



The Senior Leader Master's Degree Apprenticeships

This Apprenticeship standard was co-developed by businesses, professional bodies and training providers to ensure that the development and demonstration of key skills and behaviours are given equal if not more weighting to pure academic knowledge. Apprentices will complete modules and be assessed on how they have been applied in their workplace plus an end point assessment towards the end of the apprenticeship.

Through case studies, reflective statements, professional discussions, work projects and portfolios, apprentices must pull together all their technical knowledge plus their skills and behaviour training to demonstrate competencies across the whole Apprenticeship standard. This broad focus should allow apprentices to deliver the best results for employers as they gain more than just academic knowledge and becoming good at passing exams. They will also be readier and more suitable for progression opportunities within the company.

Who can be an apprentice?

Company owners or their employees are both eligible for Apprenticeships on the basis is substantive new learning taking place. There is no age restriction, but:

- the apprentice must be employed in a real job; they may be an existing employee or a new hire.
- the apprentice must work towards achieving an approved apprenticeship Standard.
- the apprenticeship training must last at least 12 months.
- the apprentice must spend at least 20 percent of their time doing off-the-job training.

Funding an Apprenticeship

Levy paying companies can use their levy funds to pay for the apprenticeship. If they have used their funds they can still use the co-investment scheme to fund an apprenticeship. This is where 95% of the cost is paid by the government and only 5% is paid by the employer and spread over the duration of the programme.

From January 2020 non-levy paying companies will be able to reserve funding for up to three apprenticeships under the co-investment arrangement. Funds will be available to pay for the training from the point the apprenticeship programme starts. The employer must turn this 'reservation' into a 'commitment' once the training provider and an apprentice are confirmed. At this point funding will be released to us - the training provider - in the usual way (pro rata over the programme period).

Under co-investment, the employer pays 5% of the £18,000 cost spread over 18 months, i.e. £50 per month.

What the funds can be used for

The funds must be used to pay for apprenticeship training and assessment for apprentices who work at least 50% of the time in England.

The funds cannot be used to pay for other costs associated with apprentices (e.g. wages, statutory licences to practise, travel and subsidiary costs, work placement programmes or the setting up of an apprenticeship programme).

Apprenticeship Digital Service

Employers must register to use the digital service. If employers do not have a digital account they must create one online at <https://accounts.manage-apprenticeships.service.gov.uk/service/index>

Duration and delivery

From start to finish this Master's degree Apprenticeship programme should take 18 months and another six months to achieve the UK MBA or Master's degree (24 months in total). This is delivered on a part-time basis while the Apprentice continues to work for the business.

The course is delivered through blended learning with a mixture of self-directed online learning and face to face sessions and the 20% off the job training can be via day release or block release as required by the employer and apprentice.

Typical entry requirements

Applicants should have GCSEs in English and Maths or equivalent (or we will need to ensure they achieve this during the programme) as well as:

- ✚ an honours degree, or
- ✚ three years' work experience at a level relevant to the Master's course content.

If your chosen applicant does not have an honours degree, professional qualifications combined with managerial experience may be sufficient. So, we will need to review all potential applicants.

About the London Examinations Board Senior Leader Master's Degree Apprenticeship

The Apprenticeship follows a work-based and problem-based learning approach, and apprentices will be expected to demonstrate how they have utilized their learning and development in solving business-related issues and problems by integrating and building on perspectives from the course and the learning material, plus their own contexts.

Apprentices will:

- ✚ Use self-assessment, reflection, evaluation, feedback and developments in theory and evidence-based practice to improve their ethical business practice in a variety of contexts.
- ✚ Apply a deep understanding of relevant theory and practices to predict outcomes and create business solutions in complex environments.
- ✚ Communicate key issues effectively and creatively using numerical, graphical, oral and written skills.
- ✚ Behave, lead and govern organisations in an ethical manner.
- ✚ Setting strategy, direction and vision, providing a clear sense of purpose and driving strategic intent for an organisation.
- ✚ Cultivating an innovative, entrepreneurial and supporting corporate culture to deliver business performance including sustained competitive advantage.

