# Apprenticeship Programme Planning Form

# Please ensure you are using the most up to date version of this form which can be accessed via: [DAQ](https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/degree-apprenticeships/degree-apprenticeships-homepage.aspx) [webpages.](https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/degree-apprenticeships/degree-apprenticeships-homepage.aspx) Incorrect versions of the form will not be considered and may result in unnecessary delays being incurred.

The Apprenticeship Programme Leader (or designated nominee) should complete this form to outline and evaluate the proposal for all new programmes and revalidated programmes.

Financial viability must be considered via the Apprenticeship Cost and Viability Model template; this should be completed in partnership with your Finance Partner and Business Development Manager. For further guidance, please contact the Degree Apprenticeships Unit (DAU).

Please send the completed Apprenticeship Programme Planning Form (APPF) together with your Apprenticeship Costing and Viability form to the Head of School/Department who will take it to the Faculty Leadership Board/Faculty Executive Committee for approval. Your Faculty Programme Management Board (or equivalent) should be consulted about the apprenticeship and while their approval is not necessary they should be given the opportunity to consider the proposal.

The APPF will then need to be approved by the following:

* Faculty Development and Review Committee (DARC) or equivalent
* University Academic Portfolio Strategy Committee (APSC) – send to [slloyd@dmu.ac.uk](mailto:slloyd@dmu.ac.uk)

Apprenticeship Programme Lead/designated nominee to

complete APPF and consider viability of Apprenticeship

including an assessment of costs

Ap

prenticeship Programme Lead/designated nominee to

forward Apprenticeship Costing and Viability form

and

APPF to Head of School/Department for Faculty

Leadership Board approval

Apprenticeship Programme Lead/designated nominee to

forward APPF to Development and Review Committee

for approval

Associate Dean (Academic) to forward APPF to Academic

Portfolio Strategy Committee for approval



Apprenticeship Programme Lead/designated nominee to

plan Validation Event, with support from Associate

Professor (Quality)

For collaborative provision or co-delivery of the apprenticeship, please consult Section 1 in the [Guide to managing collaborative provision,](http://www.dmu.ac.uk/documents/about-dmu-documents/quality-management-and-policy/academic-quality/collaborative-provision/collaborative-provision-guide.pdf) specifically Diagram 2.

## Apprenticeship Programme Planning Form v1.0

**The apprenticeship programme proposal may be referred back at any point, for further clarification and subsequent resubmission.**

# Key information

|  |  |
| --- | --- |
| **Proposed Apprenticeship programme title** |  |
| **Link to Institute for Apprenticeship’s**  **Apprenticeship Standard/Assessment Plan** |  |
| **Occupational Standard Reference Code i.e. ST0827** |  |
| **Occupational Standard Version** |  |
| **Proposed academic award (and intermediate awards)** |  |
| **Nominated programme leader** |  |
| **Proposed date of first intake** |  |
| **Proposed date for Validation Event** |  |
| **Date form completed** |  |

# Details of delivery

|  |  |  |  |
| --- | --- | --- | --- |
| **Parent Faculty:** | |  | **Parent Board:** |
| **School/Department:** | |  | **Type of programme:** |
| **Mode of study:** | Blended (Mix of Block and Day) |  | **Contributing board(s):**  *If applicable, please list boards both within and outside the faculty that will contribute to the delivery of the programme.* |
|  |
| **HECoS codes:**  *Complete this section in conjunction with your Programme Administrator/Strategic Planning Service contact.* | |  | **Please delete options as appropriate: Qualification level:**  **Professional qualification:** required in addition to academic award:  If Yes, please give details:  **PSRB accredited:**  If PSRB accredited, how will the validation event be conducted?: |

|  |  |
| --- | --- |
|  |  |
| **LARS Codes:**  *Learning Aim Reference Codes is required for the apprenticeship it is linked to the Apprenticeship Standard, and DMU award. It is included in the Individual Learner Record. For new programmes this will need to be obtained following validation.* | **SAP registration code:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Proposed Intake Numbers** | | | | |
|  | **Levy Employers** | | **Non-Levy Employers** | |
|  | **FTE** | **Headcount** | **FTE** | **Headcount** |
| **Year1** |  |  |  |  |
| **Year2** |  |  |  |  |
| **Year3** |  |  |  |  |

# Consultation

☐Director of Faculty Operations

☐Degree Apprenticeships Unit

☐Disability, Advice and Support

☐Marketing

☐Admissions

☐Information Technology and Media Services

☐Strategic Planning Service

☐Associate Dean (Academic)

☐Careers and Employability Service

☐Timetable Office

☐Other faculties which may be impacted

☐Subject areas which may be impacted

☐Associate Professor (Quality)

☐Business Development Manager

☐Finance

☐Library and Student Services

☐Learners/Apprentices

☐Education for Sustainable Development

☐Education Diversity and Inclusion

It is mandatory to ensure the above stakeholders are aware of the proposal. Depending on Faculty processes, consultation with the above groups may take place through Faculty Executive meetings.

