DEVELOPING PROFESSIONALS

Professional Development and Apprenticeship Training Guide
“The only thing worse than training your employees and having them leave is not training them and having them stay.”

Henry Ford, Founder, Ford Motor Company
The CPD and short courses offered by the University reflect the skills requirements of local businesses, with a focus on investing in management skills to improve productivity.

Hatch Regeneris: Social and Economic Impact Report, 2020

We offer a wide range of Continuing Professional Development (CPD) courses, and our Higher and Degree Apprenticeship training supports people to continue their education up to and beyond degree level, while maintaining their contribution in the workplace.

Many programmes successfully combine employment and study, facilitated by the University with workplace visits and regular reviews. Employers benefit from a skilled, committed workforce with support available to cover the cost of training.

The University has a proven track record of providing apprenticeship training and professional short courses.

“We place strong emphasis on combining practical and professional skills with high quality education and training, backed by our academic pedigree.”

Gordon Brady
Head of CPD & Short Courses

The University of Bedfordshire’s professional development programme has been designed with you in mind.

We offer a wide range of Continuing Professional Development (CPD) courses, and our Higher and Degree Apprenticeship training supports people to continue their education up to and beyond degree level, while maintaining their contribution in the workplace.

Many programmes successfully combine employment and study, facilitated by the University with workplace visits and regular reviews. Employers benefit from a skilled, committed workforce with support available to cover the cost of training.

The University has a proven track record of providing apprenticeship training and professional short courses.

We appear in the Times Higher Education World University rankings, ranked as one of the top 200 universities in the world under 50 years old in the Young University rankings.

Our excellent resources include the new STEM facilities at our Luton campus for laboratory and other practical work, as well as a first-class VLE for remote delivery of training and learner e-portfolios.

Programmes can be configured to suit employers’ specific needs, and if we don’t yet offer what you’re looking for, we’d be delighted to work with you to tailor our teaching to your exact requirements.
The Benefits of Professional Development

Why Invest in Training and Skills?

Here at the University of Bedfordshire, we understand the importance of developing your workforce to meet the challenges of today’s workplace, and to deliver the changes you need in your organisation.

Up-skilling key people not only improves output and productivity, but can lead to increased motivation, reduced costs and higher quality output, allowing your company to remain competitive in a fast-changing world.

Our apprenticeships and professional short courses are designed to:
- help your organisation meet new challenges
- enhance the skills of your existing people and retain them in your workforce
- develop the skills required to apply IT to your business
- deliver value by reducing spend on outsourced services
- harness the benefits of technology to enable your organisation to reach new clients

The University of Bedfordshire is a regional and national gateway to business support services. By working with businesses, the public sector and social enterprises, the University helps organisations to grow and develop their business and their staff.

“We live in a changing world where businesses and organisations are constantly adapting. Achieving success is only possible if all those involved have the drive and the skills to move forward and grow.”

Anna Carluccio
External Programme Manager
Helping companies prosper through our Research and Knowledge Exchange is at the heart of the University of Bedfordshire’s commitment to making a significant social and economic contribution to the local and national economy.

Different organisations require different kinds of support. Whether you need strategic business guidance, want to break into new markets or need our skills to help you develop products, processes and services, the University of Bedfordshire can accommodate your needs.

Whatever stage your business is at, from start-up entrepreneur to well-established corporation, whether privately owned, public, charity or non-profit, we are able to help you. Our funded projects are designed to help businesses solve some of their most pressing problems, for instance:

The University has delivered £6 million of business support projects over the past three years.

_Hatch Regeneris: Social and Economic Impact Report, 2020_

We understand the key challenges faced by businesses and public sector organisations and use our academic resources and expertise to help you thrive through professional consultancy, funding opportunities, work experience placements and targeted training.

For more information, please contact:
Research & Innovation Service
RIS@beds.ac.uk
www.beds.ac.uk/ris/we-mean-business
Training and professional development is vital in maintaining a skilled and motivated workforce, and in giving your business a competitive edge.

The University’s short courses for businesses offer skills development opportunities that allow delegates to develop personally - enhancing their skills, employability and productivity.

The University offers both accredited and non-accredited training products and qualifications, from organisations such as The Chartered Management Institute (CMI), British Computer Society (BCS) and APMG International. We are one of only two institutions in the UK offering the Lean Six Sigma course, a suite of improvement techniques that will add value to your business (see page 26).

Our programmes are delivered by industry experts who share their wealth of knowledge and experience with delegates. Training can take place at our state-of-the-art Postgraduate Centre in Luton, off-site at external locations, or in the workplace.

We hope that our variety of courses will provide something to help you and your business adapt, grow and prosper.

To get in touch and take the next steps:

- t: 0800 328 5334
- w: www.beds.ac.uk/cpd
- e: cpd@beds.ac.uk
We have worked with over 1500 businesses over the last year, focusing on sectors such as airports and aerospace, engineering, manufacturing, ICT and the creative sector, as well as health and local government.

The University of Bedfordshire recognises the particular challenges faced by employers and can partner with you to develop courses that work for your unique circumstances. Our core training products can be modified to suit the requirements of your business and can be delivered at your own premises.

We would work with you to carry out a training needs analysis, based on the current skills of your staff and the improvements you would like to see. Following this, we would devise and deliver a bespoke in-company development programme.

Finally, if you already have an existing training programme that you are proud of, we can work with you to develop University accreditation, giving your programme the added benefit of approval by a higher education establishment.

Whichever option suits your organisation best, you will benefit from access to the University’s experienced trainers and expert academics.
Apprenticeships help people to continue their education up to and beyond degree level, while creating real impact in the workplace.

Employers benefit from a skilled and committed workforce with the apprenticeship levy or government support to cover the costs of training.

The University’s Higher and Degree Apprenticeship programme is designed with both large and smaller employers in mind. We train apprentices for advanced and professional roles in Digital skills, Management and Leadership, Science and Technology, Nursing, Healthcare and Social Work. The common thread is working with our clients to deliver skills that raise productivity and manage change.

