Presentation pattern: November to April
May to April

The practice tutor will typically support the student for a period of three years - for the life of the qualification (30 months) and then a further 6 months for preparation for the End Point Assessment.

Award description

The MBA (Leadership Practice) is a unique distance learning qualification designed for practising senior and middle-level managers, to develop students’ strategic analysis, interdisciplinary skills, creativity and innovation. The MBA programme concentrates on strategic analysis, interdisciplinary skills, intellectual stimulation and independent judgement and covers core themes such as: critical engagement; embedding theory in practice and global impact awareness.

The programme is designed for professionals from a wide range of backgrounds who need to engage with the challenges of 21st century management and leadership. The qualification helps leaders to develop skills and knowledge of management frameworks, theories and tools, and to use these appropriately in order to make a real difference in their own leadership practice.

The qualification meets the standards for the Senior Leader Master's Degree Apprenticeship.

Stage 1 (60 credits) consists of the following modules:

- Managing in a changing world (BXY870)
- Creating and sustaining value (BXY872)

Stage 2 (120 credits) consists of the following modules:

- Leadership in practice (BBXY857)
- Effective strategic management (BXY873)
- Finance for strategic decision making (BXY874)
- MBA project: making a difference (BXY875)

The Practice Tutor role on the SLMDA

The Practice Tutor is managed by and reports to the Faculty of Business and Law (FBL) Student Experience Manager, Apprenticeships.

The responsibilities of the Practice Tutor are principally about supporting the building of the student’s portfolio and judging the credit worthiness of the evidence.

The Practice Tutor will provide learning support for a specific cohort of students to progress through both stages of the qualification – i.e. they will support the same group of students from initial induction through 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 45 credit work-based learning module Leadership in practice (BBXY857) – 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 and line manager to agree parameters of each other’s role and responsibilities, establish learning goals for the
apprenticeship. Identify suitable practice learning opportunities, 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 SLMDA standard, the practice learning opportunities accessed, and the practice learning opportunities to be sought during 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 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.

- Assessing students’ evidence submissions to the e-portfolio against the apprenticeship standard for the SLMDA. Supporting the student in their submission of their final end point assessment of the qualification and SLMDA End Point Assessment, through 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 Student Experience 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 Student Experience Manager, BDU Operations Team (Apprenticeship Programme Delivery Manager – APDM) 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 and supporting them with the identification, selection and recording of evidence in the student’s e-portfolio.

- Assessing the quality of students’ evidence that is uploaded and stored to their e-portfolio to support achievement against the SLMDA standard.

- Providing tutor support on the 45-credit work-based learning module for their own cohort of students – BBXY857 Leadership in practice – which has a six month duration with variable presentation pattern (May E and November K starts).

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**

The person specification for this module should be read in conjunction with the [generic person specification](#) for an associate lecturer at The Open University.

As well as meeting all the requirements set out in the generic person specification, applications should address the following criteria:

**Essential criteria (for shortlisting for interview)**

- A postgraduate degree in a business management or related subject (e.g. first degree and an MBA would be appropriate).

- Provide evidence of experience in teaching and/or coaching managers (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 current or recent experience, of managing and decision making at middle to senior level.

• Knowledge of recent developments and debates within management and business education in HE.

• Demonstrable academic credibility across a broad range of postgraduate business topic areas. As this qualification covers a number of topic areas we are looking for candidates who can outline ability to teach/support learning in at least 3 areas from e.g. finance, accounting, HR, organisational behaviour, marketing, operations, ethics/CSR, strategy, globalisation, and communications.

• Ability and willingness to travel to students' places of employment and to tutorial venues as required.

• Internet access

Desirable criteria

• Demonstrable relevant practical experience of using e-portfolios to support students in a work-based learning setting.

• Experience of managing in different functions and/or sectors and in internationally diverse settings.

• Experience of supporting managers to develop reflective learning and engaged critical thinking skills through practice-based learning.

• Ability to time manage, and demonstrate prioritisation and organisation skills.

• Ability to take the initiative and work in a flexible, proactive manner to deliver effective and creative responses to learning in practice problems.

• Demonstrable experience of effectively supporting students at a distance to achieve specified learning outcomes through assessing, marking and facilitating online, combined with excellent communication skills.

• Relevant experience in, or understanding of, using online media in a teaching and learning environment. (Candidates using commercial workplace equivalents to HEI bespoke systems such as Adobe Connect, OU Live, BlackBoard, Collaborate or equivalents will be considered).

• Ability to facilitate learning of students with diverse needs, including an understanding of how to help managers from different cultural backgrounds to be reflective practitioners and to engage critically with theory.

Additional information

A contract will be issued for XBXY857 Practice Tutor – SLMDA, and part of that contract will include teaching on the work-based module BBXY857.

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

<table>
<thead>
<tr>
<th>Credits awarded to the student for the successful completion of a module:</th>
<th>45</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>8</td>
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<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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*The AL salary is paid as three salary band 10 salaries, paid over three 12 month periods.