



Programme Overview and Timetable

**Level 7 Senior
People
Professional
Apprenticeship**

**Plus MSc Strategic Human
Resource Management
(SPP)**

SPP Group A





Welcome!

Welcome to your apprenticeship programme - embarking on your study journey is the start of an exciting new phase of your career!

We have worked with employers to design and deliver a programme that develops your Knowledge, Skills and Behaviours against the requirements of the apprenticeship standard, whilst helping you to stand out from your peers and fulfil your potential.

This is your timetable. It includes:

1. Details of how you will study and learn.
2. A programme overview, showing you the structure of your programme and the key stages of your journey. This will help you to plan your time effectively and work through the programme in a structured and meaningful way.
3. Your timetable of scheduled classes.

Keep it safe and refer back to it during your programme journey to help keep you motivated, chart your progress and ensure you are on track.

How you will learn

You will study through a blend of self-guided online learning, timetabled classes and 1:1 coaching sessions.

Between your timetabled classes, you must work through online lessons independently.

Your studies will complement the on and off the job training you complete in your workplace.

To support your learning journey, you will have:

- 24/7 access to our virtual classroom, ilearn, for flexible self-guided online learning.
- Live teaching sessions hosted by our academic tutors online.
- Regular 1:1 coaching sessions to facilitate continual workplace application of new KSBs and e-portfolio evidence.
- Regular tripartite progress reviews with your coach and line manager.





Self-guided study and ilearn

Modules

Your programme is broken down into knowledge modules, and workplace skills and behaviours activities, each with assessments and deadlines. The modules help you and your Coach to monitor your progress and ensure you are on track.

ilearn, our virtual learning platform

At the start of each new study block, you will gain access to your next module(s), containing:

- All the self-study teaching materials for the module.
- The join links for your timetabled classes.
- Forums for you to post messages to your tutor(s) and cohort group.

Self-guided study

Between your timetabled classes, you must work through the ilearn lessons and materials. This is vital and will help you to:

1. Understand the module content.
2. Make the most of your timetabled classes.
3. Prepare for your module assessments.

Every apprentice is unique and differs in their workplace experiences and higher education history. This could affect how much time you may need to spend on your learning through the programme. **You may find you need to spend some of your personal time studying to successfully complete the programme.**



Your classes

Most teaching is delivered via:

- 2-hour **Impact Workshops** to help you to understand and develop the knowledge, skills and behaviours from the apprenticeship standard, work on your portfolio, stretch and challenge you, and learn from other apprentices.
- 1-hour **Assessment Workshops** to provide guidance on module assessments.
- 30-min **Seminars** as group question and answer sessions.
- Optional 1-hour **Resit Support Workshops** to provide extra support for learners who do not pass a module at the first attempt.

Depending on the programme you are studying, we also include **Professional Practice Workshops** to work on your apprenticeship portfolio, and **Project Workshops** to support you with your independent research skills as you work through your final project module.

Your timetable at the end of this guide sets out the teaching sessions you will complete and when each one will take place.

The four programme stages

1. Induction

Induction sets you up for success from the outset. We will introduce you to your programme, how you will learn and how we will support you. You will have the opportunity to meet your coach and the other learners who will be part of your cohort and are starting at the same time as you.

2. 'On Programme'

You will study the knowledge modules on your programme, attend 1:1 coaching sessions and undertake workplace assignments and coach-led activities. Your coach will guide you to ensure you are effectively applying and evidencing your new knowledge, whilst developing and demonstrating the skills and behaviours considered essential for success in your role. Your time on programme includes attending mandatory teaching sessions during your working hours, in addition to self-directed independent study.

3. Gateway

Gateway is the point where your coach and line manager will review if you have acquired all of the knowledge, skills and behaviours stipulated in your apprenticeship standard and can proceed to End Point Assessment.

4. End Point Assessment

End Point Assessment (EPA) is the final stage of the apprenticeship award where you will demonstrate your achievement of the final requirements of the apprenticeship requirements.



Off the job hours and time commitment

What is off the job training?

Your employer has committed to allowing you a minimum of 6 hours “off the job” time per week throughout the programme, to spend developing yourself in line with the knowledge, skills and behaviours of the apprenticeship programme. You will complete your off the job time during your contracted hours. Your off the job time might include:

- Formal study
- Learning new and relevant theories and tasks
- Attending relevant training and courses
- Working on assessments.

How much time should I spend on my studies each week?

Every apprentice is unique and differs in their workplace experiences and higher education history. Each learner will therefore differ in the amount of time they may spend on their learning as they progress through the programme.

In addition to your off the job time, you may find you need to spend some of your personal time studying to successfully complete the programme.