A broad programme of 13 apprenticeship standards ranges from Level 4 (first year of higher education) through to Level 7 (postgraduate level). With more than forty clients including household names in automotive engineering, banking and finance, retail, utilities, computer services and health, we have a wealth of training experience to offer and a growing reputation across the South East of England and beyond.
Leadership and management qualifications are at different levels and are suitable for middle or senior managers. The courses cover a broad range of management skills, customer service and coaching and mentoring.
BUSINESS AND MANAGEMENT SHORT COURSES

Through our education and training, we hope you and your staff will become stronger leaders by discovering new, innovative ideas and creative approaches to business management.

PROJECT MANAGEMENT
The ability to run projects well is essential to much of today’s business environment.

We offer a suite of courses on project management techniques. They cover the methods for managing or working with projects enabling you or your staff to develop a wide range of skills that will help projects run smoothly.

We also develop and deliver bespoke training, which ranges from a one day introduction and overview of project management to a five day course on the fundamentals of project management and advanced training to suit your needs.

In addition, we deliver a change management course – important in the ever-changing world of modern business.

PRINCE2® 6th edition is accredited by PeopleCert on behalf of AXELOS.

AgilePM® and Change Management™ courses are approved by the Association of Project Managers Group (APMG International).
Managing change and dealing with the impact of change is a high priority for many organisations. This course, accredited by APMG International, will help you and your business come to terms with change and manage the process towards a positive outcome.

The course will look at the theory of how an individual, team, organisation and change leader are each affected by change and the impact on them.

THE COURSE WILL ENABLE YOU TO:
• Understand how people react to change and how to manage that process.
• Attain a unique, tailored change management process for the whole team, based on the needs of the organisation.
• Ensure change initiatives are successfully implemented for continuous improvement.

WHO IS IT FOR?
Those leading or adapting to change in any organisation including current or aspiring change managers.

ENTRY REQUIREMENTS
Previous Change Management experience is not required.

QUALIFICATION
On successful completion of a written exam, delegates receive a Change Management Practitioner Certificate.

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CHANGE MANAGEMENT™ – 5 DAY COURSE
Learn how to manage change in your business.

KEY FACTS
University of Bedfordshire and client’s premises
5 full days

Managing change and dealing with the impact of change is a high priority for many organisations. This course, accredited by APMG International, will help you and your business come to terms with change and manage the process towards a positive outcome.

The course will look at the theory of how an individual, team, organisation and change leader are each affected by change and the impact on them.

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• Ensure change initiatives are successfully implemented for continuous improvement.

WHO IS IT FOR?
Those leading or adapting to change in any organisation including current or aspiring change managers.

ENTRY REQUIREMENTS
Previous Change Management experience is not required.

QUALIFICATION
On successful completion of a written exam, delegates receive a Change Management Practitioner Certificate.

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AGILE® PROJECT MANAGEMENT FOUNDATION & PRACTITIONER
Learn a holistic approach to the management of projects.

KEY FACTS
University of Bedfordshire and client’s premises
4 full days

This course, accredited by APMG International, will develop your project management skills to take account of the Agile approach and is designed to integrate with PRINCE2® 6th Edition qualifications. Agile PM® develops a high level plan in the early stages of a project. The project team then creates the detailed steps. Projects are run using an interactive, incremental approach with the business closely involved throughout. The aim is to run a speedy project in a flexible way involving all parties but nevertheless maintaining high standards.

THE COURSE WILL ENABLE YOU TO:
• Develop a more advanced, applied level of knowledge to gain an understanding of Agile leading to successful management.
• Actively promote trust and close cooperation between the business and developers.
• Improve time to market project success rates.
• Accelerate results by encouraging stakeholder engagement.

WHO IS IT FOR?
Existing and aspiring project managers plus team members who wish to learn and adopt the Agile approach.

ENTRY REQUIREMENTS
Previous Agile PM® experience is not required.

QUALIFICATION
On successful completion of a written exam, delegates receive an AgilePM® Foundation Certificate or Practitioner Certificate.

We deliver the AgilePM course over four days, Monday to Thursday, 9am to 5pm. The Foundation exam is delivered at the end of day two and the Practitioner exam at the end of day four.

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PRINCE2® 6TH EDITION PROJECT MANAGEMENT
Pass this internationally recognised qualification with us.

KEY FACTS
Luton campus and client’s premises
Foundation - 2 full days; Practitioner – 4 full days; followed by exam online

PRINCE2® 6th Edition is an internationally recognised project management methodology and qualification. It is regarded as ‘the world’s most practised project management methodology’. This course, accredited by PeopleCert on behalf of AXELOS, gives you the ability to apply process-based approaches to manage your work on projects effectively.

We run both the three-day Foundation and five-day Practitioner courses. The Foundation course covers all aspects of the PRINCE2® methodology. The Practitioner level includes additional elements such as planning and risk assessments.

THE COURSE WILL ENABLE YOU TO:
• Define a project and learn a structured approach to project management.
• Distinguish between the themes, processes and techniques used in PRINCE2®.
• Identify the terminology used in project management.

WHO IS IT FOR?
You can apply the techniques you will learn in this course to all types of projects large or small. The Foundation level is suitable for staff working on any kind of project. The Practitioner level is for practising project managers.

ENTRY REQUIREMENTS
Previous PRINCE2® experience is not required. Those with a valid PRINCE2® Foundation certificate need only attend the Practitioner days of the course.

QUALIFICATION
On successful completion of a written exam, delegates receive a PRINCE2® Foundation or Practitioner.
This course is based around CMI ‘Introduction to Management Coaching and Mentoring unit 5014V1’, which is designed to develop your skills in management coaching and mentoring in a business setting. The course introduces the skills, roles and responsibilities of the management coach or mentor. You will develop techniques to help individuals and teams to achieve their objectives.

THE COURSE WILL ENABLE YOU TO:
• Develop personally as a manager and leader
• Develop knowledge of management coaching and mentoring
• Develop coaching and mentoring skills
• Develop management coaching practice

WHO IS IT FOR?
Supervisors and first line managers who are responsible for the performance of others. It will aim to support the adoption of coaching and mentoring skills in your business.

