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| New Course Approval |  |
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| Degree Apprenticeship Approval Form | |

For new apprenticeships, this form should be submitted with the development stage forms for approval.

**Supporting Degree Apprenticeship documents**

The Dean/Deputy Dean of Partnerships, and Validation Panels will want to ensure that apprentices, staff and employers are given appropriate and timely information, support and guidance prior to, throughout, and following their apprenticeship.

The following documents are examples of how this information may be provided, although departments may opt for alternatives. Where final versions of guidance are not available, drafts or examples of the format to be used can be presented. Final versions may need to be approved prior to course start.

**Please indicate which documents have been attached:**

Student handbook  Employer handbook

Apprenticeship mentor’s handbook  Staff handbook …………

Feedback from Apprenticeships Team  Other (please specify below)

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| **Partner Institution** |  |
| **Course title and code** |  |
| **Module title(s) and code(s)** |  |
| **Faculty/Department/Centre** |  |
| **Key contact at Partner Institution** |  |

**Partner Institution Degree Apprenticeship experience and approach**

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| --- | --- | --- |
| **1** | **Does the Partner Institution currently offer Degree Apprenticeships?** |  |
| **2** | **Are there established procedures / policies / handbooks in place?**  Please list briefly. |  |
| **3** | **Is the Degree Apprenticeship in a curriculum area which is new to the department?** |  |
| **4** | **What training / support will staff be provided with related to the provision, support, and administration of Degree Apprenticeships?** |  |
| **5** | **How will the completion of mandatory documentation required by the ESFA e.g. Commitment Statement be managed by the department prior to the apprentice starting the apprenticeship** |  |
| **6** | **How will the department conduct an Initial Needs Assessment of the apprentice prior to them joining the Degree Apprenticeship in order to identify areas of prior learning that may affect the delivery of the apprenticeship?** |  |

**Degree Apprenticeship design**

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| **7** | **How have the knowledge, skills and behaviours of the apprenticeship standard been mapped against the course curriculum and learning outcomes?** |  |
| **8** | **How has the requirements of the minimum of 20% off the job learning been incorporated into the programme design and learning outcomes?** |  |
| **9** | **What are the requirements of the relevant professional, statutory, or regulatory body?** |  |
| **11** | **Are there any statutory requirements or relevant legislation which need to be considered? How are these to be met?** |  |
| **12** | **How will apprentices apply for a Degree Apprenticeship and how will their eligibility to be an apprentice in accordance with the ESFA requirements be confirmed?** |  |
| **13** | **How will the department ensure that staff involved in the delivery of the apprenticeship have relevant up to date industry experience?** |  |

**Assessment**

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| **14** | **How will the Degree Apprenticeship be assessed?** |  |
| **15** | **What guidance are staff and students provided with on marking, assessment, and feedback?** |  |
| **16** | **How will the assessment be incorporated into existing arrangements for internal moderation and external examining?** |  |
| **17** | **What opportunities for re-assessment are available? What is the impact of failure/non-completion?** |  |

**Liaison with the employer**

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| --- | --- | --- |
| **18** | **What mechanisms are in place to ensure employers are fully aware of their role and responsibilities?** |  |
| **19** | **What mechanisms are in place to ensure the employer’s staff are appropriately competent to fulfil their role, and how is this monitored?** |  |
| **20** | **What mechanisms are in place for reporting and resolving any problems or complaints?** |  |

**Apprentice Support**

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| **21** | **Who are the first points of contact for the apprentice?** |  |
| **22** | **What briefing materials will apprentices be provided with?** |  |
| **23** | **What academic support will be available to the apprentice?**  **What will be provided by the department and what will the responsibility of the employer be?** |  |
| **24** | **What pastoral support will be available to the apprentice?** |  |
| **25** | **What mechanisms are in place for apprentices to report any problems or complaints, and for these to be resolved?** |  |

**Monitoring and review**

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| --- | --- | --- |
| **26** | **How will the tripartite reviews between apprentice, employer and Partner Institution be managed?** |  |
| **27** | **What mechanisms will there be for apprentice feedback on the apprenticeship?** |  |
| **28** | **What mechanisms will there be for employer feedback?** |  |

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| **Supported by the relevant Head of Department/Head of HE at Partner Institution** |
| **Signed** |
| **Date** |

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| **Comments from Partnerships Team / Deputy Dean of Partnerships** |
| **Comments:** |
| **Date** |

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| **Supported by the Dean of Partnerships** |
| **Comments:** |
| **Signed** |
| **Date** |

**Document review information**

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| --- | --- |
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| Document author | Quality and Academic Development |
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