Tripartite Review Meetings

You will also have regular tripartite review meetings with your Coach and line manager. Your line manager must participate in these reviews. Each review will include discussions on your learning and progress, including how you spend your off the job time, your future progression and development opportunities, how you are developing evidence of the knowledge, skills and behaviours, any challenges and concerns you may have, and target -setting to keep you on track. You will have additional touch points with tutors and coaches throughout your apprenticeship. Further reviews will be scheduled if your progress shifts from ‘expected progress’ to ensure that you are fully supported.



Functional Skills

Level 2 English and Maths Requirements

Apprenticeship funding, at any level, requires that all apprentices evidence GCSE English and Maths passes at grade A*- C/9-4, or commit to completing Functional Skills Level 2, in addition to the programme.

I need Functional Skills training - what happens next?

Functional Skills training will run alongside your apprenticeship teaching.

You will complete a diagnostic assessment and we will use the results to assign you to a teaching group.

We will release your Functional Skills timetable during your first study block.

Contact [**functionalskills@arden.ac.uk**](mailto:functionalskills@arden.ac.uk) if you have any questions about your Functional Skills training.

Programme Overview

Senior People Professional plus MSc Strategic Human Resource Management (SPP)

Level of Study	Module Code	Module Title	Duration	Year	Study Block(s)	Assessment Deadline	Taught Sessions	Self-Guided Study	Coaching
7	HRM7009	Strategic Planning and Ethical Decision Making	1-Block	2024	Nov-Jan	20 January 2025	You will be placed into a cohort group with a regular study day and time slot for the duration of your programme. Taught sessions include: - Impact Workshops - Assessment Workshops - Seminars - Professional Practice Workshops (if applicable, programme-dependent) - Project Workshops - Resit Support Workshops	In addition to and alongside the timetabled teaching sessions in each study block, you should schedule time to complete the ilearn lessons and activities for each module.	You will attend 1:1 Coach Reviews and Tripartite Reviews regularly throughout each study block. Your coach will organise these with you on a 1:1 basis.
	HRM7010	People Analytics and Value Creation	1-Block	2025	Feb-Apr	14 April 2025			
	HRM7016	Strategic Employment Relations and Employment Law	1-Block	2025	May-Jul	07 July 2025			
	HRM7013	People Development, Well-being and Performance	1-Block	2025	Aug-Oct	13 October 2025			
	HRM7014	Resourcing and Rewarding Talent	1-Block	2025	Nov-Jan	19 January 2026			
	SPP Elective	SPP Elective	1-Block	2026	Feb-Apr	13 April 2026			
	Gateway and End Point Assessment Window (typically up to 4 months)				2026	May-Jul			
				2026	Aug-Oct				
			2-Block	2026	Nov-Jan				
				2027	Feb-Apr	12 April 2027			

Schedule of Timetabled Activity

Programme: Senior People Professional Apprenticeship plus MSc Strategic Human Resource Management (SPP)

Cohort: Oct 2024 SPP Group A

Year	Study Block	Day	Date	Start	End	Session	Module Title	Module Code	
2024	Nov-Jan	Tue	12 November 2024	09:15	11:15	Impact Workshop	Strategic Planning and Ethical Decision Making	HRM7009	
		Tue	12 November 2024	11:30	12:30	Assessment Workshop	Strategic Planning and Ethical Decision Making	HRM7009	
		Tue	12 November 2024	12:30	13:00	Seminar	Strategic Planning and Ethical Decision Making	HRM7009	
		Tue	26 November 2024	09:15	11:15	Impact Workshop	Strategic Planning and Ethical Decision Making	HRM7009	
		Tue	26 November 2024	11:30	12:30	Assessment Workshop	Strategic Planning and Ethical Decision Making	HRM7009	
		Tue	26 November 2024	12:30	13:00	Seminar	Strategic Planning and Ethical Decision Making	HRM7009	
		Tue	10 December 2024	09:15	11:15	Impact Workshop	Strategic Planning and Ethical Decision Making	HRM7009	
		Tue	10 December 2024	11:30	12:30	Assessment Workshop	Strategic Planning and Ethical Decision Making	HRM7009	
		Tue	10 December 2024	12:30	13:00	Seminar	Strategic Planning and Ethical Decision Making	HRM7009	
	Tue	07 January 2025	09:15	11:15	Impact Workshop	Strategic Planning and Ethical Decision Making	HRM7009		
	Tue	07 January 2025	11:30	12:30	Assessment Workshop	Strategic Planning and Ethical Decision Making	HRM7009		
	Tue	07 January 2025	12:30	13:00	Seminar	Strategic Planning and Ethical Decision Making	HRM7009		
	2025	Feb-Apr	Tue	18 February 2025	09:15	11:15	Impact Workshop	People Analytics and Value Creation	HRM7010
			Tue	18 February 2025	11:30	12:30	Assessment Workshop	People Analytics and Value Creation	HRM7010
			Tue	18 February 2025	12:30	13:00	Seminar	People Analytics and Value Creation	HRM7010
Tue			25 February 2025	12:00	13:00	Resit Support Workshop	Strategic Planning and Ethical Decision Making	HRM7009	
Tue			04 March 2025	09:15	11:15	Impact Workshop	People Analytics and Value Creation	HRM7010	
Tue			04 March 2025	11:30	12:30	Assessment Workshop	People Analytics and Value Creation	HRM7010	
Tue			04 March 2025	12:30	13:00	Seminar	People Analytics and Value Creation	HRM7010	
Tue			18 March 2025	09:15	11:15	Impact Workshop	People Analytics and Value Creation	HRM7010	
Tue			18 March 2025	11:30	12:30	Assessment Workshop	People Analytics and Value Creation	HRM7010	
Tue		18 March 2025	12:30	13:00	Seminar	People Analytics and Value Creation	HRM7010		

