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YORK
ST JOHN
UNIVERSITY

**Project Management
Degree Apprenticeship
BSc**

Contents

Welcome from the Dean of York Business School	3	The Project Management Degree Apprenticeship BSc	11
Introducing: York Business School at York St John University	4	What will I study?	12
What is a Degree Apprenticeship?	6	How will I study?	16
What is the Degree Apprenticeship Levy and how does it work	7	Added value and support	17
Why invest in a Degree Apprenticeship?	8	Who can apply?	18
		How do I apply?	18
		Student Testimonials	19



Welcome

On behalf of all the staff at York Business School I would like to welcome you to our new BSc (Hons) Project Management Degree Apprenticeship programme. The programme offers a key specialism in Project Management, building on an increasing prevalence of organisations using projects and project teams to deliver organisational and cultural change.

We have established ourselves as market leaders in developing an in-depth offering of Degree Apprenticeships programmes, giving you the innovative opportunity to up-skill your current workforce and recruit new and exciting talent into your team. York St John University works with global businesses to develop their talent through our innovative apprenticeship programmes, our clients include Unilever, Vetpartners,

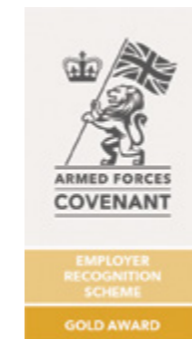
Office for National Statistics, Nestlé, Aviva, E.ON, Handelsbanken and Newcastle Building Society among many others.

We are dedicated to creating the next generation of creative, innovative business leaders, who will challenge the business landscape and move thinking forwards. As such, as a Business School we recognise in affronting these new challenges that modern leaders and managers need to be supported to act sensitively, ethically and holistically in ways that are business-relevant and sustainable. York St John University is an Armed Forces Covenant Gold Award Holder and holds a Silver Engage Watermark with the National Co-ordinating Centre for Public Engagement .

We are a signatory of the UN Global Compact Initiative Principles for Responsible Management Education and as a member of the Prince of Wales Charity Business and this is reflected in our teaching and research practices.

Developing an apprenticeship partner for your organisation is key, and York Business School is well positioned to respond to the needs of businesses that want to shape the direction of the qualifications on offer. Employers committed to responsible business practices will value the university's ethos of social justice and sense of community and employees will gain a flexible approach to learning combined with the benefits of the student experience on campus.

The door is open for businesses interested in matching their needs to degree apprenticeships. Get in touch to find out if degree apprenticeships could work for your business.



Dr. Bob Gammie
Dean of York Business School

Introducing:

York Business School at York St John University

York St John University is one of the oldest educational institutions in the UK and has been at the forefront of teach and education for over 175 years.

York Business School is a progressive, innovative, international business school that puts our students at the centre of everything that we do.

Mission

York Business School's mission is to transform individuals in order to enhance their capacity and capability to make a difference in society. This will involve building and sustaining a learning community through teaching, research and enterprise of the highest standard.

Vision

York Business School will provide an exceptional, student-centred experience, based on both internationally significant research and pedagogic best practice. We will build on a tradition of distinction in academic, professional and social engagement in order to produce responsible and innovative decision-makers who are able to make a meaningful contribution in all spheres of society.

Our Values

York Business School is founded upon 5 core values:

- **Excellence** - delivering the highest standards and rewarding excellence
- **Innovation** - developing and incorporating new ideas and ways of operating
- **Enterprise** - being resourceful, entrepreneurial and nurturing talent
- **Equality** - promoting inclusivity and valuing diversity
- **Social responsibility** - ensuring the understanding and care of people and stewardship of environmental and public resources





What is a Degree Apprenticeship?

Degree apprenticeships are designed to fill high-level skills gaps by tailoring learning to specific business needs.

A degree apprenticeship combines full-time paid work and part-time university to offer candidates the opportunity to gain a full Bachelors or Masters Degree while partaking in practical, on-the-job training. The benefits for employees are clear – they receive a debt-free university degree, earn whilst they learn and accelerate their career progression.

