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

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

Dr Nicholas Lancaster
Director, Research & Innovation Service

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

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.

Our teaching was rated Silver Overall in the 2017 Teaching Excellence Framework, and the University was commended for the quality of its learning experience in the latest Quality Assurance Agency (QAA) report.

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.

Contact us: 0800 328 5334 | www.beds.ac.uk/ris | skills@beds.ac.uk

TRAINING THAT WORKS FOR YOU

Take your career to the next level

Developing professionals | introduction
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.”

Eamonn Keenan
Head of CPD and Short Courses

Contact us: 0800 328 5334 | www.beds.ac.uk/service | skills@beds.ac.uk
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:

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
Email: RIS@beds.ac.uk
Web: www.beds.ac.uk/ris/we-mean-business

Leadership & Management
Strategy
Finance & Funding
Marketing & Sales
Quality & Continuous Improvement
Productivity
Data Problems
Staffing for the Future
Change & Innovation
Creating New Product
Digital Tools
Products & Services
Electronics Design
Research

The University has delivered £6 million of business support projects over the past three years.
Hatch Regeneris: Social and Economic Impact Report, 2020
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/ris  e: skills@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 15 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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**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 - 3 full days; Practitioner – 5 full days.

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**
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.

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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 Award in First Line Management on successful completion of written assignments.

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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.
THE PROGRAMME DEVELOPS:
the success of initiatives within the organisation.
people from different business functions, to enhance
perform in the organisation effectively and work with
stakeholders in a business context.
knowledge and managerial frameworks in
needs of junior/trainee managers in private, public or
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.

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
Level 2 English and Maths if not held at entry
Apprentices will be eligible to register as full members of the Chartered Management Institute and/or the Institute of Leadership and Management.

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 of business models, ideas and management techniques
• Application of management theory and practice relevant to key business functions, across a range of business environments
• Employer-based learning to address real issues
• Assignments based on workplace challenges

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

QUALIFICATION
Project Manager Degree Apprenticeship
BSc (Hons) Project Management degree
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 apprentices

*Subject to University approval

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

CHARTERED MANAGER

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?

- Those progressing from a lower level apprenticeship
- Open to graduates if their degree does not include English and Maths if not held at entry
- Open to new or existing staff
- Those with career aspirations in management

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, reflective 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

HOW THE PROGRAMME IS DELIVERED

The programme can be configured to suit employer needs and is usually delivered on a day release basis. There is an option of workplace delivery for groups.

TOPICS COVERED

- Critical Debates in Business
- Creative Leadership
- Innovating in the Strategic Environment
- Future of Work and Management
- Entrepreneurship
- Your Professional Future

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.
LEARN 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 processes by eliminating waste and variation.

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

We provide the following:
- Open enrolment courses in Lean and Lean Six Sigma with optional flexibility
- Bespoke courses both ‘in company’ or at the University of Bedfordshire
- Project coaching for full certification leading to an immediate positive business impact
- Implementation support to ensure benefits of Lean Six Sigma are sustained in the long run

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

LEARN 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, where 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, 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.

LEARN THINKING

Learn how to implement Lean Six Sigma 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.

LEARN 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.

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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.

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Become a Lean Six Sigma Green Belt to improve your business.

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

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Become a fully-fledged Lean Six Sigma Black Belt with us.

**KEY FACTS**
- Open enrolment and client’s premises
- 10-day course spread over two blocks of five days
Our computing and data management courses help your business to develop the skills of your staff in these subjects.

Digital Skills, Data Science and Cyber Security courses
- Big Data and Business Analytics 36
- Modern Programming Fundamentals 37
- Cyber Systems, Security and Software Engineering 37

Apprenticeships
- Data Analyst 38
- Digital and Technology Solutions Professional 39
- Cyber Security Technical Professional 40

Our computing and data management courses help your business to develop the skills of your staff in these subjects.
BIG DATA AND BUSINESS ANALYTICS

Learn how your business can benefit through the analysis of big data.

**KEY FACTS**
- University of Bedfordshire, Milton Keynes campus and client’s premises
- 2 half days

This taster course introduces you to the concept of ‘big data’ and how you can manage and use it. It will comprise of introductory lectures and workshops. Big data is generated by many businesses in a variety of forms both digital and analogue. Defined as a data set too big to be efficiently worked in real time with traditional database tools, big data is a real challenge for modern businesses.

**THE COURSE WILL ENABLE YOU TO:**
- Appreciate the various sources of big data and the developments in software capable of handling it
- Understand some simple statistical tools to begin gaining an appreciation of analytics
- Understand the software developed to process big data in your business
- Develop strategies and discuss the ethos behind social media

**WHO IS IT FOR?**
Business executives trying to learn the benefits of using big data and wishing to learn the basics. Those exploring the business possibilities of harnessing big data and those exploring a career move into data science.

