

CHARTERED MANAGER HEALTH AND SOCIAL CARE

**DEGREE APPRENTICESHIP WITH INTEGRATED
MARY SEACOLE PROGRAMME**



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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).



Leadership Academy

Our partnership with the NHS Leadership Academy means that our apprentices can join the Mary Seacole programme as an embedded unit on the Chartered Manager Degree Apprenticeship.

2,000
DEGREE
APPRENTICES

On 13 programmes

**TOP UNIVERSITY
IN THE UK**
FOR DEGREE APPRENTICESHIPS

Rate My Apprenticeship
Awards 2020

FINALIST
**BEST UNIVERSITY
TRAINING PROVIDER**
School Leaver Awards 2020

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

96%
**1ST OR 2.1
DEGREES IN 2020**

400+
EMPLOYERS

★ **RATED** ★
OUTSTANDING
by OFSTED 2018

ABOUT THE PROGRAMME

Chartered Manager Health and Social Care Degree Apprenticeship

MAXIMISING POTENTIAL

The Chartered Manager Degree Apprenticeship in Health and Social Care, with an integrated NHS Leadership Academy Mary Seacole Programme, is a practice-focused leadership programme for early career leaders.

This apprenticeship delivers the best of both worlds – a full honours degree and one of the NHS's most popular leadership programmes – all of which is fundable via the Apprenticeship Levy or through 95% government support.

The two-year accelerated qualification is ideal for health and care professionals whose role involves driving improvements in care quality and managing key delivery challenges. It will develop managers capable of maximising their potential and rapidly improving care outcomes.

Delivered through a blend of online and face to face learning, the programme supports apprentices to apply what they have learned in their own workplace and aligns with the objectives of the NHS People Plan. Projects are agreed with employers to include live, real-world health and care scenarios.

THE QUALIFICATION

This accelerated two-year programme has been designed to recognise the significant previous experience of many employees in the health and social care sector. Upon successful completion of the programme, apprentices will achieve a BA (Hons) Business Management Professional bachelors degree, the Mary Seacole certificate and professional accreditation with the Chartered Management Institute (CMI).

WHO IS THE PROGRAMME FOR?

The programme is designed for applicants who are operating in roles that have a relationship with the delivery of care. This can include those directly delivering care, or people who work in a management role supporting and/or influencing frontline services. Apprentices will become critical, professional and capable management practitioners in a variety of clinical and non-clinical roles, such as: Business Manager, Operational Manager, Commissioning Manager, Team Manager, or any other role with managerial responsibilities.



CORE SKILLS, KNOWLEDGE AND BEHAVIOURS

Degree apprenticeships develop a core set of skills, knowledge and behaviours relevant to the programme specialism. On successful completion of the programme, apprentices will be able to:

- + Apply critical thinking to practical and theoretical problems in an organisational context;
- + Communicate effectively using a range of media;
- + Demonstrate ethical and sustainable awareness in an organisational context;
- + Demonstrate professional and commercial awareness in an organisational context;
- + Demonstrate subject-specific knowledge and skills in Business Management;
- + Synthesise the development of academic and work-based skills and knowledge through a reflective and self-managed approach to personal development;
- + Demonstrate personal and interpersonal competence required by employers in order to operate effectively in a management role within an organisation.

CORE BEHAVIOURS

On successful completion of the programme, participants will:

- + Drive to achieve in all aspects of work;
- + Demonstrate resilience and determination when managing difficult situations;
- + Seek new opportunities underpinned by commercial acumen;
- + Be flexible to the needs of the organisation;
- + Be creative, innovative and enterprising when seeking solutions to business needs;
- + 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 that is ethical and fair.

DEVELOPING LEADERS OF TOMORROW

Michelle Gillespie has recently completed the Chartered Manager Health and Social Care Degree Apprenticeship programme. She is a Matron for Elderly Care at the East Cheshire NHS Trust.