ENTRY REQUIREMENTS
The course is at Level 5, which is equivalent to Foundation Degrees and Higher National Diplomas. You will need sound English language skills and be able to produce written work to the required standard.

QUALIFICATION
Leads to the CMI Level 5 Award in Management Coaching and Mentoring on successful completion of written assignments.

This introductory course from the CMI focuses on a range of management principles and will give you a foundation for developing your key leadership and management skills. The course is based on CMI ‘Introduction to First Line Management unit 3017V1’.

THE COURSE WILL ENABLE YOU TO:
• Understand your role as a first line manager
• Understand who your stakeholders are and what they need
• Develop plans to meet the needs of your existing and potential stakeholders
• Understand the need to develop and maintain working relationships
• Be able to manage team performance
• Understand methods of identifying and supporting the performance of your team members.

WHO IS IT FOR?
Aspiring, supervisory or first-line managers.

ENTRY REQUIREMENTS
The course is at Level 3, which is equivalent to A levels. You will need sound English language skills and be able to produce written work to the required standard.

QUALIFICATION
Leads to the CMI Level 3 Certificate in First Line Management on successful completion of written assignments.

This course is for middle managers to develop and strengthen their skills. It covers two CMI units – ‘Introduction to management and leadership unit 5020V1’ and ‘Meeting stakeholder and quality needs unit 5005V1’.

THE COURSE WILL ENABLE YOU TO:
• Apply new techniques and methods of innovative management and leadership
• Identify your management style
• Understand the expectations of your stakeholders both internal and external
• Understand recruitment and selection of staff
• Ensure your staff are motivated and well organised
• Understand performance and welfare issues
• Understand the concept of quality standards and plan for continuous improvement

WHO IS IT FOR?
Those who are considering a move into middle management.

ENTRY REQUIREMENTS
The course is at Level 5, which is equivalent to Foundation Degrees and Higher National Diplomas. You will need sound English language skills and be able to produce written work to the required standard.

QUALIFICATION
Leads to the CMI Level 5 Certificate in Management and Leadership on successful completion of written assignments.
THE PROGRAMME DEVELOPS: Designed to be relevant, practical and challenging, to develop:
• Practical project management skills
• Relevant understanding of project finance and budgeting, project team and resource management, quality and risk management

WHO IS IT FOR?
• Those working within a project-based environment or project team
• Those with relevant work experience moving into a formal project management role
• Open to new or existing staff
• Open to graduates if their degree does not include in-depth study of project management
• Those progressing from a lower level apprenticeship

HOW THE PROGRAMME IS DELIVERED
The course is part-time, designed as one day per week off-the-job, with typically 3-4 hours per week of class contact; though a block delivery approach could be sought. Further off-the-job learning is facilitated through the University’s virtual learning environment, BREO, and online library resources. There is also the option of delivery at the employer’s workplace for groups of 12 or more.

TOPICS COVERED
• Project stakeholder engagement
• Project communication and team leadership
• Project budgeting and cost control
• Business case and scope management
• Project planning and scheduling
• Resource management
• Project risk management
• Contract and procurement management
• Project quality management

QUALIFICATION
Associate Project Manager Apprenticeship
Undergraduate Credit (75 credits) in Project Management
APM PMQ
Level 2 English and Maths if not held at entry
Apprentices will be eligible for progression to Associate Membership of the Chartered APM on successful completion of the apprenticeship.

KEY FACTS
• September, January, March and June
• Typically 24 months

Our Associate Project Manager higher apprenticeship programme provides the knowledge and skills to understand and apply project management methods, and use tools and techniques to support successful project delivery.

Apprentices can join the Chartered Association for Project Management (APM) as a Student Member for free.

Includes the Chartered APM Project Management Qualification (PMQ).

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• Practical project management skills
• Relevant understanding of project finance and budgeting, project team and resource management, quality and risk management

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• Those working within a project-based environment or project team
• Those with relevant work experience moving into a formal project management role
• Open to new or existing staff
• Open to graduates if their degree does not include in-depth study of project management
• Those progressing from a lower level apprenticeship

How the programme is delivered
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Associate Project Manager Apprenticeship
Undergraduate Credit (75 credits) in Project Management
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Level 2 English and Maths if not held at entry
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The success of initiatives within the organisation.

people from different business functions, to enhance perform in the organisation effectively and work with successfully stakeholders in a business context.

knowledge, skills and behaviours needed to apply business knowledge and managerial frameworks in the workplace and use a range of skills to manage business knowledge and managerial frameworks in different types of organisations.

our operations or departmental manager apprenticeship offers a broad understanding of management under diverse operating conditions and provides the practical skills and conceptual understanding required for managing in organisations.

The programme includes the Diploma of Higher Education in Business Management and on completion, apprentices can register as full members of the Chartered Management Institute and/or the Institute of Leadership and Management.

our Level 5 Operations or Departmental Manager Apprenticeship builds critical contemporary knowledge and skills for effective project management to deliver successful projects.

includes the Chartered Association for Project Management (APM) Project Management Qualification (PMQ).

apprentices can join the Chartered APM as a Student Member for free.

WHO IS IT FOR?

• Junior/trainee managers wishing to develop their management and leadership knowledge and skills
• Those with career aspirations in management
• Open to new or existing staff
• Open to graduates if their degree does not include in-depth study of business management
• Those progressing from a lower level apprenticeship

HOW THE PROGRAMME IS DELIVERED

The programme combines (physical/virtual) classroom and work-based learning. Apprentices extend their classroom learning through their workplace practice, collecting evidence of learning applied, for example, through project work and business enquiry, building a portfolio of evidence. Delivery can be configured to suit employer needs. There is the option of delivery at the employer’s workplace for groups of 10 or more.

TOPICS COVERED

• Business Communication
• Business Management
• Intercultural Competency in Business
• Marketing
• Accounting for Business
• Law for Business Managers
• Human Resource Management
• Entrepreneurship and Leadership of Business Ventures
• Business Economics
• Operations and Project Management

QUALIFICATION

Diploma of Higher Education in Business Management

Our Project Manager Degree Apprenticeship is designed for those progressing from a lower level apprenticeship and those with career aspirations in project management.

Who is it for?

