



Senior People Professional PgDip Apprenticeship

Degree Apprenticeship



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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 blend development of best-practice, with academic underpinning and theory. They equip our apprentices with the skills to ensure they are ready to take on the business challenges of tomorrow and make their mark. We develop our programmes 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 2019–2023

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 programme

Manchester Met is one of the UK's leading providers of degree apprenticeships, creating industry-relevant programmes designed in close collaboration with employers.

The Senior People Professional Postgraduate Diploma (PgDip) teaches employees the knowledge and skills to drive the strategic role of HR in their organisation and develop their ability to operate as successful senior people leaders.

The programme supports apprentices to become critical and capable senior people professionals in a variety of roles, including:

- Head of HR
- Human Resource Director
- People Director/Officer
- Senior HR Business Partner/
HR Business Partner
- Senior HR Manager/HR Manager

The qualification

Upon successful completion of this programme, apprentices will receive a Senior People Professional PgDip and level 7 apprenticeship qualification.

This apprenticeship also enables successful completers to automatically become a Chartered Member of the CIPD (subject to normal membership fees) – a professional status recognised throughout the industry.

Upon completion of the programme, apprentices will be eligible to undertake a six-month Masters top-up, leading to the award of an MSc in Human Resource Management from Manchester Metropolitan University. This is not funded by the apprenticeship levy.

The programme

Aligned to the Level 7 Senior People Professional standard, the programme has been accredited by the University, and developed by a group of leading employers.

The programme aims to support organisations to drive forward the strategic role of HR by developing senior in-house experts in people, work and change.

Applied in its nature and design, this programme will equip apprentices with the knowledge, skills, and behaviours needed to succeed within the human resource management (HRM) arena. Building on the very latest research evidence, and experience of people management in practice, the programme provides apprentices with in-depth insights into theories, practices and key debates in HRM.

During the programme, apprentices will investigate current workforce trends, as well as projections for the future, and assess ways of supporting organisations and their people through these turbulent times.



Our accreditations

Manchester Metropolitan's Business School is a triple accredited school with EQUIS, AMBA and AACSB accreditation. These trio of accreditations mean that the Business School is internationally recognised for its research quality and teaching excellence.



Manchester Met is a CIPD Accredited Programme Provider for our Senior People Professional PgDip Apprenticeship.

Award-winning provision

Manchester Met was named the top university apprenticeship provider of the year at the 2019–2023 RateMyApprenticeship Awards. We were named University Provider of the Year at the Multicultural Apprenticeship Awards 2022, Training Provider of the Year at the North West Apprenticeship Awards and rated Outstanding by Ofsted in 2018 and 2022.



Core knowledge, skills and behaviours

Apprentices will gain the knowledge, skills, and behaviours needed to operate as successful senior people leaders. The programme covers all aspects of the employee lifecycle, exploring and evaluating the role of the people professional in driving sustained organisational success through people. The full list of skills, knowledge and behaviours can be found on the Institute for Apprenticeships and Technical Education (IfATE) [website](https://www.instituteforapprenticeships.org)^{*}, and include:

Knowledge

- Understand the employee lifecycle and the range of people practices that underpin it, including regulation, compliance, governance and relevant law.
- Business acumen, including organisational strategy creation, strategic planning tools (including business cases) and trends in the wider business context.
- Methods of measuring value and impact and the types of analytical tools for creating value and methods of evaluating opportunity costs.
- Ways in which technology supports the delivery of people practice.
- How to integrate diversity and inclusion into wider organisational approaches.
- Strategies and drivers of employee wellbeing and engagement and how to integrate into wider organisation approaches.
- Employment law, (including associated case law), different theories and perspectives on employee relations and employee body relationships, and the implications on people policies and practices.
- The impact of performance management approaches and how performance management data can be used to drive improvement.

Skills

- Design and implement a range of people policies, processes, approaches and practices in line with the organisation's strategic plan, culture and values.
- Identify and recognise the interventions an organisation needs to create the desired culture and behaviours.
- Create and manage relevant budgets (for example HR and projects) and make balanced commercial decisions, recording them appropriately.
- Develop and implement people plans and integrated people practices in line with organisational and people strategy.
- Influence senior leaders in order to position the people strategy at the heart of the business and ensure it is considered when decisions are taken across the organisation.
- Apply strategies to integrate employee wellbeing and engagement into wider organisation approaches.
- Apply appropriate remuneration and benefit approaches aligned to current and future organisational needs.
- Develop and implement appropriate performance management approaches and use relevant data to drive improvement.

Behaviours

- Role model ethical behaviour and practice and challenge decisions and actions that are not ethical.
- Demonstrate professional courage and influence by challenging constructively and confidently in the face of opposition and tailoring influencing techniques to gain buy-in.
- Make a visible commitment to valuing people; demonstrate compassion and fairness and enable people to have a meaningful voice in decisions that impact them.
- Role model collaborative and inclusive working across organisational and cultural boundaries, driving diversity to achieve positive outcomes.
- Apply a strategic and commercial mindset to drive and enable change and create value for the organisation and its people.

