



**UNIVERSITY OF  
PORTSMOUTH**

**COLLABORATIVE COURSE SPECIFICATION /  
COURSE SPECIFICATION**

***Senior Leader Apprenticeship Public  
Administration***

# COURSE SPECIFICATION

Please refer to the [Course Specification Guidance Notes](#) for guidance on completing this document.

Course Title	<i>Senior Leader Apprenticeship Public Administration</i>
Final Award	<i>PGDip</i>
Exit Awards	<i>PG Cert</i>
Course Code / UCAS code (if applicable)	<i>P3745PDD</i>
Mode of study	<i>Part time</i>
Mode of delivery	<i>Distance Learning</i>
Normal length of course	<i>2 years</i>
Cohort(s) to which this course specification applies	<i>September 2024 onwards</i>
Awarding Body	<i>University of Portsmouth</i>
Teaching Institution	<i>University of Portsmouth</i>
Faculty	<i>Humanities and Social Sciences</i>
School/Department/Subject Group	<i>School of Languages and Linguistics</i>
School/Department/Subject Group webpage	<i>Full URL</i>
Course webpage including entry criteria	<i><a href="https://www.port.ac.uk/study/courses/postgraduate-taught/mpa-public-administration-degree-apprenticeship-distance-learning">https://www.port.ac.uk/study/courses/postgraduate-taught/mpa-public-administration-degree-apprenticeship-distance-learning</a></i>
Professional and/or Statutory Regulatory Body accreditations	<i>Chartered Management Institute</i>
<a href="#">Quality Assurance Agency Framework for Higher Education Qualifications (FHEQ) Level</a>	<i>Level 7</i>

This course specification provides a summary of the main features of the course, identifies the aims and learning outcomes of the course, the teaching, learning and assessment methods used by teaching staff, and the reference points used to inform the curriculum.

This information is therefore useful to potential students to help them choose the right course of study, to current students on the course and to staff teaching and administering the course.

Further detailed information on the individual modules within the course may be found in the relevant module descriptors and the Course Handbook provided to students on enrolment.

Please refer to the [Course and Module Catalogue](#) for further information on the course structure and modules.

## Educational aims of the course

The [Course Specification Guidance Notes](#) include advice on what to include in this section.

## Course Learning Outcomes and Learning, Teaching and Assessment Strategies

The [Quality Assurance Agency for Higher Education \(QAA\)](#) sets out a national framework of qualification levels, and the associated standards of achievement are found in their [Framework for Higher Education Qualifications](#) document.

Collaborative Course Specification for

The Course Learning Outcomes for this course are outlined in the tables below.

<b>A. Knowledge and understanding of:</b>			
<b>LO number</b>	<b>Learning outcome</b>	<b>Learning and Teaching methods</b>	<b>Assessment methods</b>
A1	<i>The Knowledge Skills and Behaviours for the SLA Public Administration are mapped through the Chartered Management Institute against nationally recognised standards.</i>	<i>Weekly learning and discussion groups, including lectures</i>	<i>Essays, presentations, blogs, simulations, reports, live assessments</i>
A2	<i>Professional knowledge and understanding are achieved through course material, group interaction, joint learning, tutoring, assessment and live learning sessions</i>	<i>as above</i>	<i>as above</i>
	<i>Add additional rows as required.</i>		

<b>B. Cognitive (Intellectual or Thinking) skills, able to:</b>			
<b>LO number</b>	<b>Learning outcome</b>	<b>Learning and Teaching methods</b>	<b>Assessment methods</b>
B1	<i>Achieved through joint debate and learning interactions. Cognitive skills are assessed throughout as this is a DL course.</i>	<i>weekly discussion sessions</i>	<i>as above</i>
B2	<i>The SLA Public Administration has a strong emphasis on practical application. Demonstration of skills is a key outcome</i>	<i>weekly discussion sessions, Work Based Tutor interactions</i>	<i>design and application of work based strategies, reports and presentations</i>
	<i>Add additional rows as required.</i>		

