**Apprenticeship Course Specification template (AQD006b)**

*Please complete the form using the drop-down menus and following the guidance notes provided. Also remember that these documents are external facing and should be written in language that is accessible to a variety of audiences.*

*NB: Any guidance text in blue should be removed before submission.*

*NB: Please take care to distinguish between* award *and* course*.*

*NB: There must be a separate apprenticeship course specification for each course (identified as a 'course' by having a specific apprenticeships route code) leading to an award.*

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| **Section A: Version Control** | | | |
| Apprenticeship Initial Validation | *To be completed by Academic team, by selecting the date below:*  **Click or tap to enter a date.** | | |
| Apprenticeship Course Leader | *To be completed by Academic team* | | |
| Course Code | *To be completed by Academic team* | HECoS Code | *To be completed by Academic team* |
| Last Revised on **(automated)** | 01/09/2023 13:58 | Last Revised by **(automated)** | Costel Rusu |

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| Section B: Course Specification | | | |
| 1a | Level of Higher Award (according to FHEQ). | *[click to select highest award]*  *e.g., If a Level 6 Apprenticeship, this would be Level 6* | |
| 1b | Title of Award | *This must include the full title of the apprenticeship as stated on the apprenticeship standard* | |
| 1c | End Point Assessment Type (please refer to Standard) | ***Click to select End Point Assessment type*** | |
| 2 | First Intake | *State first available enrolment point* | |
| 3 | Possible Interim Awards  **Note!**  *An apprenticeship does not provide intermediate awards, however they can be offered in relation to the degree award within the apprenticeship, if an apprentice does not complete the programme.* | *[click to select highest award]* |  |
| *[click to select highest award]* |  |
| *[click to select highest award]* |  |
| *[click to select highest award]* |  |
| 4 | Awarding/Validating Institution | London Metropolitan University | |
| 5a | Teaching Institution(s) | *London Metropolitan University and/or name of Collaborative partner institution.* | |
| 5b | Additional Information for Collaborative Provision Only | Type of arrangement: Franchise / Validated  *Please note this can only be a UK based institution for apprenticeship delivery.* | |
| 6 | Total Credits (for highest award) | *[Select Total Number of Credits]*  If selected Other, please add here: | |
| 7 | School Responsible | *[click to select School responsible]* | |
| 8 | **Pattern** of Attendance, **Mode** of Study, and **Length** of Course  **Note!**  *Apprenticeships must be offered as full-time only and any part-time provision will only be offered depending on an apprentice’s hours if under 30 per week* | Autumn Start | **Pattern:** *[Choose Pattern of Attendance]*  **Mode:** *[Choose Mode of Study]*  **Length** of practical period of apprenticeship course stated on Standard (prior to End Point Assessment):  **Length** of End Point Assessment: |
| Spring Start | **Pattern:** *[Choose Pattern of Attendance]*  **Mode:** *[Choose Mode of Study]*  **Length** of practical period of apprenticeship course stated on Standard (prior to End Point Assessment):  **Length** of End Point Assessment: |
| Other | **Pattern:** *[Choose Pattern of Attendance]*  **Mode:** *[Choose Mode of Study]*  **Length** of practical period of apprenticeship course stated on Standard (prior to End Point Assessment):  **Length** of End Point Assessment: |

