

# **CHARTERED MANAGER FAST-TRACK**

**DEGREE APPRENTICESHIP**



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[mmu.ac.uk/study/apprenticeships](http://mmu.ac.uk/study/apprenticeships)

# AWARD-WINNING DEGREE APPRENTICESHIPS

Manchester Metropolitan University is one of the most popular universities in the UK, currently educating over 34,000 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 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).

**2,000**  
**DEGREE**  
**APPRENTICES**

On 13 programmes

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IN THE UK**  
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**FINALIST**  
**BEST UNIVERSITY  
TRAINING PROVIDER**  
School Leaver Awards 2020

**25+**  
**APPRENTICES  
RECOGNISED**  
at regional and national awards

**96%**  
**1<sup>ST</sup> OR 2.1**  
**DEGREES IN 2020**

**400+**  
**EMPLOYERS**

★ **RATED** ★  
**OUTSTANDING**  
by OFSTED 2018

# ABOUT THE PROGRAMME

## Chartered Manager Fast-Track Degree Apprenticeship

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

### THE QUALIFICATION

This programme allows managers to gain valuable leadership and management knowledge, and the opportunity to apply their learning in the workplace. They will achieve a fast-track 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 programme 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 with the support of a cutting-edge university education.

### A FOCUSED CURRICULUM

The Apprenticeship centres on a curriculum focused on improving organisational performance, enhancing interpersonal effectiveness and developing project and transferable skills. Apprentices' studies will draw on disciplines including: business planning strategy, creative thinking, accounting and finance, human resources, leadership, marketing, and data analysis. The programme is designed to integrate the apprentices' learning with their own workplace, and whenever possible, 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 programme apprentices will be eligible to apply to the CMI for this award.

### CHOOSING THE FAST-TRACK PROGRAMME

Employers will see immediate benefits as valued employees are able to apply best-practice and innovative management theory. This programme 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 SKILLS, KNOWLEDGE AND BEHAVIOURS

On successful completion of the BA (Hons) Business Management Professional apprentices will have developed a core set of skills, knowledge 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 START HERE

Vicky Kerr completed the Chartered Manager Fast-track Degree Apprenticeship programme. She is an Operational Property Surveyor at United Utilities.

## A BRILLIANT EXPERIENCE

I chose the Degree Apprenticeship to gain the skills and knowledge necessary to progress to a managerial role within United Utilities.

I have found the experience brilliant in every way. The content of the programme is enabling me to understand business strategy and how it is being applied throughout United Utilities. It has changed my way of thinking, enabling me to look at the bigger picture and use a more holistic approach in my work, which has benefited me enormously.

It has been a great opportunity to meet new people. My fellow students are fantastic and the programme has also encouraged me to meet new people and teams within United Utilities in a structured way. This has massively increased my confidence.

## REWARDING AND CHALLENGING

I thoroughly enjoy the teaching sessions at University. The four-day blocks are perfect and provide me with so much information in an exciting way. I have enjoyed learning about other businesses from other apprentices, which I feel will give me a rounded knowledge base.

Studying with a three-year-old has been a challenge, but United Utilities are fantastic and have been very supportive, as has the University. There is so much support from the module leaders and Skills Coaches to the Library services, I have not once felt out of my depth because of the amount of support I am receiving.

My advice to anyone considering an apprenticeship is just do it, go for it. I think it's a brilliant way to learn on the job and bring new skills to the employer.

## HIGH QUALITY TEACHING

The teaching styles are perfect – always very interesting and straight to the point. The lecturers are enthusiastic and are leaders in their fields. I feel they are proud to be part of the apprenticeship programme and that makes me push myself.

**“The main thing for me was how supportive and kind the leaders were. It’s difficult coming back to university at nearly 40 but I felt valued and included and this made me more confident. I feel motivated and excited, already thinking about how my learning can contribute to the business.”**

## SEEING THE BENEFITS EARLY ON

I am already seeing the support the degree is giving me. The network I have created in United Utilities while getting information for my assignments has given me a view of the wider business and visibility of potential opportunities. Having a mentor and structured reviews with the University enables me to evidence my growth.

