



**Programme Handbook
Chartered Manager Degree
Apprenticeship
BSc (Hons) Health and Care
Management**

For learners commencing from April 2024

Introduction to the Chartered Manager Degree Apprenticeship

Welcome to the Chartered Manager Degree Apprenticeship (CMDA), BSc (Hons) Health and Care Management programme. This programme will allow you to develop your existing understanding of management and organisations, whilst learning about current thinking and practice across a wide range of services in the health and care sector disciplines. This will enable you to critically reflect on and apply management theory in practice, adapt to new scenarios and implement effective solutions in the workplace.

We deliver the programme via distance learning, through a combination of:

- Live online seminars, masterclasses, and workshops.
- Guided group and project-based work.
- Research tasks.
- Discussion forums and live chats.
- Coaching.

Upon successful completion of the programme, you will graduate with the Chartered Manager Degree Apprenticeship award and a BSc (Hons) Health and Care Management.

You will also be awarded a dual accredited qualification from the Chartered Management Institute and the NHS Leadership Academy Mary Seacole award, through successful completion of specific programme modules.

Your Programme Team

Academics

Each academic module has a dedicated academic tutor. Academic tutors are approved subject specialists. They support learners via online group academic workshops, masterclasses and online one-to-one support and feedback. The academic tutor also sets activities to be completed at the end of each masterclass to capture the learning that has taken place as well marking summative assessments for each module.

Coaches

Coaching is a key feature of the apprenticeship experience. We will partner you with a Coach at the start of your studies, to support you throughout your programme. You will meet your Coach regularly to review your progress, discuss your individual learning plan and to discuss any pastoral support you may need. Your Coach will also help you to build your e-portfolio, which provides evidence of your achievement of the Knowledge, Skills and Behaviour towards the apprenticeship.

Programme Overview, Aims and Learning Outcomes

Programme Overview and Aims

Our CMDA programme is designed to stretch learners and provide the skills to apply management theory in practice, adapt to new scenarios, and implement effective solutions.

The programme aims to provide a unique and integrative educational programme for individuals seeking to develop and consolidate their managerial achievements to become more effective managers, while delivering a professional pathway to Chartered Manager status.

In particular, the purpose of the programme is to provide learners with:

- The opportunity to demonstrate competence and professional growth, benchmarked against the Knowledge, Skills and Behaviours from the Chartered Manager Degree Apprenticeship Standard.
- A sound platform from which to successfully progress to Apprenticeship End Point Assessment.
- A detailed understanding of and responsiveness to change, considering the future of the business environments in which they operate.
- The essential employability skills and tools to be effective ethical practitioners in a business environment.
- The opportunity to create and take ownership of a detailed work-based project, relating to a management issue.
- Those entrepreneurial skills which best support the growth of enterprise and the creation of new businesses.
- A stimulating and flexible online learning environment, which is based upon the values of openness, ownership, and professional development.

Apprenticeship Standard and Knowledge, Skills, and Behaviour

This programme is aligned to the Chartered Manager Degree Apprenticeship standard: [Chartered manager \(degree\) / Institute for Apprenticeships and Technical Education](#). This specifies the Knowledge, Skills and Behaviours that you must evidence to successfully complete your apprenticeship.

The Chartered Manager apprenticeship award will provide professional recognition of your ability to deliver impact and behave ethically, and your commitment to continual learning and development. As a Chartered Manager, you will be able to take responsibility for people, projects, operations and/or services to deliver long term organisational success.

Degree Learning Outcomes

The apprenticeship includes an integrated degree award in BSc (Hons) Health and Care Management. At the end of the programme, you will have achieved the following degree programme learning outcomes:

1. Recognise the role of policy, management theory, and evidence-based practice in supporting decision making by health and care practitioners delivering outcome-based care.
2. Evaluate how leadership approaches, theories, tools, and models are used in a variety of health and care contexts to support effective service planning and implementation.
3. Assess the skills necessary to operate as an effective manager committed to a set of professional values and can lead and manage meaningful change in service delivery.
4. Analyse the importance of recognising the impact of critical leadership factors such as compassionate care, ethical care and equality and diversity on healthcare provision for multicultural communities.