Year	Study Block	Day	Date	Start	End	Session	Module Title	Module Code
		Tue	01 April 2025	09:15	11:15	Impact Workshop	People Analytics and Value Creation	HRM7010
		Tue	01 April 2025	11:30	12:30	Assessment Workshop	People Analytics and Value Creation	HRM7010
		Tue	01 April 2025	12:30	13:00	Seminar	People Analytics and Value Creation	HRM7010
2025	May-Jul	Tue	13 May 2025	09:15	11:15	Impact Workshop	Strategic Employment Relations and Employment Law	HRM7016
		Tue	13 May 2025	11:30	12:30	Assessment Workshop	Strategic Employment Relations and Employment Law	HRM7016
		Tue	13 May 2025	12:30	13:00	Seminar	Strategic Employment Relations and Employment Law	HRM7016
		Tue	20 May 2025	12:00	13:00	Resit Support Workshop	People Analytics and Value Creation	HRM7010
		Tue	27 May 2025	09:15	11:15	Impact Workshop	Strategic Employment Relations and Employment Law	HRM7016
		Tue	27 May 2025	11:30	12:30	Assessment Workshop	Strategic Employment Relations and Employment Law	HRM7016
		Tue	27 May 2025	12:30	13:00	Seminar	Strategic Employment Relations and Employment Law	HRM7016
		Tue	10 June 2025	09:15	11:15	Impact Workshop	Strategic Employment Relations and Employment Law	HRM7016
		Tue	10 June 2025	11:30	12:30	Assessment Workshop	Strategic Employment Relations and Employment Law	HRM7016
		Tue	10 June 2025	12:30	13:00	Seminar	Strategic Employment Relations and Employment Law	HRM7016
		Tue	24 June 2025	09:15	11:15	Impact Workshop	Strategic Employment Relations and Employment Law	HRM7016
		Tue	24 June 2025	11:30	12:30	Assessment Workshop	Strategic Employment Relations and Employment Law	HRM7016
		Tue	24 June 2025	12:30	13:00	Seminar	Strategic Employment Relations and Employment Law	HRM7016
2025	Aug-Oct	Tue	19 August 2025	09:15	11:15	Impact Workshop	People Development, Well-being and Performance	HRM7013
		Tue	19 August 2025	11:30	12:30	Assessment Workshop	People Development, Well-being and Performance	HRM7013
		Tue	19 August 2025	12:30	13:00	Seminar	People Development, Well-being and Performance	HRM7013
		Tue	26 August 2025	12:00	13:00	Resit Support Workshop	Strategic Employment Relations and Employment Law	HRM7016
		Tue	02 September 2025	09:15	11:15	Impact Workshop	People Development, Well-being and Performance	HRM7013
		Tue	02 September 2025	11:30	12:30	Assessment Workshop	People Development, Well-being and Performance	HRM7013
		Tue	02 September 2025	12:30	13:00	Seminar	People Development, Well-being and Performance	HRM7013
		Tue	16 September 2025	09:15	11:15	Impact Workshop	People Development, Well-being and Performance	HRM7013
		Tue	16 September 2025	11:30	12:30	Assessment Workshop	People Development, Well-being and Performance	HRM7013
		Tue	16 September 2025	12:30	13:00	Seminar	People Development, Well-being and Performance	HRM7013