JOINING THEORY WITH EXPERIENCE

I started the Chartered Manager Health and Social Care Degree Apprenticeship as I wanted to underpin all my management experience with the theory. I didn't have a degree at the time and thought a degree apprenticeship sounded like a fantastic opportunity.

EMPLOYER SUPPORT

The programme is run in Manchester by Manchester Met, so it was easily accessible to me. As it was a degree apprenticeship my employer could also support me with cost and study time. As I work full time this was important to me.

CHANGING APPROACHES

I've changed the type of manager that I am for the better because of this degree apprenticeship.

I've also really enjoyed networking with other health professionals from other health trusts and challenging myself on this apprenticeship.

RETURNING TO STUDY

As a mature student who hasn't been in an academic setting for a long time, I was given all the support I needed. The teaching was always of a high standard and the University was understanding of my work commitments and time constraints.

I've really enjoyed being at Manchester Met and would credit my high grades directly to the support I've received at the University.

To anyone thinking of doing this degree apprenticeship, I'd definitely recommend it. It will broaden your horizons and develop you into one of the leaders of tomorrow. With some clever time management, you can do it.



“I've learnt a lot of theory. Despite being a manager for fifteen years, I've learnt a lot more than I expected, including at a strategic level, such as how to support my workforce, as well as coaching and mentoring.

“I'd definitely recommend this degree apprenticeship to others and have already registered two of my staff on the new intake as it's inspired me so much. It's important for me to be able to develop the nurses and workforce of the future.”

Michelle Gillespie
Chartered Manager Health and Social Care degree apprentice and Matron for Elderly Care at East Cheshire NHS Trust



