



Programme Overview and Timetable

Level 7 Senior
Leader
Apprenticeship -
Rosalind Franklin

Oct 2024 - CS
Tutor Group 1





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. 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

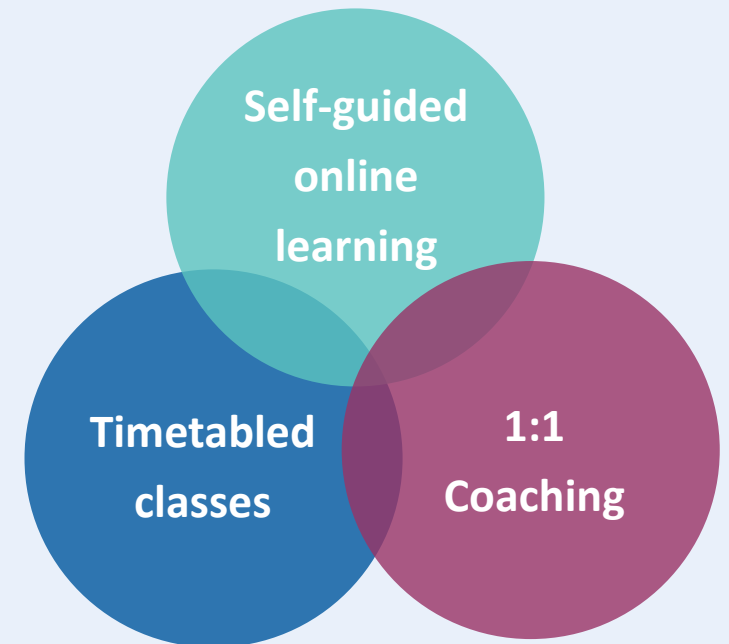
You will study through a blend of self-guided online learning, timetabled classes and 1:1 coaching sessions.

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.

Virtual learning

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 online 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

Teaching is delivered via a mixture of:

- 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.
- Full-day (09:30 - 16:00), small-group **Facilitated Impact Groups**.

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.

Schedule of Timetabled Activity

Programme: Senior Leader Apprenticeship (Health and Care) with Rosalind Franklin Award

Cohort: Oct 2024 Rosalind Franklin - CS Tutor Group 1

In addition to and alongside the timetabled teaching sessions in each study block, you will attend regular 1:1 Coach Reviews and Tripartite Reviews.

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	Competitive Strategy	BUS7014HAC	
		Tue	12 November 2024	11:30	12:30	Assessment Workshop	Competitive Strategy	BUS7014HAC	
		Tue	12 November 2024	12:30	13:00	Seminar	Competitive Strategy	BUS7014HAC	
		Tue	26 November 2024	09:15	11:15	Impact Workshop	Competitive Strategy	BUS7014HAC	
		Tue	26 November 2024	11:30	12:30	Assessment Workshop	Competitive Strategy	BUS7014HAC	
		Tue	26 November 2024	12:30	13:00	Seminar	Competitive Strategy	BUS7014HAC	
		Tue	10 December 2024	09:15	11:15	Impact Workshop	Competitive Strategy	BUS7014HAC	
		Tue	10 December 2024	11:30	12:30	Assessment Workshop	Competitive Strategy	BUS7014HAC	
		Tue	10 December 2024	12:30	13:00	Seminar	Competitive Strategy	BUS7014HAC	
		Tue	07 January 2025	09:15	11:15	Impact Workshop	Competitive Strategy	BUS7014HAC	
		Tue	07 January 2025	11:30	12:30	Assessment Workshop	Competitive Strategy	BUS7014HAC	
		Tue	07 January 2025	12:30	13:00	Seminar	Competitive Strategy	BUS7014HAC	
		Mon	20 January 2025		14:00:00		<u>Assessment Submission Deadline</u>	Competitive Strategy	BUS7014HAC
		2025	Feb-Dec	Wed	26 February 2025	12:00	13:00	Resit Support Workshop	Competitive Strategy
Wed	19 February 2025			09:30	11:30	Introduction	1. Preparing for Success - All Bubbles		
Wed	19 March 2025			09:30	16:00	Foundations Day 1	1. Preparing for Success - All Bubbles		
Thu	20 March 2025			09:30	16:00	Foundations Day 2	1. Preparing for Success - All Bubbles		
Tue	01 April 2025			09:30	16:00	Facilitated Impact Group - Lifelines	2. Taking Stock - Bubbles 1-5		
Wed	02 April 2025			09:30	16:00	Facilitated Impact Group - Lifelines	2. Taking Stock - Bubbles 6-10		
Thu	03 April 2025			09:30	16:00	Facilitated Impact Group - Lifelines	2. Taking Stock - Bubbles 11-12		

Year	Study Block	Day	Date	Start	End	Session	Module Title	Module Code
		Tue	13 May 2025	09:30	16:00	Facilitated Impact Group 1	2. Taking Stock - Bubbles 1-5	
		Wed	14 May 2025	09:30	16:00	Facilitated Impact Group 1	2. Taking Stock - Bubbles 6-10	
		Thu	15 May 2025	09:30	16:00	Facilitated Impact Group 1	2. Taking Stock - Bubbles 11-12	
		Tue	24 June 2025	09:30	16:00	Facilitated Impact Group 2	3. Creating Change - Bubbles 1-5	
		Wed	25 June 2025	09:30	16:00	Facilitated Impact Group 2	3. Creating Change - Bubbles 6-10	
		Thu	26 June 2025	09:30	16:00	Facilitated Impact Group 2	3. Creating Change - Bubbles 11-12	
		Tue	05 August 2025	09:30	16:00	Facilitated Impact Group 3	4. What To Do When Things Don't Go To Plan - Bubbles 1-5	
		Wed	06 August 2025	09:30	16:00	Facilitated Impact Group 3	4. What To Do When Things Don't Go To Plan - Bubbles 6-10	
		Thu	07 August 2025	09:30	16:00	Facilitated Impact Group 3	4. What To Do When Things Don't Go To Plan - Bubbles 11-12	
		Tue	16 September 2025	09:30	16:00	Facilitated Impact Group 4	5. Maintaining Energy - Bubbles 1-5	
		Wed	17 September 2025	09:30	16:00	Facilitated Impact Group 4	5. Maintaining Energy - Bubbles 6-10	
		Thu	18 September 2025	09:30	16:00	Facilitated Impact Group 4	5. Maintaining Energy - Bubbles 11-12	
		Wed	08 October 2025	09:30	16:00	Looking to the Future Workshop	6. Looking to the Future - All Bubbles	
		Wed	03 December 2025			<u>Assessment Submission Deadline:</u> Rosalind Franklin Critical Reflective Assignment		
		Wed	17 December 2025			Rosalind Franklin Critical Reflective Assignment Mark Returned		

Apprenticeship Gateway Window

Apprenticeship End Point Assessment Window - typically up to 5 months



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