**Checklist for Management and Delivery of University Apprenticeships (for ‘in-house’ delivery of apprenticeship): *Insert Title of HE Award and Apprenticeship***

*The intention of this checklist is to act as an aide memoire and to identify the arrangements within Schools/course teams and across the University for key areas in the management and delivery of the apprenticeship programme. Some aspects will be evidenced in the core documentation presented for course approval and for the apprenticeship programme. Other aspects will be covered through School/Course team and/or cross-University arrangements.*

*You are welcome to add any further areas that should be addressed as appropriate and to identify School/Course Team and/or Cross-University arrangements.*

**NB Templates for Commitment Statement, Employer/UW Contract and Apprentice/Employer Agreements are available from the Apprenticeship Office**

| **Area** | **Evidenced through the course approval/programme documentation**  | **School/Course Team/Cross-University arrangement** |
| --- | --- | --- |
| 1. Mapping of programme to the Apprenticeship Standard
 | Apprenticeship Specification |  |
| 1. Mapping of programme to the Assessment Plan, i.e. how the apprenticeship programme prepares learners for the requirements and activities associated with the EPA, e.g. interviews, presentations, observations, ‘professional discussions’, judgements of occupational competence
 | Assessment Strategy in Course Handbook  |  |
| 1. **Course/Programme documentation:**
2. Higher or Degree apprenticeship specification document
3. HE Award Programme Specification
4. Course Handbook/s and/or
5. Higher or Degree Apprenticeship Handbook
6. Employer/Mentor Handbook/s or guidance documentation
 | Course Approval documentation  |  |
| 1. Arrangements for approval of all marketing materials and public information (including with employers)
 | APPG Proposal | What are the on-going arrangements for production and approval of materials?  |
| 1. **Marketing/Employer Engagement:**
2. Optional module selection if available:
3. Delivery model: agreement of any variances.
4. Variances to programme start date
5. Support employer in selection of apprentices
 | Pre-course approvalAPPG ProposalDelivery plan in programme handbookAgreed selection processApprenticeship Specification  |  |
| 1. Arrangements for management of apprentice experience between University/employer
 | Commitment Statement Employer Reviews in employer workplaceTripartite reviews with Apprentice, Employer line manager and UW coach/WBL supervisor or equivalent in employer workplace | HEI (Main) Provider/Employer Contract  |
| 1. Staffing arrangements to support apprenticeship delivery in the workplace (on-the-job learning)
 | Individual Learning Plan Apprentice HandbookEmployer/Mentor Handbook Employer Reviews in employer workplaceTripartite reviews with Apprentice, Employer line manager and UW coach/WBL supervisor or equivalent in employer workplaceWorkplace mentor and support for mentor related to programme requirements  | Support for on-the-job learning |
| 1. Apprentice admissions, including:
* arrangements with employers
* for RPL and protocol for non-standard entry.
 | Programme SpecificationApprenticeship SpecificationCommitment Statement Communication with Admissions / Registry to advise expected start datesCheck UW/Employer website |  |
| 1. Apprentice induction
 | Briefing Paper/Course Approval AgendaConsider how induction will include Prevent, Data Protection, Safeguarding, Health and Safety, Equality and Diversity |  |
| 1. Assessment Arrangements

