
**Chartered
Manager
Degree
Apprenticeship**
**What you need
to know**



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ILM – your ultimate Management Apprenticeship partner

ILM is the UK's leading specialist provider of leadership and management apprenticeships – last year, we qualified over 14,000 management apprentices – seven times more than any other management body. Combined with our experience in the development of apprenticeship standards, this makes us the first choice for training providers and

employers who are looking to engage with reformed apprenticeships. With our expert team of assessors, we are ideally placed to offer End-point assessment. No organisation is better qualified to provide you with the end-to-end services required to deliver world-class apprenticeships in leadership and management.

New Management Apprenticeship Standards

Currently there are two types of apprenticeships in England – ‘frameworks’ and ‘standards’. Framework apprenticeships are being phased out and replaced with employer-designed Apprenticeship Standards.

The Level 6 Chartered Manager Degree Apprenticeship is one of these standards and has been designed by a group of employers, led by Serco and with the support of a number of Higher Education Institutions (HEIs).

Standards and assessment plans

Employer groups are required to produce two key documents which must be approved by the Institute for Apprenticeships before an apprenticeship standard can go live: The Standard is a two-page document which outlines the occupation and the knowledge, skills and behaviours required for competence.

The Assessment Plan describes the features of the End-point assessment which apprentices must successfully complete in order to be awarded their apprenticeship certificate. The Standard and Assessment Plan for this apprenticeship can be [downloaded from the ILM website](#).

Chartered Manager Degree Apprenticeship

Who is it for?

The Chartered Manager Degree Apprenticeship (CMDA) is suitable for those who are responsible for overseeing people, projects and operations delivering long term organisational success. They are typically able to deliver impact combined with commitment to continual learning and development to achieve the professional recognition of their ability.

Key responsibilities may include:

- Delivering long-term impact at a strategic and operational level
- Delivering organisational objectives through a wide range of functions

Occupations may include:

- Manager
- Senior Manager
- Head of Department
- Operations Manager

Key facts

Level

This is a Level 6 apprenticeship.

Duration

Typically this apprenticeship will take 4 years, but it can depend on the previous experience of the apprentice.

Entry requirements

The entry requirement for this apprenticeship will be decided by each employer, but may typically be A levels (or equivalent) or Level 3 qualifications and English, Maths and ICT at Level 2. Previous work experience may be also taken into account.

Maths and English

Apprentices will need to demonstrate their Level 2 in English and Maths prior to taking their End-point assessment.

Review date

This standard should be reviewed within three years of its approval.

Delivery

There are three key stages to the delivery of the apprenticeship:

- On-programme
- Gateway
- End-point assessment

On-programme

This is the substantive part of the apprenticeship and includes both knowledge and skills assessment and on-programme behavioural assessment.

Throughout this stage, the apprentice will develop the skills, knowledge and behaviours outlined in the two-page Standard.

One of the key features of Management Apprenticeship standards is flexibility. Higher Education Institutions (HEI) have more choice in how they deliver the on-programme component of the degree apprenticeship. They can choose from a blend of delivery models, such as day release, distance learning and online, or through a more integrated approach created in collaboration with the employer.

Overall, the modules within the Management Degree should comprise of 360 credits. On top of the modules, the on-programme component should also be complemented by on-going assessment, a portfolio (to demonstrate how the learning and management concepts are applied) and a work-based project, submitted towards the end of the programme.

The quality of the on-programme content is guaranteed by the quality assurance standards HEIs have, which are rigorously monitored by the Quality Assurance Agency for Higher Education. For more details about the structure of the on-programme stage, please read more [here](#).

Fully funded

Apprenticeship funding – including levy funds – can be used to cover the costs of delivering mapped ILM Diplomas. Please note that qualification registration fees cannot be paid for out of levy funds or Government contributions.

Gateway

The Gateway is the opportunity for the HEI and the employer to sit down and agree whether or not the apprentice is ready to take their End-point assessment. The HEI will need to provide confirmation that the management and business degree can be awarded. This will be graded by the HEI using British Honours degree classifications.

The structure for the Gateway is not defined within the Assessment Plan, so it's important that you agree how this will look. We advise that you do this at the start of the apprenticeship, so that you have clearly defined measures on how to determine readiness. Other things you should consider are:

- Has the apprentice been assessed against all of the knowledge, skills and behaviours?
- Has the apprentice had the opportunity to take mock tests, practice interviews?



End-point assessment

The End-point assessment (EPA) for the Chartered Management Degree apprenticeship is made up of four components:

- Review of portfolio of evidence
- Review of work-based project
- Presentation of work-based project
- Panel interview

After the successful completion of the Gateway, the HEI is responsible for coordinating the assessment panel process, as well as for submitting the candidates' details and submissions for the EPA. The panel should be comprised of: the representative of an End-point assessment Organisation (EPAO), a HEI representative and an employer representative. The EPAO representative will act as chair, having the final say in the grading process.

It is the HEI's responsibility to find a suitable CMDA EPAO – they cannot be the Provider or the employer, and cannot have been directly involved in the delivery of the apprenticeship. The EPAO needs to be approved on the Register of Apprentice Assessment to deliver the assessment for this particular standard. For a more in-depth understanding of the EPA model for CMDA please read more [here](#).

