

Chartered Manager Degree Apprenticeship



Programme Handbook | Academic Year 2020/21

Published September 2020. Information correct and up to date at time of publication. This handbook contains general information and students should refer to the Pearson College website for further information including full details of all College policies, processes and regulations, which may be updated in the course of the academic year. If you would like to provide any feedback on this handbook, please contact our Quality Assurance Officer on: branslav.kotoc@pearson.com.

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I. Introduction

Welcome from the Director of Work Integrated Learning

This handbook is designed to give you a good understanding of your programme and the support available to you during your studies. It's also here to help you understand the key regulations and policies that impact on your student and learning experience here.

Taking responsibility for your own learning and development is a crucial part of doing well in higher and professional education. However there is plenty of support available here. Compared to most HE institutions we are a relatively small, boutique business school – one of the great benefits of this is that there are plenty of friendly faces who you can reach out to if you need guidance, including myself.

Industry engagement is at the heart of everything we do. We design our programmes with industry, students and academics. Industry partners work alongside our academic tutors to help deliver our programmes, allowing for integration of work and learning. As a CMDA student, this integration will be even more meaningful and rewarding, but to make the most of it, we really encourage you to take charge of your degree apprenticeship journey. CMDA are a wonderful burgeoning community of students with deep links with employers. This represents a major opportunity for you as a CMDA to build your network with a broad and diverse range of employers that will be invaluable throughout your career. Make the most of that community, as well as the the fantastic resources, opportunities and support available both within Pearson Business School and through our industry and academic partners. I invite you to actively engage with the CMDA section on the Online Learning Environment that was designed especially for you and that will provide you with all the information you need from the 20% off-the-job training requirement (very important for your attendance) to End Point Assessment. Go on the OLE, under "Organisation" and then click on "CMDA". It's all there for you.

Success on the CMDA programme is not easy and remember its more a marathon than a sprint but our results and employment data to date show that, with endeavour and proactivity, it is eminently achievable. I would urge you to take some time to read this handbook in detail as the first step in your learning journey with us – together we will achieve great things over the next few years.

Nathalie Peach

Director of Work Integrated Learning

A Message from your Programme Leader, Elizabeth Miller

Welcome to Pearson Business School and congratulations on starting your Business Management degree. The years you spend studying here will be pivotal to your future. The modules you study, the networks you build, and the opportunities you seize will all shape your career and provide you with the tools you need to succeed.

Studying Business Management can lead to a career in many different areas and the path you take will partly depend on the choices you make in the next few years and the attitude you bring to your studies. I encourage you approach university study with determination and enthusiasm; your tutors are experts in their fields and all have experience in industry that they will bring to their teaching. The modules you study will help you develop your ability to think critically and entrepreneurially and if you work hard, you'll finish studying here confident you can solve problems, think originally, and communicate well – all skills employers value highly.

A key part of your studies will be engaging with industry wherever possible. We'll organise conferences, workshops, talks and business challenges for you and the best thing you can do for your career development is attend, participate, and impress.

This is the start of an exciting and important stage of your life and we can't wait to see the wonderful things you achieve.

Dr Elizabeth Miller

Programme Leader Business Management Degrees and Deputy Dean, PBS

Covid-19 arrangements

Measures are in place to keep students and staff safe as a result of the Covid-19 outbreak. Although we are very pleased that our campus is open under controlled conditions, it remains the case that government guidelines and other regulatory expectations change frequently. We have consulted with your employers with regards to their preference for the way you will be taught (online/face to face) and will continue to do so.

All the plans are based on what is permitted by government guidelines as of today and may be subject to change. If this is the case, we will be in touch and we will continue to work closely with your employers. Please ensure that you frequently check both the Online Learning Environment and your student email account for these communications.

Our Validating Partner

The programme is validated by the University of Kent, which means that your degree will be delivered by Pearson Business School (part of Pearson College London and the Pearson PLC group) but you will graduate with a degree from the University of Kent.