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

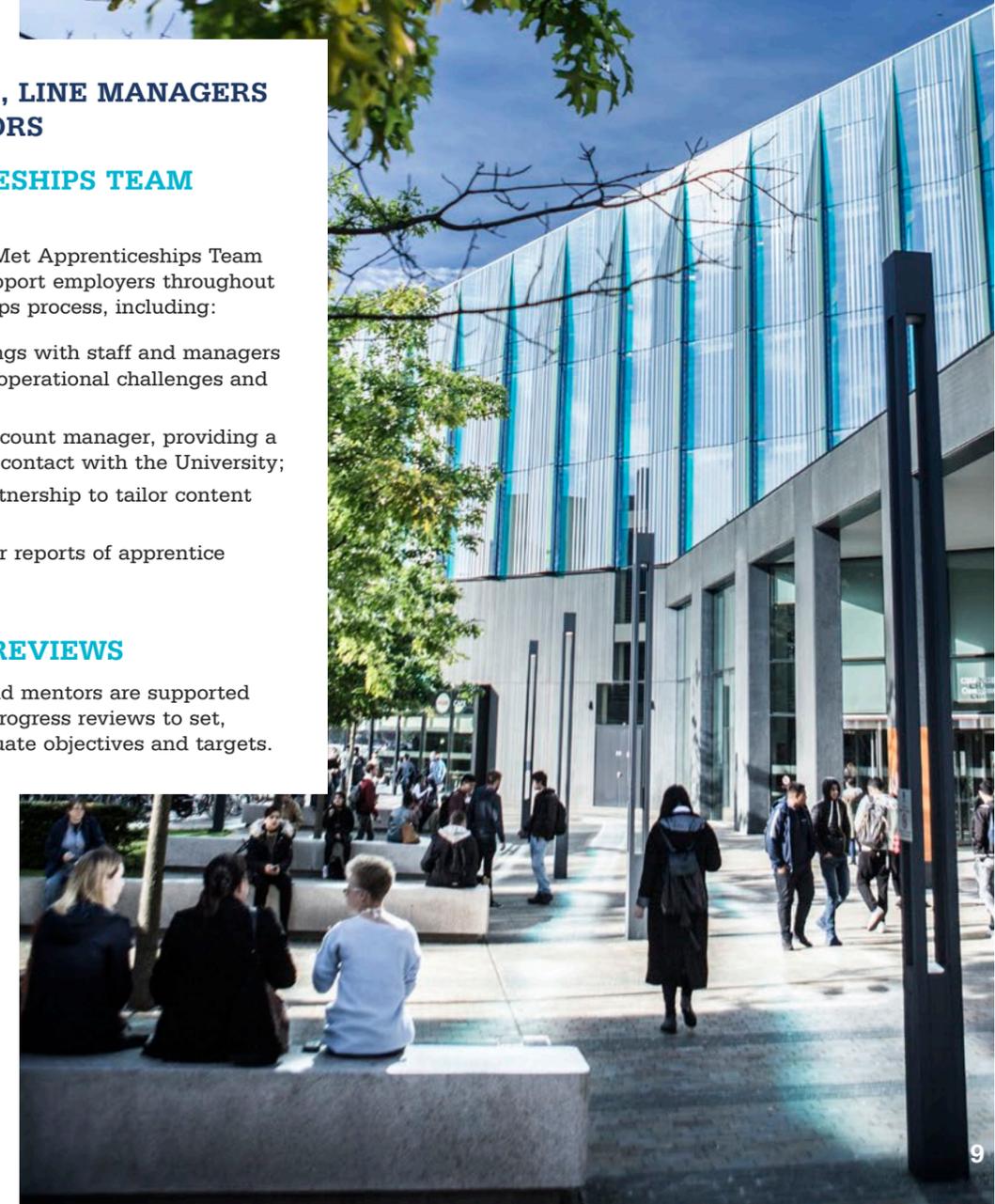
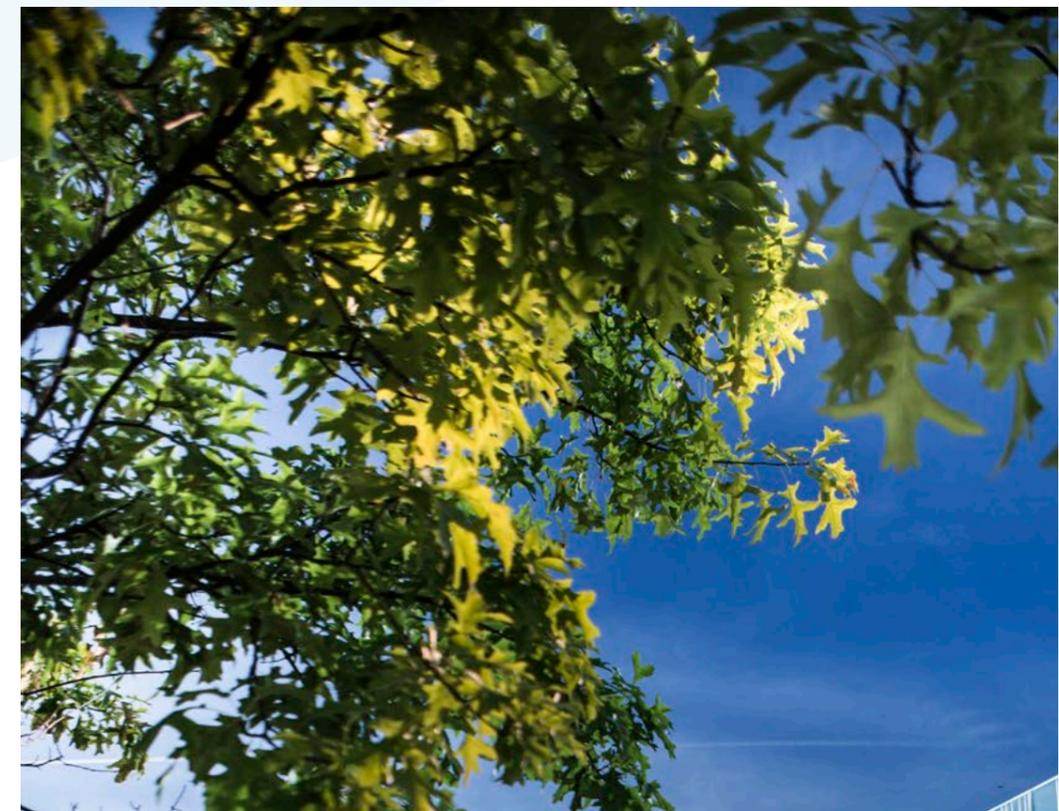
APPRENTICESHIPS TEAM SUPPORT

