

Apprenticeship Design, Development and Approval

STEP 1: OPPORTUNITY IDENTIFIED

Proposing team identify demand for a Higher/Degree Apprenticeship and the relevant Institute for Apprenticeships (IfA) approved Standard, supported by the Head of School/Centre and Head of Apprenticeships Development.

STEP 2: Apprenticeship Proposal Approval

Proposing team completes Apprenticeship Approval Form (AAF) which through the IfA approved Standard informs the programme title, programme length, knowledge, behaviour and skills (KBS), end point assessments and end-point assessor. The AAF also includes an overview of employer demand, resource implications, staff training/development needs and PSRB involvement. The AAF is reviewed by Programmes Committee (and if deemed necessary, SPRDC). An **Internal Advisor** is identified by SEO. An **External Advisor** is identified by the proposing team and approved by the Chair of Programmes Committee.

STEP 3: APPRENTICESHIP PLANNING MEETING

Once the proposal has been granted Academic Approval, the SEO Secretary organises a Planning Meeting and sets up Apprenticeship Development Record (**ADR**). The ADR identifies key documentary requirements.

STEP 4: DESIGN AND DEVELOPMENT MEETING

The proposing team and Internal Advisor meet with the Head of Standards and Enhancement (Taught Programmes) to discuss: **Programme design** incl. mapping to the Higher/Degree Apprenticeship Standard's KBS **assessment** incl. end point assessment, **delivery plan/s** incl. workplace (80%) and apprentice support requirements, **academic document requirements** (Programme Specification, Module Specifications, Higher/Degree Apprenticeship Programme Handbook, Mapping Document, Work-based Project Handbook(s).

STEP 5: EMPLOYER ENGAGEMENT MEETING

The Proposing team and Internal Advisor meet with the Head of Apprenticeships Development to discuss **employer-focussed documentation** (in draft if the employer(s) have not yet confirmed): Higher/Degree Apprenticeship Operations Manual, Mentor Handbook and the Employer Contract and Commitment Statement.

STEP 6: EXTERNAL ADVISOR SIGN OFF

An approved External Advisor reviews the programme and module specifications, scrutinises the mapping to the Higher/Degree Apprenticeship Standard's KBS, and identifies any gaps. EA Report submitted.

STEP 7: STAKEHOLDER ENGAGEMENT

Once any gaps in KBS have been addressed, the proposing team liaise with employers and potential apprentices to elicit feedback on draft documentation and make relevant changes..

STEP 8: SCHOOL SIGN OFF

The Head of School/Centre/Division or AGC SELE reviews draft documentation and confirms whether the programme is ready to be submitted to the Apprenticeships Panel for scrutiny.

STEP 9: APPRENTICESHIP PANEL/ADR REVIEW MEETING

Head of Standards and Enhancement (Taught Programmes), Head of Apprenticeships Development and Internal Advisor meet with proposing team to review all documentation on the ADR and compile a simple checklist of any required revisions prior to USP. IA Report submitted.

STEP 10: SECRETARY'S OVERVIEW REPORT

SEO Secretary submits an overview report of the process.

STEP 11: UNIVERSITY STANDING PANEL

Scrutiny of process is undertaken by panel