**ENTRY REQUIREMENTS**
An understanding of using large data sets in any organisation.

**QUALIFICATION**
On completion of the course you will receive a certificate of participation including brief summary of the course content and scope.

MODERN PROGRAMMING FUNDAMENTALS

A practical course to help you understand Python and develop a professional approach to analysis, design and implementation when programming.

**KEY FACTS**
- University of Bedfordshire, Milton Keynes campus and client’s premises
- 4 hours per week for 8 weeks

Python is a very popular programming language in both academia and industry and this course gives you the foundations of this language with a practical understanding.

The course will cover the main concepts of this language. You will learn how to use Python through the development and testing of small projects. You will design, organise and write programs and you will look at the functionality and structure of these programs.

**THE COURSE WILL ENABLE YOU TO:**
- Understand the process underlying the development of software systems
- Learn how to analyse a program and how to write a program to fulfil a specified task

**WHO IS IT FOR?**
Anyone with an interest in learning programming.

**ENTRY REQUIREMENTS**
Sound understanding of IT computers and computing.

**QUALIFICATION**
On completion of the course you will receive a certificate of participation including brief summary of the course content and scope.

CYBER SYSTEMS, SECURITY AND SOFTWARE ENGINEERING

An advanced qualification providing the knowledge needed to understand and impart the complexities of modern software engineering.

**KEY FACTS**
- University of Bedfordshire, Milton Keynes campus and client’s premises
- 2 half days per week for 12 weeks plus home study

Designed for those who are aware of the value of the data they handle and how cyber threats can affect this data. Throughout the course, how security affects every layer of software, human computer interaction (HCI) and databases is covered. You are shown how it is possible to consistently improve security through design. The course weaves cyber security into object oriented programming, operation systems, file handling, databases and devising effective testing mechanisms.

**THE COURSE WILL ENABLE YOU TO:**
- Design and write programs in an object-oriented language
- Design and write test routines for programs which probe security features that should be designed out by default (such as checking data types)
- Evaluate, apply and develop appropriate tools and techniques to model complex scenario within the real world

**WHO IS IT FOR?**
Business owners and managers who are responsible for handling data. Ex forces personnel looking to build their careers in new areas.

**ENTRY REQUIREMENTS**
An excellent understanding of computers and computing.

**QUALIFICATION**
On successful completion of the course, you will receive an Advanced Professional Certificate equivalent to 30 credits at Masters level.
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

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

**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.

**KEY FACTS**

- To be agreed with employers
- Typically 18 to 24 months

**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

**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
- Open to new or existing staff
- Open to graduates if their degree does not include in-depth study of computer science
- 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

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.

**KEY FACTS**

- To be agreed with employers
- Typically 48 months

**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
- Open to new or existing staff
- Open to graduates if their degree does not include in-depth study of computer science
- 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
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.

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

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
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.
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.

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.

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 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.

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

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
This course prepares you for practice as a qualified midwife, registered with the Nursing and Midwifery Council. You will spend time in the university and in a placement within a maternity unit at an NHS Trust hospital. You will learn to care for women and their families during pregnancy, birth and the postnatal period, fulfilling the complete role of the midwife as expert in normal pregnancy and birth. You will take part in health promotion, a vital aspect of the midwives role, as well as learning how to care for women experiencing complications during this time.

**KEY FACTS**
- September
- Typically 24 months

**IN EACH WEEK YOUR LEARNING MAY INCLUDE**
- Lectures, seminars, group work and simulation, as well as undertaking allocated clinical shifts in practice with a midwife supervisor. You will be supported by a variety of people both in the University and in the placement area, who will monitor your progress and help you make the most of the learning opportunities available to you.

**WHO IS IT FOR?**
Adult Nurses currently registered with the NMC who would like to become a midwife.

**HOW THE PROGRAMME IS DELIVERED**
The programme will consist of 1-2 study days per week and 22.5 hours clinical shifts per week. The working pattern includes University based learning days and clinical shifts which will cover the 24-hour 7 days a week care cycle. Annual leave is predetermined and built into the course programme. There is a blended approach to learning utilising online resources with face-to-face teaching.

**ENTRY REQUIREMENTS**
- Candidates must be registered with the NMC on the Adult Nurse part of the professional register and have at least 240 credits at levels 4 and 5.
- Candidates must have undertaken recent academic study (within the last three years) which includes assessment.
- On entry candidates should have GCSE Maths and English at grade A to C, or level 2 qualification in both Maths (functional) and English.
- IELTS score of 6.5 overall, with a minimum score of 6 in any area, where English is a second language.

**QUALIFICATION**
MSc Midwifery

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**ADVANCED CLINICAL PRACTITIONER**

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.