I have been with United Utilities for 15 years, starting as a Title Research Assistant, progressing to an Assistant Surveyor and then to an Operational Property Surveyor.

I would like to progress within my department in the interim so I am applying for new roles within the department and can use the new experience that I have gained to benefit me in the interviews. “Once I become a chartered manager I would like to take on a more challenging role within the organisation, where I can put my new knowledge and skills to use.

**Vicky Kerr**  
Chartered Manager Fast-track Degree  
Apprentice and Operational Property Surveyor  
at United Utilities



# CREATING A SUPPORTIVE ENVIRONMENT

For apprentices and employers

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.

### FUNCTIONAL SKILLS

Provision of Functional Skills if required.

### 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 who blend 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 programme 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.

\*Due to COVID-19, Library opening hours may change due to government restrictions.

## EMPLOYERS, LINE MANAGERS AND MENTORS

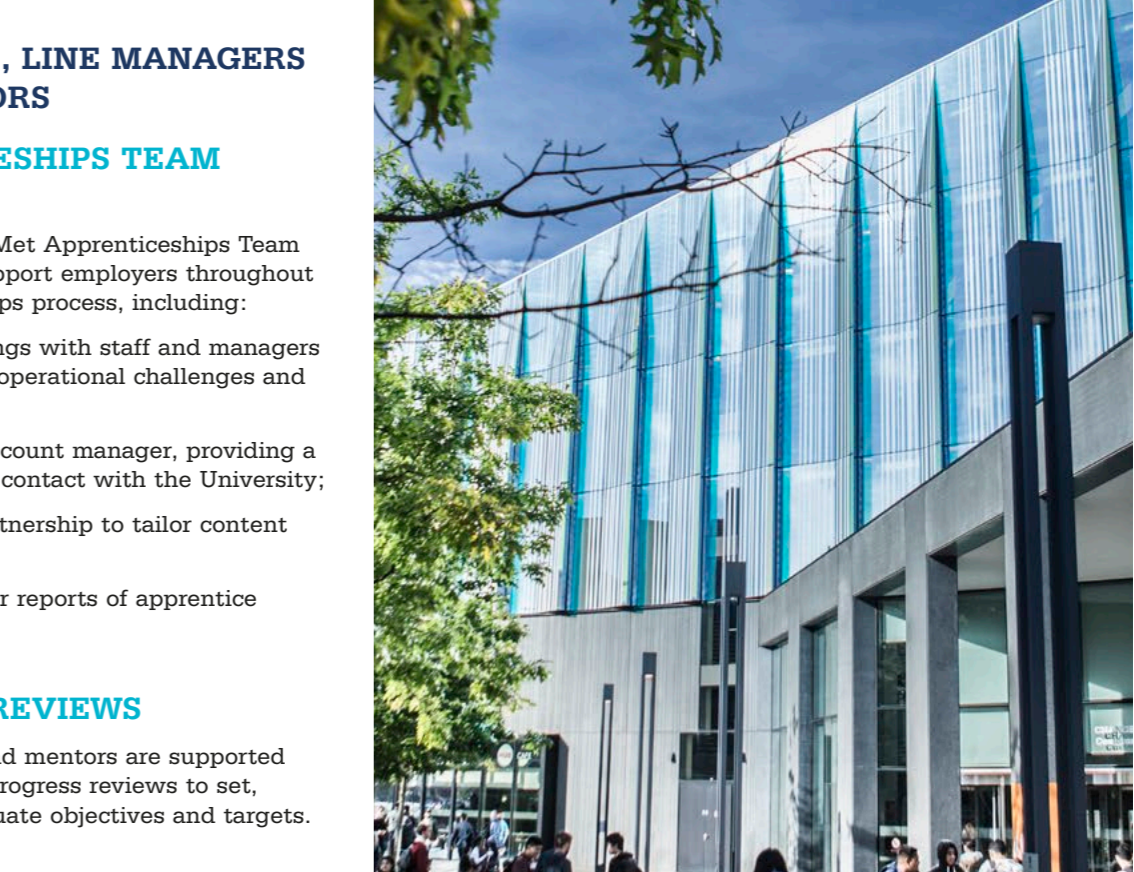
