

Introduction

This document illustrates an overview of the current Academy portfolio and the multi-disciplinary pathways. Some typical programme structures are illustrated and there is capacity to customise the content of some programmes.

The Academy Portfolio

The Academy adopts a multi-disciplinary work-based-learning methodology supporting –

1. Procurement

- | | |
|---------------------------------------|-------------|
| a. Practitioner at SCQF7 | [10 months] |
| b. Advanced Practitioner at SCQF8 & 9 | [13 months] |
| c. Leading to MCIPS | |
| d. Accredited by CIPS | |

2. Leadership & Management

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|---------------------------------------|-------------|
| a. Level 5 Diploma (SCQF8) | [10 months] |
| b. Level 6 Certificate (SCQF9) | [6 months] |
| c. Level 7 (Masters) Diploma (SCQF11) | [13 months] |
| d. Chartered Manager | |
| e. Accredited by CMI | |

3. Project Management

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|---------------------------------------|--------------|
| a. PDA in Project Management at SCQF8 | [4-5 months] |
| b. Accredited by SQA | |

4. Management Coaching and Mentoring

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|----------------------|-------------|
| a. Level 5 Diploma | [13 months] |
| b. Accredited by CMI | |

5. Business Analysis

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|---|------------|
| a. Business analysis unit at SCQF8 | [planning] |
| b. PDA Planning and implementing change at SCQF9 | [planning] |
| c. PDA Decision making and innovation at SCQF9 | [planning] |
| d. PDA Project Management at SCQF8 | [planning] |
| e. Leadership and management certificate at Level 5 (SCQF8) | [planning] |
| f. Leadership and management certificate at Level 6 (SCQF9) | [planning] |
| g. Business unit and PDAs are accredited by SQA | |
| h. Certificates are accredited by CMI | |

An area in the Open Academy illustrates the current portfolio and new programmes. This can be accessed at <https://academy.scotland-excel.org.uk/course/view.php?id=12>.

Programme flyers are downloadable from this Open Academy.

Academy Programmes

Procurement

The Academy delivers the Practitioner and Advanced Practitioner programmes, accredited by CIPS. Passing the Advanced Practitioner combined with 3 years experience earns the award of MCIPS.

MCIPS Practitioner (Level 4 - HNC SCQF7)

	Date	Module Topic	Lead	Location	Qty
0		Induction workshop	Chris	Glasgow	16
1		M1: Driving value through P&S	Chris	Glasgow	16
2		M2: Managing expenditures with suppliers	Chris	Glasgow	16
3		M4: Sourcing essentials in P&S	Chris	Glasgow	16
4		M3: Developing contracts in P&S	Chris	Glasgow	16
5		M5: Effective negotiation	Chris	Glasgow	16
6		Integrative assignment workshop	Chris	Glasgow	16

MCIPS Advanced Practitioner (Levels 5 & 6 - HND SCQF8 + Bachelors SCQF9)

	Date	Module Topic	Lead	Location	Qty
1		Induction workshop	Chris	Glasgow	16
2		M1: Strategic supply chain management	Chris	Glasgow	16
3		M2: Advanced category management	Chris	Glasgow	16
4		M3: Contracting excellence	Chris	Glasgow	16
5		M4: Developing people	Chris + Tbc	Glasgow	16
6		M5: Implementing change	Chris + Tbc	Glasgow	16
7		PW: Project Workshop	Chris	Glasgow	16
8		PS1: Project surgery#1	Chris	Glasgow	16
9		PS2: Project surgery#2	Chris	Glasgow	16
10		PS3: Project surgery#3	Chris	Glasgow	16
11		Final project oral presentation [viva]	Panel	Glasgow	16

Leadership and management

The Academy delivers leadership and management certificates and diplomas at HND SCQF8, Bachelors SCQF9 and Masters SCQF11 levels, accredited by CMI.

Leadership and management diploma (level 5 HND SCQF8)

	Date	Unit Topic	Lead	Location	Qty
0		Induction workshop	Donnie	Paisley	16
1		5013V1: Leadership practice	Donnie	Paisley	16
2		5002V1: Information based decision making	Donnie	Paisley	16
3		5009V1: Project development and control	Donnie	Paisley	16
4		5007V1: Organisational financial management	Donnie	Paisley	16
5		5001V1: Personal development as a manager and a leader	Donnie	Paisley	16
6		5003V1: Managing team and individual performance	Donnie	Paisley	16
7		5005V1: Meeting stakeholder and quality needs	Donnie	Paisley	16
CMgr		Chartered Manager assessment	Donnie	Paisley	16

Whilst rules of combination must be complied with, programmes can be customised from the portfolio of units illustrated below –

