

## Programme Specification

### Award and title: BSc (Hons) Project Management (Degree Apprenticeship)

<i>School:</i>	York Business School
<i>Subject area:</i>	Business Management
<i>Entry from academic year:</i>	2021/2022
<i>in the month(s) of</i>	October January May
<i>Awarding institution:</i>	York St John University
<i>Teaching institution:</i>	York St John University
<i>Delivery location:</i>	York St John University, York Campus York St John University, London Campus
<i>Programme/s accredited by:</i>	
<i>Exit awards:</i>	Certificate of Higher Education Project Management Diploma of Higher Education Project Management BSc (Ord) Project Management
<i>UCAS code / GTTR / other:</i>	N/A
<i>Joint Honours combinations:</i>	None
<i>QAA subject benchmark statement(s):</i>	Business and Management (2019)
<i>Mode/s of study:</i>	Full-time (3 years plus max 6 months for End-Point Assessment) <ul style="list-style-type: none"><li>• No less than 20% of the training will take place away from the normal working environment</li><li>• On job working hours 37.5 per week</li></ul> Part time (by arrangement)
<i>Working arrangements:</i>	
<i>Language of study:</i>	English
<i>Paired with Foundation Year</i>	No
<i>Study abroad opportunities:</i>	No
<i>Opt-in YSJU Placement Year opportunity:</i>	No

## Introduction

The BSc (Hons) Project Management is awarded upon completion of the Project Manager Degree Apprenticeship (PMDA), which is a 3.5-year programme including EPA, combining academic study with occupational activity.

The BSc (Hons) Project Management will support you in your development as a Project Manager. You will learn about the foundations of project management, the business environment, and develop your skills in using project management tools and techniques. The programme also focuses on your personal development, with opportunities to improve your communication and leadership skills to develop the confidence you'll need as a practising project manager.

Our project manager degree apprenticeship programme has been designed around the requirements of the professional body including the Association for Project Management (APM), so you will learn all the profession-relevant skills that you need for a career in project management.

Designed around the established bodies of knowledge of the Association of Project Management (APM) and Project Management Institute (PMI), you will gain an insight into the principles and practice of project management as well as the tools and techniques required to contribute to business effectiveness. The programme will introduce you to the strategic and operational considerations together with the human factors by looking at project leadership and team management. You will explore issues that have significant impact within organisations by working with others and building on both their experiences and your own.

This programme will be delivered in a blended format making use of online learning and classroom based activities. This initiative recognises trends towards independent ways of learning and virtual forms of communicating, whilst maintaining the known benefits of sharing and disseminating experience in a group. Consequently, much of the learning is developed through the establishment of online collaborative learning communities of programme participants and tutors and you will become part of that community of learning. Your understanding is developed around the key skills, processes and practices of project management. Solutions to real problems are suggested, discussed and analysed within the learning community with the support of tutors and fellow learners.

The distance learning element provides opportunities to grow networks virtually, as well as creating an environment for cross cultural peer to peer learning.

Special features of the programme include:

- Professional qualification in Project Management at IPMA Level D or equivalent
- Eligibility to become a Member of Professional Association (MAPM)
- On-demand learning which will enable you to access information whenever it is most suitable, allowing you to balance learning and work commitments
- Online lectures, specially tailored to help you develop your critical thinking skills
- Face-to-face workshops which will facilitate understanding and conceptualisation of topics and also build relationships and networks.
- A supportive platform for critical reflection and application of academic theories to your organisational setting
- Participation in active and supportive forums.

## Admission Criteria

You must meet the minimum entry requirements which are published on the programme specific webpage. In addition, you must have passed the national recruitment standards and passed all the national and local recruitment selection procedures, and

- Be 18 years or older, and ideally to have achieved a Level 3 qualification (or equivalent) and Level 2 in English and Mathematics (or equivalents) prior to entry.

If your first language is not English, you need to take an IELTS test or an equivalent qualification accepted by the University (see <https://www.yorks.ac.uk/international/how-to-apply/english-language-requirements/>).

If you do not have traditional qualifications, you may be eligible for entry on the basis of [Recognition of Prior Learning \(RPL\)](#). We also consider applications for entry with advanced standing.

## Functional Skills

It is a key requirement for you to have achieved Level 2 Maths and English in order to progress through the programme Gateway to the End Point Assessment. If you cannot evidence attainment of GCSE Maths and English (grade C or 4), or equivalent, prior to recruitment, you must undertake Functional Skills test at Level 2 during the apprenticeship. This assessment will be undertaken via an external partner. You will be supported throughout the process.