Year	Study Block	Day	Date	Start	End	Session	Module Title	Module Code
		Tue	30 September 2025	09:15	11:15	Impact Workshop	People Development, Well-being and Performance	HRM7013
		Tue	30 September 2025	11:30	12:30	Assessment Workshop	People Development, Well-being and Performance	HRM7013
		Tue	30 September 2025	12:30	13:00	Seminar	People Development, Well-being and Performance	HRM7013
2025	Nov-Jan	Tue	11 November 2025	09:15	11:15	Impact Workshop	Resourcing and Rewarding Talent	HRM7014
		Tue	11 November 2025	11:30	12:30	Assessment Workshop	Resourcing and Rewarding Talent	HRM7014
		Tue	11 November 2025	12:30	13:00	Seminar	Resourcing and Rewarding Talent	HRM7014
		Tue	18 November 2025	12:00	13:00	Resit Support Workshop	People Development, Well-being and Performance	HRM7013
		Tue	25 November 2025	09:15	11:15	Impact Workshop	Resourcing and Rewarding Talent	HRM7014
		Tue	25 November 2025	11:30	12:30	Assessment Workshop	Resourcing and Rewarding Talent	HRM7014
		Tue	25 November 2025	12:30	13:00	Seminar	Resourcing and Rewarding Talent	HRM7014
		Tue	09 December 2025	09:15	11:15	Impact Workshop	Resourcing and Rewarding Talent	HRM7014
		Tue	09 December 2025	11:30	12:30	Assessment Workshop	Resourcing and Rewarding Talent	HRM7014
		Tue	09 December 2025	12:30	13:00	Seminar	Resourcing and Rewarding Talent	HRM7014
		Tue	06 January 2026	09:15	11:15	Impact Workshop	Resourcing and Rewarding Talent	HRM7014
		Tue	06 January 2026	11:30	12:30	Assessment Workshop	Resourcing and Rewarding Talent	HRM7014
		Tue	06 January 2026	12:30	13:00	Seminar	Resourcing and Rewarding Talent	HRM7014
2026	Feb-Apr	Tue	17 February 2026	09:15	11:15	Impact Workshop	SPP Elective	SPP Elective
		Tue	17 February 2026	11:30	12:30	Assessment Workshop	SPP Elective	SPP Elective
		Tue	17 February 2026	12:30	13:00	Seminar	SPP Elective	SPP Elective
		Tue	24 February 2026	12:00	13:00	Resit Support Workshop	Resourcing and Rewarding Talent	HRM7014
		Tue	03 March 2026	09:15	11:15	Impact Workshop	SPP Elective	SPP Elective
		Tue	03 March 2026	11:30	12:30	Assessment Workshop	SPP Elective	SPP Elective
		Tue	03 March 2026	12:30	13:00	Seminar	SPP Elective	SPP Elective
		Tue	17 March 2026	09:15	11:15	Impact Workshop	SPP Elective	SPP Elective
		Tue	17 March 2026	11:30	12:30	Assessment Workshop	SPP Elective	SPP Elective
		Tue	17 March 2026	12:30	13:00	Seminar	SPP Elective	SPP Elective

Year	Study Block	Day	Date	Start	End	Session	Module Title	Module Code
		Tue	31 March 2026	09:15	11:15	Impact Workshop	SPP Elective	SPP Elective
		Tue	31 March 2026	11:30	12:30	Assessment Workshop	SPP Elective	SPP Elective
		Tue	31 March 2026	12:30	13:00	Seminar	SPP Elective	SPP Elective
2026	May-Jul	Tue	19 May 2026	12:00	13:00	Resit Support Workshop	SPP Elective	SPP Elective
Gateway and End Point Assessment Window (typically up to 4 months)								
2026	Aug-Oct							
2026	Nov-Jan	Tue	17 November 2026	09:15	10:15	Project Workshop	Research Project	HRM7015
		Tue	01 December 2026	09:15	10:15	Project Workshop	Research Project	HRM7015
		Tue	15 December 2026	09:15	10:15	Project Workshop	Research Project	HRM7015
		Tue	05 January 2027	09:15	10:15	Project Workshop	Research Project	HRM7015
		Tue	12 January 2027	09:15	10:15	Project Workshop	Research Project	HRM7015
		Tue	26 January 2027	09:15	10:15	Project Workshop	Research Project	HRM7015
2027	Feb-Apr	Tue	09 February 2027	09:15	10:15	Project Workshop	Research Project	HRM7015
		Tue	23 February 2027	09:15	10:15	Project Workshop	Research Project	HRM7015
		Tue	09 March 2027	09:15	10:15	Project Workshop	Research Project	HRM7015
		Tue	23 March 2027	09:15	10:15	Project Workshop	Research Project	HRM7015
2027	May-Jul	Tue	18 May 2027	12:00	13:00	Resit Support Workshop	Research Project	HRM7015



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