• Junior managers wishing to develop their knowledge and skills in project management
• Those with career aspirations in project management
• Open to new or existing staff
• Open to graduates if their degree does not include in-depth study of project management
• Those progressing from a lower level apprenticeship

Degree Apprenticeship

PROJECT MANAGER

Our Project Manager Degree Apprenticeship builds critical contemporary knowledge and skills for effective project management to deliver successful projects.

Includes the Chartered Association for Project Management (APM) Project Management Qualification (PMQ).

Apprentices can join the Chartered APM as a Student Member for free.

KEY FACTS

• October, February and June starts – agreed with employers
• Typically 48 months

ABOUT THE COURSE

The course develops invaluable Project Management knowledge and skills, as needed in contemporary work environments, to manage projects effectively in different types of organisations. Assignments are based on project related business issues.

THE PROGRAMME DEVELOPS:

Designed to be relevant, practical and challenging, to develop:

• Understanding and evaluation of project management approaches, tools and techniques
• Practical Project Management skills
• Soft skills essential for a Project Manager, such as leadership, negotiation, team building, stakeholder communication, problem solving and decision making
• Employer-based learning to address real project management related issues

QUALIFICATION

Project Manager Degree Apprenticeship

BSc (Hons) Project Management degree

Typically 48 months

How the programme is delivered

The course is part-time, designed as one day per week off-the-job, with typically 4 hours per week of class contact, though a block delivery approach could be sought. Further off-the-job learning is facilitated through the University’s virtual learning environment, BREO, and online library resources.

TOPICS COVERED

• Project Management Practice
• Stakeholder Engagement
• Project Planning and Control
• Organisational Context
• Project Governance
• Risk and Quality Management
• Contract and Procurement Management
• Project Finance and Budgeting
• Leading and Managing Project Teams
• Project Management in the Digital Age
• Critical Thinking
• Strategy and Change Management
• Professional Development

WHO IS IT FOR?

• Junior managers wishing to develop their knowledge and skills in project management
• Those with career aspirations in project management
• Open to new or existing staff
• Open to graduates if their degree does not include in-depth study of project management
• Those progressing from a lower level apprenticeship

Level 2 English and Maths if not held at entry Apprentices will be eligible for progression to Associate Membership of the Chartered APM on successful completion of the apprenticeships.

Contact us: 0800 328 5334 | www.beds.ac.uk/ris | apprenticeships@beds.ac.uk
Our Chartered Manager degree apprenticeship provides the knowledge, skills and understanding needed for effective management of large and small organisations. Successful apprentices will achieve the BSc (Hons) Business Management degree.

**KEY FACTS**
- To be agreed with employers
- Typically 48 months

**ABOUT THE COURSE**
The Chartered Manager Degree Apprenticeship meets the education and training needs of professional managers in private, public or third sector organisations of all sizes. It develops the knowledge, skills and behaviours needed to manage complexity and deliver impact at a strategic and/ or operational level, and to take management and leadership responsibility for setting and delivering organisational objectives through a wide range of functions.

**THE PROGRAMME DEVELOPS:**
- Understanding of business models, ideas and management techniques
- Theory and practice relevant to key business functions
- Employer-based learning to address real issues
- Assignments based on business challenges

**WHO IS IT FOR?**
- Junior managers wishing to enhance aspects of their management and leadership
- Those with career aspirations in management
- Open to new or existing staff
- Open to graduates if their degree does not include in-depth study of business management
- Those progressing from a lower level apprenticeship

**HOW THE PROGRAMME IS DELIVERED**
The programme combines classroom and practical work-based learning. Apprentices extend their classroom learning through their workplace practice, collecting evidence of learning applied, for example through project work, business enquiry and a portfolio. The course can be configured to suit employer needs and is usually delivered one day per week off-the-job. There is also the option of delivery at the employer’s workplace for groups of 12 or more.

**TOPICS COVERED**
- Business Communication
- Strategy and Change Management
- Marketing
- Finance
- Human Resource Management
- Digital Business Management
- Leading and Managing People
- Entrepreneurship
- Business Economics
- Management of Operations
- Project Management
- Law for Business Managers
- International Business Management
- Intercultural Competency in Business

**QUALIFICATION**
Chartered Manager Degree Apprenticeship
BSc (Hons) Business Management degree Level 2
English and Maths if not held at entry

**LEVEL 7 APPRENTICESHIP**

**SENIOR LEADER**
Our Level 7 Senior Leader Apprenticeship develops creative and innovative strategic leaders. Participants gain the knowledge, skills and application sought by employers in today’s economy.

In addition to the support provided by academics in the University, apprentices will be guided in the workplace by practitioners from the sector to develop the practical abilities and skills to operate professionally and at their full potential.

The programme combines the Post Graduate Diploma in Business Administration with the Level 7 Senior Leader Apprenticeship and is designed to add real value to the individual and organisation.

Successful apprentices have the option to then undertake the MBA Project Unit (60 credits) and achieve the Executive MBA (a small fee will be required); completion will also qualify them for the award of the CMI Diploma in Strategic Management & Leadership Practice.

**KEY FACTS**
- September, February, June and as negotiated with employer
- Typically 18 months

**ABOUT THE COURSE**
The course responds directly to the challenges of the new economy in structure and content. Big, integrated, stimulating units address major contemporary challenges and develop participating students. Supported by the expertise of the academic team, this qualification supports innovation, creativity and meta skill development. This is reflected in the suite of innovative assessment designed across the units.

