



## **BSc Professional Management (CMDA)**

### **About this course**

Our Chartered Manager Degree Apprenticeship (CMDA) blends online learning, face-to-face workshops and on-the-job experience to transform your people from accidental managers to professional managers. Our programme develops best-practice skills managers who can apply their expertise in any context to improve their performance whether experienced or inexperienced.

We have designed our programme from scratch to deliver a unique, new experience and practical approach to management development. Students will become more agile, resilient and mobile across your organisation. They will learn to add more value to tough challenges and new opportunities, whilst on the programme and beyond.

The programme offers entry to learners at Level 5 for those who have a L4 Higher Apprenticeship in either the Associate Project Manager or Operational/Departmental Manager qualifications. Through the Bridge modules, which these learners will study instead of the Professional Practice, learners will develop their knowledge ready for Level 5.

## How will I be taught?

This programme is designed with a high tech, high touch approach to blended learning. Our online learning platform, Canvas, provides great digital content and practical off-line activities, backed up with high-value interaction in the classroom with our expert educators.

Canvas provides an accessible user experience, with particular strengths in native video and cross-platform options, including native iOS and Android apps, plus high-quality responsive design for mobile browsers. Every week our expert lecturers provide a new chapter of digital content, combined with an online learning activity. This could be a technical exercise, contribution to discussion forums or a quiz.

For each module there will be 2 face-to-face workshops to help support you throughout the online delivery.

Our online learning platform provides great digital content and practical off-line activities, backed up with high-value interaction in the classroom with our expert educators.

This model helps to accelerate their learning and provide flexibility around the immediate pressures of their day-to-day role.

Apprentices are entitled to 20% of their working time off for studying. This will be agreed between the employer, the learner and us – we can advise how best to do this.

The Independent End Point Assessment is conducted by the CMI.

## Chartered Management Institute

On successful completion of the Apprenticeship, learners will also become a Chartered Manager – Chartered Manager CMgr (MCMI).

[Download Programme Handout](#)

## Careers

This programme is suitable for any roles with management responsibility, such as:

- Manager
- Senior Manager
- Head of Department
- Operations Manager

And will benefit those who are:

- Existing managers who want to develop their skills and move into senior management and leadership roles

- Managers developing their skills to lead digital transformation in their team
- New hires in management roles who would benefit from a comprehensive management development programme when joining your business

## Modules

All units are 20 credits unless otherwise stated.

### Level 4 units

- Professional Management and the Organisational Context
- Understanding Finance for Organisations
- The Role of Digital Applications in Organisations
- Introduction to Project Management
- Professional Practice and Portfolio Development
- Developing Inclusive and Ethical Management Practices

### Level 5 units

- Building Collaborative Relationships and Leading People
- Data-Driven Decision Making
- Digital Transformation and Sustainability in Organisations
- Market Development and Analysis
- Professional Practice and Portfolio Development 2
- Sustainable Operations & Risk Management in Organisations

### Level 6 units

- Work-Based Project Proposals (10 credits)
- Leading Organisational Strategy and Environmental Management
- The Role of Digital Applications in Organisations
- Leading Innovation in Changing Organisational Environments
- Professional Practice and Portfolio Development 3
- Major Work-Based Project (30 credits)
- **End Point Assessment**

## Learner Support

### Skills Coach

Your Skills Coach will be your primary, non-academic contact, supporting you in the successful progression and completion of your apprenticeship. Your coach will support you in reviewing your progress and collecting evidence

of your practice at work to integrate into your module assessments and final endpoint project/assessment. They are also a point of contact for queries, concerns, or general support.

Your Coach can help you with:

- Coaching and supporting work-based learning activities
- Reviewing your progress with your apprenticeship portfolio progress
- Help with achieving your EPA
- Advice and guidance on mitigating (extenuating) circumstances processes and potential breaks in learning.

### **Workplace Mentor**

A Workplace Mentor will be appointed by your employer and typically would be someone you work with. Your workplace mentor will be familiar with the apprenticeship programme and its workplace requirements. They will facilitate the workplace learning opportunities to enable you to meet the requirements of the degree apprenticeship standard.

### **ACE Team**

They are the Academic Community of Excellence (ACE) Team, and amongst the team, have many years of experience providing academic guidance to students on subjects such as how to write in an academic style, how to read smarter rather than longer and how to reference accurately.

The ACE Team will provide you with support on academic matters outside of the classroom. You can also book 1-1 meetings (mainly online) with the ACE Team and get feedback on your academic style of writing, references and critical report writing.

How can the ACE Team support you?

1. “Welcome to the World of Academia” online workshops: if you wish to have an introduction to or a review of the different aspects of academic life before starting your programme, then please do join their online workshops (non-obligatory – but much to be gained from joining!).
2. One-to-one tutorials: you can book a virtual 30-minute tutorial to discuss your academic development skills, such as paraphrasing, referencing and academic writing.
3. Online workshops: we offer ongoing support workshops on a variety of academic subjects such as structuring an argument, academic style and criticality.
4. Our own-created range of learner materials: we have also developed a wide range of ACE Team created materials based on common questions and academic needs.

### **QA Welfare Services**

Our Student Welfare Team is on hand to assist you throughout your studies. Some degree apprenticeship learners have additional learning needs which the Welfare Team can assist with, or they might help you with personal

circumstances that are affecting your studies.

## Entry requirements

- • Must be in a job role with management responsibility
- Three A Levels, Or a Level 3 Apprenticeship, Or BTEC Level 3, Extended Projects (EP), Or an International Baccalaureate at Level 3, Suitable NVQ Level 3 in a relevant subject, or equivalent qualifications or a combination of these qualifications
- In order to attempt the EPA apprentices must have achieved GCSE Maths and English at Grade C (4) – you may still enter the programme but will need to evidence Level 2 Maths and English qualification before starting the gateway and EPA
- Existing staff must not hold an existing qualification at the same or higher level in a similar subject

### Entry to Level 5

Whilst there will be a need to review each case of a student wishing to join the CMDA at levels other than 4, it is possible for students with a Level 4 Higher Apprenticeship in either the Associate Project Manager or Operational/Departmental Manager qualifications

### English Entry Requirements

- GCSE English at Grade C

## Fees & finance

There is no cost to you as a degree apprentice. Degree Apprenticeships are fully funded by the Apprenticeship Levy through your employer.

If you're an employer, the total fee for this programme is:

- £22,000

Travel expenses to travel to QA centres should be covered by the employer.

All textbooks are provided free of charge as e-books. Any students wishing to use paper copies will need to pay for these themselves.

## How to apply

In order to join a Degree Apprenticeship, the employer will either recruit new staff or select existing staff that are suitable for the programme. Individuals wishing to join the Degree Apprenticeship should apply for vacancies at qa.com or contact their employer.

1. Once you have your employer's agreement – QA will send you a link to an online application.
2. New vacancies will be published at qa.com

Register your interest through an Expression of Interest form [here](#).