Known as the UK's European University, the University of Kent is ranked 26th in the Times Higher Education (THE) 'Table of Tables' 2018 and based on the most recent Research Excellence Framework, was ranked in the top 20 for research intensity in the Times Higher Education (THE). 97% of their research was judged to be of international quality in the Research Excellence Framework (REF). It has also been ranked in the top 10% of the world's universities for international outlook, in the THE World University Rankings 2018, and Rated Gold in the Teaching Excellence Framework (TEF) results 2017.

Further information on University of Kent's policies and regulations can be found on the Pearson College London website:

Go to: [Students > Current Students > Policies and regulations > University of Kent Regulations](#).

Our Teaching Staff

On the Business Management programme, you will be taught by lecturers that have worked for sector leading organisations and universities. They have a vast amount of knowledge and experience of working with companies of all sizes and across a variety of industries, and will share these experiences with you throughout the programme to bring the content to life.

Further details of our teaching staff can be found on both the OLE, and the Pearson College London website:

Go to: [Pearson Business School > Meet your tutors](#).

2. The Student Experience

You will be supported by a variety of people throughout your time at Pearson College: Dr Elizabeth Miller (Programme Leader), Nathalie Peach (Director of Work Integrated Learning) and your apprentice mentor who will be meeting with you and your employer for your quarterly reviews.

Contact details can be found in Section 7.

They are available to you to offer support, guidance, feedback and to answer any questions that you may have. Please do not hesitate to contact any of these people – we all have questions that need to be answered at times when we feel unsure of things. They are there for you to speak to and would welcome the chance to get to know you and make your studies as enjoyable and rewarding as possible.

Academic enquires should be directed to your module tutor or your programme leader.

Additionally, there is a variety of information available to you in “Get Ready, Get Settled” area on the OLE which you can find under the Organisations tab. Take an early opportunity to familiarise yourself with this – it contains a wealth of resources that you will find useful.

Our Online Learning Environment (OLE)

In this handbook you will see numerous references to our Blackboard Online Learning Environment (OLE). This is our comprehensive learning platform where you will find all the key information and learning resources, including lecture slides and access to our extensive online library, needed for your course.

When you complete enrolment you will automatically have a personal OLE account and a Pearson College London email address created for you. You will then receive login details by email.

3. All about your Programme

Our Business Management degree apprenticeship programme has been designed to enable synergies with the practicalities of the workplace. It covers a variety of important subjects and will give you a firm grounding of knowledge and skills in areas such as Management, Law, Finance, Marketing, Enterprise, and Strategic Planning.

The main aims of the programme are to:

- Develop the academic knowledge, technical skills and professional competencies required for a career in business;
- Blend academic theory with professional practice and application to professional situations;
- Promote and demonstrate the importance of ethical behaviour and practice in business; and
- Develop a synoptic and holistic approach to solving problems

Programme Structure

The degree is made up of three levels (level 4, 5 and 6). At each level, you will complete 120 credits worth of modules.

The structure of the degree programme is as follows:

Level	Modules
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Level 4	<ul style="list-style-type: none"> - Principles of Business 1 (30 credits)* - Principles of Business 2 (30 credits)* - Introduction to Research (30 credits) - Self-Managed Learning (30 credits)
Level 5	<ul style="list-style-type: none"> - Strategic Marketing (15 credits)* - Introduction to Contract Law (15 credits)* - People Management and Leadership (15 credits)* - Operations and Project Management (15 credits)* - Consultancy Project (30 credits) - Self-Managed Learning (30 credits)
Level 6	<ul style="list-style-type: none"> - Strategic Management (15 credits)* - Strategic Innovation Management (15 credits)* - Major Research Project (30 credits)* - Self-Managed Learning (30 credits) <p>Plus 30 credits worth of electives which will be chosen by your employer based on course availability and relevance to your industry sector.</p> <p>*Modules in bold are mandatory core modules of the BA (Hons) Business Management programmes.</p> <p>**Please note that timetabling restrictions mean that there will be little practical scope for choice between these electives.</p>

Up to 50% of the course can be tailored to your and your employer's workplace activities through our Self-Managed Learning, Consultancy and Research modules that you will study each term. In consultation with your line managers and academic mentor you will choose a topic of learning or research that would complement your workplace activities. For example, you could draft a report on a work-based project you are currently part of, carry out research on behalf of your employer, learn a professional skills/ topic (e.g. Agile project management, Prince2, etc.) that would add value to your workplace activities or complete a professional qualification. You can design some of your own learning, incorporate learning from other sources, or incorporate work-based activities. This will help to ensure that you have the confidence to take your learning and personal development further into new areas and will allow you to pursue learning that is of interest to you and relevant to your workplace activities.