- Earn a highly respected PG Diploma studying part time alongside your existing job
- Challenge your assumptions and gain a critical, reflexive approach to strategic leadership and management
- The programme focuses on industry best practice and live projects, underpinned by cutting-edge research
- Make a powerful difference to your organisation by developing a strategic global outlook

**WHO IS IT FOR?**
- A leader who has senior management responsibility
- Ambitious senior employees who have work experience
- Anybody who leads teams or functions within their organisations or aspires to more strategic roles
- New or existing staff and those progressing from a lower level apprenticeship
- Associate director, Business Unit Head, Chief Executive Officer, Chief Financial Officer, Chief Information Officer, Chief Operating Officer, Divisional Head, Executive Director, HE Registrar, Head of Department, Senior Manager

**QUALIFICATION**
L7 Senior Leader Apprenticeship
The Bedfordshire PG Diploma in Business Administration
Option to ‘top up’ to full Executive Master of Business Administration (MBA) dual accredited with the Chartered Management Institute (CMI) Level 7 Diploma in Strategic Management & Leadership Practice.
With market developments in a constant state of flux, many organisations have identified the need for the Continuous Improvement of their processes as essential to their future.
LEAN SIX SIGMA TRAINING

The Lean Six Sigma philosophy is about providing change and improvement to your processes and business performance. These courses will help you to implement Lean Thinking tools to look at how you work, and enable you to improve your process flow by eliminating waste and variation.

We provide support both in the education and application of Lean Six Sigma. A wide range of businesses and organisations can benefit from the training.

You will benefit from:
• Our longstanding partnership with a globally operating Lean Six Sigma provider The Lean Six Sigma Company
• Internationally recognised certification (ISO18404)
• Fixed course dates throughout the year
• Face-to-face and online delivery
• State-of-the-art venue on our University campus

LEAN SIX SIGMA YELLOW BELT

The Yellow Belt training is designed to ensure that the team members understand the aim of Lean Six Sigma and what their role will be within projects.

KEY FACTS
• Client’s premises
• 1-day course

This one-day course explains what Lean Six Sigma is, where it comes from, how it works; and how it can contribute to improved, streamlined processes in your organisation. This training course is interactive and includes a process simulation with just enough theoretical concepts to broaden your understanding.

THE COURSE WILL ENABLE YOU TO:
• Learn more about Lean Six Sigma
• Move on to a Lean Practitioner, Green Belt or Black Belt course

WHO IS IT FOR?
For anyone who comes into contact with Lean Six Sigma in their organisation. This training course is suitable for professionals who wish to start improving processes within their organisation or are already working on continuous improvement projects. This course is suitable for individuals and organisations of any size.

ENTRY REQUIREMENTS
Previous Lean experience is not required.

QUALIFICATION
Leads to Yellow Belt Certificate on completion of an online exam.

LEAN THINKING

Learn Lean processes to increase productivity.

KEY FACTS
• Client’s premises
• 2-day course

A short, two-day course introducing the Lean tools and principles. You will learn how these tools and principles can make changes within your business to help your organisation grow. They guide you to review processes, minimise waste and ensure a steady delivery enhancing your customer service.

THE COURSE WILL ENABLE YOU TO:
• Understand the Lean methodology and tools
• Identify and resolve the seven types of waste
• Apply Lean tools and philosophy to your daily work
• Sit the Lean Thinking Certificate exam

WHO IS IT FOR?
Professionals who wish to start improving processes within their organisation. This course is suitable for individuals and organisations of any size.

ENTRY REQUIREMENTS
Previous Lean experience is not required.

QUALIFICATION
Leads to Lean Thinking Certificate on successful completion of an online exam.

LEAN PRACTITIONER

Learn how to put Lean processes into practice to improve your business.

KEY FACTS
• Client’s premises
• 3-day course

A three-day course introducing the Lean tools and principles and how to apply them. You will learn how to use the tools to make changes within your business to aid growth. They guide you to review processes and minimise waste, ensuring steady delivery by enhancing your customer service and adding value to your organisation.

THE COURSE WILL ENABLE YOU TO:
• Understand the Lean methodology and tools
• Reduce process Lead times
• Analyse processes using Lean tools
• Identify and eradicate seven types of waste
• Reduce inventory
• Sit the Lean Practitioner exam

WHO IS IT FOR?
Professionals who wish to start improving processes within their organisation or are already working on continuous improvement projects. This course is suitable for individuals and organisations of any size.

ENTRY REQUIREMENTS
Previous Lean experience is not required.

QUALIFICATION
Leads to Lean Practitioner certificate on successful completion of an online exam.
This eight-day in-depth course will introduce the Lean methodology and tools. The Lean Six Sigma methodology is a structured approach and includes ‘hands on’ tools to aid your business improvements.

THE COURSE WILL ENABLE YOU TO:
- Understand Lean Six Sigma methodology
- Provide support on large Lean Six Sigma projects
- Lead smaller Lean Six Sigma projects
- Inspire colleagues to bring about continuous improvement within your business or organisation
- Sit the Lean Six Sigma Green Belt exam

WHO IS IT FOR?
Professionals who wish to start to work on business or process improvement projects.
This course is suitable for individuals and organisations of any size.

ENTRY REQUIREMENTS
Previous Lean experience is not required.

QUALIFICATION
Leads to Lean Six Sigma Green Belt certificate on successful completion of an online exam.

This ten-day in-depth course will introduce the Lean Methodology and tools as well as the Six Sigma approach to managing improvements. The Lean Six Sigma methodology is a structured approach and includes ‘hands on’ tools to aid your business improvements. You will learn a wide range of techniques to lead complex business improvement projects.

THE COURSE WILL ENABLE YOU TO:
- Understand Lean Six Sigma methodology
- Identify and start Lean Six Sigma projects
- Lead complex Lean Six Sigma Black Belt projects
- Inspire colleagues to bring about continuous improvement within your business or organisation
- Sit the Lean Six Sigma Black Belt exam

WHO IS IT FOR?
This course is for anyone with the ambition to design and manage process improvement projects as a project leader.
This course is suitable for individuals and organisations of any size.

ENTRY REQUIREMENTS
Previous Lean experience is not required.

QUALIFICATION
Leads to Lean Six Sigma Black Belt certificate on successful completion of an online exam.

KEY FACTS
- Open enrolment and client’s premises
- 8-day course spread over two blocks of four days

KEY FACTS
- Open enrolment and client’s premises
- 10-day course spread over two blocks of five days

LEARN SIX SIGMA GREEN BELT
Become a Lean Six Sigma Green Belt to improve your business.

LEARN SIX SIGMA BLACK BELT
Become a fully-fledged Lean Six Sigma Black Belt with us.

Take your career to the next level
Contact us: 0800 328 5334 | www.beds.ac.uk/ris | cpd@beds.ac.uk
Our computing and data management apprenticeships help your business to develop the skills of your staff in these subjects.

