following areas:

- digital and technology
- digital marketing, creative design and UX
- health and social care
- leadership, management and HR
- retail

If you think one of our programmes could work for your organisation, please get in touch. We will be happy to provide further information and guide you through the next steps.

Contact us:

Apprenticeships team

E: apprenticeships-employer@mmu.ac.uk

T: 0161 247 3720

W: mmu.ac.uk/apprenticeships

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 [manmetuni](https://www.instagram.com/manmetuni)

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