**Summary of comments from stakeholders consulted with, please highlight any risks and mitigations suggested during the consultation:**

# Programme rationale (Intent)

|  |
| --- |
| **Summary of the Apprenticeship Standard, level and any mandatory qualifications/professional accreditation required by the Standard. Please include the funding band for the Standard.**   * **Name of the apprenticeship and level** * **A link to the Standard from the Institute for Apprenticeships and Technical Education (IfATE) website** [**https://www.instituteforapprenticeships.org/apprenticeship-standards**](https://www.instituteforapprenticeships.org/apprenticeship-standards) * **Duration of the proposed programme and time needed for EPA process, plus explanation if duration is significantly different to recommended duration** * **Maximum funding band** * **Details of any mandatory qualification** * **An outline of the scope and relevance of the apprenticeship** • **Link to demands and development needs**     Please refer to [Guidance](https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/degree-apprenticeships/degree-apprenticeships-homepage.aspx) document for further information |

|  |
| --- |
| **Apprenticeship programme overview and outcomes, model of delivery and End Point Assessment**   * **Outcomes** * **Model of delivery** * **Pedagogy and link to work based learning** * **Structure and modules including credits** * **Support for apprenticeship within the programme** * **Unique selling points to the programme, indicating the relevant QAA benchmark(s) which the programme will align to.**     Please refer to [Guidance](https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/degree-apprenticeships/degree-apprenticeships-homepage.aspx) document for further information |

**Summary of how the apprenticeship programme fits with the university/faculty strategic plan**

**Please refer to your Faculty and DMU strategy as well as the university’s Quality Management Expectations for Apprenticeships.**

Please refer to [Guidance](https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/degree-apprenticeships/degree-apprenticeships-homepage.aspx) document for further information

|  |
| --- |
| **Current and future market for this programme**  **Provide a summary of the intelligence gained to support the programme; this can be gathered from the Business Development Managers and completion of the Apprenticeship Opportunity Evaluation process. This section should include a summary of:**   * **Demand** * **Competition** * **Market**     Please refer to [Guidance](https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/degree-apprenticeships/degree-apprenticeships-homepage.aspx) document for further information |

# End Point Assessment (EPA)

**Please provide a brief outline of the End Point Assessment (EPA) as specified in the Institute for Apprenticeships and Technical Education (IfATE) Assessment Plan:**

Please refer to [Guidance](https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/degree-apprenticeships/degree-apprenticeships-homepage.aspx) document for further information

**Summarise the assessment methods and the internal/external assessors required by the IfATE Assessment Plan**

**Provide details of the EPA process including:**

* **Confirmation of whether this is an integrated EPA/ Integrated aligned EPA/ Non-integrated EPA**
* **Elements of the EPA assessment**
* **Weighting of EPA elements**
* **Possible outcomes of EPA**
* **Arrangements if an apprentice should fail EPA and any costs**

Please refer to [Guidance](https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/degree-apprenticeships/degree-apprenticeships-homepage.aspx) document for further information

|  |
| --- |
| **Outline the resources required to deliver the End Point Assessment. If integrated, please provide a timeframe for when the university could be operational to deliver the End Point Assessment.**   * **For integrated or integrated aligned standards, please provide a timeframe for when the university could be operational to deliver the End Point Assessment including:** * **Details of the resources needed to undertake the EPA.** * **Details of registering with the Register of EPAOs and timing of application in relation to the launch of the programme.** * **Explain how the EPA will be conducted independently and how risk will be mitigated.**      * **For non-integrated standards, please provide a timeframe and plan for engaging an external End Point Assessment Organisation.**     Please refer to [Guidance](https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/degree-apprenticeships/degree-apprenticeships-homepage.aspx) document for further information |

# Co-delivery and Subcontracting

**Please outline if any of the apprenticeship programme will be delivered by an external organisation or partnership?**

**You must speak to the Faculty Apprenticeship Lead if any co-delivery or subcontracting is being considered before completing this section.**

Please refer to [Guidance](https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/degree-apprenticeships/degree-apprenticeships-homepage.aspx) document for further information

**For included subcontracting/co-delivery, please include details of communication with Educational Partnerships, DAU/relevant internal departments**

**You must speak to the Faculty Apprenticeship Lead if any co-delivery is being considered before completing this section.** Please refer to [Guidance](https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/degree-apprenticeships/degree-apprenticeships-homepage.aspx) document for further information