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| **Section C: Course Description** | | | | |
| **9** | Course Description and Aims | | | |
| About the course, its strategy towards teaching and learning and towards blended learning/e-learning    In this section you should provide a few short paragraphs about the following:   * reflect upon the rationale for the apprenticeship and what makes it distinctive, detail any apprenticeship specific principles; * explain how the apprenticeship exemplifies the School/University strategy for learning, teaching and assessment; * how initial and annual Skills Assessment will be undertaken for each apprentices against the apprenticeship Knowledge, Skills and Behaviours; * include details of access to learning resources and apprentices support that will ensure apprentice achievement; * consider how the course responds to market from employers. * Benefits to employers of the apprenticeship for levy-payers, non-levy payers, development of new or existing team members * How Fundamental British Values, Prevent, Safeguarding knowledge for themselves and others will be incorporated into delivery * How apprentices will be supported in recognising their individual English and Maths skill development within the apprenticeship study and workplace   NB: This section should be no longer than 1 side of A4 at a maximum. The text should be phrased in the manner of “apprentices will,,,”.  Course Aims  *Here you should detail the course* a*ims (based on the Apprenticeship Standard. These are broad statements of intent and should be written to show how the content of the course meets the aims.* | | | | |
| **10** | Course Learning Outcomes | | | |
| *Learning outcomes are statements of what an apprentice is expected* ***to understand*** *or* ***to be able to do*** *after completing the process of learning. These must map directly to the Knowledge, Skills and Behaviours (KSBs) within the Apprenticeship Standards and all KSBs must be covered within the course.*  *The learning outcomes should reflect the level of the qualification being awarded.*  *As a guide there should be between 10-16 learning outcomes per UG course and 6-8 learning outcomes per PGDip or Masters course. One of those outcomes should be the University Learning Outcome:*  UL0. Demonstrate confidence, resilience, ambition and creativity and will act as inclusive, collaborative and socially responsible practitioners/professionals in their discipline.    *When writing learning outcomes please consider and make reference to the FHEQ, QAA subject benchmark statements, PSRB guidelines, Bloom’s Taxonomy, and HEA guidance.*  <https://www.heacademy.ac.uk/knowledge-hub/writing-learning-outcomes> | | | | |
| **11** | Mapping of Modules to Course Learning Outcomes | | | |
| Map all modules in the table below against the course learning outcomes, using the √ symbol:  *The combined learning outcomes for all modules must cover all the Knowledge, Skills and Behaviours in the Apprenticeship Standard.*   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Module Code** | **UL0** | **LO1** | **LO2** | **LO3** | **LO4** | **LO5** | **LO6** | **LO7** | **LO8** | **LO9** | **LO10** | **LO11** | **LO12** | **LO13** | **LO14** | **LO15** | **LO16** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | |
| **12** | Reflective Learning and Personal Development Planning (PDP) | | | |
| *In this section you should briefly describe the opportunities for self-reflection and PDP planning, , particularly through the Apprenticeships Progress Review process which must take place every 12 weeks during the on-programme element of the apprenticeship, prior to EPA.*  *This should be 200-300 words long.* | | | | |
| **13** | Teaching Site(s) for Course | | | |
| *[click to select location]* | *Include other locations (including partner sites).* | | *Include other locations (including partner sites).* |
| **14** | PSRB Accreditations (where relevant) | | *Insert full name of accrediting body and include latest review date. See also section 25 to include any course specific regulations related to PSRB’s* | |
| **15** | Exemptions from Professional Body Examinations (where relevant) | | *Insert full name of accrediting body, include latest review date and list the exemptions where applicable.* | |
| **16** | Principal QAA Subject Benchmark Statement | | *Please include details of the relevant subject benchmark statement found* [*here*](https://www.qaa.ac.uk/quality-code/subject-benchmark-statements)*:* | |
| **17** | Other External Reference Points | | *Please include details of any additional reference points.* | |
| **18** | Admissions Requirements | | | |
| Please provide admissions requirements that will need to be demonstrated through certificated or experiential learning.  *NOTE: Standard university admissions requirements to apply unless otherwise approved. Please note this should be no more than 300 words due to UCAS requirements.*  Please include the minimum requirements stated on the Apprenticeship Standard.  ***This must match what was entered on the business case*.** | | | | |
| **19** | Details of any placement required (stated in the Apprenticeship Standard) to provide additional work experience, beyond apprentices’ current job role. | | | |
| *Please provide a short statement about the required work experience placement. This should be approximately 300 words long and include details of the arrangements and benefits for apprentices.* | | | | |
| **20** | Long-term / life career, employability and opportunities beyond the apprentices’ current role as an apprentice | | | |
| *Comment briefly (approximately 300 words) on potential long-term / life career and further study / CPD and how the skills and abilities gained through the course contribute to this employability and career development.* | | | | |
| **21** | Course Assessment Strategy | | | |
| *In this section you should briefly describe both the on-programme apprenticeship course assessment and final End Point Assessment strategy including:*   * *how assessment and feedback practices are informed by reflection, consideration of professional practice, and subject-specific and educational scholarship;* * *how staff and apprentices engage in dialogue to promote a shared understanding of the basis on which academic judgements are made;* * *how apprentices are provided with opportunities to develop an understanding of, and the necessary skills to demonstrate, good academic practice;* * *how the volume, timing and nature of assessment enables apprentices to demonstrate the extent to which they have achieved the intended learning outcomes;* * *how formative assessment supports apprentices in preparing for summative assessment;* * *how feedback on assessment is timely, constructive and developmental;* * *how processes for marking assessments and for moderating marks are clearly articulated and consistently operated by those involved in the assessment process.* * *Details of the final End Point Assessment strategy within the standard*   *This should be 300-400 words long.*  *Please consider the Education for Social Justice Framework in your assessments. Support can also be obtained from CPED and AQD.* | | | | |

