**Apprenticeship** **Approval Form (AAF)**

Date: Submitted by:

**This form is to be used only for proposal of a Higher or Degree Apprenticeship Route of an approved programme**

**Please include Appendix 1 – Financial Plan Spreadsheet which is available at this site**

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| **1 Apprenticeship Standard (please attach PDF)** |
| **2 Programme Title and qualification/award (taken from Standard)** |
| **3 Approved programme that is to be mapped to the Apprenticeship Standard detailed above** |
| **4 Set Up** |
| **School/Centre/Division** |  | **Subject Area** |  |
| **Year of intended first intake** |  | **Duration (taken from Standard)** |  |
| **On or/and Off Campus** |  | **Partner** |  |
| **Development Leader[[1]](#footnote-1)** |  | **Admissions Tutor** |  |
| **Programme Leader** |  | **Full Time/Part Time** |  |
| **Employer demand** |  | **End Point Assessors** |  |
| **Course Start Date of first intake** (if different from University Standard Start Date) |  | **Course end date of starting academic year** (if different from University Standard End Date) |  |
| **Professional Body involvement and date of accreditation** |  | **DBS required**Standard [ ] Enhanced [ ] Enhanced with barred list check (children and adult) [ ]  |
| **Name of External Advisor and confirmation that nomination form submitted** |  |
| **5 Introductory Statement**Please provide a short statement containing a general description of the course that can be used to promote the course on the University Apprenticeship Website, if academic approval is granted by Programmes Committee. (Word count maximum 500) |
|  |
| **6 Academic Proposal Justification** Provide a rationale using market intelligence and data on potential employability to indicate why the University should resource this development. (Word count maximum of 500 words excluding the Business Plan). Please also indicate the minimum number of apprenticeships per award that will be required for the programme(s) to be viable and what activity is planned to ensure those numbers are attained. |
|  |
| **7 Employer Engagement – up to this point**In what ways have employers been involved in advising on the proposal to this point? |
|  |
| **8 Employer Engagement – beyond this point**In what ways will employers be involved in development of the proposal from this point? |
|  |
| **9 Graduate Attributes**How will the revised programme enable attainment of the University’s Graduate Attributes (GAME) |
|  |
| **10 Curriculum Philosophy**How will the revised programme comply with the University’s Curriculum Philosophy  |
|  |
| **11 Industry/Sector Specialists**Who are the industry specialists that will be involved in this development – please provide names/roles/organisation information |
|  |
| **12 Approval by School/Division**By approving this proposal (by email) the Head of School/Division is confirming that agreement has been reached, with the Heads of service, about resource provision to meet the needs of the proposed development for Library, ICT and teaching accommodation / timetabling |
|  | **Name** | **Date** |
| **Library** |  |  |
| **Information Systems & Networks** |  |  |
| **Timetabling** |  |  |
| Approved by Head of Academic Development – SEO Office confirm receipt of supporting email SEO Officer NameDate |
| Approved by AGC R&R (NAME) – SEO Office confirm receipt of supporting emailSEO Officer Name Date |
| Approved by Head of School/Head of Division (NAME) - SEO Office confirm receipt of supporting emailSEO Officer Name Date |

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| **13 Programmes Committee Decision**  |
| **Approved – minimal change – less than 10% change** **Plus PSRB Accreditation within 1 – 24 months**  | **Approved – intermediate change – between 10<25% change and/or PSRB Accreditation over 24 months** | **Approved – large scale change – > 25% change regardless of timeline for PSRB Accreditation** | **Not Approved with reason** |
| Following the meeting of PC, Minutes to be sent by the Secretary to HoS containing the Committee’s decision  |

1. Person who writes the Programme Approval Form [↑](#footnote-ref-1)