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

Apprentices study a core curriculum across two years, with approximately 12 days at University per year. These are delivered on a day-release model, in three-day clusters every six weeks.

Teaching is delivered on-site at the Business School in the heart of Manchester, with efficient transport links across England.

Delivery uses a combination of lectures, workshops, seminars and personal tutoring. Apprentices will also be expected to spend additional time on self-study, development opportunities and tutor-supported online learning. A dedicated Skills Coach will conduct regular reviews, ensuring one-to-one support is also provided for each apprentice.

The Mary Seacole Programme

During the Mary Seacole unit, apprentices will need to engage with a structured online learning environment through the NHS Leadership Academy's virtual campus. This includes programme films, interactive content, discussion forums and online resources.

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.

Essay

A piece of academic writing, typically 1,500 words, which uses academic theory and models to critique a business decision or process.

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.

“I liked that the students I would be studying alongside would be from multi- disciplinary teams and was excited by the prospect of the knowledge I would gain from this inter- professional working.”

I joined the Chartered Manager Health and Social Care Degree Apprenticeship as I wanted to learn more and gain formal qualifications to support the skills and knowledge I already have.

Undertaking a degree apprenticeship has allowed me to continue in my current role full time, without my pay being impacted. This meant I did not have to take out a student loan to afford to attend university.

DELIVERY

Returning to study was scary and at first, I was very nervous and full of doubt, but the amount of support available has been fantastic. There is so much help from the University, from face-to-face sessions on Harvard referencing to presentations on critical writing skills and searching the library. I have found everyone to be extremely helpful and approachable.

I've not found balancing work and university to be a problem, as I have been quite organised and have a very supportive manager.



STRENGTHENING SKILLS, KNOWLEDGE AND CONFIDENCE

Completing the degree apprenticeship will strengthen my knowledge and my ability to lead, manage and develop my current team. It will give me the skills and confidence to make changes that will have a positive impact within the organisation and provide me with the qualifications to progress further within The Northern Care Alliance.

I would really recommend degree apprenticeships, as mine has been invaluable to my career and greatly improved my knowledge and abilities.

Nicola McNicholls

Chartered Manager Health and Social Care degree apprentice graduate and Lead IV Access Specialist Nurse at Salford Royal NHS Foundation Trust

UNIT OVERVIEWS

Developing lifelong skills in strategic leadership

KEY FOCUSES

The early units provide an introduction to strategic leadership and operational thinking in the context of Health and Social Care. Later units explore the key principles for effective management in social care, as well as equipping managers with the skills to successfully manage change in a rapidly evolving healthcare environment.

Apprentices will reconcile their learning with a substantial work-based project and through the creation of a portfolio, demonstrate the ways in which they have continually applied their knowledge directly to the context of their organisation.

YEAR 1

Developing Self and Others

This unit focuses on the personal development of the apprentice, helping them to create a critical understanding of their own personal skills. The unit covers topics such as time management, goal setting, influencing techniques, negotiating and persuasion, emotional and social intelligence, active listening and open questioning, conflict resolution management, dispute resolution and management communication.

Mary Seacole Programme*

The embedded Mary Seacole programme was designed by the NHS Leadership Academy in partnership with global experts to develop knowledge and skills in leadership and management. The programme provides a balance between learning the theory and putting it into practice, empowering participants to turn their success into consistent team success and to champion compassionate care and support.



* Accreditation of prior learning available for applicants who already have this.