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| **Section D: Course Structure** | | | | | | | |
| **22** | Course Structure Diagram | | | | | | |
| **Level 3 (add or delete rows as appropriate)** | | | | | | | |
| **Module Code** | | **Module Title** | **Module Status** | **Teaching Period**  (Autumn Intake) | **Teaching Period**  (Spring Intake) | **Notes** *Eg. Detail pre-requisite; co-requisites; barred combinations; alternative cores.* | |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* |  | |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* |  | |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* |  | |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* |  | |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* | |  |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* | |  |
| **Level 4 (add or delete rows as appropriate)** | | | | | | | |
| **Module Code** | | **Module Title** | **Module Status** | **Teaching Period**  (Autumn Intake) | **Teaching Period**  (Spring Intake) | **Notes** *Eg. Detail pre-requisite; co-requisites; barred combinations; alternative cores.* | |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* |  | |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* |  | |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* |  | |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* |  | |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* |  | |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* |  | |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* |  | |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* |  | |
| **Level 5 (add or delete rows as appropriate)** | | | | | | | |
| **Module Code** | | **Module Title** | **Module Status** | **Teaching Period**  (Autumn Intake) | **Teaching Period**  (Spring Intake) | **Notes** *Eg. Detail pre-requisite; co-requisites; barred combinations; alternative cores.* | |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* |  | |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* |  | |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* |  | |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* |  | |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* | |  |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* | |  |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* | |  |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* | |  |
| **Level 6 (add or delete rows as appropriate)** | | | | | | | |
| **Module Code** | | **Module Title** | **Module Status** | **Teaching Period**  (Autumn Intake) | **Teaching Period**  (Spring Intake) | **Notes** *Eg. Detail pre-requisite; co-requisites; barred combinations; alternative cores.* | |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* |  | |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* |  | |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* |  | |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* |  | |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* |  | |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* | |  |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* | |  |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* | |  |
| **Level 7 (add or delete rows as appropriate)** | | | | | | | |
| **Module Code** | | **Module Title** | **Module Status** | **Teaching Period**  (Autumn Intake) | **Teaching Period**  (Spring Intake) | **Notes** *Eg. Detail pre-requisite; co-requisites; barred combinations; alternative cores.* | |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* |  | |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* |  | |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* |  | |
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|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* | |  |
|  | |  | *[select module status]* | *[select teaching period]* | *[select teaching period]* | |  |
| **23** | Part-time Structure | | | | | | |
| *For part-time courses, please provide details of pattern of delivery of core, alt core and option modules and indicate default option modules that will be programmed if option modules are not selected by an apprentice within the time limit.* | | | | | | | |
| **24** | Modules Required to Gain Specific / Interim Awards | | | | | | |
| *Please specify if there are any combinations of modules that an apprentice is required to take to gain either the highest level of award or one of the interim awards listed in section 3.* | | | | | | | |
| **25** | Course Specific Regulation | | | | | | |
| *Courses shall conform to both framework, University Academic Regulations and the Department for Education Apprenticeship Funding Rules.*  *This section should be used:*   * *where a change to a course specific regulation has been requested and formally approved by the University.* * *where requests have been made for PSRB accreditation purposes and not be purely determined by the course team.* * *to demonstate how the course will conform to the DfE Apprenticeship Funding Rules.* | | | | | | | |

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| **Section E: Systems Codes** *– responsibility for completion is as indicated* | |
| London Met Course Codes | (Systems Office)  *Please insert the course codes alongside the course titles.* |
| Route Codes | (Systems Office)  *Please insert the route codes alongside the course titles.* |