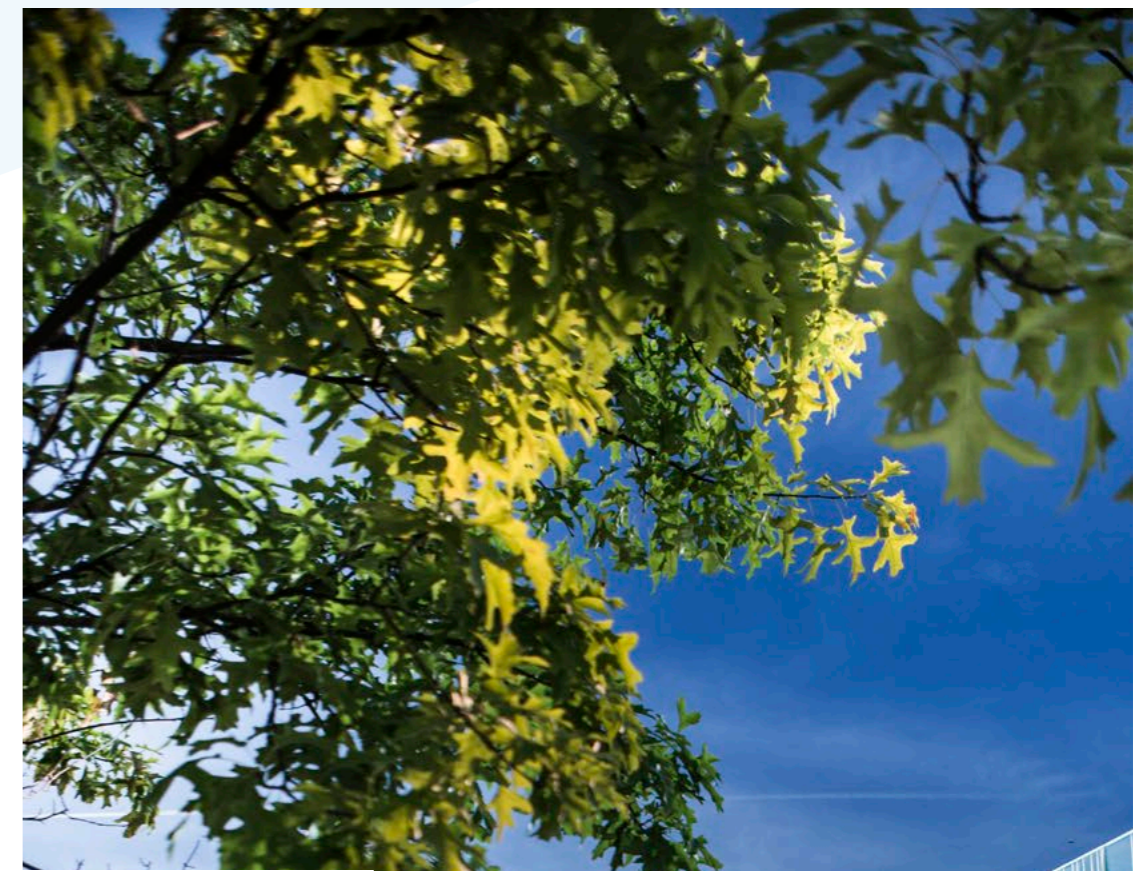
### APPRENTICESHIPS TEAM SUPPORT

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

In a thriving and collaborative faculty

## DELIVERY

By following a fast-track route, learners will complete the programme in around two-and-a-half years. The programme will involve 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 2,000 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 1,500 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 programme 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 programme 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 programme 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 programmes. 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 programmes can continuously get better.



## 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 at TalkTalk, overseeing their Chartered Manager Fast-Track Degree Apprentices

**TalkTalk**

# UNIT OVERVIEWS

## Developing lifelong skills in strategic leadership

### PROGRAMME STRUCTURE

The programme is delivered over two-and-a-half academic years, with three 30-credit units each year. The programme 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.