Strategic and Operational Thinking in Health and Social Care

The unit explores the development of organisational strategies and plans in health and social care, and how to create and deliver operational plans. It examines setting targets and key performance indicators, managing resources, commissioning and contracting, and monitoring and measuring outcomes to establish operational effectiveness and excellence.

Managing Change and Innovation in Health and Social Care

Managing change and driving innovation are vital to improving care levels and operating effectively. The unit will explore the need for change and innovation in service design and delivery, as well as how to manage change within an organisational context. It will examine innovation and digital technology and their impact on healthcare organisations.

YEAR 2

Key Principles in Health and Social Care

Apprentices develop evidence-based knowledge and expertise relating to the challenges presented by integrated working in the public sector. Participants will develop increased critical and practical knowledge of the evolving economic, political and ideological factors that frame leadership and practice in health and social care.

Synoptic Project and Portfolio

The work-based project will enable apprentices to plan and deliver a significant project in the workplace. The portfolio captures the knowledge, skills and behaviours developed by a candidate in preparation for end-point assessment.

WORK-BASED PROJECTS AND REVIEWS

Taught units are complemented by a portfolio and work-based project unit. Whenever practical, a University tutor and Skills Coach will work with participants to develop projects that examine and investigate real-world health and social care challenges and scenarios. These units rapidly allow apprentices to bring their learning into a relevant workplace context.



APPLICATION INFORMATION

There are a number of entry routes available for participants wishing to join the programme. All of these require applicants to be able to evidence prior skills and knowledge development to satisfy entry on to this executive degree apprenticeship.

We welcome applicants who meet the following criteria:

ENTRY REQUIREMENTS

Entry route 1

All applicants need to have at least two to three years management experience and:

- + A first degree (not in a management discipline);

or

- + An HND, DipHE, Foundation Degree or other level 5 qualification equivalent in breadth and depth to two years of full time (Honours) degree study. A Level 5 ILM or CMI Diploma in leadership and management is considered to be equivalent for entry to this programme.

Entry route 2

All applicants need to have at least two to three years management experience and:

- + Level 5 qualifications of less breadth to those detailed above (such as a CMI or ILM Level 5 Award or Certificate);

or

- + An HNC, CertHE or other level 4 qualification equivalent in breadth and depth to 1 year of full time (Honours) degree study.

Applicants will need to successfully complete an additional task as a condition of entry.

Entry route 3

Candidates whose highest level of qualification does not meet the criteria outlined in route 1 or 2 will need a minimum of five to 10 years of experience in a senior or strategic management position and will need to successfully complete an additional task as a condition of entry.

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

“This programme supports Salford Royal NHS Foundation Trust’s mission to fully integrate and embed a transformed health and social care service where patients experience improved continuity of safe and reliable care in the community they live.”

We can see our leaders of the future emerging in our present cohort of degree apprenticeship participants who are talking and thinking differently, embracing their new knowledge of leadership and management theory, applying their learning straight away in the workplace contributing towards transforming our health and social care systems which is exciting and rewarding.

We are looking forward to our next cohort of degree apprentices starting in September 2018 which supports our workforce strategy in terms of building capability and harnessing the management of talent in the Organisation by continuing to develop, invest and retain our future leaders.



WORKING WITH MANCHESTER MET

Communication with Manchester Met University is excellent. Nothing is too much trouble. Members of the apprenticeship unit visited our workplace on several occasions to meet with staff and provide contextualised information about the apprenticeship, answering questions staff had. The apprenticeship team are flexible, supportive, enthusiastic, and forward thinking. They are a pleasure to work with.

Diane Hooper
Allied Health Professions and Healthcare Science Resourcing Lead at Northern Care Alliance NHS Group, overseeing their Chartered Manager Health and Social Care degree apprentices

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.

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0161 247 3720
mmu.ac.uk/apprenticeships

 @mmuapprentice

 MMUApprenticeships

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 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