5. Demonstrate knowledge of evaluation of data, digital skills, assets, and technologies to scope, plan, and carry out projects that apply critical management thinking to an organisational issue, problem, or improvement.
6. Evaluate the role of preventive health approaches and interventions in promoting local, national, and/or global health service management.
7. Analyse the importance of resource planning and management in responding to internal and external factors that influence health and care organisations during multidisciplinary teamwork.
8. Work independently and demonstrate a high level of autonomy for own learning and personal development.
9. Reflect upon own working practice, identifying areas for self-development.

Programme Structure

In levels 4 and 5, you will study one 20-credit module in each study block, in addition to and alongside a 40-credit professional practice module over three study blocks. In level 6, you will study one 20-credit module in each study block, in addition to and alongside a 40-credit work-based management project spanning the full year. See Figure 1 below.

CMDA - Full Programme: 36 Months + EPA													
Level 4	Level 4: 12 months												120 Credits
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	
	M2: Meeting the needs of service users 20 Credits			M3: Communication and interprofessional collaboration 20 Credits			M4: Inclusive rights based safeguarding in health and care 20 Credits			M5: Independent regulation of health and care in the UK 20 Credits			
M1: Principles of Professional Practice													
Level 5	Level 5: 12 months												120 Credits
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	
	M2: Compassionate leadership 20 Credits			M3: Evidence based practice 20 Credits			M4: Digital health leadership 20 Credits			M5: Fundamentals of health and care finance 20 Credits			
M1: Advanced Professional Practice													
Level 6	Level 6: 12 months												120 Credits
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	
	M2: Project Management 20 Credits			M3: Coaching and leadership 20 Credits			M4: Total quality management 20 Credits			M5: Health analytics and planning 20 Credits			
M1: Management Project 40 Credits													
EPA	EPA: 3 months												
	Nov	Dec	Jan										
	Up to 3 months												

Figure 1: CMDA Programme Delivery Model

Modules

<i>Level 4 Modules</i>		
Meeting the needs of service users	HCM4002DA	20 credits
Communication and interprofessional collaboration	HCM4003DA	20 credits
Inclusive rights-based safeguarding in health and care	HCM4007DA	20 credits
Independent regulation of health and care in the UK	HCM4008DA	20 credits
Principles of Professional Practice	BUS4020APP	40 credits
<i>Level 5 Modules</i>		
Compassionate leadership	HCM5007DA	20 credits
Evidence based practice	HCM5006DA	20 credits
Digital health leadership	HCM5005DA	20 credits
Fundamentals of health and care finance	HCM5001DA	20 credits
Advanced Professional Practice	BUS5028APP	40 credits
<i>Level 6 Modules</i>		
Project management	HCM6002DA	20 credits
Coaching and leadership	HCM6005DA	20 credits
Total quality management	HCM6003DA	20 credits
Health analytics and planning	HCM6004DA	20 credits
Management Project	BUS6023APP	40 credits

Professional Practice Modules

The professional practice modules (Principle of Professional Practice & Advanced Professional Practice) support the achievement of the Knowledge, Skills and Behaviours for this apprenticeship standard. As these modules are fundamental to the completion of the apprenticeship award, they must be passed with a mark of at least 40% to continue on the programme and to achieve the apprenticeship award. These modules are not subject to the compensation rules set out in the Arden Regulatory Framework (see: [Arden University | Regulatory Framework](#)).

The professional practice modules in Levels 4 and 5 run over three study blocks to allow you to build up the required evidence for your portfolio and reflective statement. You will submit the assessments on each module at the end of the study period (in the third and final block). Your coach will regularly review your portfolio with you throughout the life of each module, to support you with your progress and provide formative feedback about the evidence you are collecting.

