

# 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**

## 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

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.

Version

Amended by

Revision Summary