### PROGRAMME CONTENT

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

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 programme aims to develop confident and capable leaders of the future, ready for the fast-paced and evolving 21st Century business environment.

### PROGRAMME TOPICS

- + Strategic Leadership
- + Operations and Technology
- + Sales and Marketing
- + Finance and Accounting for Managers
- + Project Research and Management Skills
- + Global Strategic Management
- + Synoptic Business Project
- + Sustainability and Innovation

### YEAR 1

#### Operations and Technology Management

This unit will develop practical insight into and understanding of Operations and Technology Management in an organisational setting. Apprentices will investigate the role of Operations Management in the development of organisational strategy and plans, before exploring the following topics: 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. While strategy will not be discussed in detail on this unit, it is important to have some understanding of strategy from an Operations Management perspective.

#### Finance and Accounting for Managers

Apprentices will develop accountancy skills and an understanding of the role of accounting and finance and procurement in a business setting. Apprentices will be introduced to key accounting and finance terminology and learn how to interpret financial statements. They will develop an understanding of financial strategies, including budgets, financial management and accounting, and how to provide financial reports. Using case studies, apprentices will develop budgetary control systems comparing actuals with planned expenditure, discuss corrective actions to be taken in response to budgetary variations and identify and resolve associated conflict.

Apprentices will develop an understanding of the role of accounting within their organisation to assist with decision-making and to contextualise the function in an organisation. Apprentices will develop an understanding of the sources and availability of finance to organisations. They will evaluate the use of procurement and contracting and analyse their use within the context of their own organisation. They will assess the legal requirements around procurement and contracting and how to comply with these.



#### Project Development

In this unit, apprentices will undertake consultancy into a significant business issue. In addition to exploring the sector, organisation and academic sources, they will become familiar with a range of advanced project management tools. They will develop a Project Initiation Document that will define the nature of a project, including its link to strategic and business objectives, as well as how the project will be managed, controlled and communicated.

### YEAR 2

#### Synoptic Business Project

In this unit, apprentices will implement a significant management project in the workplace, which they will manage through key milestones. The scope of this project will be broad enough to allow the apprentice to develop and evidence most of the competencies and skills from the Chartered Manager standard (e.g. finance, sales and marketing, strategy, etc.).

#### Sustainability and Innovation

This unit helps apprentices to become responsible leaders by developing their ability to critically analyse sustainability challenges and identify innovative solutions to those challenges. As such, we will introduce apprentices to the role of an innovative and responsible enterprise and consider the opportunities for shared value creation.

#### Global Strategic Management

Apprentices will study perspectives and use of strategic management within their organisation. Apprentices will draw upon relevant theory from the strategic management literature alongside insights into systemic drivers, cultural settings and perceptions on organisational reality. The focus will be undertaken within the participants' organisational setting exploring the application of strategic tools in use.

# 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.

We welcome applicants who meet the following criteria:

## ENTRY REQUIREMENTS

The programme 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

It is a condition of apprenticeship funding, at any level, that all applicants are able to evidence GCSE English Language and Maths passes at grade A\*-C/9-4 or commit to completing Functional Skills Level 2, in addition to the programme. If required, this is provided at no additional cost.

## 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 management strengths and work achievements.

## 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@mmu.ac.uk

**T:** 0161 247 3720



**“I chose the Chartered Manager Fast-Track Degree Apprenticeship as the programme 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 programme provided an opportunity to condense my education into a comprehensive timescale. When selecting a programme 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 and Central Services Manager at HSB Engineering Insurance Limited



## GET IN TOUCH

If you think the programme could work for your organisation, please get in touch. We will be happy to provide further information or guide you through the next steps. Just contact us using the details below.

Apprenticeship Unit  
apprenticeships@mmu.ac.uk  
0161 247 3720  
mmu.ac.uk/apprenticeships

 @mmuapprentice

 MMUApprenticeships

 manmetuni

 Degree Apprenticeships at Manchester Metropolitan University

 Degree Apprenticeships at Manchester Met

We are committed to ensuring that all of our materials are accessible. This brochure is available in a range of formats, such as large print, on request via [marketing@mmu.ac.uk](mailto:marketing@mmu.ac.uk)