



DEGREE APPRENTICESHIP AWARDS AND GATEWAY BOARD (EMPLOYER MEETING) TERMS OF REFERENCE

Responsibility of the Degree Apprenticeship Awards and Gateway Board (Employer Meeting)

The purpose of the meeting is to discuss the apprentice's progress and to confirm that the employer, coach, and apprentice are all satisfied that the apprentice can pass through gateway to the End Point Assessment.

The meeting has specific responsibility for confirming that all parties agree that the apprentice has completed and can evidence completion of all of the Knowledge, Skills, and Behaviours (KSBs) of the apprenticeship standard. Where this is not the case, the parties will agree on a specific action plan with clear timescales for the apprentice to complete any further work or activities necessary to generate evidence of completion of the KSBs.

Terms of Reference

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

1. To agree and confirm that the apprentice has completed and can evidence all of the Knowledge, Skills, and Behaviours (KSBs) associated with the apprenticeship standard.
2. Where not all KSBs can be sufficiently evidenced, to develop a specific action plan with clear timescales for the apprentice to complete further activities to generate evidence.
3. To ensure that all parties are aware of the requirements of the End Point Assessment, including any employer involvement.
4. To agree a timescale for the End Point Assessment (this should normally be within three months of the award of the degree).
5. To allow the apprentice to raise any concerns about passing through gateway and the End Point Assessment.
6. To agree and confirm if the apprentice is ready to pass through gateway to the End Point Assessment.
7. At the end of the meeting all parties will sign a statement **either** confirming that the apprentice is ready to pass through gateway **or** confirming an action plan and timescales of further activities to generate evidence of completion of the KSBs.

Composition

- Employer or representative empowered to confirm that apprentice is ready to pass through gateway
- Degree Apprentice Coach
- Apprentice

Quorum

All members must be present.

**Frequency of meetings**

The Degree Apprenticeship Awards and Gateway Board (Employer Meeting) will meet when the apprentice has completed all apprenticeship activities and submitted the final parts of the degree.

Last approved by Academic Board: September 2020