

## Progression Agreement Template

**Between**  
**Sending Institution(s)/Organisation(s)**

| Name of Institution/Organisation     | Course(s)/Programme(s) Title   |
|--------------------------------------|--|
| Chartered Management Institute (CMI) | Level 4 <ul style="list-style-type: none"> <li>• Award in Management &amp; Leadership</li> <li>• Certificate in Management &amp; Leadership</li> <li>• Diploma in Management &amp; Leadership</li> </ul>                               |
|                                      | Level 5 <ul style="list-style-type: none"> <li>• Award in Management &amp; Leadership</li> <li>• Certificate in Management &amp; Leadership</li> <li>• Diploma in Management &amp; Leadership</li> </ul>                               |
|                                      | Level 7 <ul style="list-style-type: none"> <li>• Award in Strategic Management &amp; Leadership</li> <li>• Certificate in Strategic Management &amp; Leadership</li> <li>• Diploma in Strategic Management &amp; Leadership</li> </ul> |

**And**  
**Receiving Institution(s)/Organisation(s)**

| Name of Institution/Organisation | Course(s)/Programme(s) Title  |
|----------------------------------|---|
| University of Huddersfield       | Certificate in Management Studies<br>Diploma in Management Studies<br>Master of Business Administration |

**This Progression Agreement will commence in July 2013. This Progression Agreement is initially agreed for a 2 year period. This Progression Agreement will be evaluated by all parties annually in July of each of the two years. This agreement forms part of a wider, multi-entry; multi-exit agreement involving a number of HEART partners. Details of all progression opportunities from CMI awards are located at <http://www.heart.ac.uk/management-courses/>.**

### 1. Course/Programme Entry Criteria

**Required element:**

Learners will be expected to have successfully completed the CMI qualification from which they wish to progress. Learners will also be expected to have successfully completed GCSE grade C (or above) in English and Numeracy or an equivalent award in communications and numeracy or be operating at this level.

## 2. Guaranteed interview, or review of learner's transcript/portfolio, or place

### Required element:

All learners with the relevant entry criteria will be guaranteed an interview and subject to outcome and places being available for progression offered a place on the progression route of choice for their particular CMI qualification.

## 3. Application Process

### Required elements:

Applications must be made directly to the receiving institution using the standard application process/form for each individual receiving institution. Details of the application process and copies of any standard application forms will be available from the receiving institutions upon request and links to the institutions will be held on the HEART website.

In the event that a potential learner considers that they have particular needs, including a disability, this should be notified to the receiving institution during the application process.

Any information about particular needs of a learner (e.g. disability) held by the sending CMI centre will be communicated to the receiving institution wherever this will support the learner and subject to the learner's permission.

### Additional elements:

Feedback on any unsuccessful application will, on request, be provided with specific reasons for the unsuccessful application.

## 4. Learning, Career and Progression Planning

### Required elements:

CMI learners will be able to make contact with the University of Huddersfield, using the information on the accompanying CMI progression area of the HEART website. All successful applicants will receive induction on their selected programme with their peer group.

Learners will be able to discuss the Progression Agreement with the University of Huddersfield and will have access to additional details via the HEART website.

All CMI learners progressing to the University of Huddersfield will be inducted along with their peer group. As the wider progression agreement involves a range of receiving institutions and a range of potential progression awards the exact nature of induction will vary however common themes of acclimatisation to surroundings and being a Higher Education student, access to facilities (e.g. library, IT, student union, careers, disability support etc.) and introduction to key personnel involved in the selected programme and the supporting infrastructure will be covered.

### Additional elements:

Learners will be able to discuss the Progression Agreement with each individual receiving institution and will be provided with the CMI progression opportunities for their specific level of award by CMI centres engaged in the progression agreement and/or via the CMI website or directly from the HEART website.

## 5. Curriculum Planning and Development Activities

### Required element:

Changes or modifications to the receiving courses/programmes will be reflected in the module and/or programme specification documentation available publicly via the University of Huddersfield website. Unless these changes impact upon the opportunities to progress or any agreed potential credit transfer limits no communication with the CMI will be required. In any such event the course leader/s will contact CMI about any major changes.

CMI will inform HEART about any changes in unit and qualification specifications to relay to partners engaged in the progression agreement. In the event that HEART ceases to exist CMI will undertake to inform the individual partners engaged in this agreement.

## 6. Publicising the Progression Agreement

### Required elements:

**The following statements should be included in course information and marketing materials:**

#### **Sending Institution/s**

This award is covered by a Higher Education Access Rewarding Transforming (HEART) Progression Agreement enabling clear and consistent opportunities for progression to higher levels of study. For full details of the opportunities this presents please ask your course leader/coordinator.

#### **Receiving Institution/s**

As a partner in the Higher Education Access Rewarding Transforming (HEART) partnership we have committed ourselves to a progression agreement for a range of Chartered Management Institute (CMI) awards. When applying please state that you are seeking progression from a CMI award, providing exact details of the award achieved or pending achievement.

HEART will publish and promote this progression agreement together with any agreed credit transfer available on the HEART website and utilise their links with the Leeds City Region to disseminate information to the wider community.

HEART partners will publicise the agreement utilising the standardised text above and ensure that all awards covered by this progression agreement carry details of the CMI awards accepted for progression.

CMI will ensure that details of the progression agreement are clearly articulated on their website, providing a link to the HEART website and will endeavour to ensure that promotional materials are distributed to centres across West Yorkshire.

## 7. Modification or Termination of the Progression Agreement

### Required elements:

Any modifications to this agreement will be agreed with sufficient notice to avoid disadvantaging learners currently on programme.

Termination of this agreement will normally only be considered where there are substantial changes to the CMI qualifications or the receiving institutions awards or when sending or receiving courses are discontinued. HEART must be notified in advance and termination/adjustment must be carried out in accordance with the procedures agreed by the HEART Partnership Board.

It is the responsibility of the CMI to advise learners of any substantive changes to this agreement.


## 8. Review of the Progression Agreement

### Required element:

This progression agreement will be reviewed annually in July and details of outcomes and any substantive changes shared between all partners.


## Signatures

### Course Leader Sending Institution(s)/Organisation(s)

| Name                 | Position                             | Signature  |
|----------------------|--------------------------------------|--|
| Penelope Summerfield | Head of Awarding Body and Compliance |  |

|       |             |
|-------|-------------|
| Date: | August 2013 |
|-------|-------------|

### Course Leader Receiving Institution(s)/Organisation(s)

| HEART Partner              | Name         | Position            | Signature   |
|----------------------------|--------------|---------------------|---|
| University of Huddersfield | Tim Thornton | Pro Vice-Chancellor |  |

|       |              |
|-------|--------------|
| Date: | 12 June 2013 |
|-------|--------------|