Module description

The Open University’s BA (Honours) Management Practice provides students with the opportunity to gain a management degree and apply for professional accreditation with the Chartered Management Institute through the Government’s Apprenticeship scheme.

This degree provides employer-sponsored apprentices with 60 credits of core business management education at each level of study combined with another 60 credits at each level of facilitated work-based learning taking place within the Apprentice’s employment context – with a total of 360 credits across all three levels. The qualification is designed so that it can be completed within a 3-year period.

This degree meets the standards for the Chartered Manager Degree Apprenticeship (CMDA), which was developed by employers and the Chartered Management Institute and approved by the Skills Funding Agency in 2015.

The Practice Tutor is managed and reports to the Faculty of Business and Law (FBL) Regional Manager.

The Practice Tutor will provide learning support for a specific cohort of students to progress through all three levels of the qualification – i.e. they will support the same group of students through from initial induction to successful completion of the final module.

The Practice Tutor is the first point of contact for the student in dealing with any matter related to their practice-based learning across the qualification.

The Practice Tutor will also teach a cohort of students on the 60 credit work-based learning module on each of the three levels of study (BXY130, BXY230 and BXY330) – delivering ongoing student learning support, marking, and providing feedback on student assessment work.

Job description

The role includes:

- Contributing to the effective induction of individual students to the qualification and to the modules at each level, in collaboration with OU colleagues
- Participating in the initial face-to-face meeting with each student, plus their mentor and manager to agree parameters of each other’s role and responsibilities, establish learning goals for the apprenticeship, identify suitable practice learning opportunities, discuss assessment requirements, discuss the students’ current practice with respect to the assessment requirements of the practice-based modules, and agree methods of communication (including arrangements for the quarterly qualification and module reviews of the student’s progress and achievements)
- Leading quarterly qualification and module reviews (with the student and their mentor / manager) of the student’s progression towards each learning outcome and CMDA standard, the practice learning opportunities accessed, and the practice learning opportunities to be sought during the remainder of each module – through development of the student’s learning plan. Participate in an annual progress review with the student to agree any appropriate action plans and agree the arrangements for the final face-to-face review towards the end of each module
- Contributing to the quality assurance of practice-based learning environments including: the use of online assessment processes (including marking assignments on work-based learning modules); supporting the students’ use of the e-portfolio to provide evidence of their application of learning; the application of management concepts through the work-based learning modules; and the summative assessment of the student’s Work Based Project to ensure successful completion of the qualification
Supporting the student in their submission of their final end point assessment of the qualification and CMDA End Point Assessment, and support the CMI Independent Assessor in making robust summative assessment decisions about the student’s performance based on the observation of the student’s practice and portfolio evidence presented by the student.

Having an overview of the progress of a group of students throughout their academic module studies, including appropriate liaison with the relevant modules’ tutors and the Practice Tutor’s line manager (FBL Regional Manager).

Ensuring appropriate student support is put in place as necessary (in association with other relevant staff) if a student is at risk of failing/making unsatisfactory progress; evaluating the need for additional support and ensuring that it is provided - liaising with the FBL Regional Manager and the FBL Apprenticeship Programme Manager on progress as required.

Reporting/providing feedback, as required, on students’ practice-based learning experiences and performance on the module, via specified documents/reports and meetings.

Maintaining satisfactory records for each student.

Providing tutor support on each of the 60-credit work-based learning modules at all three levels of the qualification for their own cohort of students - BXY130 (Level 1); BXY230 (Level 2); BXY330 (Level 3) – each module has a nine month duration with variable presentation pattern. The Practice Tutor will deliver one-to-one and group support, mark assignments and provide feedback for students in their cohort on the work-based learning modules.

**Person specification**

- Have either a minimum first degree in Business Studies, OR a non-business degree plus a postgraduate qualification in a business related subject (e.g. first degree in Psychology or Engineering and Post Graduate Certificate in Management would be appropriate). Candidates with a Masters qualification in relevant area (e.g. MBA, M.Ed.) will be given additional weighting.
- Provide evidence of experience in teaching and/or coaching adults (substantial coaching, facilitation and training experience in the workplace will be considered as an alternative to formal teaching, although additional weighting will be given to candidates with HE teaching experience).
- Provide evidence of experience as an Assessor of work-based competencies in the work environment.
- Relevant experience in, or understanding of, using synchronous and asynchronous online media in a teaching and learning environment. (Candidates using commercial workplace equivalents will be considered, although greater weighting will be given to candidates with teaching experience through HEI bespoke systems such as OU Live, BlackBoard, Collaborate or equivalents).
- Demonstrable relevant practical experience of using e-portfolios to support students in a work-based learning setting.
- Demonstrable relevant recent business experience or consulting for a business through application of theoretical skills in the workplace.
- Demonstrable academic credibility across a broad range of general Business Studies areas. As this qualification covers a number of topic areas we are looking for candidates who can outline teaching expertise in at least 3 areas from e.g. finance, accounting, HR, organisational behaviour, marketing, operations, ethics/CSR, strategy, globalisation, and communications.
- Demonstrable experience of supporting students to achieve the learning outcomes, particularly study skills identified for academic writing, numerical literacy, digital literacy and critical thinking.
- Demonstrable experience of supporting students at a distance including: communicating effectively using email, text, instant messaging or other electronic means.
- Ability and willingness to travel to students’ places of employment and to tutorial venues as required.
- Internet access.

**Additional information**

*XBXY130 (including the work on work-based modules BXY130, BXY230 and BXY330)*

**Module related details - a full explanation can be found on the website**

<p>| Credits awarded to the student for the successful completion of a module: | 60 |</p>
<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
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<tbody>
<tr>
<td>Level of ICT requirements:</td>
<td>2</td>
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<tr>
<td>Number of students likely to be in a standard group:</td>
<td>5</td>
</tr>
<tr>
<td>Salary band:</td>
<td>10*</td>
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<tr>
<td>Estimated number of hours per teaching week:</td>
<td>6</td>
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</tbody>
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*The AL salary is paid as three salary band 10 salaries, paid over three 12 month periods.

The teaching and assessment strategy for this module has not yet been approved and therefore the information is subject to change.