

MSc Management Practice

How to apply

If you are ready to submit your application for the MSc Management Practice, click on the Master's courses - Apply now link at www.manchester.ac.uk/study/postgraduate/how-to-apply.

The guidelines below will help you to complete the form:

Follow the links to apply for Master's courses

Complete the Postgraduate Applicant Sign On to create your application account

Find the programme by entering the details:

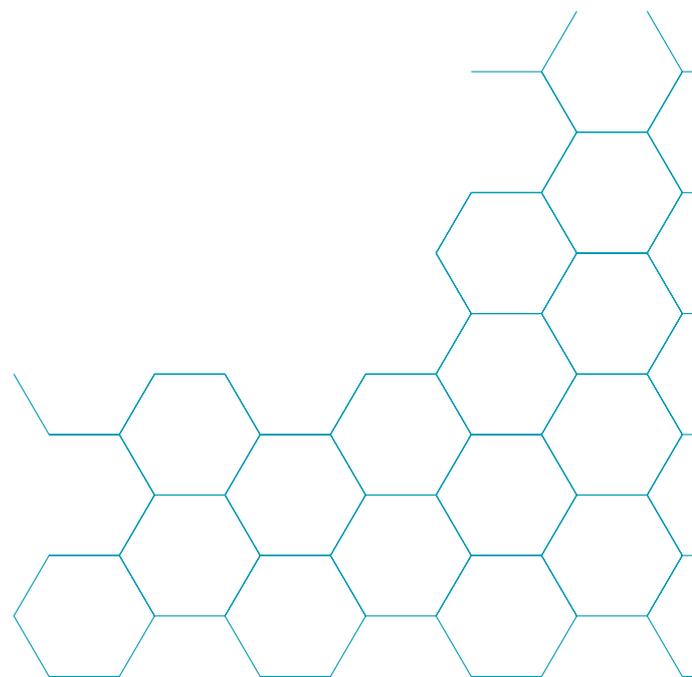
Institution	University of Manchester
Academic Career	Postgraduate Taught
Mode of Attendance	Part-time
Programme Description	MSc Management Practice

Complete all steps of the application unless it is noted that a step can be skipped.

Once you have finished complete the declaration and submit your application.

If you are not able to submit all your documents when completing the application form, it is possible to email them to apprenticeship.admissions@manchester.ac.uk. Please be aware that this may result in a delay to your application being processed.

↓ Further guidance on specific steps is provided on the following pages



Step by Step Guide

Complete all steps of the application unless it is noted that a step can be skipped.

Fee Assessment

Pick the option that is relevant to you, but be assured that the programme fees will be charged in accordance with the Apprenticeship Levy funding rules; you will not be asked to contribute as an individual.

Complete the requested details. Any telephone numbers provided here will be shared with the programme team, for example with our practice-based tutors to arrange review meetings.

Include current and previous higher education institutions you have attended.

Include your two most recent positions.

Provide details of two referees. At least one referee should be from the organisation where you are currently employed.

**References are not required for students on in-house programmes.

Main Funding Source

N/A

Second Funding Source

N/A

Third Funding Source

N/A



Proposed Start Date

Please select October 2020

Proposed Research

N/A

Special Study Options

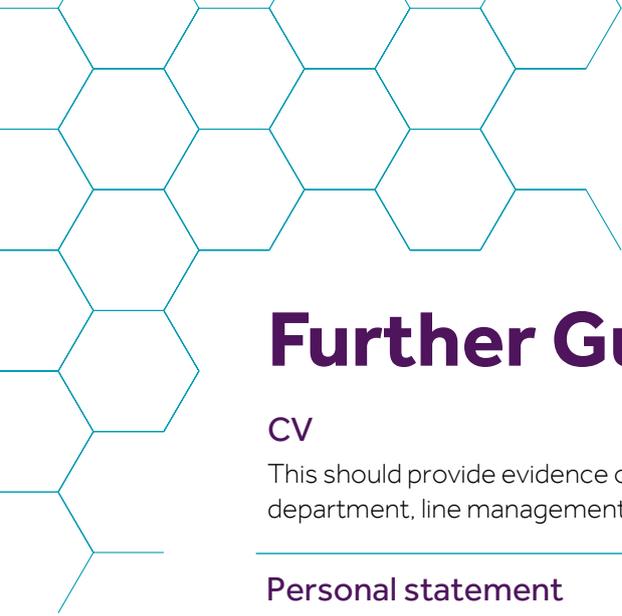
N/A

A good command of the English language is essential to study for a postgraduate degree.

*For GCSE equivalency information, see pp18-21 of the **Specification of apprenticeship standards for England, August 2018**. GCSE or equivalent certificates can be uploaded using the document type 'Other'. If you do not have GCSE minimum grade C (or acceptable equivalent) in English and/or Mathematics this is not a barrier to entry to the Programme. You will be required to achieve these qualifications in order to complete the Senior Leader Master's Degree Apprenticeship; we will support you to do this over the course of the Programme. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/734414/Specification_of_apprenticeship_standards_for_England.pdf

Please upload the following documentation:

- ◆ Certificates for any degree(s) you have listed in Step 4
- ◆ Evidence of any professional qualification(s) you have listed in Step 5
- ◆ Your CV
- ◆ A personal statement (350-500 words)
- ◆ Evidence of minimum GCSE grade C in English and Mathematics (or acceptable equivalents)*
- ◆ References**
- ◆ Letter of support from your employer
- ◆ Copy of the details page of your passport plus any pages containing stamps



Further Guidance

CV

This should provide evidence of your leadership and management experience such as leading a department, line management experience and/or budget responsibility.

Personal statement

This is written by the applicant, explaining why you want to undertake the course and how you will benefit from attending.

References

At least one referee should be the organisation where you are currently employed.

There is no set information that referees should include. We advise that a referee explains the candidate's role, skills and how undertaking the course will help with their personal and professional development and also be of benefit to the organisation.

Employer's letter of support

The letter of support from your employer should be from someone with authority to sponsor you on the programme. It should confirm that your employer understands the requirements of the apprenticeship programme, including time required off the job, and supports your application. It should also include a contact name and phone number.

What happens next?

For Apprenticeship Levy programmes, some additional information is required to ensure eligibility under ESFA funding rules.

Once you have completed the University of Manchester Master's application, your Programme Team will contact you to guide you through the next stage of the application process. This is information collected by the ESFA to ensure the eligibility of the individual and organisation for the apprenticeship.

We will also ask you to provide a statement of any Recognised Prior Learning that should be taken into account; we will send you guidance about what information is needed and why.

If you do not have a first degree or similar, or have not provided evidence of your leadership and management experience, you may also be required to have an interview with the Programme Director and complete a Non-Degree Applicant form. You will be contacted to arrange a mutually convenient time.

Any offer is conditional until you have returned the following three forms:

- ◆ Commitment statement – to be signed by the individual, Alliance Manchester Business School and the employer
- ◆ Written agreement – contract between Alliance Manchester Business School and the employer (template will be provided)
- ◆ Apprenticeship Agreement - a contract between you and your employer to identify key elements such as: amount of off the job training and relevant dates of apprenticeship

Welcome to the course!

Once all paperwork is complete and you have been accepted on to the programme, you'll receive details of your first day on the course - the Programme Immersion Day.