^{*} [instituteforapprenticeships.org](https://www.instituteforapprenticeships.org)

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 quarterly reviews with the apprentice and workplace line manager, 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.

Online study environment

Study materials can be accessed 24/7 via our online study environment, Moodle. Our programme is designed to support apprentices from all across England. Microsoft Teams and our Moodle environment enable 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, 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 strategic 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

The programme is taught through a blend of face-to-face learning days on campus, supported by some additional online learning.

Teaching is delivered at Manchester Met's triple accredited Business School in the heart of Manchester, with efficient transport links across England. Delivery is through a combination of lectures, masterclasses, seminars and personal tutoring.

The programme is delivered over 17 months up to Gateway. During this time, the apprentice will attend university for approximately 16 days. On-campus teaching days are provided for each of the programme units. Additional learning can be undertaken at the place of work and includes 3 x 1-hour sessions to include masterclasses, Q&A sessions and assessment support. Apprentices will be provided with both synchronous and asynchronous learning activities to support them to gain the knowledge, skills, and behaviours required for the programme.

Apprentices will then have four months to produce their project proposal and prepare for end-point assessment. Apprentices are entitled to dedicate six hours of their contractual working week to study, throughout their apprenticeship.

Assessment

Assessments measure apprentices' progress and reflect their learning on each unit. The programme includes a range of assessment types, which are designed to be authentic, including case studies, policy evaluation, report, presentation and portfolio-based assessments. These assessments allow apprentices to rapidly bring their learning into a relevant workplace context and add value for employers. There are no examinations for this programme.

Apprentices use an e-portfolio to construct an evidential record of professional development demonstrating clear evidence of critical reflective practice, learning on the programme and action planning for future developments. The portfolio is supported by an online tool and is used to underpin the professional discussion at end-point assessment.

End-point assessment (EPA)

The programme culminates in an end-point assessment which constitutes a professional discussion (underpinned by the e-portfolio of evidence), a project proposal, presentation and questioning with an independent assessor.

Project proposal

Apprentices will be required to design an HRM project with a real business application, which could be implemented within their organisation. The project proposal will be signed off by both the apprentice's employer and the End Point Assessment Organisation to ensure suitability.

MSc Human Resource Management

After completion of the apprenticeship, apprentices have the option to top up their qualification to a Masters by applying their research skills to design and implement a pertinent, contemporary human resource management project. This is not funded by the apprenticeship levy.



