

Apprenticeships Quality Policy

Introduction and Purpose

1 The University of Law's Apprenticeships Quality Assurance Policy has been informed by the Quality Assurance Agency's Quality Code for Higher Education, the QAA Characteristic Statement on Higher Education in Apprenticeships and the Conditions of Registration of the Office for Students Regulatory Framework.

2 The apprenticeships provision is delivered in accordance with the requirements of the Department of Education, Educational and Skills Funding Agency (ESFA) and is inspected by the Office for Standards in Education, Children's Services and Skills (Ofsted) against the criteria of the Education Inspection Framework and Institute for Apprenticeships and Technical Education (iFATE).

3 The University has adopted an extensive policy framework that creates a safe and supportive environment for apprentices in Equality, Diversity and Inclusion, Safeguarding, the Prevent duty, the promotion of British Values and online safety.

Responsibility for this policy

4 Ultimate responsibility for the development of clear and effective processes and procedures associated with the quality assurance and maintenance of standards of academic provision and overseeing their application lies with the Academic Board. The management of these processes and procedures is through the Apprenticeships Committee which is a sub-committee of the Academic Board.

Key Features of Apprenticeships Quality Assurance Oversight

5 The University will ensure that the interests of apprentices will be protected through strict adherence to the following procedures and practices:

Admissions

6 Apprentices are jointly recruited by the University and employers. Apprentices must apply directly to an employer for an apprenticeship and be successful through their recruitment process.

7 The following criteria apply in the admissions process:

7.1 The ESFA funding criteria must be met so that the University can access funding. This includes the requirement that all applicants have met a minimum of a level 2 Functional skills threshold in mathematics and English. This also includes successful submission to the EFSA of a Commitment Statement, a Written Employer Agreement, a Call-off Contract, an Apprenticeship Agreement and (if appropriate) a Sub-Contracting Schedule.

7.2 University of Law minimum A' level requirements (or equivalent) or GCSE requirements must be met or minimum degree classification requirements or equivalent for Graduate Apprenticeships.

7.3 Individual employers may have additional entry requirements.

7.4 Apprentices must have the right to permanently live and work in the UK.
Apprenticeships are not covered by student visas.

Programme Design and Approval

8 Proposals for new apprenticeship programmes go through the University's Programme Approval Process. Approval panels are additionally tasked with the responsibility to ensure that the delivery and assessment arrangements meet the apprenticeship standard and assessment plan. Panels are also required to ensure that the proposals meet ESFA funding rules, the requirements of the Ofsted Education Inspection Framework and the requirements of the Office for Students Registration Conditions.

9 When a new standard which has an integrated End Point Assessment is submitted for Programme Approval (see 13-14 below), an application to the ESFA must also be submitted, to ensure that the University is on the Register of End Point Assessment Organisations. The programme will only be approved by the University if it meets all requirements of the EPAO.

Monitoring of Programme Delivery

10 Apprenticeships programmes are subject to the standard University programme approval, monitoring and periodic review requirements. Apprenticeships are also subject to ESFA funding requirements and Ofsted Education Inspection Framework requirements.

11 The University is committed through adherence to these processes, guidelines and reference points that it will:

11.1 endeavour to maximise completion and progression rates and engagement with the programmes and apprenticeship training

11.2 provide learners with a rewarding experience where they will be able to fulfil their potential

11.3 engage inspiring, well-qualified and highly competent staff to deliver and assess learning

11.4 provide a safe, productive, and supportive environment in which all learners will have equal access to learning opportunities, skills support and advice

11.5 ensure that all apprentices' performance and progress are monitored by Skills Coaches every quarter.

Off-The-Job Training

12 The delivery of apprenticeships at the University of Law complies with the relevant Apprenticeship Standard as set out by the Institute for Apprenticeships and Technical Education (iFATE). This requires that a minimum 20% of the total time of an apprenticeship is dedicated to off-the-job training and is separate from their day-to-day duties for the employer.

13 The University will make sure that the quality of educational provision and support equips apprentices for success on off-the-job-training as measured through the End Point Assessment (EPA).

End Point Assessment Procedures

14.1 Each apprenticeship standard has an associated assessment plan which sets out how the End Point Assessment is conducted. All apprentices are required to undertake an End Point Assessment (EPA).

14.2 The University may recommend that employers choose to engage a third party assessment provider to undertake the EPA. This provider will be listed on the Register of End Point Assessment Organisations.

Staff Development

15 University of Law staff are supported through the University's staff development framework. This has a number of components which ensure that staff are appropriately challenged.

15.1 All teaching and coaching staff are observed in accordance with the staff observation policy.

15.2 All staff undertake an annual performance review, with feedback from observation, apprentice/employer surveys and other KPIs, supported by CPD plans.

15.3 All staff are trained in Safeguarding and the Prevent Duty.

15.4 The Educational Development for All Staff policy (EDfAS) provides funding for higher degrees and teaching qualifications and sets out the training requirements for all staff.

15.5 The University's staff development policy stipulates all tutors must achieve Fellowship of the HEA within three years alongside maintaining sector knowledge

Complaints and Appeals

16 The University's standard complaints policies apply to apprentices. In addition, there is a policy to manage complaints from employers called the External Persons Complaint Policy (Q9.04).

Communication with Employers

17 Apprenticeship staff communicate with employers in a number of ways. They include inviting employers to participate in tripartite review meetings, attendance at employer information groups quarterly, six monthly newsletters to update supervisors, supervisor training pre-start, supervisor training post induction, sharing monthly and quarterly reports with employers and the regular scheduling of monthly and quarterly meetings with designated account managers.

Version	Amended by	Revision Summary	Date
V1.0	Edward Bressan, Deputy Academic Registrar	Initial Drafting, Publication and Approval by Academic Board	19 May 2022