

# Chartered Manager Degree Apprenticeship (CMDA) for Schools 2018/2019

## Guidance for Line Managers

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Serco Education is an approved provider to deliver the **Chartered Manager Degree Apprenticeship (CMDA) for Schools**. It is based on the new generic business CMDA degree apprenticeship developed by a trailblazer group of employers and based on standards and an assessment plan approved by the Institute for Apprenticeships and the Department for Education. The qualification within the CMDA for Schools apprenticeship, the BA degree in School Business Management, will be validated by the University of Gloucester.

The CMDA for Schools will benefit school business managers and experienced school professionals and leaders of any age who take responsibility for people, projects, business operations and/or services within schools. With practical work-based assignments customised for the schools sector, the line manager and employer of a CMDA for Schools apprentice should quickly see tangible benefits in the workplace as the apprentice demonstrates their learning and skills.

The CMDA for Schools is a 3-year programme suitable for experienced school business managers and school business leaders/directors, as well as those in schools who aspire to these roles, in a school or academy setting in England. See Terms & Conditions for detailed eligibility conditions.

### What are the benefits to the school?

Research has shown that apprentices increase innovation and drive quality. The CMDA for Schools will help learners to develop job-specific skills that will benefit the school. Employment leading to higher level qualifications, such as the CMDA for Schools, attract and retain high-calibre individuals with the potential to progress.

### Programme Overview

Applicants signing up to the CMDA for Schools are committing themselves to a three-year programme of study although prior learning and/or experience may allow fast-tracking and reduce the amount of time it will take to complete the apprenticeship.

Once accepted onto the programme, each apprentice will agree an **individual learning plan** with their coach and their line manager or mentor. They then begin their academic studies, completing 6 to 9 modules a year (18 modules across the full three years). Each module/set of modules will begin with a 1- or 2-day face-to-face workshop at a regional centre but the remainder of their studies will be online, maximising the flexibility of learning to suit not only the individual's needs, but also the needs of the workplace.

In addition, the apprentice will receive termly visits from their coach who will ensure, with their line manager's support, that the learning is put into practice and help the apprentice develop a portfolio of evidence. There will also be a touch point via phone approx. 6 months into each year.

During the final year, the apprentice will be required to complete a work-based project as part of the degree. The coach will also visit the apprentice and their line manager at the end of each year for an annual review to ensure that progress is on track.

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In order to successfully complete the CMDA for Schools, the apprentice will attend a one-day assessment centre once they have completed all activities, i.e. after three years if following the full three-year programme

## Structure

The apprenticeship studies will typically take 3 years to complete (part-time or term-time only [TTO] employees may be eligible for additional time), and must include 20% off-the-job training (which includes attendance at workshops and coaching sessions, etc.).

The programme includes modules on:

- The school environment and business management
- Project management in schools
- School finance & legal requirements
- Human resource management in schools
- Operations management in schools
- Continuous Professional Development
- School business leadership
- Managing school improvement
- School business initiatives
- Leading school efficiencies
- Effective learning in schools
- School performance data
- Transforming schools
- Change management in schools *(NB: this is not an exhaustive list of content)*

The programme will develop and examine the knowledge, skills and behaviours of these activities associated with the role of school business professionals.

In addition to the above, it is a requirement that the apprentice is able to evidence that they are working at Level 2 Maths and English. Should your apprentice not have these GCSE qualifications (or their equivalent) or be unable to find their original certificates, then we will provide additional support to help them gain these qualifications.

## What is my role as a line manager of an apprentice?

We will only accept applications from individuals who have the support of their line manager. You will be asked to provide a written statement in support of their application, and confirm their apprenticeship agreement, ILR and ILP details so that we are satisfied that each party understands the commitment being made. You will also be asked to sign to confirm that you have read this guidance.

You may wish to identify a mentor to support the apprentice throughout their programme of study rather than undertake this yourself. Regardless of whether you will be offering direct support or providing a mentor, we require a written statement from the line manager.

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## Cost

The cost is currently £27,000 for the full three years. If you are a levy paying school then the cost of the CMDA for Schools can be covered by the apprenticeship levy (if sufficient funds are available). You should have a digital apprentice account (DAS) and be able to provide us with the contact details for the parent organisation holding the account; this may be the local authority or trust for example. Please ensure that funding will be available.

As long as you have sufficient funds in your digital apprenticeship account (DAS) then there is no additional cost for the programme delivery itself (although dialling in to WebEx conference calls may be charged depending on the phone provider).

If your apprentice already has a school business manager (SBM) qualification (at Level 4/Level 5) this may be considered towards a Recognition of Prior Learning (RPL) process enabling them to reduce their study time (and fees payable). Further details available within our online programme FAQ documentation, or contact us.

If you are a non-levy paying school then you will be invoiced for 10% of the total cost of the programme in advance, as outlined by the government's employer co-investment scheme (the remaining 90% paid via the central apprenticeship levy fund, conditions apply).