This is a real-life work-orientated programme to allow employees to develop an informed understanding of critical contemporary management and leadership. The programme is entirely based on the real-life applications of theory learned.

Apprentices will acquire vital skills in people management, market analysis and strategy and innovation implementation, while simultaneously building the analytical and enquiring approach necessary for effective decision-making and leading change.



The Senior Leader Master's Degree Apprenticeship equips chosen staff with the expertise that businesses need to get and/or keep ahead in an increasingly competitive market.

How will your business benefit?

Apprentices will gain the knowledge, behaviours and skills to confidently engage in sustainable, evidence-based business decision-making.

They will gain an in-depth understanding of how to shape organisations, explore new market strategies, apply economic theory and build high-performing collaborative teams.

From the start, learners are required to apply what is being taught to their employment context: reflecting on their work-based experience and solving real issues faced by your business.

Apprentices are being empowered to undertake valuable training and learning and achieve a valuable Master's qualification at a nil or low cost to the business and free for the employee which should greatly enhance their loyalty to the business.

Employers will continue to have all the normal statutory employer responsibilities for the apprentice.

There is a required 20% off the job training which cannot be deducted as time off from work and the employer must provide in-company support/mentoring for the apprentice and collaborate with London Examinations Board during the recruitment phase to ensure the apprentice meets the job/employment criteria and the academic entrance requirements.

Why London Examinations Board?

London Examinations Board has been offering Masters programmes through links with various universities in England, Australia, USA, France and Malaysia. Our insight into business practices in Europe and Asia coupled with Western qualifications, give us a unique insight to deliver management and leadership training to staff.

We are not a UK university delivering academic focused learning and all learners are working adults. Employees will learn from our highly qualified teaching team, enjoy access to face to face learning and also have access to our learning material etc on our online platform.

Face-to-face learning will take place in a location and premises suitable to apprentice and employer requirements.

Gain more than one Qualification

With London Examinations Board, on completion of the 8 core modules in the first 10 months, apprentices will then work towards three qualifications with a time frame broadly as follows:

- (i) MBA - Pôle Paris Alternance, a Grand Ecole in Paris (<https://www.ppa.fr/ecole-commerce-alternance.html>);
- (ii) Manager du développement commercial et international (this is an official French award equal to a Master's degree in the UK and registered with the Commission Nationale de la Certification Professionnelle – CNCP - on the Répertoire National des Certifications Professionnelles - <https://certificationprofessionnelle.fr/recherche/rncp/16258>). Awarding organisation is - Pôle Paris Alternance; and
- (iii) MBA - University of South Wales (from as early as month 10 apprentices undertake a Research Methodology unit with the University and prepare and submit the dissertation/work-based or strategic project for their UK MBA.

Apprentices will also receive an apprenticeship certificate on completing the End Point Assessment with ILM – City & Guilds.

Stages of the Proposed Delivery Model

First, undertake eight core modules covered via self-directed online learning and intensive face to face sessions. The core modules are:

- 1 Business Innovation and Entrepreneurship
- 2 Managing Business Strategy
- 3 Managing Human Capital
- 4 Marketing Management
- 5 Managing Operations
- 6 Leading Organisations
- 7 Financial Management
- 8 Corporate Governance, Ethics and CSR

Each module is assessed by completing short assignments and evidence of application of learning to the job should be gathered.

On successful completion, apprentices will be awarded a Post Graduate Diploma in Business Administration from London Examinations Board endorsed by Training Qualifications UK.

