ARDEN UNIVERSITY

Programme Overview and Timetable

Level 7 Senior Leader Apprenticeship

Plus Executive MBA

Oct 2024 Senior Leader Business 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.
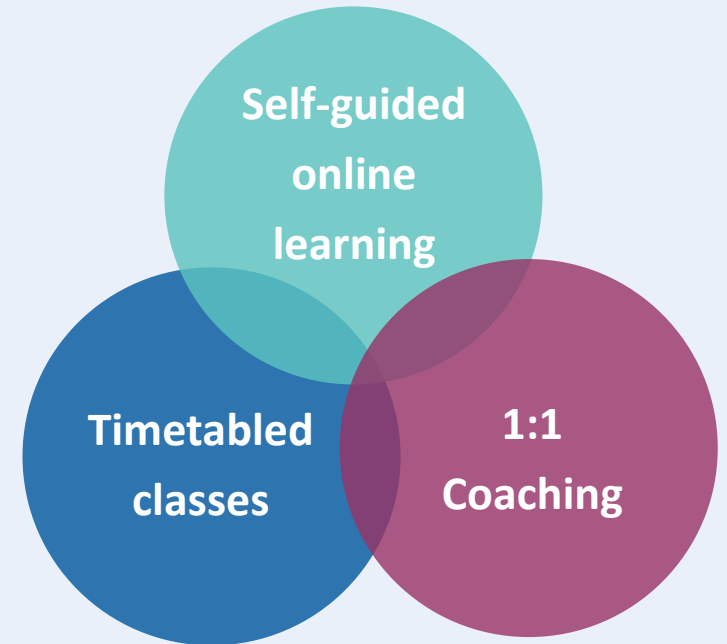
How you will learn

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.

Self-guided online learning

Timetabled classes

1:1 Coaching

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 to 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** if you have any questions about your Functional Skills training.

Programme Overview
Senior Leader Apprenticeship plus Executive MBA

Level of Study	Module Code	Module Title	Duration	Year	Study Block(s)	Assessment Deadline	Taught Sessions	Self-Guided Study	Coaching
7	BUS7014APP	Competitive Strategy	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.
	BUS7020APP	Leading Global Teams and Organisations	1-Block	2025	Feb-Apr	14 April 2025			
	BUS7015APP	Financial Management	1-Block	2025	May-Jul	07 July 2025			
	MKT7009APP	Contemporary Marketing Communications Planning	1-Block	2025	Aug-Oct	13 October 2025			
	BUS7025APP	Managing Digital Transformation and Innovation	1-Block	2025	Nov-Jan	19 January 2026			
	PRM7007APP	Project Analytics	1-Block	2026	Feb-Apr	13 April 2026			
		Gateway and End Point Assessment Window (typically up to 5 months)		2026 2026	May-Jul Aug-Oct				
	RES7005APP	Business Transformation Project	2-Block	2026 2027	Nov-Jan Feb-Apr	 12 April 2027			

Schedule of Timetabled Activity

Programme: Senior Leader Apprenticeship plus Executive MBA
Cohort: Oct 2024 SL Business Group A

Year	Study Block	Day	Date	Start	End	Session	Module Title	Module Code
2024	Nov-Jan	Mon	11 November 2024	13:30	15:30	Impact Workshop	Competitive Strategy	BUS7014APP
		Mon	11 November 2024	15:45	16:45	Assessment Workshop	Competitive Strategy	BUS7014APP
		Mon	11 November 2024	16:45	17:15	Seminar	Competitive Strategy	BUS7014APP
		Mon	25 November 2024	13:30	15:30	Impact Workshop	Competitive Strategy	BUS7014APP
		Mon	25 November 2024	15:45	16:45	Assessment Workshop	Competitive Strategy	BUS7014APP
		Mon	25 November 2024	16:45	17:15	Seminar	Competitive Strategy	BUS7014APP
		Mon	09 December 2024	13:30	15:30	Impact Workshop	Competitive Strategy	BUS7014APP
		Mon	09 December 2024	15:45	16:45	Assessment Workshop	Competitive Strategy	BUS7014APP
		Mon	09 December 2024	16:45	17:15	Seminar	Competitive Strategy	BUS7014APP
		Mon	06 January 2025	13:30	15:30	Impact Workshop	Competitive Strategy	BUS7014APP
		Mon	06 January 2025	15:45	16:45	Assessment Workshop	Competitive Strategy	BUS7014APP
		Mon	06 January 2025	16:45	17:15	Seminar	Competitive Strategy	BUS7014APP
2025	Feb-Apr	Mon	17 February 2025	13:30	15:30	Impact Workshop	Leading Global Teams and Organisations	BUS7020APP
		Mon	17 February 2025	15:45	16:45	Assessment Workshop	Leading Global Teams and Organisations	BUS7020APP
		Mon	17 February 2025	16:45	17:15	Seminar	Leading Global Teams and Organisations	BUS7020APP
		Tue	25 February 2025	12:00	13:00	Resit Support Workshop	Competitive Strategy	BUS7014APP
		Mon	03 March 2025	13:30	15:30	Impact Workshop	Leading Global Teams and Organisations	BUS7020APP
		Mon	03 March 2025	15:45	16:45	Assessment Workshop	Leading Global Teams and Organisations	BUS7020APP
		Mon	03 March 2025	16:45	17:15	Seminar	Leading Global Teams and Organisations	BUS7020APP
		Mon	17 March 2025	13:30	15:30	Impact Workshop	Leading Global Teams and Organisations	BUS7020APP
		Mon	17 March 2025	15:45	16:45	Assessment Workshop	Leading Global Teams and Organisations	BUS7020APP
		Mon	17 March 2025	16:45	17:15	Seminar	Leading Global Teams and Organisations	BUS7020APP