Candidates study using whichever flexible study method suits their employer's needs - whether that's distance learning, blended learning

or block mode learning (where the apprentice takes a period of full-time study away from their full-time work).

The qualification is similar to a higher apprenticeship and degree apprentices hold full-time employment status rather than student status. However, while higher apprentices have the option to gain a Bachelors-level qualification, university study is a mandatory part of degree-level apprenticeships.

What is the Degree Apprenticeships levy and how does it work?

Levy Payers

Employers with a payroll of over £3 million a year are required to pay a levy to HMRC through the PAYE process. This tax will be 0.5% of their annual payroll and these funds will be used to pay for degree apprenticeships. The government will top up an employer's levy payment by 10%, meaning for every £1 you put in you get £1.10 to spend. These levy payments will be ring fenced and held in an online account for employers to reclaim and use to purchase apprenticeship training from approved providers called the Apprenticeship Service.

Non-Levy payers

Employers with a payroll of under £3m are not required to pay the Apprenticeship Levy but can still access apprenticeship funding. This can be done through a levy transfer from a levy paying employer or through co-investment - where the Government contributes 95% of the training and assessment costs and the employer makes a 5% cash contribution.

- Choose from a range of apprenticeship standards
- Choose a provider from the Register of Apprenticeship Training Providers (RoATP) to deliver apprenticeship training
- Find an End-Point Assessment Organisation (EPAO)
- Reserve access to funding for apprenticeship training and assessment
- Agree contracts with providers
- Benefit from collaborative relationships by delegating permissions to providers to service their accounts

You could be eligible for additional funding also, depending on both your and your apprentice's circumstances:

- If you have apprentices aged 16-18
- If you have apprentices aged up to 24 with a health care plan
- If you have fewer than 50 staff
- If your apprentices require Level 2 Maths and English training and learning support

Why invest in a Degree Apprenticeship as an employee?

- Earn while you learn with no need for a student loan – your fees are paid by the government and your employer
- Achieve a nationally recognised qualification and gain professional accreditation or membership
- Develop your career and increase your earning potential
- Make connections with people in your chosen industry
- New opportunities for career progression
- A clear pathway to achieving your ambitions in the workplace – Statistics from the National Apprenticeships Service show that 23% of apprentices surveyed were promoted within 12 months of finishing their apprenticeship
- No loans
- Study debt free
- Study at any age

Why invest in a Degree Apprenticeship as an employer?

- Develop and up-skill your workforce in a cost-effective manner
- Increase retention by offering your workforce the chance to develop and progress
- Tailor apprentice's learning to your business requirements
- Tuition fees are paid by a combination of employer and government investment*
- Motivate and retain your existing employees – No age limit
- Keep your business up to date with employees who have the latest industry skills and knowledge
- Train and recruit apprentices to fill higher level skill gaps





Project Management Degree Apprenticeship BSc

This BSc (Hons) Project Management has been designed to address the need for key staff to be developed within organisations as they gain experience in the field as well as learning the academic and research underpinning which is the basis for successful project delivery. The degree is non-industry specific and learners will be recruited from all sectors and will include students from the private, public and third sector.

This apprenticeship programme offers a key specialism in Project Management, building on an increasing prevalence of organisations using projects and project teams to deliver organisational and cultural change. Project managers are responsible for the end-to-end delivery of projects and are critical to business success. They have responsibility for delivering projects in line with defined objectives, taking decisions to manage stakeholder expectations by leading a multi-skilled, cross-disciplinary team to deliver the project to time, cost, and quality requirements. The learners of the project management degree apprenticeship will all be employed with their organisation funding

the student fees from their levy payments. Consequently, there should be 100% employability for all the apprentices on completion of the degree programme.