Digital Skills, Data Science and Cyber Security Apprenticeships
- Data Analyst
- Digital and Technology Solutions Professional
- Cyber Security Technical Professional

Contact us: 0800 328 5334
www.beds.ac.uk/cpd
cpd@beds.ac.uk

Take your career to the next level
**HIGHER APPRENTICESHIP**

**DATA ANALYST**

Our Level 4 Data Analyst Higher Apprenticeship provides the knowledge, skills and understanding to create business insight by applying data analysis tools and concepts.

The programme includes a Certificate of Higher Education in Data Science.

**WHO IS IT FOR?**
- Those with career aspirations in management
- Data Analyst, Data Manager, Data Scientist, Data Modeller, Data Architect, Data Engineer
- Open to new or existing staff
- Open to graduates if their degree does not include in-depth study of data analytics
- Those progressing from a lower level apprenticeship

**HOW THE PROGRAMME IS DELIVERED**

The course can be configured to suit employer needs and is usually delivered one day per week off-the-job. There is the option of delivery at the workplace for groups of twelve or more.

Apprentices extend their classroom learning through their workplace practice, collecting evidence of their learning applied.

**TOPICS COVERED**
- Introduction to Data Analysis
- Spreadsheet Analytics
- Introduction Data Modelling
- Data Visualisation
- Systems Modelling and Database Design
- Work-based project agreed with the employer

**QUALIFICATION**
Certificate of Higher Education in Data Science

**PARTICIPANTS WILL BENEFIT FROM:**
- High performance computing facilities for data science and analysis
- Employer-based learning to address real opportunities
- Teaching staff who draw on industry experience as researchers or consultants
- Assignments based on current business challenges
- Apprenticeship co-ordinator links employer and apprentice to University

**KEY FACTS**
- September and February
- Typically 18 to 24 months

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**DEGREE APPRENTICESHIP**

**DIGITAL AND TECHNOLOGY SOLUTIONS PROFESSIONAL**

Our Digital and Technology Solutions degree apprenticeship provides deep, practical understanding of the latest digital technologies, applications and issues.

Our Teaching staff draw on industry experience as researchers or consultants and studies are aligned to BCS and IET accreditation. Classes take place in state-of-the-art computing laboratories and the apprenticeship co-ordinator links employer and apprentice to University. Successful apprentices will achieve the BSc (Hons) Digital and Technology Solutions.

**WHO IS IT FOR?**
- Those currently working in IT roles supported by their employer to advance their career opportunities and expand their technical expertise
- Staff working in technology with a degree in another subject looking to underpin and develop their subject knowledge
- Employers supporting those moving into a skilled role in computing or technology
- Those progressing from a lower level apprenticeship

**HOW THE PROGRAMME IS DELIVERED**

The course can be configured to suit employer needs and is usually delivered one day per week off-the-job. There is the option of delivery at the workplace for groups of twelve or more.

Apprentices extend their classroom learning through their workplace practice, collecting evidence of their learning applied.

**TOPICS COVERED**
- Object Oriented Programming
- Software Engineering and System design
- Computer Architecture
- Computer Security and Countermeasures
- Computer networking (including wireless)
- Relational Databases
- Mobile Application Development
- Enterprise Computing
- Incident Response
- Artificial Intelligence
- Work-based 6 month project agreed with the employer

**QUALIFICATION**
BSc (Hons) Digital and Technology Solutions
Level 2 English and Maths if not held at entry

**KEY FACTS**
- October and February
- Typically 48 months

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Contact us: 0800 328 5334 | www.beds.ac.uk/ris | apprenticeships@beds.ac.uk
DEGREE APPRENTICESHIP

CYBER SECURITY TECHNICAL PROFESSIONAL

Our Cyber Security Technical Professional degree apprenticeship provides the knowledge, skills and understanding needed to research, analyse, model, assess and manage cyber security risks, design, develop, justify, manage and operate secure solutions and detect and respond to incidents in relation to all applicable laws, regulations, standards and ethics in all sectors of the economy. Successful apprentices will achieve the BSc (Hons) Cybersecurity.

KEY FACTS

- September, February and as negotiated with employer
- Typically 48 months

THE PROGRAMME DEVELOPS:

- Teaching staff draw on industry experience as researchers or consultants
- Studies are aligned to Institute of Information Security Professional membership at associate level
- Classes take place in state-of-the-art laboratories
- Apprenticeship co-ordinator links employer and apprentice to the University

WHO IS IT FOR?

- Staff working in technology with a degree in another subject looking to underpin and develop their subject knowledge
- Employers supporting those moving into a skilled role as a Cyber Security Technical Professional
- Open to new or existing staff
- Open to graduates if their degree does not include in depth study of Computer Security and Forensics
- Those progressing from a lower level apprenticeship
- Typical entry requirements include 3 A levels including maths or other relevant qualifications or experience

HOW THE PROGRAMME IS DELIVERED

The course can be configured to suit employer needs and is usually delivered one day per week off-the-job. There is the option of delivery at the workplace for groups of twelve or more.

Apprentices extend their classroom learning through their workplace practice, collecting evidence of learning applied, for example through project work, business enquiry and a portfolio.

TOPICS COVERED

- Foundations of Cyber Security, its significance, concepts, threats, vulnerabilities and assurance
- Network foundations, connections, internetworking, protocols, standards, performance, security and server virtualisation
- Information Management, big data concepts, mathematical techniques, database concepts and data quality
- Computer architecture, digital logic, machine level representation of data
- Programming Languages
- Algorithms, complexity and discrete maths
- Software construction
- Malware, reverse engineering and obfuscation Risk Modelling, Analysis, Tools and Techniques
- Information Security policy, legal/regulatory requirements and ethics

QUALIFICATION

BSc (Hons) Cybersecurity

Level 2 English and Maths if not held at entry
The University has the largest offer of apprenticeships in the Local Enterprise Partnership, SEMLEP, focusing on skill shortages in the private sector and demand for employment in the public sector, including health and social care.