ILM has become an approved EPAO for this standard in March 2018. You can [find out more on our website](#).



Assessment

The following table, taken from the Assessment Plan describes each of the assessment components in more detail. It also provides guidance on how grading will be applied to the assessment.

The marking criteria will take into consideration:

- Ways in which the apprentice has met the requirements of their job role
- How the apprentice has approached and completed the task(s)
- Who the apprentice has worked with, demonstrating personal and interpersonal qualities they have brought to all their work relationships

End-point assessment Evidence	Maximum Mark
Portfolio	55
Project	25
Presentation & Interview	20

The marks will then be combined to give the final grading:

Grade	Total Mark
Distinction	70+
Merit	60+
Pass	50+
Fail	Less than 50



Funding

The Chartered Manager Degree Apprenticeship has been allocated a funding band maximum of £27,000 per apprentice.

There are also incentive payments available to providers and employers who take on a 16–18 year old apprentice, and full costs may be covered for small businesses which take on a 16–18 year old apprentice.

For the latest information on apprenticeship funding, please visit our website www.i-l-m.com/apprentice



Apprenticeship Standard

Knowledge	What is required (through formal learning and applied according to business environment)
Organisational Performance – delivering a long-term purpose	
Operational Strategy	Understand how to develop and implement organisational strategy and plans, including approaches to resource and supply chain management, workforce development, sustainability, taking and managing risk, monitoring and evaluation, and quality assurance. Know how to manage change in the organisation.
Project Management	Know how a project moves through planning, design, development, deployment and evaluation. Understand risk management models and reporting, risk benefit analysis and H&S implications.
Business Finance	Understand financial strategies, including budgets, financial management and accounting, and how to provide financial reports. Understand approaches to procurement and contracting, and legal requirements. Understand commercial context in an organisational setting and how this changes over time.
Sales and Marketing	Know how to create marketing and sales strategies. Know how to segment and target relevant markets and customers (global and local), analysis of opportunities and ways to market. Understand the need for innovation in product and service design.
Digital business & new technologies	Understand approaches to innovation and digital technologies and their impact on organisations, and how their application can be used for organisational improvement and development. Understand innovation and digital technology's impact on data and knowledge management for analysing business decision-making.

Apprenticeship Standard

Knowledge	What is required (through formal learning and applied according to business environment)
Interpersonal Excellence – leading people and developing collaborative relationships	
Communication	Understand different forms of communication (written, verbal non-verbal, digital) and how to apply them. Know how to maintain personal presence and present to large groups. Awareness of interpersonal skills of effective listening, influencing techniques, negotiating and persuasion.
Leading People	Understand different inclusive leadership styles and models, how to develop teams and support people using coaching and mentoring approaches. Understand organisational culture and diversity management.
Managing People	Know how to recruit, manage and develop people, using inclusive talent management approaches. How to use HR systems and processes to ensure legal requirements, H&S, and well-being needs. Know how to set goals and manage performance.
Developing Collaborative Relationships	Understand approaches to stakeholder, customer and supplier management, developing engagement, facilitating cross functional working and negotiation. Know how to shape common purpose, as well as approaches to conflict management and dispute resolution.
Personal Effectiveness – managing self	
Awareness of self and others	Know how to be self-aware and recognise different learning styles. Know how to use emotional and social intelligence, and active listening and open questioning to work effectively with others.
Management of Self	Know how to manage time, set goals, prioritise activities and undertake forward planning in a business environment with a focus on outcomes.
Decision Making	Know how to undertake research, data analysis, problem solving and decision-making techniques, and understand the values, ethics and governance of your organisation.

Apprenticeship Standard

Behaviours	What is required (developed and exhibited in the workplace)
Takes responsibility	Drive to achieve in all aspects of work. Demonstrates resilience and determination when managing difficult situations. Seeks new opportunities underpinned by commercial acumen and sound judgement.
Inclusive	Open, approachable, authentic, and able to build trust with others. Seeks the views of others and values diversity internally and externally.
Agile	Flexible to the needs of the organisation. Is creative, innovative and enterprising when seeking solutions to business needs. Positive and adaptable, responding well to feedback and need for change. Open to new ways of working and new management theories.
Professionalism	Sets an example, and is ethical, fair, consistent and impartial. Operates within organisational values and adheres to the requirements of relevant professional bodies.



Apprenticeship Standard

Find out more

Visit our dedicated apprenticeships pages www.i-l-m.com/apprentice

[The gov.uk Apprenticeship pages](#) include information on building an apprenticeship programme, standards, funding and more

Still confused?

Book a free one hour apprenticeship standards briefing with one of our expert team

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About ILM

ILM is a City & Guilds Group business, bringing a wealth of expertise in professional training, qualifications, learning content, technology and assessment.

Together we set the standards for corporate learning, on-the-job development, and skills recognition around the world.

All ILM qualifications are awarded by The City and Guilds of London Institute, which was founded in 1878 and is incorporated by Royal Charter. The City & Guilds Group is a charity. Any profits we make are reinvested to deliver our shared purpose – to enable people and organisations to develop their skills for personal and economic growth.