The successful project manager is required to be an effective leader of change, able to manage individuals into a coherent team that delivers the project objectives. The role is a developmental and experiential one and is well suited to the pedagogical approach that is provided by the apprenticeship route. Each of the students will be experiencing the dynamic and complex nature of projects whilst simultaneously learning about the academic and theoretical aspects of the work environment. In many ways the apprenticeship model is almost certainly the most appropriate way in which undergraduates can gain the knowledge and experience to become successful project managers.

Thus, the BSc (Hons) Project Manager Degree Apprenticeship is focused on supporting employers to attract and develop high level skills and build project management capabilities within their business. Effective project management is

a capability which cuts across all sectors and types of business. The programme will be pan-industry and will allow for the sharing of information and experiences from all sectors of the economy.

Special features of the programme include:

- Flexible approach to enable you to balance your studies with existing commitments
- Online lectures, specially tailored to help you develop your critical thinking skills
- Provides a supportive platform for critical reflection, through reflecting on the application of academic theories to your organisational setting
- Participation in active and supportive forums
- Access to guest lectures from practitioners
- Provides progression route to MSc Project Management
- APMQ (Project Manager Qualification) from the APM (Association for Project Management)
- Eligibility for full membership of the APM (MAPM)

What will I study?

The BSc (Hons) Project Management apprenticeship programme is designed to provide students with the broad knowledge of strategic and operational processes and techniques associated with project management. The proposed award will enable students to develop a critical understanding of the issues relating to business and project management. The work-based experiential learning element of the apprenticeship will be fundamental to the student on this degree. The ongoing involvement in live projects will provide the fundamental building blocks for the reflection necessary from each learner that will allow them to join the theoretical and the practical.

The modules you will study:

Year 1

Stakeholder Engagement and Communication

This module provides an overview of the challenges of engaging with all project stakeholders, both internal and external. It will consider the impact of individual and group behaviours and will analyse the role of conflict management and critically appraise the management strategies often adopted. The importance of appropriate project communication will also be addressed, both within the project team as well as with the wider stakeholder environment and it will examine how effective engagement with all stakeholders can contribute to overall project success.

Responsible Business Practices

This module examines the nature of business enterprise and its relationship with wider society, particularly in the context of ethical practice and behaving responsibly. It will explore the increasing requirements for organisations to operate in a sustainable manner in all aspects of their business and projects. This means going beyond the traditional “iron triangle” and maximising shareholder value to ensuring that consideration is afforded to the “triple bottom line” in economic, environmental and social terms. It will examine the responsibilities of the project manager in supporting this approach and how design solutions can contribute positively to this objective.

Project Fundamentals

This module provides an overview of the key concepts and strategies of project management. It introduces the various methodologies and frameworks that can be adopted to best suit the nature of the proposed project including the processes involved in the definition and planning of a project, such as framing the scope and determining objectives.

Project Business Environment

The purpose of this module is to provide students with an understanding of the internal and external challenges facing project managers today. Students will be introduced to the theoretical underpinning of the business environment which will further develop their abilities to analyse and address issues posed by the drivers that influence and impact on organisations and their projects.

Practitioner Development

This module is designed to facilitate ongoing professional development. It will consider reflective practice and its role in developing professional behaviours. The module will address competency and the use of gap analysis to focus on developmental areas whilst setting the framework for continuous professional development in a professional field.

The modules you will study:

Year 2

Project Risk Management

This module examines the process of risk management and the underlying psychology that impacts on our approach to project risk, considering both threats and opportunities and how they may impact on the objectives. It will differentiate between risks and hazards and evaluate the potential sources of risk together with the various tools and techniques used to identify and analyse project risk exposure.

Project Planning and Control

This module provides an overview of the key planning processes, focusing on scheduling and network diagrams together with critical path analysis. It will address the important role of estimation in project planning, in particular the pitfalls and risks. It will also consider the challenges of effective resource allocation including ongoing management through levelling and smoothing. The module will further examine the crucial role of monitoring and control throughout the project lifecycle.

