

DEFINITIVE COURSE RECORD

Course Title	PgD Business Administration (Senior Leader) [Degree Apprenticeship]
Awarding Bodies	University of Suffolk
Level of Award ¹	FHEQ Level 7
Professional, Statutory and Regulatory Bodies Recognition	N/A
Credit Structure ²	120 Credits at level 7
Mode of Attendance	Part-time
Standard Length of Course ³	2-years (plus 5 months for EPA)
Intended Award	PgD Business Administration (Senior Leader)
Named Exit Awards	<p>PgD Business Administration</p> <p>PgC Business Administration</p> <p><i>Note on exit awards: without completion of the EPA a learner is not permitted to progress onto the Suffolk Executive MBA programme.</i></p>
Entry Requirements ⁴	<p>Entry to this course will be subject to:</p> <ul style="list-style-type: none"> • the applicant holding an undergraduate degree with a 2:2 (minimum) classification or equivalent in a relevant subject, or • a professional qualification of graduate status, or; • an HND/HNC and have three years management experience, or; • have five years significant management experience. <p>All applicants are required to hold Level 2 English and Maths at GCSE grade C/4 or above (or equivalent).</p>
Delivering Institution	University of Suffolk

This definitive record sets out the essential features and characteristics of the Postgraduate Diploma in Business Administration (Senior Leader) [Degree Apprenticeship]. The information provided is accurate for apprentices entering level 7 in the 2024-25 academic year⁵.

¹ For an explanation of the levels of higher education study, see the [QAA Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies \(2014\)](#)

² All academic credit awarded as a result of study at the University adheres to the [Higher education credit framework for England](#).

³ Where the course is delivered both full-time and part-time, the standard length of course is provided for the full-time mode of attendance only. The length of the part-time course is variable and dependent upon the intensity of study. Further information about mode of study and maximum registration periods can be found in the [Framework and Regulations for Taught Postgraduate Awards](#).

⁴ Details of standard entry requirements can be found in the [Admissions Policy](#) and further details about Disclosure and Barring Checks (DBS) can be found on the [University's DBS webpage](#).

⁵ The University reserves the right to make changes to course content, structure, teaching and assessment as outlined in the [Admissions Policy](#).

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Course Summary

The Postgraduate Diploma in Business Administration (Senior Leader) [Degree Apprenticeship] programme is designed for those in, or aspiring to, senior management positions or those looking for conversion from specialist fields to that of general management. It is mapped to the Suffolk Executive MBA (SEMBA) and prepares participants for early entry into positions holding significant general management responsibilities, whilst developing a thorough understanding of the principal functional areas of management.

At the University of Suffolk, we actively encourage apprentices to fundamentally question generally accepted management and leadership understanding by drawing upon the full range of social scientific knowledge. Not only does this develop a greater awareness of the complex nature of organisations and their functioning, but it develops the transferable skills of evaluation and analysis required of senior management. This enables apprentices to respond creatively and effectively to the challenges presented by a global business environment, and to broaden the range of management responsibilities they undertake.

Course Aims

The overall aim of the PgD is to develop the analytical and strategic management skills of the apprentices using concepts derived from a wide range of academic disciplines, thus enabling them to respond creatively and effectively to the challenges of the global business environment.

This overall aim embraces several distinct and individual aims:

- To develop apprentices intellectual ability; based on analysis, synthesis and reflection, to analyse complex and changing environments.
- To enable students, in terms of personal efficacy, to plan, develop and implement responses to changing environments, using an interdisciplinary approach to management.
- To enable apprentices to identify sources of sustainable strategic advantage for an organization, but also to be more self-confident in managing and dealing with strategic level issues.
- To provide an opportunity for experienced specialists to broaden the range of management responsibilities they can undertake with confidence.

Course Learning Outcomes

These statements, known as learning outcomes, have been formally approved as aligned with the generic qualification descriptor for level 7 awards as set out by the UK Quality Assurance Agency (QAA)⁶.