Year	Study Block	Day	Date	Start	End	Session	Module Title	Module Code
		Mon	31 March 2025	13:30	15:30	Impact Workshop	Leading Global Teams and Organisations	BUS7020APP
		Mon	31 March 2025	15:45	16:45	Assessment Workshop	Leading Global Teams and Organisations	BUS7020APP
		Mon	31 March 2025	16:45	17:15	Seminar	Leading Global Teams and Organisations	BUS7020APP
2025	May-Jul	Mon	12 May 2025	13:30	15:30	Impact Workshop	Financial Management	BUS7015APP
		Mon	12 May 2025	15:45	16:45	Assessment Workshop	Financial Management	BUS7015APP
		Mon	12 May 2025	16:45	17:15	Seminar	Financial Management	BUS7015APP
		Tue	20 May 2025	12:00	13:00	Resit Support Workshop	Leading Global Teams and Organisations	BUS7020APP
		Mon	02 June 2025	13:30	15:30	Impact Workshop	Financial Management	BUS7015APP
		Mon	02 June 2025	15:45	16:45	Assessment Workshop	Financial Management	BUS7015APP
		Mon	02 June 2025	16:45	17:15	Seminar	Financial Management	BUS7015APP
		Mon	09 June 2025	13:30	15:30	Impact Workshop	Financial Management	BUS7015APP
		Mon	09 June 2025	15:45	16:45	Assessment Workshop	Financial Management	BUS7015APP
		Mon	09 June 2025	16:45	17:15	Seminar	Financial Management	BUS7015APP
		Mon	23 June 2025	13:30	15:30	Impact Workshop	Financial Management	BUS7015APP
		Mon	23 June 2025	15:45	16:45	Assessment Workshop	Financial Management	BUS7015APP
		Mon	23 June 2025	16:45	17:15	Seminar	Financial Management	BUS7015APP
2025	Aug-Oct	Mon	18 August 2025	13:30	15:30	Impact Workshop	Contemporary Marketing Communications Planning	MKT7009APP
		Mon	18 August 2025	15:45	16:45	Assessment Workshop	Contemporary Marketing Communications Planning	MKT7009APP
		Mon	18 August 2025	16:45	17:15	Seminar	Contemporary Marketing Communications Planning	MKT7009APP
		Tue	26 August 2025	12:00	13:00	Resit Support Workshop	Financial Management	BUS7015APP
		Mon	01 September 2025	13:30	15:30	Impact Workshop	Contemporary Marketing Communications Planning	MKT7009APP
		Mon	01 September 2025	15:45	16:45	Assessment Workshop	Contemporary Marketing Communications Planning	MKT7009APP
		Mon	01 September 2025	16:45	17:15	Seminar	Contemporary Marketing Communications Planning	MKT7009APP
		Mon	15 September 2025	13:30	15:30	Impact Workshop	Contemporary Marketing Communications Planning	MKT7009APP
		Mon	15 September 2025	15:45	16:45	Assessment Workshop	Contemporary Marketing Communications Planning	MKT7009APP
		Mon	15 September 2025	16:45	17:15	Seminar	Contemporary Marketing Communications Planning	MKT7009APP