<u>HND SCQF8 units</u>		Credit	GLH
1.	Unit 5001V1 Personal development as a manager and leader	6	20
2.	Unit 5002V1 Information based decision making	7	25
3.	Unit 5003V1 Managing team and individual performance	9	30
4.	Unit 5004V1 Practices of resource management	7	25
5.	Unit 5005V1 Meeting stakeholder and quality needs	6	20
6.	Unit 5006V1 Conducting a management project	10	35
7.	Unit 5007V1 Organisational financial management	9	30
8.	Unit 5008V1 Conducting a marketing plan	9	30
9.	Unit 5009V1 Project development and control	6	20
10.	Unit 5010V1 Planning for development	6	20
11.	Unit 5011V1 Managing recruitment, selection and induction	7	25
12.	Unit 5012V1 Being a leader	7	30
13.	Unit 5013V1 Leadership practice	7	30
14.	Unit 5020V1 Introduction to management and leadership	7	45
15.	Unit 5021V1 Operational risk management	7	25
16.	Unit 5022V1 Organisational corporate social responsibility	7	30

HND level diplomas require a minimum of 38 credits, whilst HND level certificates require a minimum of 13 credits.

Leadership and management certificate (level 6 - Batchelors SCQF9)

The Academy currently delivers a certificate at level 6.

	Date	Unit Topic	Lead	Location	Qty
0		Induction workshop	Donnie	Glasgow	16
1		6003V1: Planning a change process	Donnie	Glasgow	16
2		6005V1: Developing and managing networks	Donnie	Glasgow	16
3		6007V1: Managing ideas and innovation	Donnie	Glasgow	16
CMgr		Chartered Manager assessment	Donnie	Glasgow	16

We do not currently plan to deliver a level 6 diploma.

Whilst rules of combination must be complied with, programmes can be customised from the portfolio of units illustrated below –

<u>Batchelors SCQF9 units</u>	Credit	GLH
1. Unit 6001V1 Managing organisational culture	7	30
2. Unit 6002V1 Ethical organisational management	7	30
3. Unit 6003V1 Planning a change process	7	25
4. Unit 6004V1 Leading equality and diversity	7	30
5. Unit 6005V1 Developing and managing networks	7	25
6. Unit 6006V1 Organisation structures	7	30
7. Unit 6007V1 Managing ideas and innovation	7	25
8. Unit 6008V1 Managerial decision making	7	25

Batchelors level diplomas require a minimum of 41 credits, whilst Batchelors level certificates requires a minimum 14 credits.

Strategic Leadership & Management Diploma SCQF11

This masters-level programme supports a progressive pathway from the SCQF8/9 programmes to a strategic masters-level.

	Date	Unit Topic	Lead	Location	Qty
0		Induction workshop	Ian	Paisley	16
1		S1113V1: Strategic leadership	Ian	Paisley	16
2		S1104V1: Strategic information management	Ian	Paisley	16
3		S1110V1: Implementing organisational change strategies	Ian	Paisley	16
4		S1111V1: Strategic planning	Ian	Paisley	16
5		S1012V1: Strategic human resource planning	Ian	Paisley	16
6		S1077V1: Financial planning	Ian	Paisley	16
7		S9009V1: Strategic project management	Ian	Paisley	16
CMgr		Chartered Manager assessment	Ian	Paisley	16

Whilst rules of combination must be complied with, programmes can be customised from the portfolio of units illustrated below –

<u>Masters SCQF11 units</u>	Credit	GLH
1. Unit S1102V1 Developing performance management strategies	7	25
2. Unit S1104V1 Strategic information management	9	30
3. Unit S1105V1 Conducting a strategic management project	10	35
4. Unit S1106V1 Reviewing organisational strategy plans and performance	9	30
5. Unit S1110V1 Implementing organisational change strategies	7	25
6. Unit S1111V1 Strategic planning	9	30
7. Unit S1113V1 Strategic leadership	7	30
8. Unit S1114V1 Strategic leadership practice	7	30
9. Unit S1122V1 Developing risk management strategies	9	30
10. Unit S1123V1 Strategic corporate social responsibility	9	30
11. Unit S1001V1 Personal leadership development as a strategic manager	6	20
12. Unit S1003V1 Financial management	7	30
13. Unit S1077V1 Financial planning	6	20
14. Unit S1008V1 Developing a marketing strategy	6	20
15. Unit S9009V1 Strategic project management	6	20
16. Unit S1012V1 Strategic human resource planning	8	30
17. Unit S9021V1 Introduction to strategic management	10	45

Masters level diplomas require a minimum of 39 credits, whilst Masters level certificates requires a minimum 13 credits.