The core module descriptors

1. *Business Innovation and Entrepreneurship*

Module Description	<p>(a) Students will acquire the knowledge and skills needed to manage the development of innovations, to recognize and evaluate potential opportunities to monetize these innovations, to plan specific and detailed methods to exploit these opportunities, and to acquire the resources necessary to implement these plans.</p> <p>(b) Topics include entrepreneurial thinking; innovation management; opportunity spotting and evaluation; industry and market research; business strategy; business models and business plans; financial forecasting and entrepreneurial finance and launching new ventures.</p>
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2. *Managing Business Strategy*

Module Description	<p>(a) To enable students to develop an awareness of, and become familiar with, academic theories, frameworks, managerial models and techniques that contribute to business strategic planning and management; and</p> <p>(b) To critically evaluate and apply appropriate strategic models and techniques which may be relevant when considering students' own organisations' or industry strategic development.</p>
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3. *Managing Human Capital*

Module Description	<p>(a) To develop a critical understanding of current and emerging practices in the managing of human capital in organizations; and</p> <p>(b) Enhance students' abilities to increase the contribution of human capital management to long-term corporate success, whatever the specific nature of their managerial role and the industry they are in.</p>
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4. *Marketing Management*

Module Description	<p>(a) To provide students with a firm ground in the frameworks and concepts of marketing management; and</p> <p>(b) To provide students with the skills required to carry out a full situation analysis and use the findings to develop objectives, formulate strategy and develop appropriate marketing plans</p>
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5. *Managing Operations*

Module Description	<p>(a) Critical evaluation of the operations management philosophies of "push" and "pull".</p> <p>(b) Examination of the practicality of the philosophies of flexibility and agility currently being explored by many large organisations around the world.</p> <p>(c) Development of thinking regarding the manner by which organisations can gain competitive advantage from managing their operations in an innovative and strategic way.</p>
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6. *Leading Organisations*

Module Description	<p>(a) The aim of this unit is to encourage the development of knowledge, understanding and skills for strategic leadership of change. The challenges to managers/leaders seeking to lead through the use of strategic management centre on envisioning strategic directions, the development of managers and employees committed to, and equipped for, major strategic change, and the development of a high-level organisational capacity for innovation and learning.</p>
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7. *Financial Management*

Module Description	<p>(a) The objective of this unit is for students to learn the financial tools needed to make good business decisions. The emphasis will be on linking corporate finance to other aspects of corporate strategy.</p>
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8. *Corporate Governance, Ethics and CSR*

Module Description	<p>(a) To provide students with a firm ground in the frameworks and concepts of corporate governance and ethics</p> <p>(b) to provide students with the awareness of increasing need to engage business activities with emphasis of factoring in corporate social responsibility and stakeholders interest</p>
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On successful completion of eight core modules, students shall begin the two MBAs and Manager du développement commercial et international from PPA and the University of South Wales. For PPA students need to prepare and submit a:

- (i) Work based project; and
- (ii) Portfolio of evidence.

The work-based project has a word count of up to 8,000 words.

The Portfolio of evidence with a word count of up to 5,000 words (excluding the relevant artefacts collected to evidence the knowledge, skills and behaviour outcomes (KSBs)) should be compiled during Stage 1 and 2.

Evidence can be in the form of assignments, reports, minutes, emails, stakeholder/customer comments, performance reviews, presentations etc. This list is not exhaustive. The portfolio must have a minimum of one piece of evidence that demonstrates each required KSB of the standard. Evidence must be holistically mapped against the KSBs.

It must contain 10-15 discrete pieces of evidence.

Employers may assist the apprentice to develop their portfolio to ensure that it is complete and that it covers the totality of the KSBs to be assessed by professional discussion.

On successful completion, apprentices will be awarded an MBA and Manager du développement commercial et international by.