Project Governance

This module provides an overview of the robust governance practices that are essential for the successful delivery of projects. It will examine the crucial role of the business case in providing the rationale and identification of the benefits to be realised. An important aspect to the module is the consideration of regulatory aspects and the underpinning quality management and assurance.

Project Finance

This module is built around key decisions that project managers must make in order to determine how best to use resources available. The focus is understanding costs, cost behaviour and using this information for planning and control decisions. The control aspect concerns the monitoring of results, ensuring that everything is progress according to plan.

Collaboration, Negotiation and Influencing for Success

This module examines the key soft skills required of a project manager in order to successfully navigate the challenges involved in the delivery of a project. It will consider the elements of collaboration and influencing as key strategies to lead a project team and to engage project stakeholders. The module will also address the skills required as an effective negotiator.

The modules you will study:

Year 3

Project Procurement and Supply Chain

The purpose of this module is to provide an understanding of the key aspects of procurement including the pre-qualification and selection of suppliers. It will also consider the supplier relationship management as well as the payment systems. It will touch upon the growing importance of sustainability of supply chains and ethical considerations.

Project Leadership, Innovation and Change

This module provides students with a detailed understanding of the key concepts and principles of leadership and how leadership may be used to influence innovation and change within organisations. It considers leadership as a fundamental and pivotal role within organisational development and

in particular how the behaviour of a leader influences both individual and organisational performance and creativity. The module also seeks to identify how leaders may interact with individuals to raise their performance.

Project Contract and Legal Considerations

The purpose of this module is to provide an understanding of the different contracting arrangements in use on projects and the risks inherent within them. It will also consider the potential issues that may be faced and the legal recourse available to the project manager including dispute resolution.

Organisational Strategy and Decision Making

The requirement for effective strategic management is increasing due to the highly complex and turbulent environments in which most private and public sector organisations currently exist. The study of organisational strategy encompasses theory and practice

from a broad range of business sectors. The module examines theories and models used in strategic management and decision making and reviews existing practice.

Professional Review

The Professional Review will synoptically assess knowledge, skills and behaviours as detailed in the Project Manager Level 6 Standard. The professional review is assessed through a formal presentation based on a portfolio of evidence followed by an interview designed to ensure the apprentice has the opportunity to demonstrate their competence in the key areas.

Work-based Project

The work-based project provides an opportunity to demonstrate the application of the acquired knowledge, skills and behaviours gained throughout the core modules in an integrated way in the context of a real project setting, presented with a critical appraisal of the apprentice's achievement.

How will I study?

Studying a degree apprenticeship is very different from studying a traditional degree.

A key difference between taking this apprenticeship route as opposed to studying a traditional Project Management degree is that your study is focused on work-based learning. The apprentices on the BSc (Hons) Project Management Degree Apprenticeship will study alongside their current professional roles, with a minimum of 6 hours off the job development.

This 6 hours of the apprentice's time can take place in many forms and our tutor-supported virtual learning environment provides a platform for them to work and study flexibly from anywhere in the world at times that suit their organisational needs. This also means that travel costs and expenses are minimised.

Our online delivery is diverse and collaborative, using rich media formats that engage apprentices on their journey including virtual lectures, online forums with peers and tutors, interactive quizzes and e-texts and academic journals that you can access 24/7 on computers, tablets and mobile devices. This virtual collaborative learning environment allows for apprentices to learn from different industries and backgrounds, challenge each other and share best practice.

Apprentices will be assessed through a range of coursework which will be tailored to their organisational objectives and fulfilling their business needs so that everything they do is driven by work based learning and relevant to them. Also, when they finish the apprenticeship, there is a final review process which includes presenting a portfolio of work-based evidence and a panel interview.

On top of account management support from our dedicated apprenticeships team, you will also be allocated an academic advisor to monitor and support your academic progress through the programme. Tripartite meetings between the School, Apprentice and their Work-based Mentor will be held at once a quarter. Tutorial meetings will address academic progress, assessment preparation and review your initial skills assessment and identify any needs emerging over the course of the apprenticeship.