By the end of the Postgraduate Diploma of Business Administration (Senior Leader) course participants are expected to demonstrate the following:

1. A systematic, critically informed understanding of organizations and how they are managed.

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2. The ability to apply relevant knowledge to dealing with complex situations while simultaneously exercising a sensitivity to extant relationships, cultural considerations and formal procedures elsewhere in the business or organization.
3. An understanding of appropriate techniques to allow thorough investigation of relevant business and management issues.
4. A practical understanding of how both established and evolving techniques of research and enquiry are used to generate relevant knowledge as well as an understanding of how that knowledge may be applied creatively.
5. Increased critical awareness and the ability to undertake analysis of complex, incomplete or contradictory areas of knowledge and communicating the outcome effectively.
6. The ability to conduct research into business and management issues that requires familiarity with a range of relevant data in order to inform the learning process, as well as a level of conceptual understanding to critically evaluate published research in order to identify new or revised approaches to practice.

Course Design

The design of this course has been guided by the following QAA Benchmark: Master's Degrees in Business and Management (2023) and mapped to the Knowledge, Skills and Behaviours (KSB) from the Senior Leaders apprenticeship standard.

Course Structure

This apprenticeship has 120 credits which have been mapped to the apprenticeship standard and the Suffolk Executive MBA.

Module Specifications for each of these modules is included within the course handbook, available to apprentices on-line at the beginning of each academic year.

	Module	Credits	Module Type ⁷
Level 7			
7	Strategic Management and Marketing – theory into practice	20	M
7	Future of Work	20	M
7	Planning & Negotiating	20	M
7	Finance Data in Business for Decision Making	20	M
7	Sustainability and Ethics in Organisations	20	M
7	Managing People and Culture	20	M
	End Point Assessment (EPA)		

⁷ Modules are designated as either mandatory (M), requisite (R) or optional (O). For definitions, see the [Framework and Regulations for Taught Postgraduate Awards](#)

⁸ [QAA Benchmark: Business and Management \(2023\)](#)

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Awards

At the end of your course and on successful completion of 120 credits and the End Point Assessment, you will achieve a Postgraduate Diploma of Business Administration (Senior Leader) [Degree Apprenticeship]. If you leave the course early you may be eligible for a Postgraduate Diploma of Business Administration on successful completion of 120 credits, or a Postgraduate Certificate of Business Administration on successful completion of 60 credits.

Course Delivery

The course is delivered at the Ipswich campus of the University of Suffolk. Scheduled learning takes place on Wednesdays and Thursdays (approximately 6.5 contact hours on each day) twice a month and virtual cafés are offered throughout the semester. Wednesdays are the study day throughout the year (2 years) enabling you to complete your expected additional independent study. There will be specific guidance available to support you in your studies within the University and also within the workplace (via tutorials, reviews, online materials). Blended Delivery is a mode of study which encompasses both online and face to face learning. Apprentices receive access to online learning materials and a module leader for each class studied. Apprentices primarily attend campus for the face-to-face element, whilst also accessing online material which signposts and guides apprentices to more in-depth exploration of the subject. Contact hours will be made up of a mix of lectures, seminars, and practical activities.

Course Assessment

A variety of assessments will be used on the course to enable apprentices to experience and adapt to different assessment styles. The assessment methods used will be appropriate to assessing each module's intended learning outcomes. Assessment on the course overall will be 100% coursework (including live projects, essays, reports, presentations).

End Point Assessment

Apprentices on the Senior Leader Degree Apprenticeship must complete both their degree and an End Point Assessment in order to complete the full apprenticeship. Apprentices will proceed through the gateway to the End Point Assessment when they have completed their degree, when they can evidence English and Maths at Level 2, and where they have a portfolio of relevant work. The EPA consists of two distinct assessment methods:

- Strategic business proposal plus presentation with questioning.
- Professional discussion, underpinned by the portfolio of evidence.

Course Team

The academic staff delivering this course are drawn from a team that includes teaching specialists and current practitioners. All staff are qualified in their subjects with their own specialist knowledge to contribute.

Course Costs

Learners undertaking PgD Business Administration (Senior Leader) [Degree Apprenticeship] will not be charged tuition fees directly. Tuition fees will be agreed between the University and a learner's employer. Learners will be required to sign a commitment statement before starting their apprenticeship which will detail the learner's, employer's and University's expectations under the apprenticeship agreement.

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Apprentices are likely to incur other costs for books and other learning materials amounting to approximately £200 per year.

Academic Framework and Regulations

This course is delivered according to the Framework and Regulations for Taught Postgraduate Awards and other academic policies and procedures of the University and published on the [website](#).