

Guidance (vii)

Apprenticeship Monitoring Committee

Terms of Reference and Membership

Type:	Standing Committee
Reporting Line: <small>(OBJ)</small>	Faculty Education Committee
Timing:	Minimum 2 per year for each Faculty which has apprenticeship provision, with the final meeting scheduled towards the end of the academic year in advance of the academic assessment boards.

Functions

The academic, off-the-job training that constitutes 20% of the University's degree apprenticeship programmes is regulated by the Undergraduate Regulations (AR2) and therefore subject to the assessment board process detailed within that regulation.

However, the University has additional responsibilities which are referred to the Apprenticeship Monitoring Committee (AMC).

Terms of Reference

1. The Apprenticeship Monitoring Committee is:
 - To monitor individual students' on-programme progress against the relevant apprenticeship standard in accordance with the Education and Skills Funding Agency (ESFA) funding and monitoring rules, including:
 - engagement/ attendance
 - employer liaison
 - knowledge, skills, and behaviour (KSBs)
 - Gateway requirements
 - Functional skills requirements (Level 2 English and Maths)
 - To identify students who require intervention in order to progress to the End Point Assessment (EPA).

- To confirm students who are eligible to progress to the End Point Assessment (EPA) having met Gateway requirements, and to agree actions for any students who are ineligible.
- To monitor individual students' progress during the End Point Assessment and confirm students' progress and/or completion of the End Point Assessment to the Progression and Award Board.
- To monitor compliance with degree apprenticeship regulations and where appropriate recommend withdrawal of students to the Progression and Award Board for non-compliance.
- For the Nursing Associate integrated apprenticeship, to confirm individual students' outcomes for the non-credit bearing EPA.

MEMBERSHIP

- Senior member of faculty staff (Associate Dean or Head of School) – Chair
- Course Leader for each degree apprenticeship course under consideration in the Faculty, or nominee
- Apprenticeship External Examiner – provides oversight of adherence to apprenticeship frameworks and/or standards
- Degree Apprenticeship Compliance Manager (or nominee) *
- QAE representative*
- Other members as required by specific Professional, Statutory, Regulatory Bodies

**Either of these two members may act as Independent Monitor*

IN ATTENDANCE:

2. A clerk to the Committee from the relevant Faculty who will be responsible for the preparation of paperwork in liaison with the Chair, and for minute-taking.

QUORACY

- Chair
- Course Leader or nominee for all Apprenticeships under consideration
- Independent Monitor
 - External Examiner