Year	Study Block	Day	Date	Start	End	Session	Module Title	Module Code
		Mon	29 September 2025	13:30	15:30	Impact Workshop	Contemporary Marketing Communications Planning	MKT7009APP
		Mon	29 September 2025	15:45	16:45	Assessment Workshop	Contemporary Marketing Communications Planning	MKT7009APP
		Mon	29 September 2025	16:45	17:15	Seminar	Contemporary Marketing Communications Planning	MKT7009APP
2025	Nov-Jan	Mon	10 November 2025	13:30	15:30	Impact Workshop	Managing Digital Transformation and Innovation	BUS7025APP
		Mon	10 November 2025	15:45	16:45	Assessment Workshop	Managing Digital Transformation and Innovation	BUS7025APP
		Mon	10 November 2025	16:45	17:15	Seminar	Managing Digital Transformation and Innovation	BUS7025APP
		Tue	18 November 2025	0.5	0.541667	Resit Support Workshop	Contemporary Marketing Communications Planning	MKT7009APP
		Mon	24 November 2025	13:30	15:30	Impact Workshop	Managing Digital Transformation and Innovation	BUS7025APP
		Mon	24 November 2025	15:45	16:45	Assessment Workshop	Managing Digital Transformation and Innovation	BUS7025APP
		Mon	24 November 2025	16:45	17:15	Seminar	Managing Digital Transformation and Innovation	BUS7025APP
		Mon	08 December 2025	13:30	15:30	Impact Workshop	Managing Digital Transformation and Innovation	BUS7025APP
		Mon	08 December 2025	15:45	16:45	Assessment Workshop	Managing Digital Transformation and Innovation	BUS7025APP
		Mon	08 December 2025	16:45	17:15	Seminar	Managing Digital Transformation and Innovation	BUS7025APP
		Mon	05 January 2026	13:30	15:30	Impact Workshop	Managing Digital Transformation and Innovation	BUS7025APP
		Mon	05 January 2026	15:45	16:45	Assessment Workshop	Managing Digital Transformation and Innovation	BUS7025APP
		Mon	05 January 2026	16:45	17:15	Seminar	Managing Digital Transformation and Innovation	BUS7025APP
2026	Feb-Apr	Mon	16 February 2026	13:30	15:30	Impact Workshop	Project Analytics	PRM7007APP
		Mon	16 February 2026	15:45	16:45	Assessment Workshop	Project Analytics	PRM7007APP
		Mon	16 February 2026	16:45	17:15	Seminar	Project Analytics	PRM7007APP
		Tue	24 February 2026	12:00	13:00	Resit Support Workshop	Managing Digital Transformation and Innovation	BUS7025APP
		Mon	02 March 2026	13:30	15:30	Impact Workshop	Project Analytics	PRM7007APP
		Mon	02 March 2026	15:45	16:45	Assessment Workshop	Project Analytics	PRM7007APP
		Mon	02 March 2026	16:45	17:15	Seminar	Project Analytics	PRM7007APP
		Mon	16 March 2026	13:30	15:30	Impact Workshop	Project Analytics	PRM7007APP
		Mon	16 March 2026	15:45	16:45	Assessment Workshop	Project Analytics	PRM7007APP
		Mon	16 March 2026	16:45	17:15	Seminar	Project Analytics	PRM7007APP

Year	Study Block	Day	Date	Start	End	Session	Module Title	Module Code
		Mon	30 March 2026	13:30	15:30	Impact Workshop	Project Analytics	PRM7007APP
		Mon	30 March 2026	15:45	16:45	Assessment Workshop	Project Analytics	PRM7007APP
		Mon	30 March 2026	16:45	17:15	Seminar	Project Analytics	PRM7007APP
2026	May-Jul	Tue	19 May 2026	12:00	13:00	Resit Support Workshop	Project Analytics	PRM7007APP
2026	Aug-Oct					Gateway and End Point Assessment Window (typically up to 5 months)		
2026	Nov-Jan	Tue	17 November 2026	09:15	10:15	Project Workshop	Business Transformation Project	RES7005APP
		Tue	01 December 2026	09:15	10:15	Project Workshop	Business Transformation Project	RES7005APP
		Tue	15 December 2026	09:15	10:15	Project Workshop	Business Transformation Project	RES7005APP
		Tue	05 January 2027	09:15	10:15	Project Workshop	Business Transformation Project	RES7005APP
		Tue	12 January 2027	09:15	10:15	Project Workshop	Business Transformation Project	RES7005APP
		Tue	26 January 2027	09:15	10:15	Project Workshop	Business Transformation Project	RES7005APP
2027	Feb-Apr	Tue	09 February 2027	09:15	10:15	Project Workshop	Business Transformation Project	RES7005APP
		Tue	23 February 2027	09:15	10:15	Project Workshop	Business Transformation Project	RES7005APP
		Tue	09 March 2027	09:15	10:15	Project Workshop	Business Transformation Project	RES7005APP
		Tue	23 March 2027	09:15	10:15	Project Workshop	Business Transformation Project	RES7005APP
2027	May-Jul	Tue	18 May 2027	12:00	13:00	Resit Support Workshop	Business Transformation Project	RES7005APP