<b>C. Practical (Professional or Subject) skills, able to:</b>			
<b>LO number</b>	<b>Learning outcome</b>	<b>Learning and Teaching methods</b>	<b>Assessment methods</b>
C1	<i>Practical skills are assessed and practised throughout the course. For example, students produce a live strategy with workplace application.</i>	<i>weekly discussion groups and lectures</i>	<i>Assessment of workplace documentation such as the strategic plan and workplace reports</i>
C2	<i>Students acquire the ability to interact with other professionals from around the world and apply the learning in the workplace.</i>	<i>Weekly presentations from all students</i>	<i>Presentations</i>

	<i>Add additional rows as required.</i>		
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<b>D. Transferrable (Graduate and Employability) skills, able to:</b>			
<b>LO number</b>	<b>Learning outcome</b>	<b>Learning and Teaching methods</b>	<b>Assessment methods</b>
D1	<i>Leadership, management, strategic thinking and leadership, practical workplace skills such as storyboards and presentations.</i>	<i>lectures, simulations and management exercises</i>	<i>blogs, presentations, reports, strategy documents</i>
D2	<i>Career development and advancement</i>	<i>Intervention and lectures by career development professionals</i>	<i>Skills radar</i>
	<i>Add additional rows as required.</i>		

### **Academic Regulations**

The current University of Portsmouth [Academic Regulations: Examination & Assessment Regulations / Academic Regulations: Examination & Assessment Regulations \(Collaborative Courses\)](#) *(Delete as appropriate)* will apply to this course.

### **Support for Student Learning**

The University of Portsmouth provides a comprehensive range of support services for students throughout their course, details of which are available at the [MyPort](#) student portal.

**In addition to these University support services this course also provides...**

*Please add additional distinctive items where relevant or delete the sentence above.*

### **Evaluation and Enhancement of Standards and Quality in Learning and Teaching**

The University of Portsmouth undertakes comprehensive monitoring, review and evaluation of courses within clearly assigned staff responsibilities. Student feedback is a key feature in these evaluations, as represented in our [Policy for Listening to and Responding to the Student Voice](#) where you can also find further information.

## Reference Points

The course and outcomes have been developed taking account of:

*Insert additional reference points or delete as required*

- [University of Portsmouth Curriculum Framework Specification](#)
- [University of Portsmouth Vision](#)
- [Office for Students Conditions of Registration](#)
- [University of Portsmouth Code of Practice for Work-based and Placement Learning](#)
- [Quality Assurance Agency UK Quality Code for Higher Education](#)
- [Quality Assurance Agency Qualification Characteristic Statements](#)
- [Quality Assurance Agency Subject Benchmark Statement](#) for ***enter the relevant statement for this course***
- Quality Assurance Agency Framework for Higher Education Qualifications Requirements of Professional and/or Statutory Regulatory Bodies: ***add name(s) of PSRB(s)***
- Vocational and professional experience, scholarship and research expertise of the University of Portsmouth's academic members of staff
- National Occupational Standards

## Changes to your course / modules

The University of Portsmouth has checked the information provided in this Course Specification and will endeavour to deliver this course in keeping with this Course Specification. However, changes to the course may sometimes be required arising from annual monitoring, student feedback, and the review and update of modules and courses.

Where this activity leads to significant changes to modules and courses there will be prior consultation with students and others, wherever possible, and the University of Portsmouth will take all reasonable steps to minimise disruption to students.

It is also possible that the University of Portsmouth may not be able to offer a module or course for reasons outside of its control, for example, due to the absence of a member of staff or low student registration numbers. Where this is the case, the University of Portsmouth will endeavour to inform applicants and students as soon as possible, and where appropriate, will facilitate the transfer of affected

Collaborative Course Specification for

students to another suitable course.

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