

APPRENTICESHIPS OPERATIONS AND COMPLIANCE GROUP

Purpose

Coordination and oversight of the operation and compliance of the University's Apprenticeship offering.

Reporting

This committee reports to the Education Committee

Frequency and timing of meetings

This committee will meet quarterly unless exceptional meetings are required.

Responsibilities and Accountabilities

Key responsibilities

1. Co-ordinating the University's Apprenticeships provision and operational planning to ensure compliance with internal and external requirements.
2. Ensure services supporting apprenticeships are effectively coordinated and focused on delivering the highest possible quality provision to learners, staff, employers, and other stakeholders.
3. Promote and support skills development and information training for academics interested in apprenticeship delivery.
4. Monitor and oversee data reporting for different apprenticeship programmes to ensure funding is obtained in a timely manner.
5. Support faculties and professional services with the development and delivery of apprenticeships to approved standards and to ensure that University policies and services address these needs.
6. Promote, support and develop strategically-led enhancement initiatives, activities, and institution-wide changes to drive up the quality/volume of apprenticeship delivery and enhance apprentices' learning experience and outcomes.
7. Oversight and review of Faculty strategic plans, infrastructure, governance and assurance processes to ensure apprenticeship standards are met, especially with respect to learning journey, employer interactions and end-point assessment, particularly:
 - timely completion of service level agreements between University and employers
 - impact of teaching, learning and assessment as well as learner support on apprentices' experience and outcomes
8. Assurance of faculty auditable compliance and record-keeping.

Key decisions

9. Identify and highlight the need for appropriate training, recommending training content and ownership of that process.
10. Review, recommend and approve the use of the University's apprenticeship levy fund allocation in line with the University's Town House Strategy, ensuring full and best use is made of this fund.
11. Maintain University policies and procedures relating to apprenticeship activity. Where changes or new policies are required ensure those are presented and approved by Education Committee.
12. Review and agree processes and areas for development and enhancement of the degree apprenticeship provision.

Key advisory roles

13. Monitor external developments relevant to apprenticeships. Digest and disseminate via members and all pertinent communication routes.

14. Solicit and study market reports, identifying and advising on areas for potential provision and cross-referencing to existing material and capacity
15. Identify opportunities and coordinate support for “cross-selling” and “up-selling” within and beyond the apprenticeship portfolio, advising support services across the University.
16. Review and advice on Faculty strategies and planning documents with respect to apprenticeships and target setting.

Other accountabilities

17. Facilitate and enhance communication between Professional Services and Academic Stakeholders.
18. To ensure all relevant activities meet the equality and inclusion principles of the University.
19. Monitor the external context and ensure that University strategy is consistent with, and responsive to the emerging policy and regulatory environment, including the dissemination of best practice and standards of excellence observed in other organisations.

Communications

It is the responsibility of all members to ensure that information is efficiently disseminated to their colleagues and constituencies.

Attendance

Members are expected to make all efforts to attend but should arrange a substitute on exceptional occasions when attendance is not possible.

Quoracy

A meeting shall be deemed quorate if at least 50% [12, may increase with courses] of members are present within 20 minutes of the publicised start time.

If quoracy is not achieved, proceedings may continue on an informal basis at the Chair's discretion. In such cases, any decisions taken will be circulated to the membership for approval. Failure to respond within 10 working days will be deemed as assent.

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Membership (* denotes voting)	Current members
Members*	
Pro Vice-Chancellor (Knowledge Exchange and Innovation) (Chair)	Dr Martin Davies
Pro Vice-Chancellor (Education) (Alternate Chair)	Prof John Craig
Course representation (x2) One course leader, delivering apprenticeship courses, from each faculty	X 2
Associate Dean (Learning and Teaching) and/or equivalent FLT representative	Dr Steven Bastow Dr Neil Williams Dr Angela Partington Dr Kostas Poutos Prof James Denholm-Price Prof Mukesh Limbachiya (Head of Apprenticeships, ECE)
Faculty Heads of Resources and Planning (<i>nominee</i>) Business & Social Science Health, Social Care and Education Kingston School of Art Science, Engineering and Computing	Nicky Randall Mary Hennessy Kelly Laird Lesley Stigling
Assistant Registrar (QAE)	John Holder
Head of Quality Assurance & Enhancement (or nominee-QAE Apprenticeship Lead),	Syed Islam
Head of Business Engagement	TBC
Student Recruitment and Admissions Director	Clare Beckett or nominee
Finance Business Partner (Nominee)	Nominee from FBPs
Degree Apprenticeships Compliance Manager, AS (Clerk)	Sylvia Roberts Law
In Attendance	
As invited / required	
Degree Apprenticeships Coordinator	Saliha Yilmaz
Business Development Manager, AS	Neeta Barot