You will be given a mock assessment (as an initial assessment) to identify gaps in knowledge and support needs and allocated support accordingly. This support may include 1:1 sessions; small group support; online materials or work-book activities. You will undertake a further mock assessment and when ready will be entered for the external assessment. If any further gaps are identified, further development activities will be set, and the process will continue.

## Programme Aims

The overall aim of the Project Management Degree Apprenticeship is to develop your knowledge and understanding of the fundamental concepts and methodologies relevant to the successful delivery of projects. In particular, the programme aims to:

1. Prepare you for a future career within the field of project management
2. Provide you with a detailed and critical understanding of projects, programmes and portfolios and the relationship with business operations in a rapidly changing business and social environment
3. Provide you with a clear understanding of the tools and techniques crucial to the managing of projects
4. Enable you to be a graduate who is able to improve the quality of project management decision-making, leadership and business practice across a range of organisations and in a variety of contexts

## Programme Learning Outcomes

The programme learning outcomes (PLOs) describe the expected results you will achieve at each level of study as you progress through the programme. They outline the relative demand, complexity, depth of learning and learner autonomy associated with the level of learning and achievement. These learning outcomes are aligned to the national Framework for Higher Education Qualifications (FHEQ) and are a key mechanism for demonstrating you have met the required academic standards.

At **Level 4**, you will be able to demonstrate that you have the ability:

- 4.1. Describe and explain a range of relevant project management concepts, theories and models to the solution of business and project management problems
- 4.2. Demonstrate the ability to apply a range of academic and intellectual skills including, information-gathering, analysis and problem identification relevant to the management of projects
- 4.3. To demonstrate an awareness of individual competency requirements and professional development requirements of a project manager
- 4.4. To communicate effectively with internal and external stakeholders to build and maintain their support for successful project outcomes
- 4.5. Demonstrate own learning with guided support to explore a wide variety of learning sources and opportunities within the context of project management

At **Level 5**, you will be able to demonstrate that you have the ability:

- 5.1. Compare and contrast a range of relevant project management concepts, theories and models to the solution of business and project management problems
- 5.2. Demonstrate the application of a range of academic and intellectual skills including, information-gathering, problem-solving, analysis, and evaluation relevant to the management of projects
- 5.3. Exhibit the achievement of skills in relation to communication, organisation and working with others within the context of project management
- 5.4. Demonstrate the use of research and enquiry to further understanding of recent project management scholarship and professional practice.
- 5.5. Demonstrate independence in analysis, evaluation and learning to explore a wide variety of learning sources and opportunities

At **Level 6**, you will be able to demonstrate that you have the ability:

- 6.1. Apply a range of relevant project management concepts, theories and models to the solution of business and project management problems
- 6.2. Synthesise and evaluate strategic and tactical decisions in a variety of organisational and project management contexts
- 6.3. Critically evaluate project management thinking through an extended piece of research
- 6.4. Apply a range of academic and intellectual skills including, information-gathering, problem-solving (incorporating creativity and innovation) and the skill to critically analyse, synthesise, and evaluate information and data to aid project management decision-making
- 6.5. Exhibit the achievement of skills in relation to communication, organisation and working with others in a professional manner
- 6.6. Conduct research and enquiry to further your understanding and to inform project management decision-making
- 6.7. Manage your own learning to explore a wide variety of learning sources and opportunities

## Programme Structure

Code	Level	Title	Credits	Teaching block	Module status**	
					Compulsory (C) or optional (O)	non-compensatable (NC) or compensatable (X)
BMP4001M	4	Project Fundamentals	20	1	C	NC
BMB4008M	4	Responsible Business Practice	20	2	C	NC
BMP4003M	4	Project Business Environment	20	3	C	NC
BMP4002M	4	Stakeholder Engagement and Communication	20	4	C	NC
BMP4004M	4	Practitioner Development	40	Year	C	NC
BMP5002M	5	Project Governance	20	1	C	X
BMP5004M	5	Project Planning and Control	20	2	C	X
BMP5003M	5	Project Risk Management	20	3	C	X
BMP5001M	5	Project Finance	20	4	C	X
BMP5005M	5	Collaboration, Negotiation and Influencing for Success	40	Year	C	NC
BMB6011M	6	Project Leadership, Innovation and Change	20	1	C	X
BMP6003M	6	Project Contract and Legal Considerations	20	2	C	X
BMP6004M	6	Project Procurement and Supply Chain	20	3	C	X
BMB6012M	6	Organisational Strategy and Decision-making	20	4	C	X
BMP6007M	6	APM Project Management Qualification (PMQ)	0	4	C	NC
BMP6005M	6	Work-based Project	20		C	X
BMP6006M	6	Professional Review	20		C	X

\*\*Any modules that must be passed for progression, or award, are indicated in the table above as non-compensatable. A non-compensatable module is one that must be passed at the relevant level to progress (with a minimum mark of 40).