Please be aware that the apprentice will be required to attend up to 3 x 2-day regional face-to-face workshops per year. Although workshops are situated in the closest location for the majority of participants within the cohort, your employee may have to travel some distance and stay in overnight accommodation. You will need to agree with your employee whether your school will cover the cost of travel and accommodation (if required).

## Time Commitment

The line manager, or mentor identified by the line manager, will be required to:

- join the first meeting between the apprentice and coach for approx. half an hour to ensure that all key parties are aware of the requirements of the individual learning plan. This is also an opportunity to ask any questions you may have about the SBP.
- actively contribute to the regular coaching/assessment sessions held with the apprentice – you will not be required to attend the full session. Some of these sessions will be observations by the coach of the apprentice undertaking certain activities. It is unlikely that you will be required to attend these events unless they are part of your daily work activities.
- observe your apprentice undertake certain activities such as chairing a meeting or giving a presentation, for example. You will be required to complete a proforma confirming that you observed certain skills and behaviours and the apprentice will include this proforma in their portfolio of evidence.
- attend an annual review of progress between the coach, apprentice and yourself. This should not exceed 2 hours.
- support the apprentice by providing a room within their normal place of work for the above meetings to take place in confidence
- ensure that the apprentice is given time to attend the above meetings and the face-to-face workshops. This must not be deducted from their annual leave allowance. Please note that the workshops, web conferences and coaching/assessment sessions are mandatory elements of the apprenticeship. The apprentice cannot successfully complete the programme without full attendance.
- support the apprentice in their studies, identifying opportunities for them to develop their skills alongside their learning

- provide the apprentice with support when identifying their work-based project. The focus of the project will be agreed by you, your apprentice and the coach. You will also be expected to help ensure that the apprentice has appropriate access to other staff, documents etc in order to carry out their agreed project.

In addition to the above mentioned workshops, etc, apprentices must be given time to study. Study time should be flexible to minimise the impact in the workplace. This should be agreed between you and the apprentice prior to them starting the programme.

It is an apprenticeship requirement that you (as line manager/employer) are required to allow the apprentice **20% of their work time** to study (full-time and part-time employees) across the 3 years; this includes workshops and meetings with their coach but it also includes any learning or development activities that their role requires, for example meetings with you to discuss their work, work based dialogue between colleagues, attendance at relevant meetings etc.

Study time should be flexible, recognising the work commitments, for example, it could be 1 hour at the beginning or end of each day or a morning/afternoon twice a week etc.

## Next Steps

If the CMDA for Schools seems to be the right way forward for a member of your team and you are confident that they are committed to beginning their studies then they will need to complete an application form which can be accessed via [www.serco-ese.com/serco-education](http://www.serco-ese.com/serco-education) . Once submitted they will have 5 working days to complete a **personal statement** which we also require you as their line manager to review and sign. Your signature is required to confirm that you have read this guidance document and fully support the applicant. We will not consider applications unless we receive a personal statement which is also signed by the line manager.

We may invite some applicants to participate in a phone-based interview as part of the selection process. Applicants will receive confirmation of their place on the programme approximately 5 to 6 weeks prior to the start date. Should an applicant be unsuccessful in their application they will be offered feedback and recommendations to help prepare them to study the programme at a later date.

Successful applicants will be sent a formal offer letter, and, once they accept, an **Apprenticeship Agreement** and an **ILR** (Individual Learner Record), by email, before the programme starts. The Apprentice Agreement is usually completed and signed by you, the line manager, and your apprentice, and then the original, hard copy returned to Serco Education. The ILR is completed by the apprentice.

Further documents will also be sent to you and the apprentice, e.g. **Training Services Agreement** (usually FAO your funding manager), a **Commitment Statement** and **Individual Learning Plan (ILP)** which you, or appropriate colleague, will need to review and sign.

The first CMDA for School is offered as a pilot programme in Autumn 2018, and then national cohorts will be offered in Spring and Autumn terms from 2019 onwards. The application round will remain open throughout the year with published deadlines for each cohort.

Please remember that you have a key role in helping your apprentice successfully complete their programme of study. Without your support, encouragement and interest they will struggle to achieve this challenging programme. You can make a huge difference through offering them an additional hour or two to complete an assignment with the understanding that they can make up the time at a later date.

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Note that apprenticeship funding is managed by the Education and Skills Funding Agency (ESFA), the Government agency accountable for funding education and skills for children, young people and adults. As an apprenticeship training provider our activities have to adhere to ESFA guidance and requirements.

Note: the term 'schools' used in this document applies to both maintained and independent schools as well as academies, multi academy trusts, etc

Please visit our website: [www.serco-ese.com/serco-education](http://www.serco-ese.com/serco-education) for more details about this programme including FAQs and full T&Cs.

**Further information:**

[www.serco-ese.com/serco-education](http://www.serco-ese.com/serco-education)

**Enquiries:**

[sbpartnership@serco.com](mailto:sbpartnership@serco.com)

01452 930 300 (office hours)

Produced by Serco Education (SBM Team)

Gloucester GL1 3AJ

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