Chartered Manager

In addition to the learning programmes, the Academy assesses candidates for the professional award of Chartered Manager.

Passing a level 5 diploma combined with 3 years management experience provides eligibility to undertake the assessment for Chartered Manager. Passing a certificate combined with 5 years management experience provides eligibility.

Project Management

The Academy delivers project management programmes through providing access to licensed content from the Association of Project Management (APM) through self-directed study and through the new PDA in project management, accredited by SQA.

Professional development award (PDA) in project management (HND SCQF8)

The Academy delivers a PDA in project management, contextualised to the Scottish public sector. This programme is accredited by the SQA.

This PDA programme is co-delivered by Scotland Excel and the Improvement Service.

	Date	Module Topic	Lead	Location	Qty
0		Induction workshop	Scott & Clare	Paisley	16
1		DV5H 35: Project justification and planning	Scott & Clare	Paisley	16
2		DV5J 35: Managing the implementation of a project – 1 of 2	Scott & Clare	Paisley	16
3		DV5J 35: Managing the implementation of a project – 2 of 2	Scott & Clare	Paisley	16

The structure of this 24 credit programme is fixed, comprising two units of 8 and 16 credits respectively. The larger unit is divided into two workshops.

Management Coaching and Mentoring

Management coaching and mentoring (SCQF8 HND)

	Date	Unit Topic	Lead	Location	Qty
0		Induction	Donnie	16	16
1		5001V1 – Personal development as a manager and leader	Donnie	16	16
2		5014V1 – Introduction to management coaching and mentoring	Donnie	16	16
3		5015V1 – Management of coaching and mentoring	Donnie	16	16
4		5016V1 – Using coaching and mentoring skills as a manager	Donnie	16	16
5		5017V1 – Coaching practice and theory	Donnie	16	16
6		5018V1 – Mentoring practice and theory	Donnie	16	16
7		5019V1 – Management of action learning	Donnie	16	16
8		Lessons learned and next steps workshop	Donnie	16	16

Business Analysis

Business analysis for commercial innovation

We are working on implementing a Business Analysis programme, with components accredited by CMI and SQA.

	Date	Unit Topic	Lead	Location	Qty
0		Induction	Ian	Paisley	16
1		SQA Unit H66x 04: Analysing organisations using business analysis tools	Ian	Paisley	16
2		PDA GM7E 49: Planning and implementing change	Ian	Paisley	16
3		HK2A 04: Plan change	Ian	Paisley	16
4		HF80 04: Implement change	Ian	Paisley	16
5		PDA G9CM 49: Decision making and innovation	Ian	Paisley	16
6		F5GG 36: Decision making for managers	Ian	Paisley	16
7		DV80 36: Management organisational innovation	Ian	Paisley	16
8		PDA G9CK 48: Project Management	Scott/Clare	Paisley	16
9		DV5H 35: Project justification and planning	Scott/Clare	Paisley	16
10		DV5J 35: Managing the implementation of a project 1 of 2	Scott/Clare	Paisley	16
11		DV5J 35: Managing the implementation of a project 2 of 2	Scott/Clare	Paisley	16
12		5C1V2: Certificate in Management and Leadership	Ian	Paisley	16
13		5002V1: Information based decision making	Donnie	Paisley	16
14		5007V1: Organisational financial management	Ian	Paisley	16
15		6C1V2: Certificate in Management and Leadership	Ian	Paisley	16
16		6001V1: Managing organisational culture	Ian	Paisley	16
17		6005V1: Developing and managing networks	Donnie	Paisley	16
18		tbc Optional Negotiation unit?	Chris	Paisley	16
19		Lessons learned and next steps	Ian	Paisley	16

Non-accredited workshops

These non-accredited workshops are being scoped and created. The workshops are delivered in an applied manner in response to our customers' needs to deliver a series of standalone one day workshops to support our communities' development and to share practice.

Introduction to Procurement

	Date	Module Topic	Lead	Location	Qty
1		<ul style="list-style-type: none"> - What is public procurement? - Legal and policy basis - Procurement journey - Contract notice, ESPS (Scotland) and ITTs - Framework agreements and call-off contracts - Sustainability, Community Benefits and Social Value - Tender Evaluation - Standstill and Debrief - Other issues (e.g. fraud and corruption) 	Chris	Paisley	16

Introduction to Strategic Procurement

	Date	Module Topic	Lead	Location	Qty
2		<ul style="list-style-type: none"> - Driving value - Managing expenditure - Sourcing - Contract development - Negotiations 	Chris	Paisley	16

Contract and supplier management fundamentals

	Date	Module Topic	Lead	Location	Qty
1		- x	Chris	Paisley	16
2		- x	Chris	Paisley	16