The order in which you take modules will vary depending upon which teaching block is being delivered at the point of your intake.

Teaching Block	Level	Year	Weeks
TB1	4	1	1 – 10
2-day Workshop			5
TB2	4	1	14 – 23
2-day Workshop			18
TB3	4	1	27 – 36
2-day Workshop			31
TB4	4	1	40 – 49
2-day Workshop			44
TB5	5	2	1 – 10
2-day Workshop			5
TB6	5	2	14 – 23
2-day Workshop			18

TB7	5	2	27 – 36
2-day Workshop			31
TB8	5	2	40 – 49
2-day Workshop			44
TB9	6	3	1 - 10
2-day Workshop			5
TB10	6	3	14 – 23
2-day Workshop			18
TB11	6	3	27 – 36
2-day Workshop			31
TB12	6	3	40 - 49
2-Day Workshop			44

## Learning, Teaching and Assessment

A blended approach is taken on this programme, with a mix of face-to-face teaching and online learning. All learning materials will be made available through the Moodle Virtual Learning Environment (VLE) along with additional material to reinforce learning, such as video lectures, interactive presentations, podcasts, articles, media clips, and policy documents. There is the flexibility to access this through mobile technology, or when offline.

You will be expected to commit around 1 day per week (on average) to your studies although this will vary to suit each individual. As you work through each topic you will undertake a variety of exercises which will provide opportunities for formative feedback to inform your work and help you prepare for the summative assessment. You will work in online study groups to allow for virtual socialisation and peer support throughout the programme and periodic online tutorial sessions will allow for live interaction with the tutor.

Level 4 and 5 are split into four teaching blocks each consisting of 10 weeks, with one 20 credit module being taught per block. You will also undertake a skills-based module worth 40 credits which runs across each year. Level 6 is also split into four teaching blocks each consisting of 10 weeks, with one 20 credit module being taught per block. However, the final 40 credits are completed within a 6-month period and form the EPA, and you are supported through supervisory support.

At the same time, you will be learning in the workplace, undertaking continuous professional development, observing practice and taking part in mentoring sessions, performance reviews and building evidence of performance. You will utilise knowledge gained in the academic environment along with practical workplace experience to develop a detailed understanding of all aspects of project management.

Throughout the duration of your studies you will also capture work-based artefacts that demonstrate your competence in each of the relevant KSB's to form your portfolio for the final Professional Review as part of your End-point Assessment (EPA).

Campus-based workshops will be organised as two days per teaching block (normally during week 5). Workshop sessions will utilise a range of student centred, active learning techniques, which are interactive and designed to help build on prior learning, make connections and enhance understanding and application of the programme content. The sessions will be varied to give different learning experiences, from presenting an interpretation of complex ideas, through discussions and explorations of authentic case studies, to demonstrations of practice and problem-solving workshops.

You will routinely work with peer groups and staff, giving and receiving feedback, building trust and understanding in your cohort. Reflection is part of the learning process and consequently will be taught and practiced throughout the programme. The teaching blocks will give the intellectual freedom, stimulation and focus to explore and challenge what is experienced in the workplace, make connections and extend knowledge and skills; thus, deepen learning over time.

You will undertake training during your second year of the programme which will support you in attaining the International Project Management Association (IPMA) Level D qualification, APMQ, (Project Manager Qualification) from the APM. This will be delivered by our Partner, 2020 Project Management.

## **Assessment and Feedback**

The assessment strategy for the degree apprenticeship programme has been designed to ensure you gain the relevant knowledge and skills at each stage of the programme. You will be prepared for the assessments that contribute towards your degree apprenticeship through continual formative activities (e.g. peer and self-assessment) with feedback a routine part of your learning journey. These activities will help you fully understand the process of assessment and the criteria used to assess your work. You will use the University's assessment criteria to give feedback and jointly reflect on what is required to achieve a higher grade. You will also receive on-going feedback from your peer group and staff relating to your learning and development.