Please note that at level 6, either the Final Project module or the Self-Managed Learning module usually form the basis of the work-based project that you will need to submit for your end point assessment at the end of your apprenticeship (please see section 5 of this handbook)

For further information please see the module specifications on the Pearson College London website:

Go to: Students > Current Students > Module Specifications

Term Structure

To comply with the Education and Skills Funding Agency's requirements of any apprenticeship it is crucial that you spend at least 20% of your working time (equivalent to one day per week) on off-job training. Off-the-job training can include activities such as:

- Studying for a qualification such as a the BA (Hons) Business Management;
- Internal training and courses; and
- Attendance at external conferences and/or training days.

To comply with the 20% off the job requirement you will typically work 4 days a week with your employer and will be given a day release (typically Fridays) each week to study for the Business Management degree at Pearson College London. In addition to this, Pearson College London will also provide mentoring and preparatory training for the apprenticeship End Point assessment which will take place at the end of the CMDA.

The typical structure of a CMDA degree training day is as follows¹:

Session	Time
Seminar 1	09.30 – 11.00
Seminar 2	11.15 – 12.45
Lunch and weekly allocated time to update Individual Learning Plan	12.45 – 13.45
SML or research project supervision with academic tutor	14.45 – 17.45

Lectures will be either pre-recorded in advance of seminars, or for less intensive degree apprenticeship routes may take place live in the classroom.

You will receive your teaching schedule for the upcoming term in advance of the start of tuition.

Term dates and assessment periods are published up to 18 months in advance on our website in the student. To access this go to:

Students > Current Students > Term Dates

With the exception of in-class assessments and coursework submission, your assessments will always take place on the Fridays during the assessment period of each term.

How are you taught?

The course has been designed to ensure that you are provided with the knowledge, skills and experience to work as a business professional and is delivered in the most appropriate and applicable way to achieve

¹ Please note that this is indicate only and the structure of teaching days will vary according to the needs of the modules being taken.

this. This means that you will be learning through industry-led classes, guest lectures, internships, group discussions, as well as traditional lectures and seminars.

There is a large focus on practical, experiential learning, so it is important that you are actively learning as and when directed.

Lecture slides, recorded lectures, seminar preparation information and notes, reading lists and announcements are provided on the OLE. Seminar sessions involve a mixture of group and individual work, presentations and discussions.

Please note that we expect you to spend a minimum of 15 hours a week of self-study. This time should be primarily spent practicing questions, completing assigned pre-seminar work, and reading and researching for assessments. The more you prepare, the more successful you will be.

Preparation and Participation

This is, quite simply, vital to your studies. You are expected to participate in all modules of the BA Business Management programme. These have been designed to be interactive and therefore it is key that you actively engage and participate in discussions and activities. You will not receive a formulaic method of teaching throughout your degree so be flexible, listen to your tutor and act as advised by them. Employers get involved in the delivery of modules too and you are strongly encouraged to get involved in as many of these activities as you can. Not only will they enhance and strengthen your CV but they also facilitate your understanding of the business world.

The key to being successful on this programme is completing any work assigned, attending and participating in classes, working on your assessments throughout the term, and asking for help when you need it. It is hard work but the rewards can be great.

Methods you should use to prepare for seminars:

- Complete recommended reading and watch recommended videos each week.
- Review your lecture notes.
- Read about current events in the news that link to the topic.
- Prepare questions you would like to explore with your tutor during the seminar.
- Practise mock questions and be prepared to discuss your answers with tutors and your peers.

