

**DEFINITIVE COURSE RECORD**

Course Title	<b>Postgraduate Diploma in Business Administration (Supply Chain)</b>
Awarding Bodies	<b>University of Suffolk</b>
Level of Award <sup>1</sup>	<b>FHEQ Level 7</b>
Professional, Statutory and Regulatory Bodies Recognition	<b>N/A</b>
Credit Structure <sup>2</sup>	<b>120 Credits at level 7</b>
Mode of Attendance	<b>Part-time</b>
Standard Length of Course <sup>3</sup>	<b>2-year (plus 6 months for EPA)</b>
Intended Award	<b>PgD Business Administration (Supply Chain)</b>
Apprenticeship standard	<b>Senior Leader</b>
Named Exit Awards	<b>PgD Business Administration (Supply Chain)</b>
Entry Requirements <sup>4</sup>	<p>Entry to the course will be subject to the applicant holding an undergraduate degree with a 2:2 (minimum) classification or equivalent in a relevant subject, or</p> <ul style="list-style-type: none"> <li>• a professional qualification of graduate status, or;</li> <li>• an HND/HNC and have three years management experience, or;</li> <li>• have five years significant management experience.</li> </ul> <p>All applicants are required to hold Level 2 English and Maths at GCSE grade C/4 or above (or equivalent).</p>
Delivering Institution	<b>University of Suffolk / CP Training Services Ltd</b>

This definitive record sets out the essential features and characteristics of the Postgraduate Diploma in Business Administration (Supply Chain) course. The information provided is accurate for apprentices entering level 7 in the 2024-25 academic year<sup>5</sup>.

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

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

<sup>3</sup> 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](#).

<sup>4</sup> 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](#).

<sup>5</sup> 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 (Supply Chain) 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 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 Postgraduate Diploma in Business Administration is to develop the analytical and strategic management skills of the students; 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 provide a coherent and integrated programme of study that will satisfy the needs of students and organizations operating within increasingly complex, dynamic and diverse external environments.
- To develop students' 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 students 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.

The course aims to develop analytical and strategic management skills using concepts derived from a wide range of academic disciplines. With its practical nature, the Senior Leader Apprenticeship mapped to the Postgraduate Diploma in Business Administration (Supply Chain) is designed to fit in with existing career commitments, offering flexibility for managers and senior leaders across several different industries and sectors who are wanting to boost their career prospects whilst continuing to work. This Senior Leader Apprenticeship 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 prepares participants for early entry into positions holding significant general management responsibilities, whilst developing a thorough understanding of the principal functional areas of management.

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The programme team recognises the importance of keeping a management programme at the cutting edge of learning in a rapidly changing business environment and is committed to that goal.

Our programme is built around four key framing objectives: Diversity, Advocacy, Responsibility and Application (DARA).

### **Diversity**

Attracts all kinds of apprentices from sectors throughout industry and the public sector. As business increasingly transcends national boundaries, a knowledge of various business cultures and management methodologies is essential. You are urged to recognise multiple perspectives and learn from one another's cultural experience.

### **Advocacy**

Generally, the approach to management we seek to cultivate in our apprentices is one of diplomacy, support and enablement, rather than top-down command-and-control. This resonates with contemporary management theory, and better reflects the dynamics of organizational life.

### **Responsibility**

Managerial influence rightly raises questions of responsibility. The ethics of business, and its practice, underpins each of our modules.

### **Application**

The programme distinguishes itself from others in the marketplace through its emphasis on application. Apprentices are encouraged from the outset to put into practice what they learn in the classroom in their own place of work. Additionally, we provide multiple opportunities for live consultancy experience throughout the programme. You are very much encouraged to take advantage of these opportunities; not only will they enhance your management skills, but upon graduation they will help distinguish you in a competitive marketplace.

Graduates of the diploma would be able to be innovative, entrepreneurial and equipped with the skills and experience to create and excel in their own futures. On successful completion of the course, graduates of the PgD will be eligible to apply to study an additional 60 credits of the Suffolk Executive MBA (SEMBA) course at the University of Suffolk

### **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)<sup>6</sup>.

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

1. A systematic, critically informed understanding of organisations and how they are managed focusing on the area of Supply Chain.

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<sup>6</sup> As set out in the [QAA Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies \(2014\)](#)  
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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 organisation.
3. An understanding of appropriate techniques to allow thorough investigation of relevant business and management issues specifically within the area of Supply Chain.
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: Business and Management (2015), the updated (2019) version and QAA Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (2014) and mapped the Knowledge Skills and Behaviours (KSB) from the Senior Leaders apprenticeship standard.

### Course Structure

This course comprises modules at level 7 mapped to the Senior Leader apprenticeship standard.

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 <sup>7</sup>	Delivery site
Level 7				
	Logistics Planning & Negotiating	20	M	Upminster
	Supply Chain – Today	20	M	Upminster
	Future of Work	20	M	Ipswich
	Finance Data in Business for Decision Making	20	M	Ipswich
	Strategic Management and Marketing – theory into practice.	20	M	Ipswich
	Resourceful Leadership & Managing People and Culture	20	M	Upminster

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

<sup>8</sup> [QAA Benchmark: Business and Management \(2015\)](#)

<sup>9</sup> [QAA Benchmark: Business and Management UPDATE \(2019\)](#)

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### **Awards**

On successful completion of 120 credits, apprentices will be eligible for a PgD Business Administration (Supply Chain) [degree apprenticeship]. Students who successfully complete 120 credits but do not complete the EPA will receive a PgD Business Administration (Supply Chain).

### **Course Delivery**

The course is jointly delivered between University of Suffolk at the Ipswich campus and CP Training Services Ltd at their academy in Upminster. During a normal week of scheduled learning, an apprentice would expect teaching to take place on Wednesdays and Thursdays – twice a month with virtual cafés offered throughout the semester. Wednesdays are the study day throughout the course enabling you to complete your additional independent study. There will be specific guidance available to support you in your studies both within the University, CP Training Services Ltd 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 the Ipswich or Upminster campus for the face-to-face element, whilst also accessing online material which provides more in-depth exploration of the subject. Contact hours will be 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 mainly be coursework with a minimum of one presentation.

### **End Point Assessment**

Apprentices must complete both the Degree and an End Point Assessment in order to complete the full Apprenticeship. Apprentices would proceed through the gateway to the End Point Assessment when they have completed their degree, 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:

- Project showcase, based on a work-based project and including a report, 20min presentation and questioning.
- Professional discussion, based on a review of the portfolio.

### **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**

Apprentices undertaking PgD Business Administration (Supply Chain) will not be charged tuition fees directly. Tuition fees will be agreed between the University and an Apprentice's employer. Apprentices will be required to sign a commitment statement before starting their apprenticeship, which will detail the Apprentice's, employer's, and University's expectations under the apprenticeship agreement.

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Payment of tuition fees is due at the time of enrolment and is managed in accordance with the Tuition Fee Policy and within the apprenticeship levy.

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](#).