

Apprenticeships Quality Policy

Introduction and Purpose

1 The University of Law's Apprenticeships Quality Policy has been informed by the Office for Students Sector-Recognized Standards and the General Ongoing Conditions of Registration and has regard to the UK Quality Code for Higher Education. These definitive reference points for all English higher education institutions set out how academic standards are established and maintained and how excellence in the quality of learning opportunities is assured.

This policy sits within The University of Law's Quality and Standards Code, which provides a suite of policies designed to safeguard the academic standards of The University of Law and to assure the quality of learning opportunities offered; this policy should therefore be read in conjunction with other relevant policies within the code.

Responsibility for this policy

2 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

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

Admissions

4 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.

5 The following criteria apply in the admissions process:

5.1 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.

5.2 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.

5.3 Individual employers may have additional entry requirements.

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

Programme Design and Approval

6 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.

7 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

8 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.

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

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

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

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

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

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

Off-The-Job Training

10 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.

11 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

11.1 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).

11.2 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

12 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.

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

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

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

12.4 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.

12.5 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

13 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

14 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.

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