Academic Writing

In your written work, you will be required to appropriately cite all sources to which you make reference. Being able to produce a full bibliography/reference list demonstrates the range of published books, journal articles, research papers and internet sites that you have researched to help support your arguments. You will be required to use the Harvard Referencing System in every module you study.

You will receive ongoing support on how to research, how to reference correctly and how to plan an academic piece of work, whether that be an essay, a report or the answer to a problem question. Guidance on referencing and academic writing can be found in the Study Skills area of Library Services on the Student Portal.

Reading Lists

Recommended reading for each module is detailed on the OLE. The majority of recommended reading will be available in electronic format, which can be read online or downloaded to devices for offline reading.

Attendance

As part of your studies and your responsibilities to your employer as an apprentice, you are expected to:

- Attend all taught classes and participate appropriately
- Take part in all scheduled online activities outside the taught classes
- Undertake all assessments within the time frames set
- Attend all academic mentor meetings and any other CMDA activities as required by the College

Under your apprenticeship contract, you are required to inform your employer and the College (student services and your academic mentor) if you are unable to attend a class or activity. This should ideally be done in advance, or as soon as possible if the reason for absence was unforeseen.

The College monitors and reports your attendance on a weekly basis. Your academic and subject tutors will also monitor your participation and progress throughout the programme and report on a regular basis to your employer. This data will feed into your apprenticeship performance reviews in addition to enabling the College to provide the appropriate academic and pastoral support necessary.

For further information on our attendance policy and to access our Request. For Absence form, please refer to the Pearson College London website. Go to: Students > Student Services > Forms and Documents > Request for Absence form

I also encourage you to look at the CMDA section on the Online Learning Environment that was designed especially for you and that will provide you with all the information you need from the 20% off-the-job training requirement which is directly linked to attendance.

4. Assessments

Where can you find information about your module assessments?

Information on assessments for each of the modules that you will undertake as part of the BA Business Management programme can be found under the Assessment section of each module on the OLE. In particular, you should carefully note any assessment dates and ensure that you do not have any conflicting engagements.

Assessment sections on the OLE will include detailed information about the nature of the assignment, alongside the assessment task itself, formatting instructions and details on submission procedure.

For further information about assessment rules and regulations, penalties for late submission, and guidance for students with additional learning needs, please consult the College Handbook, visit the Pearson College London website under Policies and Regulations or contact Student Services.

How is your programme assessed?

A variety of assessment methods are used on the BA Business Management programme. These have been designed and chosen to be the most appropriate assessment techniques to assess learning outcomes for each of the modules.

The methods employed are:

- Formal written examinations
- Coursework
- Presentations
- Group assessments

Using a multi-dimensional approach is beneficial as it assesses both oral and written communication skills, alongside your capacity to work in a team and individually under pressure. Therefore a combination of assessments will normally be adopted for each of the modules.

Formal Written Examinations

For certain modules, you will be required to produce work in time pressured conditions under supervision of an invigilator. The examinations are usually closed book, although appropriate resource material selected by tutors may be provided. Alternatively, subject to Covid-19 restrictions, modules with examinations may be assessed via a take home examination that can be completed remotely online. Further details regarding the format of these assessments will be shared with you in advance in the Examination Briefing Sheet.

You will have the opportunity to practise exam style questions and receive feedback as part of your tuition. You will also be required to sit a formative mock exam in advance of your summative real exam for each module. The mock exam will be marked by your tutor with feedback to help you gauge how well prepared you are for your real exam.

Coursework

Assessments for certain modules may also take the form of work produced in non-time pressured conditions. Details on the coursework assignment can be found for each of the relevant modules on the OLE. Tutors will also provide additional information and support to students during the completion period of this assessment.

*Please note that it may take up to 1 hour to upload your coursework onto TurnItIn. It is your responsibility to ensure that your coursework has been uploaded **before** the coursework submission deadline. Late submissions may be penalised as per our assessment policy.*

Presentations

It is important that you develop high quality oral presentation skills. Many employers will expect you to have excellent communication skills, and therefore we ensure that as part of the course you will have the opportunity to develop these. For certain modules, you will be required to present your research findings and conclusions orally on set topics, either individually or with members of your peer group. You will have the opportunity to practise your oral communication skills in the relevant module before you are assessed on them. In some cases, the oral presentation may be supported by other materials, which may take the form of standard text, presentation slides or other visual aids. These will be graded in accordance with the general criteria for oral presentations.