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

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
HIGHER APPRENTICESHIP

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 BSc (Hons) Social Worker
- Those able to draw on their experiences to promote positive change in people’s lives, improving their wellbeing and independence
- Social care/services employees who wish to extend their classroom based learning
- Practitioners working in an assistant capacity who wish to upskill healthcare workers currently working in assistant capacity in a range of healthcare settings, for example in adult, mental health or children's nursing, midwifery, or operating department practice
- Those wishing to upskill healthcare workers currently working in assistant capacity in a range of healthcare settings, for example in adult, mental health or children's nursing, midwifery, or operating department practice

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
- Apprenticeship 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

Year 1
- 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

DEGREE APPRENTICESHIP

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 and February
- 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

WHO IS IT FOR?

- Social care/services employees who wish to develop their career opportunities by gaining a social work qualification
- Those able to draw on their experiences to demonstrate aptitude and potential to work with people in need
- Candidates with the appropriate personal qualities, values and skills necessary to become a social worker

HOW THE PROGRAMME IS DELIVERED

Across the three years of the course, academic teaching will usually take place on one day a week, supplemented by short block periods and additional study days. Indicative calendars are available on request.

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.

TOPICS COVERED

- Skills for effective study
- Becoming a professional
- Foundational knowledge including law, social policy, working with diversity and human development
- Ethics and values in practice
- Methods and models of social work intervention
- Inter-professional practice
- Contemporary practice issues including domestic violence, substance misuse and poverty
- Research skills for practice
- Becoming a reflective and resilient practitioner

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.
Our Academic Professional Apprenticeship programme provides those involved in teaching in Higher Education with the knowledge and skills to thrive in the varied and complex role of an academic.
WHO IS IT FOR?
This course is aimed at those:
• Delivering teaching and learning at a Higher Education Institute or on a Higher Education qualification
• Interested in expanding their knowledge, understanding, skills and abilities in both teaching and learning, and wider academic practice
• With a minimum workload of 50 hours per year dedicated to teaching and/or supporting learning hours

HOW THE PROGRAMME IS DELIVERED
This is a practice-based course with the learning centred on your own professional academic practice. Scheduled, guided and independent learning activities are designed to develop your professional practice and provide exposure to a variety of different teaching, learning and assessment methods, techniques, technologies and environments. Relevant research, scholarship and pedagogy provide a sound evidence-based underpinning to your reflections and learning.

LEVEL AND EXPECTED ENTRY QUALIFICATIONS
This is a postgraduate apprenticeship at Level 7. Applicants are normally expected to have a degree, or equivalent qualifications or experience.

EMPLOYER-BASED LEARNING
You will extend the learning you do with us through your workplace practice. To achieve this, you will keep a portfolio of practice throughout the qualification and will have an in-practice mentor who can help contextualise your learning and assist you in reflecting upon the evidence you collect.

TOPICS COVERED
• The fundamentals of teaching practice in higher education
• Using technology to enhance teaching, learning and assessment
• Designing and delivering assessment and feedback
• Communicating with professional and academic communities
• Budgeting and planning in academic management
• Innovating your teaching
• Understanding the regulatory and quality assurance environment
• Evaluating and enhancing the quality of your provision

QUALIFICATION
A Postgraduate Diploma in Academic Practice
Recognition of the Higher Education Academy (HEA)
Teaching staff draw on industry experience as researchers or consultants and studies are aligned to the Institute of Food Science & Technology, with membership for successful candidates.
WHO IS IT FOR?
• Existing employees supported by their employer to advance their career opportunities and expand their technical expertise
• New employees in skilled occupations in the food industry
• Those moving into a skilled role as a Food Technical Professional
• Open to graduates if their degree does not include in depth study of Food Science
• Those progressing from a lower level apprenticeship
• Typical entry requirements include 3 A’level passes including a science or equivalent food technology

KEY FACTS
- October, February and as negotiated with employer
- Typically 48 months

HOW THE PROGRAMME IS DELIVERED
The course offers 20% academic learning and 80% work-based learning. This is achieved by the apprentice attending the university one day per week to complete lectures, tutorials and lab classes and submit assignments. Work based learning is agreed via the apprentice co-ordinator, the work-based mentor and the apprentice. Work based learning is achieved by the completion of agreed tasks by the apprentice at work and the recording of these in a portfolio entry.

TOPICS COVERED
• The microbiology and microbial ecology in a range of foods
• Food legislation & regulation as appropriate to own organisational context
• Enhancing nutritional impact of food components
• Laboratory testing of chemical and physical test methods
• Food Safety Management including hygiene
• Underlying principles of various common food processes
• Supply Chain management
• New Product Design and Innovation
• Managing Resources, People and Finances
• Develop and demonstrate critical evaluation/analysis of complex information and data
• Food Ethics

QUALIFICATION
BSc (Hons) Food Science, Technology and Management
Level 2 English and Maths if not held at entry
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.
CONTACT US

CAMPUS LOCATIONS

Luton campus
University Square
Luton
Bedfordshire
LU1 3JU

Bedford campus
Polhill 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: skills@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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