

Programme overview

The UCEM Senior Leader Master's Degree Apprenticeship is designed to develop individuals moving into a senior or strategic leadership role within the built environment sector. Specific job roles may include: Section Leader, Executive, Director, Chief Operating Officer, Chief Financial Officer, Chief Executive Officer, Chief Information Officer, senior military officer. Through a combination of workplace and off-the-job-training the apprenticeship develops the knowledge, skills and behaviours to work as a professional senior leader, setting strategy, direction and vision and providing a clear sense of purpose and driving strategic intent. The key elements of the apprenticeship are:

- UCEM MBA Construction and Real Estate (CMI, RICS and CIOB accredited);
- senior leadership masterclasses;
- development of a portfolio of evidence of knowledge, skills and behaviours and completion of a work-based project; and
- independent end-point assessment leading to Chartered Manager status.

The MBA is delivered by our highly experienced tutors via our virtual learning environment. This allows you, the employer, flexibility on when you release the apprentice to undertake this element of the off-the-job training. The MBA delivery is complemented by four face-to-face senior leadership masterclass sessions per year.

The planned apprenticeship duration is 29 months. Apprentices can start the programme in either March or September: Applications must be received by 02 February to start 05 March 2018.

Structure of MBA Construction and Real Estate			
This table indicates the modules included in the MBA and the structure which they follow. Please note: Students can either start in March or September. Where considered necessary to do so at any stage, UCEM may seek to make variations to programme content, entry requirements and methods of delivery, and to discontinue, merge or combine programmes. This is subject to consultation with relevant students and other stakeholders, setting out the reasons for the proposed amendment(s), and compliance with the requirements of the UCEM Code of Practice on Programme Monitoring, Amendment, Review and Discontinuation. Should such an eventuality occur during the admissions and registration process, applicants will be informed immediately of any change and the alternative arrangements that have been put in place.	Year	March Semester	September Semester
		1	Management Finance and Science
Principles of Marketing			Managing and Leading People
2		Elective modules (choose one from): Management of Construction <i>or</i> Procurement and Tendering	Elective modules (choose one from): Property Management <i>or</i> Real Estate Investment
		Planning and Development	Planning and Development
		Postgraduate Project	
		■ Core Modules	■ Elective Modules

Entry requirements

Applicants must have the right to work in England, spend at least 50% of their working hours in England, be directly employed in a job role that will enable the requirements of the apprenticeship to be achieved. Employers are required to complete an Employment Advance Enquiry Form to enable UCEM to determine if the employment situation will enable funding eligibility and the workplace training and assessment requirements to be met.

In addition, entrants to this programme are normally* required to have attained one of the following:

- a bachelor's degree with honours at lower second standard (2:2), or equivalent and three years' experience;
- a bachelor degree, or equivalent, plus experience in a relevant field;

- a Level 5 qualification as defined by the Framework for Higher Education Qualifications for England, Wales and Northern Ireland (FHEQ) Level 5 plus five years' relevant work experience;
- a professional qualification plus five years' relevant experience;

AND

- **accepted** Level 2 maths and English qualifications or evidence via initial and diagnostic assessment that maths and English skills at Level 2 exist.

*Applicants who do not meet the requirements stated above, but who wish to be considered for this programme should refer to the [UCEM Code of Practice: Admissions and Recognition of Prior Learning](#) for the policy on non-standard admission. Applicants that do not have accepted Level 2 maths and English qualifications on entry will be required to achieve these as part of the apprenticeship. These qualifications will need to be fully-funded by the employer.

What's involved in employing an apprentice?

The apprentice must be employed as an apprentice on or before the first day of the apprenticeship. Being 'employed' is defined as having a 'contract of employment'. The apprentice cannot be self-employed. If fixed-term, the contract of employment must be at least for the required apprenticeship duration.

The minimum hours of employment for this apprenticeship is 30 hours per week.

You are required to:

- enter into an apprenticeship agreement with the apprentice and enter into a commitment statement with the apprentice and with UCEM (UCEM will provide these documents);
- enter into a written agreement (contract) with UCEM for the delivery of the apprenticeship;
- provide the apprentice with the required workplace training and development opportunities for them to gain the knowledge, skills and behaviours needed to achieve their apprenticeship;
- provide the apprentice with appropriate support within the organisation to carry out their job role including a workplace mentor/supervisor;
- provide access to the required assessment opportunities;
- provide any personal protective clothing and safety equipment required for apprentices to carry out their day-to-day work; and
- fund travel costs where the apprentice is required to travel to a place other than their normal place of work in order to undertake training and/or assessment related to their apprenticeship.

In most situations employers' liability insurance is a legal requirement. A family business is normally exempt from this requirement if all employees are closely related unless the business is incorporated as a limited company.

Costs and funding

The standard cost of this apprenticeship is £18,000. The cost will be reduced where relevant prior achievement is agreed. This cost excludes maths and English qualifications*.

- Levy paying employers - where a levy-paying employer has sufficient funds in their Apprenticeship Service digital account, the employer pays the agreed cost of the apprenticeship in full. Where insufficient funds are available in any one month, the employer is required to pay 10% of the cost and the government will pay 90% of the cost. Based upon a 29 month duration and £18,000 agreed cost the monthly spend from the Apprenticeship Service digital account is as follows:
 - Months 1-28 £514
 - Month 29 £3,600
- Non-levy paying employers - non-levy-paying employers are required make a 10% contribution to the agreed cost of the apprenticeship and the government will pay 90% of the agreed cost. Based upon an £18,000 agreed cost the employer will be invoiced as follows:
 - Month 1 £1,000
 - Month 13 £800

** where the apprentice does not have an accepted Level 2 maths and English qualifications on entry they will be required to achieve these as part of the apprenticeship. These qualifications will need to be fully-funded by the employer and in the case of levy-paying employers, Apprenticeship Service digital account funding cannot be used.

For further information on apprenticeships, please contact:

Meryl Bonser, Head of Enterprise Business Development
+44 (0)118 921 4634
m.bonser@ucem.ac.uk

Martin Cawley, UK Business Development Manager
+44 (0)774 703 0777
m.cawley@ucem.ac.uk