



## **DEGREE APPRENTICESHIP AWARDS AND GATEWAY BOARD (UNIVERSITY MEETING)**

### **TERMS OF REFERENCE**

#### **Responsibility of the Degree Apprenticeship Awards and Gateway Board (University Meeting)**

The purpose of the meeting is to review the progress of degree apprentices and to confirm decisions regarding level progression, continuation or discontinuation, the conferment of awards, and the completion of Knowledge, Skills, and Behaviours (KSBs).

The board is responsible for formally agreeing the award of the degree component of the degree apprenticeship and for agreeing to pass the apprentices through gateway to the End Point Assessment.

The board is responsible for ensuring that the apprentice has evidence of completion of all of the pre-requisites for the End Point Assessment, including completion of the degree, completion of the KSBS, and evidence of functional skills.

#### **Terms of Reference**

The terms of reference of the Degree Apprenticeship Awards and Gateway Board (University Meeting) are:

1. To receive approved module marks and the award of associated credits for each apprentice presented for an Arden University Degree Apprenticeship award;
2. To examine individual apprentice assessment profiles;
3. To review progress of apprentices who have not yet attempted level completion;
4. To make decisions on level completion and referral in the light of overall performance;
5. To consider and approve formal progression decisions for each apprentice and their continuation or discontinuation on a programme of study;
6. To assess whether apprentices are eligible for an award and to recommend to the Academic Board the conferment of such awards, with the appropriate classifications, if applicable;
7. To review the progress of apprentices in completing the KSBs and agree action plans for those who have not made sufficient progress;
8. To formally agree, based on the recommendation from the Degree Apprenticeship Awards and Gateway Board (Employer Meeting), to pass apprentices through gateway and to the End Point Assessment;
9. To assess, where applicable, whether students have demonstrated competence to practice and to advise whether such students should be recommended to a Professional, Statutory or Regulatory Body (PSRB) for inclusion on the appropriate professional register.
10. To receive and consider overarching cross-programme reports from Subject Board of Examiners activity relating to mitigation outcomes, unfair practice cases, pass rates, performance of groups of students (e.g. those studying through a partner).
11. To consider any other matters referred to the Awards Board by Academic Board or the Pro Vice Chancellor (Academic) or a Programme Director.

#### **Composition**

- Chair: Pro Vice Chancellor (Academic) or nominee



- Head of School (Psychology and Apprenticeships)
- Programme Team Leader (Apprenticeships)
- Degree Apprenticeship Coach
- Head of International Students and Apprenticeship Compliance
- Degree Apprenticeship Student Support Officer
- Apprenticeship Manager
- Degree Apprenticeship External Examiner(s) appointed by the Quality and Standards Committee
- A representative from Registry who has been involved in marking administration for the programme(s) under consideration

### **Quorum**

The quorum for meeting is 6 members to include:

- The Chair
- At least one External Examiner
- Degree Apprentice Coach

### **Frequency of meetings**

Awards Boards will normally meet quarterly after each assessment period, and not less than once per year.

**Last approved by Academic Board: 22<sup>nd</sup> March 2018**