

## **Degree Apprenticeship Policy and Processes**

### **1. External Reference Points**

- 1.1. London Metropolitan University policies and processes for apprenticeships have been developed in consultation with the QAA Quality Code published in March 2018, and the draft QAA Guidance on Quality Assuring Higher Education in Apprenticeships, published in May 2019.
- 1.2. The [Apprenticeship Accountability Framework](#) of May outlines the accountabilities of the following bodies for apprenticeship provision: The Education and Skills Funding Agency (ESFA); Institute for Apprenticeships and Technical Education; Office for Standards in Education, Children's Services and Skills (Ofsted); Office of Qualifications and Examinations Regulation (Ofqual); the Office for Students (OfS) in addition to the Quality Assurance Agency for Higher Education (QAA). The relevant requirements for these bodies are followed in the policy and processes for degree apprenticeship at London Met.
- 1.3. Apprenticeship provision at London Met reflects national policy aims of driving up skills levels and contributing to social mobility. It provides opportunities for individuals to achieve a higher education qualification and to access a professional career, that might not otherwise have been available, whilst developing transferable and lifelong learning skills.
- 1.4. Apprenticeship qualifications are employer led and employers must be involved at all stages of apprentice recruitment.

### **2. Quality Assurance of Apprenticeships**

- 2.1. The processes in all preceding sections of the Quality Manual apply to degree apprenticeships. Additional requirements which specifically apply to Degree Apprenticeships are detailed in this section. Processes reflect the structure and assessment regime of apprenticeships, the need for the university to comply with wider regulatory frameworks relating to apprenticeships and the university and the employer/s shared responsibility for delivering a high-quality learning and teaching experience.
- 2.2. Advice on apprenticeship development can be sought from the Head of Work Based Learning, Policy and Practice.

### **3. External Regulatory Conditions- Record Keeping**

- 3.1. Schools are advised of the importance of up-to-date record keeping for both internal and external quality assurance processes and regulatory data returns. It is the School's responsibility to ensure both quantitative and qualitative data is kept updated and is readily accessible for ESFA returns and audits and Ofsted Inspections. Types of quantitative data may include assessment results, academic and personal development progression and equality and diversity statistics. Types of qualitative data may include notes of meetings with a student, completed Tripartite Progress Reviews, referrals to learning support, student feedback and minutes from Apprenticeship Course Committees.
- 3.2. All data recording and documentation for setting up apprenticeships must be seen and approved for compliance by the Head of Work Based Learning Policy and Practice.
- 3.3. In addition, the University is responsible (via the Planning and Insight Office) for creating the Individual Learner Records for each apprentice and completing the monthly and annual data returns to the ESFA in order to draw down Levy funding.

### **4. Apprenticeship Course Development and Approval**

- 4.1. London Met has committed to delivering Degree Apprenticeships at Level 6 and above.
- 4.2. Degree apprenticeships are subject to the same validation process as other provision (please refer to section 2), however there are some additional requirements at the point of academic validation and review.
- 4.3. The business case for any new degree apprenticeships (AQD002) must be approved at Academic Portfolio Committee (APC) prior to the academic validation event. The signature of the Head of Work Based Learning will be required as part of the sign-off process. APC should receive details of any proposed employer partners with whom London Met has agreed to deliver the apprenticeship, once approved by the Head of Work Based Learning and Head of the relevant School.
- 4.4. The degree apprenticeship validation event must take place within two years of APC approval, otherwise approval will lapse. The validation event will be arranged by AQD and will always take the form of a validation panel meeting to include the Head of Work Based Learning, Policy and Practice or nominee.

4.5. The validation panel meeting will normally take place on-line and will also include external advisors with relevant apprenticeship and/or practice expertise and employer representatives, in support of the course team. External advisors will be appointed in the same way as for other London Met validation events and must have knowledge and understanding of apprenticeship provision. Where the apprenticeship has formal recognition by a named Professional, Statutory and Regulatory body (PSRB), they should be involved in the validation event.

4.6. Additional documentation requirements must be met at validation events in respect of apprenticeships approval. These are outlined on the apprenticeship documentation checklist (AQD039) and are listed below:

- Copy of the Apprenticeship Standard (published by the [Institute for Apprenticeships and Technical Education](#))
- Apprenticeship Learning, teaching and assessment strategy, including details of End Point Assessment and the Assessment Plan and Development of English, Maths and Digital Skills strategy
- Mapping document of course and module learning outcomes (of the associated new or existing HE programme being delivered via the Apprenticeship), demonstrating how the programme meets the Knowledge, Skills and Behaviours of the Apprenticeship standard (AQD039).
- Apprenticeship – ESFA compliance statement (AQD041)

4.7. The process for sign-off and approval of the validation will be the same as for other London Met courses. In addition, the courses are only approved to run once the contractual agreements between the university and the ESFA are signed.

## **5. Apprenticeship Periodic Review**

5.1. Degree apprenticeship periodic review will be subject to the same process as other London Met provision (please refer to section 4). The review event will be arranged by AQD and will always take the form of a panel meeting (normally online) to include external advisors with relevant practice expertise as part of the panel and employer representatives, in support of the course team. External advisors will be appointed in the same way as for other London Met review events and must have knowledge and understanding of apprenticeship provision. Where the apprenticeship has formal recognition by a named Professional, Statutory and Regulatory body (PSRB), they should be involved in the validation event.

5.2. Additional documentation requirements will mirror those made at apprenticeship

validation. These are outlined on the apprenticeships documentation checklist as outlined in section 3.5. The checklist and all required documentation must be completed and submitted to AQD as part of the review documentation.

5.3. The process for sign-off and approval of the review will be the same as for other London Met courses. In addition, the courses are only approved to run once the contractual agreements between the university and the employer are signed.

## **6. Modification of Apprenticeships**

6.1. Modification of degree apprenticeship courses will be subject to the same process as other London Met courses (please refer to section 7). Modifications cannot omit any of the delivery content outlined with the Apprenticeship Standard.

6.2. Courses where more than 30% of modules have had material modifications in a validation cycle would be subject to a periodic review. The need for a modification or a periodic review may also be brought about when the Apprenticeship Standard is modified and the changes are published by the Institute for Apprenticeships and Technical Education.

6.3. In all cases the modifications should be agreed between the course team and any employer/s before being presented for university approval. The statement of compliance will record that this has occurred. The signature of the Head of Work Based Learning, Policy and Practice will be required as part of the sign-off process.

## **7. Apprenticeship Course Continuous Monitoring**

7.1. Continuous monitoring of degree apprenticeship courses will usually be subject to the same process as other London Met courses (please refer to section 3). Course reports and any Course Enhancement Plans should be shared with the Head of Work Based Learning, Policy and Practice and relevant employers, as well as with students via course committees. The Quality Manager (Academic Standards) will be responsible for approving any alteration from the usual approach to continuous monitoring.

7.2. Continuous monitoring will additionally be subject to the requirements of apprenticeship certification including: ESFA Funding Rules; Ofsted; Ofqual (for integrated End Point Assessments); The Institute for Apprenticeships and Technical Education; The Office for Students; apprentice and employer feedback

## **8. Apprenticeship Course Suspension and Closure**

8.1. Apprenticeships that are suspending intakes, closing or terminating are subject to the same procedures as other London Met courses (please refer to section 8) and additionally ESFA Funding Rules for Apprenticeships.

8.2. Suspensions and course closures should be agreed between the university and any employer/s before being presented for university approval. The course suspension/closure proposal presented to APC will record that this has occurred. The signature of the Head of Work Based Learning, Policy and Practice will be required as part of the sign-off process.