(NB may include ‘on-the-job’ assessment):* Setting assessments and moderation of assessments
* Arrangements for assessment submission
* Arrangements for marking of student assessments
 | Course Handbook and/or Apprentice HandbookEmployer/Mentor HandbookTripartite reviews with Apprentice, Employer line manager and UW coach/WBL supervisor or equivalent in employer workplace |  |
| 1. Management and liaison regarding curriculum delivery: e.g if multi-site delivery need arrangements for management of standardisation/moderation to ensure assessment decisions are consistent and comparable
 | Course approval agenda Course Handbook  |  |
| 1. Arrangements for Examination Boards:
* planning for non-standard and/or multiple entry points, multiple cohorts
* timing of award boards leading into EPA
 | Course Handbook  | School arrangements in liaison with Registry Officers  |
| 1. Appointment and liaison with External Examiner
 | Course Handbook  | School arrangements in liaison with AQU |
| 1. Assuring the quality of feedback to apprentices on their assessment (on and off the job learning).
 | Commitment StatementCourse/Apprentice HandbookFormative FeedbackIndividual Learning Plan  | Tripartite Apprentice Review meetings with University (HEI/main provider), employer and apprentice  |
| 1. Arrangements for personal academic tutoring (or equivalent)
 | Apprentice/Course Handbook Commitment Statement |  |
| 1. Access to Learning Resources (NB on- and off-the-job)
 | Resource StatementCourse Handbook/Apprentice Handbook  | Tripartite Apprentice Review meetings with HEI (main provider), employer and apprentice |
| 1. Arrangements for course management committees, course representatives.
 | Course Handbook | Agenda for CMC to include employer feedback  |
| 1. Arrangements for Module Evaluation, NSS and CES
 | Course Handbook |  |
| 1. Apprenticeship Contracts:
2. Employer/UW contract
3. Three-way Commitment Statement between employer, main provider/UW and apprentice.
4. Learner declaration including adherence to Terms and Conditions, UW Regulations (TCRF).
5. Check Apprentice-Employer Agreement in place
 | **Commitment Statement, Employer/UW Contract and Apprentice/Employer Agreement Templates available from the Apprenticeship Office** | Who is managing and signing each contract prior to commencement of apprenticeship? |
| 1. Management and liaison with PSRB and additional accreditation/certification (if applicable)
 | Course Approval Agenda | What are the School/College arrangements? |
| 1. Careers and employability: guidance and advice
 | Programme Specification  | What are the School arrangements? |
| 1. **Employer relationship:**
2. Regular apprenticeship performance reviews with Apprentice’s mentor and/or Assessor, more formal quarterly reviews with stakeholders (tripartite) and formal annual review with the employer re: apprentice’s progress (including how UW will be involved)
3. Liaison with employers eg. mentor support and apprentice development plans
 | Commitment StatementEmployer/Mentor Handbook | What are the School arrangements for each component? |
| 1. Monitoring student attendance and engagement (for both on- and off-the-job learning)
 | Course/Apprentice HandbookCommitment Statement Registration / attendance evidence | What are the School arrangements?NB Commitment Statement and Individual Learning Plan and contractual obligations  |
| 1. Oversight of work-based activities and experiences including how work-based mentors are supported.
 | Employer/Mentor HandbookEmployer Reviews in employer workplaceTripartite reviews with Apprentice, Employer line manager and UW coach/WBL supervisor or equivalent in employer workplace |  |
| 1. **EPA Gateway process/requirements**: including supporting apprentice in development towards their EPA Assessment activities/criteria in the Apprenticeship Standard Assessment Plan
 | Apprenticeship SpecificationAssessment Strategy and Mapping to the Assessment PlanArrangements for Employer approval / confirmation to progress to EPA |  |
| 1. **Gateway to EPA:** Ensure that apprentices have met additional requirements, e.g. Maths, English & ICT requirements.
 | Commitment StatementIdentify EPAO who will deliver EPA before commencement/at start of apprenticeship programme ESFA Compliance Tracker  | Who is sub-contracted to deliver English and Maths? Who is working with the Apprenticeship Office to provide/collate evidence to meet ESFA requirements? |
| 1. **Gateway to EPA:** Awarding of HE Award (e.g. FD, Degree)

and satisfying other Gateway requirements  | Liaison with Registry Services in management of UW Examination Boards | Who will inform/manage relationship with EPAO? |
| 1. **Management of End-point assessment (EPA) Process (NB this may differ depending on whether integrated or non-integrated EPA):**
2. assessment plan
3. liaison with EPAO and employer,
4. planning for/booking EPA
5. supporting apprentice in preparing for assessment plan requirements
6. recording of completion and success (and grading) of EPA and achievement of Apprenticeship
7. UW Procurement Requirements (if applicable)
 | Commitment Statement  | Who will manage relationship with EPAO?Liaison with Apprenticeship Office and Registry to record EPA arrangements and outcome of EPA |
| 1. **ILR (Individualised Learning Record)** Confirm awareness and requirement for the management of data required to (ESFA and HESA process):
2. complete ILR for each apprentice
3. monthly returns
4. annual return
 | ESFA Compliance Tracker | Liaison between Apprenticeship Office/School and DMU/Registry  |
| 1. **School Lead for the Management of ESFA Performance Management and Funding Rules requirements** and retaining evidence, includes maintaining consistency between employer and main provider records in the digital account apprenticeship service
 | ESFA Compliance Tracker  | Who is responsible for working with the Apprenticeship office in meeting and evidencing ESFA requirements?  |