Nursing, Healthcare and Social Work Apprenticeships

- Nursing Associate 42
- Registered Nurse 43
- Advanced Clinical Practitioner 44
- Healthcare Assistant Practitioner 46
- Social Worker 47

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Take your career to the next level | Developing professionals | Nursing, Healthcare and Social Work

NURSING, HEALTHCARE AND SOCIAL WORK
DEGREE APPRENTICESHIP

NURSING ASSOCIATE

The Nursing Associate is a relatively new role within healthcare designed to bridge the gap between Healthcare Assistant and Registered Nurse.

As a Nursing Associate you will be equipped with the knowledge, understanding, skills, attitudes, and behaviours relevant to employment as a Nursing Associate, working to a nationally recognised code of conduct.

WHO IS IT FOR?

- This course is for healthcare workers currently working as a healthcare assistant supporting registered nurses caring for patients and service users.
- A Foundation Degree will be of particular interest if you have completed a Modern Apprenticeship, vocational A levels, BTEC National or equivalent.

HOW THE PROGRAMME IS DELIVERED

During the course you will attend a range of practice settings alongside your employment in a healthcare setting and attend university for the equivalent of a day a week. Throughout the course you will be supported by both a practice mentor and a personal academic tutor.

The taught content and attendance at the university will be both face-to-face and/or online for on 1 day a week, with placements on another day a week.

ENTRY REQUIREMENTS

- As a guideline, a typical offer would require you to obtain a UCAS tariff score of between 32-48 points, based on your level 3 studies.
- We welcome applicants with relevant work experience.
- On entry, trainee nursing associates should demonstrate an ability to work at level 2 literacy and numeracy.
- Applicants will currently, or on enrolment, be employed in a health or care role. Trainee nursing associates need to be employed in a setting where they can be appropriately supervised by a registered nurse or other appropriate health or care professional.
- As the course includes work-based learning, there is a requirement for the student to be employed within the workplace for the duration of the course.
- Applicants will need to demonstrate the ability to study a programme at academic level 4 (equivalent to first year of a degree), with the potential to progress to level 5 (equivalent to year 2 of a degree).
- You will also need to demonstrate the appropriate values and attitudes for the programme in line with HEE’s value-based recruitment programme.

QUALIFICATION

Foundation Degree in Nursing Associate

DEGREE APPRENTICESHIP

REGISTERED NURSE

This apprenticeship focuses on issues of direct relevance to the achievement of registered nurse status, whilst pursuing a postgraduate apprenticeship course of study in a supported learning environment, where the safety of people is of primary consideration. Throughout this apprenticeship, emphasis is placed upon enabling you to develop the knowledge, skills, attitudes and behaviours required of a Children’s Nurse who can meet the demands of the role with confidence.

KEY FACTS

- February
- Typically 24 months

Prioritising the wellbeing of children and young people through critical self-reflection and safe practice in accordance with The Code (NMC 2018), is central to your development on the apprenticeship. Successful apprentices will achieve MSc Nursing: Children & Young People.

HOW THE PROGRAMME IS DELIVERED

- Modified semesterised delivery pattern (some units run over more than 1 semester).
- Teaching is at the Luton campus.
- Students will be taught alongside Adult and Mental Health MSc students for some units.
- There is a 50:50 split between theory and practice.

ENTRY REQUIREMENTS

- 2.2 honours degree in a Life, Health or Social Science related subject.
- GCSE grades 9 - 4 or equivalent in Mathematics and English Language.
- IELTS score of 6.5 overall, with a minimum score of 6 in any area, where English is a second language (unless already registered with the NMC as a Nurse or Nursing Associate).

QUALIFICATION

MSc Nursing: Children and Young People

KEY FACTS

- September and February
- Typically 24 months

The course meets the requirements of the national Nursing Associate Training programme curriculum, and provides an outcome-based course of academic and work-based learning that will help you to develop the wide-ranging skills and capabilities required for this new role.

The programme includes the Foundation Degree in Nursing Associate.

THE PROGRAMME DEVELOPS:

- Study a practice-led and competency-based curriculum based upon the NHS Constitution and its values, developed by experienced nurses and delivered in partnership with local employers and services.
- Develop your scope of practice enabling you to play an active part in improving service users’ and patients’ experiences of healthcare.
- Build on your potential throughout this two-year course through the strong emphasis on work-based learning where you will be supported by a personal academic tutor and practice-based tutor to assist and enhance your development as a Nursing Associate.
- On completion of the foundation degree you will be eligible to apply for Nursing Associate posts or year 2 entry to one of our BSc (Hons) registered nursing courses (if you also meet the NMC entry requirement).

ENTRY REQUIREMENTS

- Students must be employed as an apprentice nurse at a healthcare provider.
- They can be appropriately supervised by a registered nurse or other appropriate health or care professional.
- They will currently, or on enrolment, be employed in a health or care role.
- They need to be employed in a setting where they can be appropriately supervised by a registered nurse or other appropriate health or care professional.
- As the course includes work-based learning, there is a requirement for the student to be employed within the workplace for the duration of the course.
- Applicants will need to demonstrate the ability to study a programme at academic level 4 (equivalent to first year of a degree), with the potential to progress to level 5 (equivalent to year 2 of a degree).
- You will also need to demonstrate the appropriate values and attitudes for the programme in line with HEE’s value-based recruitment programme.

QUALIFICATION

Foundation Degree in Nursing Associate
Advanced clinical practice is delivered by experienced, registered health and care practitioners. It is a level of practice characterized by a high degree of autonomy and complex decision making. This is underpinned by a Masters level award or equivalent that encompasses the four pillars of clinical practice, leadership and management, education and research, with demonstration of core capabilities and area specific clinical competence.

**THE COURSE WILL ENABLE YOU TO:**
- Enhance your critical awareness of contemporary issues within healthcare practice and equip you with the skills to apply your knowledge in formulating appropriate evidence-based strategies to practice as an Advanced Practitioner.
- Deepen your understanding of various theoretical and evidential perspectives and how these are linked to and inform healthcare policy and practice.
- Broaden your evidence base to support and develop your practice and the role of the Advanced Clinical Practitioner in the wider organization within which you work.
- Enable you to achieve the requirements of the Advanced Clinical Practitioner apprenticeship role.

