**University of Essex**

###### Degree Apprenticeship Approval Form

This form should accompany other approval documentation as required for the introduction of new modules and courses. For new apprenticeships, it should be submitted with the forms for final approval.

Further guidance in relation to apprenticeships can be sought from the Apprenticeship Hub via [apprenticeships@essex.ac.uk](mailto:apprenticeships@essex.ac.uk)

**Supporting Degree Apprenticeship documents**

The Executive and Faculty Deans, Faculty Education Committees and Validation Panels will want to ensure that apprentices, staff and employers are given appropriate and timely information, support and guidance prior to, throughout, and following their apprenticeship.

The following documents are examples of how this information may be provided, although departments may opt for alternatives. Where final versions of guidance are not available, drafts or examples of the format to be used can be presented. Final versions may need to be approved prior to course start.

**Please indicate which documents have been attached:**

Student handbook

Employer handbook

Apprenticeship mentor’s handbook

Staff handbook

Feedback from Apprenticeships Team

Other (please specify below)

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| **Course title and code** |  |
| **Module title(s) and code(s)** |  |
| **Administering department** |  |
| **Key contact person** |  |

**Department’s Degree Apprenticeship experience and approach**

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| **1** | **Does the department currently offer Degree Apprenticeships?** |  |
| **2** | **Are there established procedures / policies / handbooks in place?**  Please list briefly. |  |
| **3** | **Is the Degree Apprenticeship in a curriculum area which is new to the department?** |  |
| **4** | **What training / support will staff be provided with related to the provision, support and administration of Degree Apprenticeships?** |  |
| **5** | **How will the completion of mandatory documentation required by the ESFA e.g. Commitment Statement be managed by the department prior to the apprentice starting the apprenticeship?** |  |
| **6** | **How will the department conduct an Initial Needs Assessment of the apprentice prior to them joining the Degree Apprenticeship in order to identify areas of prior learning that may affect the delivery of the apprenticeship?** |  |

**Degree Apprenticeship design**

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| **7** | **How have the course curriculum and learning outcomes been mapped against the knowledge, skills and behaviours detailed in the apprenticeship standard?** |  |
| **8** | **How have the below British values been incorporated into the apprenticeship curriculum delivery?**  **British values:**  **Democracy**  A culture built upon freedom and equality, where everyone is aware of their rights and responsibilities.  **The rule of law** The need for rules to make a happy, safe and secure environment to live and work.  **Individual liberty** Protection of your rights and the rights of others around you.  **Mutual respect & tolerance of different faiths and beliefs** Understanding that we all don’t share the same beliefs and values. Respecting those values, ideas and beliefs of others whilst not imposing our own onto them.  **Guidance on the British values can be found in the** [**Ofsted Education Inspection Framework**](https://www.gov.uk/government/publications/education-inspection-framework/education-inspection-framework) **and the** [**Ofsted Education Inspection Handbook**](https://www.gov.uk/government/publications/further-education-and-skills-inspection-handbook-eif/further-education-and-skills-handbook-for-september-2021)**.** |  |
| **9** | **How has the requirement of the minimum of 20% off the job learning been incorporated into the programme design and learning outcomes in order to ensure that the knowledge, skills and behaviours detailed in the apprenticeship standard are achieved at appropriate times during the apprentices’ training?** |  |
| **10** | **What are the requirements of the relevant professional, statutory, or regulatory body?** |  |
| **11** | **Are there any statutory requirements or relevant legislation which need to be considered? How are these to be met?** |  |
| **12** | **How will apprentices apply for a Degree Apprenticeship and how will their eligibility to be an apprentice in accordance with the ESFA requirements be confirmed?** |  |
| **13** | **How will the department ensure that staff involved in the delivery of the apprenticeship have relevant up to date industry experience?** |  |

**Assessment**

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| **14** | **How will the Degree Apprenticeship be assessed?** |  |
| **15** | **What guidance are staff and students provided with on marking, assessment and feedback?** |  |
| **16** | **How will the assessment be incorporated into existing arrangements for internal moderation and external examining?** |  |
| **17** | **What opportunities for re-assessment are available? What is the impact of failure/non-completion?** |  |

**Liaison with the employer**

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| **18** | **What mechanisms are in place to ensure employers are fully aware of their role and responsibilities?** |  |
| **19** | **What mechanisms are in place to ensure the employer’s staff are appropriately competent to fulfil their role, and how is this monitored?** |  |
| **20** | **What mechanisms are in place for reporting and resolving any problems or complaints?** |  |

**Apprentice Support**

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| **21** | **Who are the first points of contact for the apprentice?** |  |
| **22** | **What briefing materials will apprentices be provided with?** |  |
| **23** | **What academic support will be available to the apprentice?**  **What will be provided by the department and what will the responsibility of the employer be?** |  |
| **24** | **What pastoral support will be available to the apprentice?** |  |
| **25** | **What mechanisms are in place for apprentices to report any problems or complaints, and for these to be resolved?** |  |
| **26** | **How is an apprentice’s knowledge of safeguarding and the PREVENT supported by the course team in line with Ofsted requirements?**  Guidance on safeguarding and PREVENT requirements can be found in the [Ofsted Education Inspection Framework](https://www.gov.uk/government/publications/education-inspection-framework/education-inspection-framework) and the [Ofsted Education Inspection Handbook](https://www.gov.uk/government/publications/further-education-and-skills-inspection-handbook-eif/further-education-and-skills-handbook-for-september-2021). |  |

**Monitoring and review**

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| **27** | **How will the tripartite reviews between apprentice, employer and University be managed and recorded?** |  |
| **28** | **What mechanisms will there be for apprentice feedback on the apprenticeship?** |  |
| **29** | **What mechanisms will there be for employer feedback?** |  |