At Level 5, the Advanced Professional Practice module is enhanced with the NHS Leadership Academy Mary Seacole award (see: [Mary Seacole Programme](#)). This programme is funded by Arden University and embedded in to your Arden modules, so it is completed within your timetable schedule for Arden and hours as part of your job, nothing extra. You receive this award once you have completed it.

Assessment Strategy

In line with the apprenticeship standard, the assessment strategy has a strong alignment with real world organisational and management practice.

You will complete a range of assessments, including work-related projects, presentations, portfolios, reflections, and report writing. You will apply the knowledge and theory explored in the modules and produce assessments that focus on real situations in your organisation. The assessments will also help

you to build evidence of the apprenticeship knowledge, skills and behaviours within the BUD e-portfolio system.

Gateway

After you have finished the required pre-Gateway activities, we will hold a meeting with you and your line manager to confirm you have achieved:

1. The required Knowledge, Skills and Behaviours of the apprenticeship standard.
2. The occupational competency expected from the programme outcomes.
3. The learning outcomes for both the apprenticeship and the degree.

All parties must agree before you may proceed through the Gateway towards End Point Assessment. If you need any reasonable adjustments for EPA, we will notify the End Point Assessment Organisation (EPAO) at this stage, so that they can put a support plan in place.

<i>Programme</i>	<i>Gateway requirement</i>
Chartered Manager Degree Apprenticeship	<ul style="list-style-type: none"> • Achieve English and maths Level 2 • Achieve degree • Submit a portfolio of evidence • Completed work-based project

End Point Assessment

End Point Assessment (EPA) is the final stage towards completing your apprenticeship. You will be independently assessed by End Point Assessment Organisation (EPAO) that regulates the Apprenticeship Standard that you are studying.

<i>Programme</i>	<i>EPA method (stage) 1</i>	<i>EPA method (stage) 2</i>
Chartered Manager Degree Apprenticeship	<ul style="list-style-type: none"> • Paper review of Portfolio and work-based project 	Live Assessment Day with a panel: <ul style="list-style-type: none"> • Project Presentation (15 mins) • Project Q & A (15 mins) • Competency-based interview (45 mins)

The Chartered Management Institute (CMI) is the recommended EPAO for the CMDA. The EPAO will contact you and your line manager to arrange a call to discuss the schedule, date and arrangements for your EPA.

During the final months of your apprenticeship, your Coach will ensure that you and your line manager are fully prepared for the EPA.

On successful completion of the EPA, the EPAO will award you an apprenticeship grading and you will receive your apprenticeship completion certificate.

Professional Accreditation

This course is accredited by the Chartered Management Institute (CMI). The Institute aims to boost career development across the management sector and connect you with like-minded professionals across diverse sectors.

As the CMI possesses a Royal Charter, they are the only organisation in the UK that can award Chartered Manager status to their members – the gold standard in management. They are also active in business policy making across the globe and ensure that their more than 140,000 members are represented in policy decision making.

As an apprentice studying with Arden University, you'll have free CMI Membership throughout your studies, giving you access to a range of additional resources including a mentoring service and invitations to networking events both online and offline.

Upon completion of your course, you will be eligible to gain a CMI qualification, which is offered at 3 different levels: an Award, Certificate or a Diploma. The final award you receive upon completion of your degree will depend on your level and length of study, whether you entered your course with Recognition for Prior Learning (RPL) or if you accept any compensation on your modules.

Successful completion of the End Point Assessment will mean you achieve Chartered Manager Status with the Chartered Management Institute: [Chartered Manager | Membership - CMI \(managers.org.uk\)](https://www.cmi.org.uk/chartered-manager-membership).

Safeguarding

You can find full details of our safeguarding arrangements in the apprentice handbook and on our website: [Safeguarding - Home \(sharepoint.com\)](#).

Programme Evaluation

You can find full details of our programme evaluation and student voice mechanisms in the apprentice handbook.

Further Reading

- Programme Specification homepage: <https://arden.ac.uk/about-us/our-policies-standards>