

Application to join the Apprenticeship Providers and Assessment Register for Integrated EPA:

Intent to Proceed Form

This form is to be used when Schools are seeking to apply to join the Apprenticeship Providers and Assessment Register (APAR), whether the intention is to act as EPAO for other Institutions or relates to an integrated apprenticeship.

All applications must be approved in principle by the Academic Planning and Portfolio Group (APPG) as part of the APPG course proposal, in advance of any application being made.

Heads of School are responsible for securing approval, which if granted means an application may be developed and submitted subject to the usual costing, pricing and quality assurance processes. The School is responsible for completing the application with the support of the Apprenticeship Office and Academic Quality Unit (AQU), and this should normally be completed in parallel with the approval process.

Please complete all sections of the form, expanding boxes as necessary.

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| Section 1 – Proposal Summary  |
| UW School |   | Main School contact for this application |  |  |
| Apprenticeship Standard Assessment Plan [hyperlink] |  | External Quality Assurance provider | IfATE/ Ofqual/Other: specify |
| Funding Band |  | Date commence (readiness) |  |  |
| Anticipated min & max no. of EPAs would take on. |  | Anticipated no. of assessments/per day |  |  |
| Where will the EPA take place [employer/ university premises] |  |  |
| Occupational experience and competence of independent assessors in line with assessment plan [details of individual assessors, ongoing plan to maintain occupational experience and competence (as required by assessment plan) and identify who will be preparing assessments/guidance] |
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| Capacity and capability to deliver EPA, including meeting the requirements around independence [please outline how this may relate to current University provision, credibility with employers and how potential conflicts of interest will be managed] |
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| Market and anticipated geographical area that the EPAO will operate within [please provide details of competitors, volume of EPAs expect to deliver and consider issues of delivering at distance, including re-sits] |
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|  Overview of end-point assessment delivery model [relevant to the requirements of the assessment plan] |
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| How does this support UW and School strategy? [please outline the rationale, the impact of acting as EPAO] |
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| Confirmation that the team has identified and will conform to the particular external quality assurance arrangements set out in the assessment plan for the Standard |
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| Section 2 - Finance |
| Likely student numbers and fee to be charged [cost structure per apprentice, including re-sit if one of multiple assessment elements failed, including reference to competitors pricing]  |  |
| Likely income if registration successful |  |
| Financial implications for University [please provide brief details of cost implications in terms of staffing and resources that would be needed to deliver the EPA including capacity, need for additional staff, ongoing staff CPD requirements, administrative support (verification apprentice completed prerequisites), marketing, resource implications if not held at employer’s premises,design and development of the content of the end-point assessment/support resources |  |

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| Signed (Head of School): |   | Date: |  |   |
|  |  |  |  |  |  |  |
| Section 3 – Approval to Proceed to Apply to join the Apprenticeship Providers and Assessment Register (in the event of Chair’s Action) |
| Approved |  |   |
| Approved with Actions (see details below) |  |   |
| Not Approved (reasons detailed below) |  |   |
| Comments: |
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## Approval/Review Table

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| **Item**  | **Notes**  |
| Version Number  | v1.1 |
| Date of Approval  | December 2019  |
| Approved by  | APSC |
| Effective from  | December 2019 |
| Policy Officer  | Head of Academic Quality  |
| Department  | Academic Quality Unit  |
| Review date  | September 2026 |
| Last reviewed  | February 2024 |
| Policy/procedure/guidance superseded by this version | v1.0 |
| Equality Impact Assessment (EIA) |  |
| Accessibility Checked  |  |

 Recent changes

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| --- | --- | --- |
| Committee/Author | Date | Change |
| P. Wright | 02.2024  | V1.1 To align with updated EPA Policy |