Group Assessments

In order to give you the chance to develop team working skills and demonstrate your ability to work collaboratively, for certain modules you will be assessed on group projects. The ability to work in a team is one of the key skills that employers look for, and therefore it is important that you have experience of this as part of your studies. For each of the modules where a group assessment is part of the assessment criteria, you will receive regular feedback and improvement suggestions from your tutors on your performance in contact sessions.

Marking criteria

All of your coursework and presentations will be marked and graded using the University of Kent marking criteria. To pass the module assessment you will need to demonstrate that you have addressed each

learning outcome in the module. You can view the learning outcomes of a module by viewing the module specification. To access these:

On the website go to: Students > Current Students > Module specifications

Your grade for each assessment will then be determined by the University of Kent marking criteria. When you receive feedback from tutors and markers it will be given in the context of this document. You can access the University of Kent marking criteria in:

On OLE go to: Communities > Business School > Marking Criteria

Word Count Regulations

The word count will include everything in the body of the text, such as quotations, citations, footnotes and subheadings. It does not include the coursework title, bibliography, references, appendices or other supplementary material, which does not form an essential part of the text. Footnotes encompasses additional explanatory text included at the bottom of a page to amplify specific sections of text in the main body of the work. References indicates the systematic referencing of the sources used by the text author, according to the Harvard system. Unless stated otherwise, there is an allowance of 10% deviation over the stated maximum word count.

Please carefully ensure that you comply with the above word count regulations. Keeping within the word limit is part of the marking criteria and an excessive word count beyond the allowed 10% over the limit may be taken into account in marking your work.

Feedback

Throughout the programme, you will be provided with relevant, timely and detailed feedback from your module tutors on your academic progress and achievement to help you progress and enhance the quality of your work. The feedback process varies slightly between Level 4/5 and Level 6. The full Formative Feedback Policy is available on the OLE in the Business School Community pages.

Level 4/5

As a level 4 or 5 student, you may submit a coursework plan of no more than 500 words that summarises the main content and structure of your work using Turnitin. You may submit one coursework plan for each piece of written assessment during the course of a module. The opportunity to submit a plan will be provided during the 7th week of tuition (week 9 of term).

You will receive feedback via Turnitin.

Level 6

If you are a student completing level 6 modules, you can additionally submit a draft of your summative assignment for formative feedback using Turnitin. Again, you may only submit one full draft for each piece of written assessment during the course of a module. The opportunity to submit a draft will be provided during the 9th week of tuition (week 11 of term).

You will receive feedback via Turnitin.

Across all levels, formal feedback will be provided to you in a format that links directly to the generic grading criteria. This will be provided in a standard formative feedback form, and will include detailed feedback points that highlight specific areas for improvement. You will likely receive written formative feedback via Turnitin.

It is your responsibility to seek feedback in a timely manner to allow sufficient time for your tutor to provide feedback and for you to act on this feedback before the submission deadline.

Any questions or issues surrounding formative feedback should be directed to your module tutors or to Alphonse de Kluyver, Head of Assessments at Pearson Business School on:
alphonse.dekluyver@pearson.com

5. Your Apprenticeship

The Chartered Manager Degree Apprenticeship (CMDA) is a Trailblazer Apprenticeship that has been developed by a group of around 25 employers led by Serco, in liaison with the Chartered Management Institute (CMI) and a number of Higher Education Institutions (HEIs).

The successful completion of the CMDA through Pearson College London leads to:

- Work-based management experience throughout the course of the programme
- Business education leading to a relevant BA (Hons) Business Management degree validated by the University of Kent
- Eligibility for a level 5 Diploma award from the CMI and possible eligibility for Chartered Membership of the CMI depending on your professional experience.

