

## Chart 2: Apprenticeship Approval, at a Glance.

### STEP 1: OPPORTUNITY IDENTIFIED

Proposing team identify demand for a Higher/Degree Apprenticeship and the relevant Institute for Apprenticeships and Technical Education (IfATE) approved Standard and hold discussions with Apprenticeship Team in preparation for Step 2.

### STEP 2: APPRENTICESHIP SCOPING MEETING

Proposing team meets with Apprenticeship Team to provide evidence of the following Check List items:-

- Apprenticeship Standard from IfATE
  - Confirmation about whether the standard is integrated or non-integrated
  - If non-integrated, verification that an End Point Assessment Organisation (EPAO) can be identified
  - If integrated, confirmation that an application will be submitted to the DfE for the subject team to act as EPAO.
- Demand from employers for the standard, to a minimum of 10-15 learners
- Expertise to deliver standard and capacity to do so
  - Specify any staff training or development needs
- Additional requirements for specialist physical (equipment) and/or library resource requirements to deliver standard
- Professional, Statutory and Regulatory Body (PSRB) involvement and its nature
- Delivery methodology to be adopted (day release / block / other)
- Capacity of Work Based Tutors to support compliance

Head of Apprenticeship Development signs off the Scoping check list.

### STEP 3 APPRENTICESHIP PROPOSAL ACADEMIC APPROVAL

Proposing team completes Apprenticeship Approval Form (AAF). This to confirm the employers' commitment – i.e. number of employers and learners. Information on the IfATE approved Standard to be used to determine the programme title, programme length, knowledge, behaviour and skills (KBS), end point assessment methodology (Integrated or non-integrated). The AAF is considered by Programmes Committee (and if deemed necessary, SPRDC).

An **External Advisor** is identified by the proposing team and approved by the Chair of the Planning Meeting (STEP 4 below)

### STEP 4: APPRENTICESHIP PLANNING MEETING

Once the proposal has been granted Academic Approval, the SEO Officer organises a Planning

Meeting (to include Proposing team, AC SELE, Head of Apprenticeships, relevant Head of School/Academic Operational Lead) and sets up Apprenticeship Development Record (**ADR**) on Moodle. The ADR identifies key documentary requirements.

#### **STEP 5: DESIGN AND DEVELOPMENT MEETING**

The proposing team, AC SELE and Internal Advisor meet with the Head of Standards and Enhancement (Taught Programmes) to discuss: **Programme design** incl. mapping to the Higher/Degree Apprenticeship Standard's KBS **assessment** incl. end point assessment, **delivery plan/s** incl. and apprentice support requirements.

#### **STEP 6: EXTERNAL ADVISOR - CONSULTATION REPORT**

The approved External Advisor submits a consultation report to the ADR on Moodle for consideration by the proposing team. Proposing team to make any required amendments to the programme documentation and respond to the External Advisor through the ADR.

#### **STEP 7: SCHOOL/APPRENTICESHIP SIGN OFF TO CONFIRM READINESS FOR EVENT**

The AC SELE reviews draft documentation in the ADR and confirms whether the programme is ready to be submitted to the Apprenticeships Panel for scrutiny. HoS/AC SELE completes School Sign Off Form and uploads the completed AC SELE Consultation Report to the ADR.

#### **STEP 8: SEO OFFICER'S OVERVIEW REPORT**

SEO Officer submits confirmation of readiness for panel and uploads the completed SEO Officer's Overview Report to the ADR.

#### **STEP 9: LINES OF ENQUIRY GENERATION FROM PANEL MEMBERS**

#### **STEP 10: APPRENTICESHIP APPROVAL EVENT (ROUTE B)**

This will take the form of a Route B Approval Event with discussion of the proposal with members of the proposing team and stakeholders including employers and students.

#### **STEP 11: CONFIRMATION OF DfE APPROVAL OF SUBJECT TEAM AS EPAO**

In the case of IfATE Integrated apprenticeship standards: the Head of Apprenticeship Development confirms the status of the application to DfE for the subject team to become the EPAO – at this stage CRS in SITS is coded as *Subject to DfE Approval* (STDfE).

#### **STEP 12: DELIVERY**

Delivery OF THE Apprenticeship to commence ONLY **after** approval has been received from the DfE for the subject team to operate as the EPAO.