Location

The Project Manager Degree Apprenticeship is offered at both our main University Campus in the centre of York and our London Campus, located at the Export Building at East India Dock.

2023 Entry Dates
York & London Campus
September 2023

Added value and support

Apprentices can access support throughout their time studying at York St John. They will have access to the full range of services and support that we offer on our York or London campus to all students and through our virtual learning environment.

- 24-hour global access to 'Moodle' our virtual learning environment full of your course resources and more
- Use of the University sports facilities, including gym, fitness classes and our brand new £3.8 million sports facilities at Haxby Road playing fields
- Full access to the YSJ library 24 hours a day, the library has achieved the highest possible ranking from the Times Higher Education Student experience survey 2018 as an exceptional facility for learning
- Entry into our full calendar of speaker events, networking sessions and workshops, including talks from globally recognised business leaders such as Allan Leighton and Malcom MacDonald
- Membership of our Student Union which has over 60 sports clubs and societies to get involved with
- Access to the wide range of academic and wellbeing support from our University Student Support Team - you can find out more via our Vacancies page: www.yorks.ac.uk/study/degree-apprenticeships/degree-apprenticeship-vacancies/



Who can apply?

Apprentices must have the right to work in England and spend at least 50% of their working hours in England over the duration of the programme.

All applicants for the BSc (Hons) Project Management Degree Apprenticeship need to be employed by an organisation who has confirmed they will support their participation in the programme.

Whilst entry requirements are a matter for individual employers, typically an apprentice might be expected to have achieved appropriate level 3 qualifications on entry (e.g. three A levels grade A-C or a vocational equivalent). Apprentices are also expected to have typically achieved Maths and English at Level 2 prior to starting the apprenticeship (assessment of Maths and English functional skills and additional training to achieve these will be provided where required).

From October 2022, we will be pleased to offer an Accredited Entry route for this programme. Candidates with suitable prior learning and experience will have the opportunity to study from year two onwards.

*YSJU reserve the right to interview applicants directly to help clarify their eligibility, as appropriate.

How do I apply?

Contact our Business Development Team by emailing apprenticeships@yorks.ac.uk to discuss your apprenticeship needs and start the onboarding process.



Student Testimonials from York Business School Degree Apprenticeship students

"I have thoroughly enjoyed studying the first two modules of my Degree Apprenticeship. Having topical debates with both lecturers and students from a variety of work environments has been engaging and informative. Having the flexibility to work full time whilst studying was difficult at first but you soon get into the swing of things. With 4 allocated study days each term in addition to the 6 designated module days, it makes on the job learning enjoyable and feasible. Tutors are always available for support and advice which at the tender age of 53 and never having studied at University before has been most reassuring. For anyone considering a Degree Apprenticeship my advice is do it, you are never too old to learn and will gain both life experience and friends along the way."

Tracey Davis

"The benefits of the programme so far have been that it has given me a greater insight into my own working environment and how as an employee I fit into the organisation I work for. It has also given me a more solid knowledge base that I can use within my daily role and also towards making policy, cultural and operational changes going forward as well as the potential for employment advancement. The academic tutors have imparted their knowledge positively with the additional benefits of sharing best practice within the group."

Marie Dodsworth

"The course has opened my mind to learning and has increased my confidence on my ability to learn. I have also already seen the benefits of learning at this level and how it can contribute my organisation and my current responsibilities."

Natasha Procter

"I have a successful career in sales but was ready for the next step in my professional development. I made the decision many years ago that I did not want to become an 'accidental manager' and therefore, with the support of the organisation I work for, enrolled onto the Chartered Management Degree Apprenticeship course last September at York St John University. So far I have found the course to not only be well structured and informative but also useful giving me tools that I can apply in my everyday work environment. The last time I studied was 20 years ago and York St John has been supportive and friendly, making my transition into further education much easier than anticipated."

Jennifer Hoefling



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