The CMDA is a higher level degree apprenticeship that is pitched at Level 6 and is based upon the published CMDA Standard that sets out key management knowledge, skills and behaviours employers would expect at the end of the apprenticeship programme. This standard is developed by employers, who will ensure that this remains relevant and current to industry practice.

The CMDA Standard can be found on the Chartered Management Institute's website <http://www.managers.org.uk/> under:

Apprenticeships > Chartered Manager Degree Apprenticeship (Level 6) > CMDA Standard

Apprentices that complete the CMDA will stand out from students following a standard degree route by achieving not only a degree but also gaining work-based management experience and achieving Chartered Manager Status.

CMDA Assessment Plan

The assessment strategy for the apprenticeship includes On-Programme and End Point Assessment that will essentially assess the fulfilment of the knowledge, skills and behaviours requirements set out in the CMDA Standard.

On-Programme Assessment

The on-programme assessment of performance against the Standard is carried out through:

- Quarterly and formal annual reviews of progress with employer and Pearson College London
- Development of a portfolio that provides evidence of development of the requisite knowledge, skills and behaviours as set out in the standard through work-based activities and academic learning.
- Learning and ongoing assessment within the Individual Learning Plan
- Work-based project (final project module) carried out towards the end of the programme – a substantive piece of work requiring research, design and implementation.

Gateway to the End Point Assessment

A gateway process is used for the College to confirm to the CMI (the assessors of the CMDA) that the apprentice has met the pre-requisite requirement of completion of the degree before they move to the End Point Assessment.

End Point Assessment

Following the successful completion of the Gateway, the final synoptic End Point Assessment (EPA) takes place that is made up of a number of elements and is assessed by a panel of assessors including:

- An independent assessor (Chair)
- A representative from Pearson College London who cannot be a tutor.
- A representative from the employer organisation.

The EPA is specifically made up of the following:

- Review of the portfolio – to confirm that there is sufficient evidence that the candidate’s learning has been applied, and that they have demonstrated all the skills, knowledge and behaviours against the standard
- Review of work-based project - to confirm that there is sufficient evidence that the candidate’s learning has been applied, and that they have demonstrated all the skills, knowledge and behaviours against the standard
- A 15 minute presentation on the work-based project
- A panel interview – to clarify and assess behavioural and skills competences in greater depth.

Before you sit these end point assessments with you panel you will receive preparation training from the Pearson College through mentoring, workshops and mock assessments.

The CMDA Assessment Plan can be found on the Chartered Management Institute’s website <http://www.managers.org.uk/> under:

Apprenticeships > Chartered Manager Degree Apprenticeship (Level 6) > CMDA Assessment Plan

Individual Learning Plan

The Individual Learning Plan (ILP) is an important tool and resource to guide and integrate your on-the-job and off-the-job learning. You will use it for self-reflection and to set goals and targets and to record progress. It will also help you to keep a record of your various work-based learning projects. It is your document and you can add sections if you wish, and you will need to bring it to your meetings with your Academic Mentor and Company Mentor. The ILP is also the place to record your experience in work such as which departments you are working in, and what skills, knowledge and behaviour you have developed there. You will also record the details of the two rotational placements in the ILP. Further information about the organisation of your rotations will be available from your Academic Mentor nearer the time. The first rotation will commence after one year on the programme. The ILP may be inspected for the purposes of audit and quality assurance by Pearson College staff and by external agencies, including the Education and Skills Funding Agency (the government Agency which funds and monitors apprenticeships).

Your personal tutor will review your progress in completing your ILP, usually on a quarterly basis when you meet with them and your line manager.

E-Portfolio

You will be introduced to your e-portfolio during the first year of your programme. This is a tool for assembling evidence that you have met all the outcomes for knowledge, skills and behaviours which are required in the Apprenticeship Standard for the CMDA. It will also be used to assess your work for the award of Chartered Manager and for the End Point Assessment.

