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PGDIP BUSINESS ADMINISTRATION (EXECUTIVE) SENIOR LEADER APPRENTICESHIP

Attract new talent and develop existing
staff at Leeds Beckett University
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PGDIP BUSINESS ADMINISTRATION (EXECUTIVE) SENIOR LEADER APPRENTICESHIP

The Leeds Business School PG Diploma in Business Administration (Executive) is a post-experience postgraduate course which aims to give mature apprentices a broad-based business and management curriculum, to enhance their credentials on the senior management route.

COURSE OVERVIEW

The Leeds Business School PG Diploma in Business Administration (Executive) is aimed at prospective apprentices with more than five years' managerial experience, who would like to add to their existing functional skill set, by studying issues which impact upon a senior manager's professional role.

The PG Diploma will prepare apprentices for the transition to senior management and director level by teaching concepts useful for such roles in an organisation. This will be achieved through the use of various scenarios from the subject areas of strategy, governance, leadership, communications, human resources, enterprise and finance. It is aimed at business apprentices who are working in organisations in England and will be able to meet the standards set for Level 7 Senior Leader Apprenticeships, by applying knowledge gained on the course to develop skills by evaluating business systems and identify potential solutions.

COURSE OVERVIEW

- + Strategic Management
- + The Board, the Executive & Good Governance
- + Contemporary Leadership
- + Crisis & Issues Management
- + Innovation & Entrepreneurship for Senior Managers
- + Leading Organisational Development
- + Financial Analysis

HOW DOES THE APPRENTICESHIP WORK?

The course is scheduled to take place in 24 months, combining a blended learning approach of on-the-job training with integrated learning. This blended approach is designed to be adaptable and flexible with a combination of face-to-face university teaching, virtual interactive sessions, online independent research, and reflective practice.

By reflecting on the challenges and learning from experience of employment, leaders can identify how challenges can be addressed using contemporary theory. Furthermore, the course features leaders from a variety of different functional backgrounds and experiences to provide an opportunity for peer-level learning and collaboration to occur.

As a key feature of successful apprenticeships, tripartite reviews will be scheduled on a regular basis between the apprentice, the employer representative and course team representative. These reviews will be structured and monitor the apprentice's progress, identify additional support if necessary and ensure successful completion of the apprenticeship.

EMPLOYER BENEFITS

- + **Meet the unique needs of your business** – with apprentices learning at work, they are able to develop the knowledge and occupational competencies demanded by specific job roles and meet the unique needs of your business.
- + **Increase your productivity** – apprentices can keep your business up to date with the latest techniques and technology, increasing your productivity for the future.
- + **Fill your higher-level skills gaps** – higher-level skills are vital to business performance and economic growth. Through apprenticeships you can fill your higher-level skills gaps efficiently and effectively by tailoring the learning.
- + **Develop existing staff** – you can develop your existing staff by allowing them to undertake an apprenticeship or enabling them to work with an apprentice in the workforce, through mentoring opportunities and more.

EMPLOYER REQUIREMENTS

- + Every apprenticeship must have an Apprenticeship Agreement. This is a contract of service between the apprentice and the employer, confirming the apprenticeship and the standard being undertaken. This will be supplemented by a 'Statement of Commitment' signed by the employer, provider, and apprentice, setting out the expectations, roles and responsibility of each party involved in the apprenticeship.
- + The apprentice must be already employed or specifically offered a position associated with the apprenticeship opportunity. In this case the employer will be responsible for the recruitment of apprentices. However, we can work with you to promote your opportunities via our website.
- + The employer pays apprentices at their normal rate whilst they are studying. Apprentices must be paid at least a minimum wage appropriate to their age and job role.
- + Apprentices require a mentor in the workplace who will oversee their learning and coordinate with the university.
- + Apprentices spend a minimum of 20% of their working hours completing study for the course.

FUNDING

Organisations with a wage bill in excess of £3 million can fund the course fees using their Apprenticeship Levy.

If you are a non-levy paying organisation the government will co-fund your apprenticeship training by contributing 95% of the costs and you will pay the remaining 5% of costs.

KEY INFORMATION

ENTRY REQUIREMENTS

A UK Graduate 2:2 Degree, or equivalent experience.

5 years' experience as a manager in an organisation evidenced through a CV and reference from senior personnel in the apprentices' organisation.

Please note applicants will normally have attained English and Mathematics at level 2 (GCSE) or higher. Applicants who have not attained these will have the opportunity to complete the necessary qualifications alongside their apprenticeship as it will form part of the apprenticeship assessment requirements. Queries regarding arrangements for Maths and English can be directed to the Apprenticeships Team.

Evidence will also be required of the applicant's eligibility to join an apprenticeship, in line with Education and Skills Funding Agency (ESFA) requirements. This will be informed by the Initial Needs Assessment (INA) of the apprentice and review of their existing knowledge and skills set, to identify potential exemption from parts of the course through the Recognition of Prior Learning (RPL) process – details on this will be included as part of the application and admissions process.

FEES

Fees for the course will be a maximum of £14,000 over two years.

COURSE DURATION

2 years.

HOW TO APPLY - INDIVIDUALS

Please note applications are submitted through the relevant employer, not directly from applicants.

Before starting an apprenticeship, applicants will be required to sign a "Commitment Statement" which details key information regarding the apprenticeship such as learning requirements, responsibilities of the apprentice, employer and university, assessments, delivery schedule, etc, some of which are detailed below. Further information on this, and general apprentice admissions requirements, may be sought from the Apprenticeships Team apprenticeships@leedsbeckett.ac.uk.

BUSINESS

Contact the Degree Apprenticeship team.

T: 0113 812 4500

E: apprenticeships@leedsbeckett.ac.uk

For the most up to date information visit leedsbeckett.ac.uk/degreeapprenticeships