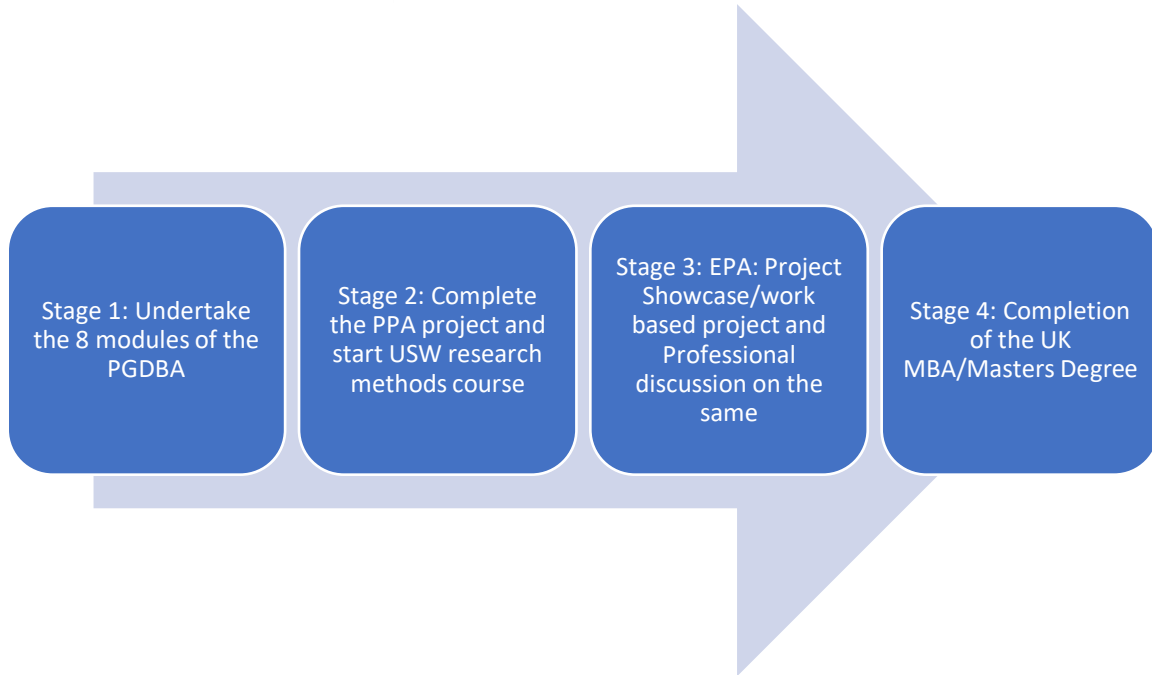
For the University of South Wales From month you start with the research methods module with the University before beginning to prepare for your 12,000 words USW management project.

To complete the apprenticeship, students will on achieving the PPA qualifications

Prepare for and undertake the End Point Assessment with the End Point Assessor ILM - the Institute of Leadership and Management of City & Guilds. It consists of two distinct assessment methods:

- (iii) Project showcase, based on work-based project, including report, presentation and questioning;
and
- (iv) Professional discussion, based on review of portfolio.

The assessment methods (i) and (ii) above contribute equality to the end point assessment grade i.e. 50% each.



What are the business benefits of degree apprenticeships?

- **Boost productivity** – investment in up-skilling a workforce will increase business productivity and demonstrate a commitment to investing in people.
- **Capture new talent** – apprenticeships offer a route to reach talent who could be missed through more traditional recruitment routes.
- **Train future leaders** – degree apprenticeship Standards are designed to up-skill employees at a higher level to become future leaders of the business.
- **Fill business needs** – with the apprenticeship mould employees to business needs and fill higher-level skills gap.
- **Gain up-to-date knowledge** – apprentices can put what has been learned into practice in the workplace immediately, and keep the business up to date with the latest techniques and technology, increasing an organisation's productivity.

Benefits for your staff becoming a Master's degree apprentice

- It is a £18,000 tax-free perk for an employee which engenders increased loyalty to the employer.
- It is a Master's degree programme covering business, financial, management and leadership issues that all companies face while working and earning a salary.
- On-the-job training at Master's level will enable learning to be applied from quite early on in the programme.

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