



## **Apprenticeship Course and Management Committee – Terms of Reference**

### **Responsibility of the Committee**

The Apprenticeship Management Committee is responsible for the management, development and delivery of the apprenticeship programmes.

It will provide a forum that has oversight of all aspects involved in the operation and delivery of the apprenticeship programmes. This work will include the review of overall statistics relating to pass rates, progression, and retention and monitor the attainment of the Knowledge, Skills, and Behaviours defined in the relevant apprenticeship standards.

It will consider feedback from students, lecturers, employers, and other interested parties to identify areas for improvement and good practice to be more widely disseminated.

Specifically, the committee will be responsible for the Student Gateway processes and determining the readiness of students for the End Point Assessment; for overseeing all collaborative and partnership arrangements and contracts; and overseeing employer arrangements and contracts.

### **Composition**

#### *Required*

Head of School (Chair)

Apprenticeship Manager

Apprenticeship Programme Team Leader (PTL)

Representative from the Academic Team (Module Leaders/lecturers)

Deputy Registrar

Quality Team Leader

Student Support

Head of International Students & Apprenticeship Compliance

Director of Corporate Partnerships

Quality Coordinator (Secretary)

#### *To be invited on an as-needed basis*

End-point-assessors, contracted apprenticeship providers, and providers

Apprenticeship Coaches/Mentors

External Examiners

Employers

Partners

Student Representatives (must attend 4 or 5 meetings per year)

Representative from Registry

Representative from Academic Resources Team

Representative from Marketing

Representative from Blended Student Support

### **Quorum**

At least 50% of required members, including the chair.

### **Frequency of Meetings**

Meetings will be held on a monthly basis.

### **Terms of Reference**

**To note: Modules results will be ratified at the appropriate Subject Boards. However, Apprenticeship Knowledge, Skills and Behaviour (KSB) attainment will be monitored through this committee.**

### **Business development, recruitment, admissions and partnerships**

1. Receive reports and updates on development of new leads, potential employers and recruitment.
2. Co-ordinate the successful launch and delivery of apprenticeships.
3. To consider matters relating to apprenticeship provision and planning, in order to monitor and adhere to agreed timings and deliverables and to escalate issues reporting to SMT.
4. To consider and report to SMT decisions regarding changes to timings and priorities, or new risks associated with apprenticeship provision and planning.
5. Maintain oversight of contractual arrangements with sub-contractors, partners and employers involved in the delivery and assessment of apprenticeships.
6. Maintain oversight of statutory returns and compliance with reporting requirements relating to apprenticeship arrangements on behalf of the University.
7. Contribute to the planning and management of External Quality Reviews/Inspections of the University's apprenticeship provision, at all times remaining compliant with relevant Government legislation.
8. Support employer engagement through proposing the creation of new curriculum and teaching approaches to align with employer needs.
9. Propose ideas for new programme creation to be considered through the identification of opportunities with employers. Those programme ideas that are agreed to be favourable will then be taken forward to the Propositions Group.

### **Course Management tasks**

10. To review the course and module documentation on an annual basis in order to ensure currency and identify and consider any proposed changes.
11. Responsibility for the management of all appropriate action plans relating to Apprenticeships.
12. To consider and approve any proposed academic changes to modules or programmes for submission to the Quality & Standards Committee.
13. To review and approve external examiner nominations for submission to the Quality & Standards Committee.
14. Identify needs for staff development required to maintain and enhance the academic standards of the course and student experience.

### **Course/Module Monitoring tasks**

15. To receive and approve the Apprenticeship Annual Monitoring Report for submission to the Quality & Standards Committee.
16. To receive reports on student progress and achievement of the Knowledge, Skills, and Behaviours (KSB) requirements for each of the Apprenticeship standards and to identify where further support and development work is required. (This may be considered at course level or for individual students as deemed necessary by the PTL.)
17. To receive reports on student progress and engagement with the coaching / mentoring requirements as required for each of the Apprenticeship standards and to identify where further support and development work is required. (This may be considered at course level or for individual students as deemed necessary by the PTL.)

18. To work with external examiners and identify areas for improvement and further development.
19. To consider statistics relating to pass rates, progression, and retention, to identify areas for development or issues that require escalation to QSC or LTC.
20. To receive and review feedback from students, to identify actions, and to ensure that changes, developments, and improvements are reported back to students.
21. Unfair Practice cases:
  - review aggregate data to identify any specific areas of concern and to contribute to the development of the academic skills units.
  - receive for information the details of individual cases of students being withdrawn.

#### **End Point Assessment (EPA)**

22. Ensure contractual and operational arrangements are in place for EPA.
23. To receive reports on student progress and readiness of students to be put forward for the end-point assessment as per requirements for each of the Apprenticeship standards and to identify where further support and development work is required. (This may be considered at course level or for individual students as deemed necessary by the PTL.)
24. Monitor achievement statistics for EPA outcomes and identify any areas for improvement.

#### **Statutory Requirements**

25. Ensure all statutory requirements and data returns are completed, held and where relevant submitted as identified below:
  - a. Monthly Individual Learner Returns (ILR) to the Education Skills & Funding Agency (ESFA)
  - b. HESA return – Apprenticeship students within the AP Student return
  - c. Record of completion held for each apprentice
  - d. Evidence confirming that each apprentice meets the Gateway requirements for End Point Assessment (EPA)
  - e. Evidence of payments made to the End Point Assessment Organisation (EPAO) for conducting the EPA

#### **General**

26. Considering and implementing at course level such policies as may be determined by the Academic Board.
27. To consider and advise on any other matters as may be referred to it.

**Last approved by Academic Board: September 2020**