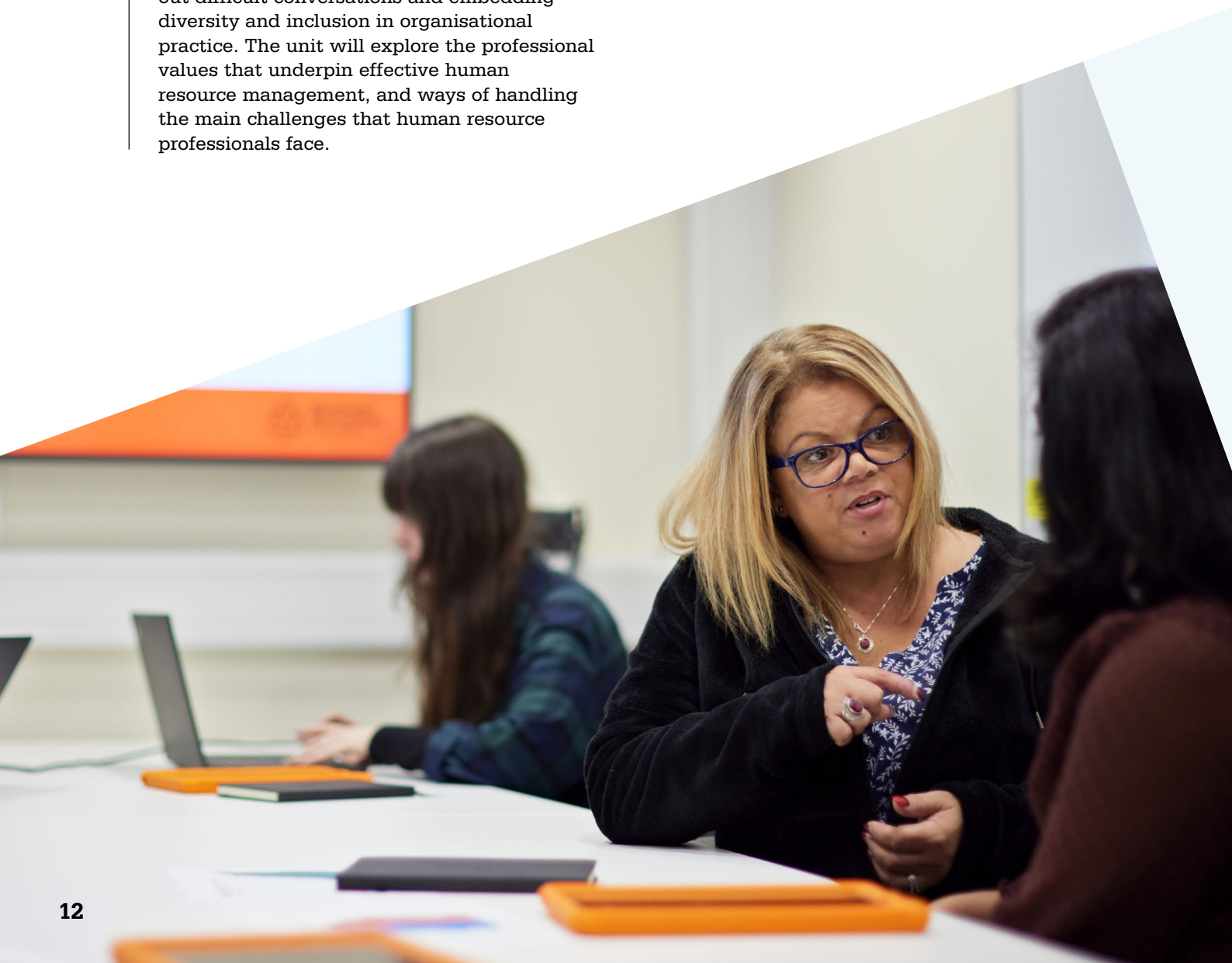
Programme content

Human resource management (HRM) skills and behaviours

This unit aims to develop the core and applied skills needed to enhance career development and progression in human resource management. The unit aims to develop self-awareness, reflective practice, active listening, questioning and communication skills and personal effectiveness, and improve business acumen. The unit provides opportunities to practice some of the key skills and behaviours needed by effective human resource management practitioners, such as selection interviewing, coaching, carrying out difficult conversations and embedding diversity and inclusion in organisational practice. The unit will explore the professional values that underpin effective human resource management, and ways of handling the main challenges that human resource professionals face.

Work and working lives

This unit explores the ways in which long-term and short-term trends in the internal and external environments impact upon work and working lives now and in the future. Examples of areas for investigation include the role of technology and critically evaluating whether, how and to what extent this can enhance work and working lives; investigating how change impacts on work and working lives in theory and practice; labour market trends and current issues such as flexibility and wellbeing and the role and importance of HR in promoting ethical behaviours.



Managing employment relationships

This unit explores the regulation of employment relationships including the role of the state, trade unions and employer associations. It critically analyses approaches to creating and sustaining effective employment relationships and investigates voice, employee engagement, conflict and conflict resolution mechanisms.

Employment law

This unit examines the legal framework which governs employment relationships within the United Kingdom. It explores the sources, development and institutions of employment law and the legal framework which is relevant to key areas of human resource management such as contracts of employment, discrimination, health and safety at work, family friendly provisions and dismissal.

Diversity and inclusion

This unit examines the concepts of diversity and inclusion and discusses theories which explain patterns of inequalities in the UK labour market. It critically analyses the business, moral and legal rationales for promoting diversity and inclusion in the workplace and critically evaluates approaches to promoting diversity and inclusion at work.

Managing people for performance

This unit provides an overview of HRM theory and practice using the employee life cycle as a framework. It explores how and why HRM aims to be strategic and critically evaluates models and their alignment with organisation strategy, culture and values. It explores contemporary developments within the employee life cycle, such as key trends in workforce planning, resourcing, talent management, performance, reward and learning and development, including models of coaching and mentoring.

Human resource analytics

This unit critically evaluates the sources and types of people data available and investigates how data can be used to gain insights into key HR issues and to generate solutions to people problems. The unit engages with the debate about value-added HRM and explores the role of HR analytics in enabling the human resource function to add value. The unit explores how to interpret key people metrics and critically analyses the practical and ethical challenges associated with HR analytics (for example, capability, confidentiality, sensitive data).

Human resource management project design

This unit prepares apprentices to undertake a research project in HRM. This unit complements the HR Analytics unit and ensures that apprentices are equipped with relevant research skills to undertake a rigorous piece of HRM research. The content will explore topic choices, engagement with academic literature, methodological options, ethical issues, analytical strategies, presentation of findings and management of a project budget. The unit aims to ensure that apprentices are equipped to design a robust HRM project.

Application information

This programme 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.

Application information

We welcome applicants who meet the following criteria:

Entry requirements

Applicants will be assessed on an individual basis. Typically, successful applicants will have:

- **at least** three years' senior people management experience.
- a 2:2 degree or above from a recognised university or an equivalent academic or professional qualification.

A non-standard entry route is available for individuals without a degree who have evidence of **significant** (minimum 3 years') experience in a senior people professional role. An interview with the Programme Lead (or nominated Deputy) will also be required.

Level 2 English and Maths requirements

All applicants must be able to evidence GCSE English Language and maths passes at grade A*-C/9-4 prior to application.

How to apply

Once an employer has confirmed that they will support their apprentice(s) on the programme, 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 people 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 programme 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



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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 [Degree Apprenticeships at Manchester Metropolitan University](https://www.linkedin.com/company/degree-apprenticeships-at-manchester-metropolitan-university)

 [Degree Apprenticeships at Manchester Met](https://www.youtube.com/channel/UC...)

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

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