# Potential Issues and Risks

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please summarise how you will ensure against audit risk and guarantee Education and Funding Skills Agency (ESFA) /External Quality Assurance Compliance, please include the staff/resources that your programme will require. Please provide details as to how you will mitigate the following:**    Please refer to [Guidance](https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/degree-apprenticeships/degree-apprenticeships-homepage.aspx) document for further information  **Audit risk and ESFA compliance**    **OFSTED inspection compliance**    **Recognition of Prior Learning**    **Staffing and resources (including Central Professional Services Support)**  • **Central Resourcing**    • **Faculty Resourcing**    Please indicate the staffing hours required for the programme and whether this requires additional capacity and the plan for creating this prior to programme start. Please amend the table accordingly having considered the length of the programme. | | | | | |
|  | |  |  |  | |
|  | Year of operation 202x/2x | Allocated hours | Total | Role |  |
| Programme Lead Year 1 |  |  | Academic |
| Deputy Programme Leader |  |  |  |
| Year 1 Programme delivery (including  Induction) X modules |  |  | Academic |
| Year 1 Quarterly Reviews |  |  | Reviewer |
| Year 1 Portfolio Assessor meetings |  |  | Portfolio Assessor |
| Apprenticeship Officer support |  |  | Faculty Compliance |
| Apprenticeship Admin Support |  |  | Faculty Compliance |
| TOTAL YEAR 1 |  |  |  |
|  |  |  |  |
| Year of operation 202x/2x | Allocated hours | Total |  |
| Programme Lead Year 2 |  |  | Academic |
| Deputy Programme Leader |  |  | Academic |
| Year 2 Programme delivery X modules |  |  | Academic |
| Year 2 Quarterly Reviews (Incl Gateway) |  |  | Reviewer |
| Year 2 Portfolio Assessor meetings |  |  | Portfolio Assessor |
| Apprenticeship Officer support |  |  | Faculty Compliance |
| Apprenticeship Admin Support |  |  | Faculty Compliance |
| TOTAL YEAR 2 |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Please detail how your programme will manage ESFA requirements, such as a hard close on eligibility, evidence packs, data returns and due diligence.**   * **How will you engage with and resource the Onboarding and Eligibility requirements for the programme?** * **How will your programme facilitate request for information for monthly data returns?** * **How will you ensure that evidence packs remain updated and compliant?**     Please refer to [Guidance](https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/degree-apprenticeships/degree-apprenticeships-homepage.aspx) document for further information |

|  |
| --- |
| **How will the apprenticeship delivery team manage the minimum 6 hours per week of Off the Job learning with employers, please provide checks**   * **How will you ensure that apprentices receive a minimum 6 hours per week of Off the Job Learning?** * **How will you monitor that apprentices are receiving the agreed training in work hours?** * **If apprentices aren’t receiving or engaging with the required Off the Job Learning, what will you do?** * **How will you involve employers in planning Off the Job Learning within the workplace?**   Please refer to [Guidance](https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/degree-apprenticeships/degree-apprenticeships-homepage.aspx) document for further information |

# Financial Viability Approval (Mandatory)

|  |  |
| --- | --- |
| The **Faculty Leadership Board/Executive** has seen and approved the financial viability assessment for this programme ☐ | |
| **Date of approval** |  |

# Applications

If the programme has been advertised or is currently running, please provide figures.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Levy employers** | **Non-levy employers** | **Total** |
| Applications year 1 |  |  | % |
| Applications year 2 |  |  | % |
| Applications year 3 |  |  | % |
|  | | **Application trend** | % |

# Declaration

I confirm that the information contained in this form is correct to the best of my ability and that this will be the basis for any future validation documents.

|  |  |
| --- | --- |
| Signed by: | Print Name: |
| Date: | Job Title: |

**For completion by approval committee/s:**

|  |  |  |
| --- | --- | --- |
| **Committee approval sought from:** | **Approval by: (Please print name and sign)** | **Date:** |
| **Faculty Executive/Leadership Board** |  |  |
| **DARC** |  |  |
| **APSC** |  |  |

## Appendix 1

Please provide a [mapping document](https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/degree-apprenticeships/degree-apprenticeships-homepage.aspx) of the new apprenticeship programme against the Apprenticeship Standard, capturing all of the Knowledge, Skills & Behaviours. DAU can provide support and assistance on mapping against standards.

## Appendix 2

The Apprenticeship Costing and Viability form must have been completed before this proposal can be approved by the Faculty Executive. For assistance, please speak to your faculty Business Development Manager in the first instance.

## Appendix 3

Please attach a copy of the Apprenticeship Options Evaluation Report for the proposal, this should be considered along with costings by the Faculty Executive. DAU can provide the link to the questionnaire that forms the basis of the report.