Assessment for the IPMA Level D qualification (APMQ) will be through an online examination which will be scheduled towards the end of the second year of the programme. In the event that you are not successful at your first attempt, you will be permitted further unlimited opportunities to retake the exam, although this would be subject to an examination fee for each further attempt. The professional qualification sits outside of the module assessment and will be administered through a zero-credit module to be completed by the end of Level 6, allowing for the possibility of needing to retake the exam.

## **End Point Assessment Gateway**

The EPA should only start once your employer is satisfied that you are consistently working at or above the level set out in the occupational standard, that the pre-requisite gateway requirements for EPA have been met and that they can be demonstrated to the EPA organisation (EPAO). The employer, in conference with the EPAO, needs to ensure that you have:

- achieved a minimum level 2 English and Maths as per the standard and general apprenticeship requirements.
- attained the IPMA Level D Qualification or equivalent in Project Management.
- met all the KSBs in the standard and passed all the Degree Modules.
- receive confirmation from the employer that they are satisfied that you are consistently working at or above the level set out in the standard.
- have a project outline agreed with your academic supervisor and workplace representative, the outline must detail the project title, scope, key activities/milestones and expected outputs/measures of success.

## **End-point Assessment (EPA)**

The end-point assessment is delivered and assessed across 2 modules, worth 20 credits each. It is carried out by a panel of Independent Assessors and consists of the following as set out in the Project Manager Level 6 standard:

- BMP6005M Work-based Project Report with associated documentation (20 credits)
- BMP6006M Professional Review based on the evidence portfolio (20 credits)

You will undertake a Work Based Project (of 4000 words) agreed with your Organisation and the University, in addition to the Professional Review consisting of a Presentation, Interview, and review of your Portfolio. This report is based on the work-based project, and addresses the knowledge, skills and behaviours (KSB) for a project manager as set out in the degree standard in the context of the project. The Professional Review requires a short presentation (15 minutes +/- 2 minutes) to the panel followed by a 10 minute

interview based on a “portfolio” on work projects that you will collate over the duration of the degree apprenticeship and which also addresses the knowledge, skills and behaviours for a project manager.

All assessments must be successfully completed within a 6-month period after the EPA gateway.

For the purposes of your university degree classification, the marks for these two components will be numerical, determined according to a YSJ mark scheme which is itself based on the degree standard mark scheme. Subsequently these numerical marks will be converted into Fail, Pass, or Distinction for the purposes of your apprenticeship classification. These grades will be combined to determine the overall apprenticeship grade of Fail, Pass or Distinction, as detailed in the degree standard. Following the completion of the Work-based Project Report and Professional Review the Independent Assessor will make the final judgement and grading. Resits/retakes are governed by the policy set out in the standard. Successful completion of the EPA will result in the achievement of the apprenticeship standard and a Bachelor’s Degree in Project Management.

## **Student Support**

There is a range of dedicated support available to you throughout your learning journey. You will be given a named contact, within the University. They will be aware of any learning needs you may have, work with you to help address any gaps and support you to reach your full potential. They can guide you to explore alternative ways of thinking about something and direct your reading in beneficial areas that might complement or deepen your understanding of a topic.

There are a range of facilities within York St John University to support you during your studies. The library services offer a wide range of e-books, journals and other material, which you will be able to access off campus. There are academic study support advisers who can help support your academic development, offering tutorials and workshops to help with improving your study strategies, reflect on your planning process or developing your academic writing skills. You can join the YSJ Student Union and sign up for any one of the large number of clubs and societies on offer. Your wellbeing is paramount, and the University Student Services offer a range of facilities to assist and support your health.

## **Progression and graduation requirements**

The University’s [general regulations for](#) undergraduate awards apply to this programme.

Any modules that must be passed for progression or award are indicated in the Programme Structure section as non-compensatable.

Further information on progression and processes can be found in the Code of Practice for Assessment and Academic-related Matters via the links below:

<https://www.yorks.ac.uk/media/content-assets/registry/policies/code-of-practice-for-assessment/Code-of-Practice-for-Assessment-202021-V1.pdf>

<https://www.yorks.ac.uk/registry/regulations/regulations-for-undergraduate-awards/>

## **Internal and external reference points**

This programme specification was formulated with reference to:

- [University mission and values](#)
- [University 2026 Strategy](#)
- [QAA subject benchmark statements](#)
- [Frameworks for Higher Education Qualifications](#)
- Degree Apprenticeship Standards
- Association for Project Management (APM) Competency Framework
- Association for Project Management (APM) Body of Knowledge (7<sup>th</sup> Edition)

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*Date written: 23 October 2020*