# **AQD002a Business Case Form**

This form ***must*** be completed for all new apprenticeship proposals. Its purpose is to facilitate school and university decision-making processes in evaluating the appropriateness of such proposals at each stage, prior to the final approval to proceed to full development and validation.

The form will be used to determine both the strategic fit of such proposals and the resource implications. In essence what you need to convey is broadly what this course will look like, who will find it attractive, how it aligns with the University, School and Subject-area objectives and what resources it will need to be successful. You should look to provide evidence to support the proposal.

*NB: Please delete any guidance text in blue before submitting the form for approval.*

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| Section A: Course Overview |
| **Proposing School(s)** | [ ]  AAD [ ]  GSBL [ ]  SCDM [ ]  SHSC [ ]  SSSP [ ]  SBEN |
| **Multiple School Collaboration** | [ ]  Yes [ ]  No*Please detail any cross-school collaboration for the courses.*  |
| **Head of School(s)** |  |
| **Head of Subject** |  |
| **Course Leader** |  |
| **Proposed Award Title(s)** |   |
| **Intermediate Award(s)** | *An apprenticeship does not provide intermediate awards, however they can be offered in relation to the degree award within the apprenticeship route if an apprentice does not complete the programme.* |
| **Does the proposed course(s) replace existing provision?** | [ ]  Yes [ ]  No*If the proposed apprenticeship is replacing an existing apprenticeship, please detail the course and the proposed arrangements for teach out.* |
| **Type of Validation****(For on campus provision only)** | Standard Validation [ ]  Fast-track validation [ ] *To qualify for Fast-track, there should be no more than 3 new modules.* |
| **Delivery site(s) for course(s) [[1]](#footnote-1)** | [ ]  Holloway [ ]  Aldgate[ ]  Other: please specify |

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| **Section B: Apprenticeship Delivery** |
| **Apprenticeship titles**[[2]](#footnote-2) | **Mode of delivery** **and Duration** | **Planned Intake(s)**[[3]](#footnote-3) | **End date prior to End Point Assessment (EPA)** | **End date on completion of EPA** | **Duration of ‘on-programme study’** | **Non-Standard Delivery Calendar?[[4]](#footnote-4)** |
|  | [ ] Full TimeDuration:[ ] Part TimeDuration: | Month / year | Month / year |  |  |  |
|  | [ ] Full TimeDuration:[ ] Part TimeDuration: | Month / year | Month / year |  |  |  |
|  | [ ] Full TimeDuration:[ ] Part TimeDuration: | Month / year | Month / year |  |  |  |
|  | [ ] Full TimeDuration:[ ] Part TimeDuration: | Month / year | Month / year |  |  |   |

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| **Section C: New Entrant Target Numbers** |
| **Apprenticeship titles** | **Year 1** | **Year 2** | **Year 3** | **Year 4** |
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| **If the target numbers above have previously been associated with existing provision, please provide the course code/s and title/s and the impact on target numbers** |  |
| **Apprenticeship Levy Fee to be claimed for each apprentice (Maximum Funding amount stated on Apprenticeship Standard information)** |  |
| **HESA Aggregate Onshore Record** | [ ]  Yes [ ]  No |

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| **Section D: For Collaborative Provision Only[[5]](#footnote-5)** |
| **Name of collaborative partner** | *Apprenticeships cannot be offered to International Students, please refer to* [*Funding Rules*](https://www.gov.uk/guidance/apprenticeship-funding-rules#to-2024-rules)*).* |
| **Location of delivery** |  |
| **New or existing partner?** |  |
| **If a new partner, has Institutional Approval been undertaken and confirmed?** |  |
| **Category of Partnership, e.g. Franchised, Validated, Dual Award etc.**  |  |
| **Is this approval of an existing Degree Apprenticeship, a new Degree Apprenticeships or validation of the partner’s apprenticeship provision?**  |  |
| **Who will be teaching the apprenticeship course, partner staff or University staff?** |  |
| **Who is providing Library resources, the partner or University?** |  |
| **Who will return the student numbers? (UK partner only)** |  |

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| **Section E: Rationale and Market Intelligence** |
| **Why is the provision being proposed?** |  |
| **Alignment with London Met’s Strategy and if applicable, its Collaborative Partnership Strategy** | *Please include a brief statement of the rationale for the development of the apprenticeship(s and details of how the proposal meets the requirements of London Metropolitan University’s Strategy. You should address the following areas:***1.    Vision and purpose of the apprenticeship - how would you describe it to employers as a unique proposition? What is unique or innovative about the way London Met will deliver this apprenticeship standard?****2.    How the apprenticeship will enable development of the London Met graduate attributes (inclusive, creative, confident, resilient, socially responsible, global citizens)****3. How the course will flexibly meet the needs of employers (please refer to specific employers who have expressed interest in the programme) and apprentices, including integrating studying with work and life commitments.** **4.    How the programme will prepare apprentices to leave as distinctive graduates prepared for a named profession or area of practice and their long-term prospects i.e. long-term career opportunities.****5.    How the apprenticeship will contribute to, and partner apprentices in, meeting the present and future needs of employers (labour market), economy, social challenges and wider cultural opportunities.****6.    Evidence the apprenticeship is part of a subject area with demonstrable positive and improving student outcomes e.g. NSS, graduate employment, continuation and addressing BAME/ IMD awarding gap****7.     Evidence the apprenticeship will be able to recruit sufficient employers and apprentices to be financially sustainable (in terms of Apprenticeship Levy funding claims).** |
| **Provide an overview of market intelligence that supports this proposal**  |  |
| **Identify the main target groups and from where they will be recruited** |  |
| **Possible impact on other London Met’s/Partner Courses?** | *Where similar courses or apprenticeships, including course titles, are offered in different schools or a London Met partner, please provide evidence of discussion of the proposal. This evidence can be provided as an attachment.* |
| **Consider the entry requirements for the proposed provision, and how these relate to competitors** | *Include specific entry requirements stated on the Apprenticeship Standard and how apprentices who do not have or cannot evidence Level 2 English or Maths qualification on entry, will be supported in completing either or both of these qualifications during the apprenticeship.* |
| **Please add any additional information that you feel would support this proposal** |  |