Pearson College London uses an industry leading electronic portfolio system called One File that will allow you to develop the portfolio required online. You will be able to collate a range of evidence such

as logs, interviews, reports and videos against the specific categorical requirements of the Chartered Manager Standard. The system will also allow your employer and the academic mentor to consistently monitor and review the development of the portfolio, send online feedback, set deadlines and schedule review meetings. You will have scheduled workshops for developing the CMDA e-portfolio and to receive guidance and feedback from your personal tutor.

Your personal tutor will review your progress in completing your ILP, usually on a quarterly basis when you meet with them and your line manager.

Mentoring

At programme commencement, you will be allocated an Apprentice Mentor (the equivalent of your Personal Tutor) and a Company Mentor, who may be your line manager, who will work together to monitor your progress throughout the programme and provide you with advice and support. Your Apprentice Mentor will conduct quarterly reviews with you based on your performance in all course units currently being studied, as gauged through your own self-reflection, feedback from relevant tutors, your performance in formative and summative assessments and feedback and information from your Company Mentor.

Your Company Mentor is appointed by your employer and, if not your line manager, will work with your line manager to monitor your progress and ensure that you are provided with suitable opportunities for learning within the workplace. The Company Mentor will liaise with you and your Apprentice Mentor to agree the subject matter of your work-based projects and oversee the development of your portfolio.

Your Apprentice Mentor is also available for general pastoral guidance and advice. They are contactable during office hours. They are not allowed to offer counselling on issues of a personal or psychological nature, but can refer you to the appropriate person or department within the College or at your teaching centre. In each module, you will be allocated a tutor whom you can approach for advice and guidance on your academic progress in that particular module at any point of the relevant term. Tutors will be available in person at relevant contact sessions and online during office hours.

Each module tutor will keep a close eye on your performance as the relevant term progresses. If they consider that your performance in contact sessions is below the level required to successfully complete the module, they will call a meeting to discuss this with you. If they deem that the level of performance is particularly concerning, they may invite your Personal Tutor and/or the Programme Leader to that meeting.

6. Structure of your apprenticeship

Below is an overview of the modules that you will study each term during your apprenticeship:

Year	Term	Level	Modules delivered
Year 1 (2020/21)	2020 Autumn	4	<ul style="list-style-type: none"> Principles of Business 1 (30 credits) Introduction to Research (30 credits)
	2021 Spring	4	<ul style="list-style-type: none"> Principles of Business 2 (30 credits)
	2021 Summer	4	<ul style="list-style-type: none"> Self Managed Learning (30 credits) CMDA work-based portfolio development

Year 2 (2021/22)	2021 Autumn	5	<ul style="list-style-type: none"> • Introduction to Contract Law (15 credits) • Strategic Marketing (15 credits)
	2022 Spring	5	<ul style="list-style-type: none"> • Operations and Project Management (15 credits) • Consultancy Project (30 credits)
	2022 Summer	5	<ul style="list-style-type: none"> • Self Managed Learning (30 credits) • People Management and Leadership (15 credits) • CMDA work-based portfolio development
Year 3 (2022/23)	2022 Autumn	6	<ul style="list-style-type: none"> • Strategic Management (15 credits) • Strategic Innovation Management (15 credits) • Self Managed Learning (30 credits)
	2023 Spring	6	<ul style="list-style-type: none"> • Level 6 elective 1 (15 credits) • Level 6 elective 2 (15 credits) • Final Project (30 credits)
	2023 Summer	Gateway period	<ul style="list-style-type: none"> • End Point Assessment training and mocks • End point assessment sat in August 2023

Good Luck!

Finally, from all of the staff here at Pearson Business School, we wish you every success in your studies over the current academic year.

The Chartered Manager Degree Apprenticeship programme is challenging, yet extremely rewarding so please do not hesitate to reach out to your student support team, tutors and programme leader for support or to answer any questions you may have.

7. Useful Contact Details

Will Holt – Dean of Pearson Business School
will.holt@pearson.com

Nathalie Peach – Director of Work Integrated Learning
Nathalie.peach@pearson.com

Dr Elizabeth Miller – Programme Leader
elizabeth.miller@pearson.com

Trevor Lovett – Apprentice Mentor and EPA Lead
Trevor.lovett@pearson.com

Clare Little – Apprentice Mentor
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