**WHO IS IT FOR?**
The degree is designed for practitioners wishing to embark on development to enhance their career prospects at level 7 (Masters level) and contribution to healthcare by achieving the apprenticeship standards required of an Advanced Clinical Practitioner. The apprenticeship will support you in developing high level skills for practice and critical thinking skills through learning how to critically evaluate and utilise evidence from a range of sources within your area of practice.

**ENTRY REQUIREMENTS**
It is anticipated that potential students will:
- Be a registered healthcare professional on either the NMC or HCPC register;
- Have a degree (grade 2:2 or higher) or equivalent professional experience

**QUALIFICATION**
MSc Advanced Clinical Practice
Level 2 English and Maths if not held at entry

**ENTRY REQUIREMENTS**
It is anticipated that potential students will:
- Be a registered healthcare professional on either the NMC or HCPC register;
- Have a degree (grade 2:2 or higher) or equivalent professional experience

**QUALIFICATION**
MSc Advanced Clinical Practice
Level 2 English and Maths if not held at entry

**KEY FACTS**
- October and February
- 24 months or 36 months depending on your qualifications prior to enrolment
Developing professionals

• Apprenticeship will embark on a journey of active, practice can be further developed.

The apprenticeship values practice based learning and recognises the value of life experiences as a learning environment.

The programme includes the Foundation Degree in Healthcare Practice.

**HEALTHCARE ASSISTANT PRACTITIONER**

Our Level 5 Healthcare Assistant Practitioner Higher Apprenticeship addresses the knowledge, skills and professional behaviours needed for a range of healthcare roles.

The programme includes the Foundation Degree in Healthcare Practice.

**KEY FACTS**

- October and February
- Typically 24 months

**THE PROGRAMME DEVELOPS:**

- Programme designed in partnership with local employers and service users to offer practice-led and competency based training.
- Integrates the theory of healthcare practice with work-based learning, using your staff who are trained as practice educators and assessors to support the apprentices.

**WHO IS IT FOR?**

- This apprenticeship is designed for employers wishing to upskill healthcare workers currently working in an assistant capacity in a range of healthcare settings, for example in adult, mental health or children's nursing, midwifery, or operating department practice.
- Open to graduates if their degree does not include in-depth study of healthcare practice.
- Those progressing from a lower level apprenticeship.

**HOW THE PROGRAMME IS DELIVERED**

The apprenticeship values practice based learning and recognises the value of life experiences as a learning resource. Training will build upon practice experiences by offering a range of learning opportunities where practice can be further developed.

- Apprenticeship will embark on a journey of active, independent learning with appropriate support from academic and clinical staff.
- The knowledge and skills acquired will equip staff to promote health in a diverse and changing society, through a range of caring interactions.
- The programme will foster development of reflective, compassionate healthcare practitioners, able to promote safe and effective care within a multi-disciplinary context.
- The experiences gained on the programme will help staff to provide and maintain healthcare of the highest quality.

**TOPICS COVERED**

- Introduction to Study Skills
- Person-Centred Care
- Health and Wellbeing
- Project Preparation
- Foundations in Values-based Practice

**Year 2**

- Embedding NHS Values in Practice
- Safeguarding and Wellbeing
- Health Care Policy and Quality
- Enhancing Care in Practice

**QUALIFICATION**

Foundation Degree in Healthcare Practice

Level 2 English and Maths if not held at entry

**SOCIAL WORKER DEGREE**

Our social work integrated degree apprenticeship aims to develop the knowledge and skills necessary for effective social work practice with adults, children, carers and families in a range of different settings. Successful apprentices will be equipped to promote positive change in people's lives, improving their wellbeing and independence. The programme includes BSc (Hons) Social Work.

**KEY FACTS**

- September
- Typically 36 months

**THE PROGRAMME DEVELOPS:**

- A curriculum which integrates academic learning and practical application throughout.
- Teaching informed by cutting-edge research and understanding and experience of ‘real world’ practice, its opportunities and constraints.
- On successful completion, eligibility to apply for professional registration as a social worker with the Health and Care Professions Council.

**TOPICS COVERED**

- Becoming a reflective and resilient practitioner.
- Research skills for practice.
- Methods and models of social work intervention.

**QUALIFICATION**

BSc. (Hons) Professional Social Work Practice

( Integrated)

Apprentices without a minimum level 2 English and Maths qualification at the point of entry will be supported to achieve it while on the course in order to undertake the End Point Assessment in the third year.

**EMPLOYER-BASED LEARNING**

Apprentices extend their classroom based learning through workplace practice. With support from the employment based Mentor and the Apprenticeship Co-ordinator, each apprentice will have opportunities to place their academic study in the context of the Behaviours, Knowledge and Skills described in the Social Worker (degree) Apprenticeship Standard.

- Skills for effective study.
- Becoming a professional.
- Inter-professional practice.
- Contemporary practice issues including domestic violence, substance misuse and poverty.
- Research skills for practice.
- Becoming a reflective and resilient practitioner.
The University of Bedfordshire has campuses with excellent facilities in Bedford, Luton, Milton Keynes and Aylesbury, easily accessible from London and the South East. Short courses are generally delivered in Luton either at our Postgraduate Centre or Putteridge Bury. Higher and degree apprenticeships’ delivery location varies depending on the programme.
CAMPUS LOCATIONS

Luton campus
University Square
Luton
Bedfordshire
LU1 3JU

Bedford campus
Poull Avenue
Bedford
Bedfordshire
MK41 9EA

Aylesbury campus
Stoke Mandeville Hospital
Mandeville Road
Aylesbury
HP21 8AL

Putteridge Bury campus
Hitchin Road
Luton
Bedfordshire
LU2 8LE

Milton Keynes campus
Avebury Boulevard
Milton Keynes
Buckinghamshire
MK9 3HS

For general enquiries or to discuss any of our short courses:
e: cpd@beds.ac.uk

For information about our Higher & Degree Apprenticeships, email our team:
e: apprenticeships@beds.ac.uk

For information relating to business support and academic expertise:
e: RIS@beds.ac.uk
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