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| Section F: Resources |
| **Estimated annual income for the course and course costings** | Estimated income for the course based on anticipated employer and apprentice numbers: *Please specify the estimated apprenticeship income based on anticipated numbers and Funding Band for the apprenticeship. Please supply costings for the following;*- Apprenticeship development: *where additional direct cost incurred (AsL per hour by module)*- Apprenticeship delivery: *where additional direct cost incurred (AsL per hour by module). Consider the additional administration and employer/apprentice support for a degree apprenticeships.**- Provision for completion of Level 2 Function Skills Exams for apprentices who do not have or cannot evidence Level 2 English or Maths qualifications on entry:*- External advisor (validation) fees: *£300 per advisor plus expenses – to be confirmed with AQD*- External examiner fees: *£425 per annum plus expenses*- PSRB accreditation fees (where additional to current): *To be confirmed with the relevant PSRB*- Additional specialist facilities: *to be confirmed with relevant PSD*- Additional specialist equipment/software: *to be confirmed with relevant PSD**-* End Point Assessment delivery:- Any other direct expenditure:  |
| **Estimated number of students required to break even** | *Please provide details on the number of apprentices required for the course to break even*, *and any mitigation if this is not achieved.* |
| **Resource requirements for the course(s)***(evidence of discussion/comments from impacted PSD’s should be provided**NB: If PSD departments have been contacted and no response has been received, please attach evidence of contact)* | **Staff***Please detail the staffing requirements for the school, including the use of existing staff, new staff required, specifically where additional resources (for administration and additional support required for employers and their apprentices) would be needed and whether this has be factored into the costs of the programme outlined above.*  |
| **Library***Please detail the library resources needed for the course and whether additional resources would be required in the library, specifically where additional resources would be needed and whether this has be factored into the costs of the programme outlined above.*  |
| **ICT***Please detail the ICT resources needed for the programme and whether additional resources would be required such as computer software or hardware (including to manage apprenticeship onboarding and delivery), specifically where additional resources would be needed and whether this has be factored into the costs of the programme outlined above.*  |
| **Space and Facilities** *Please detail resources available for apprentices in terms of space for teaching and whether any additional requirements would be need for timetabling etc. and whether this has been factored into the proposal.*  |
| **Specific Apprenticeship Resources***Please detail the specific resources needed for the programme and whether additional resources would be required i.e. lab space or equipment, specifically where additional resources would be needed and whether this has to be factored into the costs of the programme outlined above.*  |
| **Major Capital Expenditures***Please provide details on any major expenditures needed for the course, i.e. new lab built or equipment costs, and detail how these costs have been factored in to the proposal.*  |
| **Professional Service Areas***Please provide details of the professional services needed for the setting up and ongoing servicing of the course(s)*  |
| **Other***Please provide details of any other resource implications of the proposal and how they have been considered.*  |

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| **Section G: Outline how Professional, Statutory and Regulatory Bodies (PSRB) will be involved and at what stage of the course approval process – or state N/A** |
| *Please give details of the PSRB. This should include the details of the accrediting body, when accreditation will be sought, whether the accreditation is required for the course to run and whether a joint validation event is needed.*  |

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| **Section H: Outline any exemptions required to the** [**academic regulations**](https://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/academic-regulations/) **– or state N/A** |
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| **Section I: Proposed module diet/s** |
| **Module code (or note subject to approval for new modules)** | **Module title** | **Credit value** |
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| Section J: Sign Off |
| By signing the document course proposers and Heads of School are confirming that all sections have been fully completed, resources fully considered, that relevant evidence has been attached and impacted departments have been consulted.  |
| Head of School | Name:Signature and date: |
| Head of Subject  | Name:Signature and date: |
| Course Leader | Name:Signature and date: |
| Head of Work Based Learning, Policy and Practice | Name:Signature and date: |
| Head of Marketing  | Name:Signature and date: |
| Head of Teaching and Learning Development | Name:Signature and date: |
| Academic Registrar | Name:Signature and date: |
| For Collaborative Partnership proposals:Head of Academic Partnerships and Short Courses  | Name:Signature and date: |
| Library Services and E-Strategy: | Name:Signature and date: |
| Finance Department: | Name:Signature and date: |
|  | APC Date: Minute Ref: |

1. Complete section below for collaborative provision [↑](#footnote-ref-1)
2. List each course within a cluster to be approved, for example, UG degree, UG degree with FY, UG degree with sandwich year, PG within same subject as UG being proposed etc. Separate business cases will be required for each ‘cluster’ of courses [↑](#footnote-ref-2)
3. List all proposed intakes for each course [↑](#footnote-ref-3)
4. Please state where an intake will follow a non-standard academic calendar and provide details of stages of study including number of credits to be taken at each stage in the non-standard academic year [↑](#footnote-ref-4)
5. Where a partner requires courses from different Schools, please complete a separate business case for each School [↑](#footnote-ref-5)