

## Process for the development and approval of Degree Apprenticeship Programmes

In line with the current process of new programme approval, the following process is to be adopted when developing a new degree apprenticeship programme.

As the first stage of the programme approval process is to gain 'approval in principle' for the development of the programme from the School and Faculty, and given the specific nature of degree apprenticeship programmes, a business case is to be prepared as part of the initial stakeholder process. All degree or higher apprenticeship programmes must be given approval to proceed by the Degree Apprenticeship Steering Group in the first instance.

If the proposal is a cross-school or cross-faculty programme then evidence of the approval of collaborating schools must be provided. Approval in principle requires a commitment from the school to develop the proposed programme. New programme proposals should therefore be submitted as early as possible in order to allow sufficient lead-in time for the full development, approval and marketing of the programme in accordance with the Education and Skills Funding Agency (ESFA) and Institute for Apprenticeships (IfA) requirements for degree apprenticeships.

Given the complex nature of the set up and management of degree apprenticeships, and the strict requirements of the ESFA funding rules, Schools are advised to ensure that their Faculty Teaching and Learning Office are involved in all stages to provide advice and guidance on the process and requirements.

Process for development

### Stage one

The programme's feasibility should be discussed with School colleagues in the first instance. This should include your UG / PGT / T&L Director, and Head of School if necessary. Demand for the degree apprenticeship and the relevant Institute for Apprenticeship Standard should be identified at this stage



Programme proposer should contact their School's Faculty T&L Officer who will set up a Stakeholder Meeting and advise of the paperwork required, so that support can be sought from the relevant colleagues.



If the Stakeholder Meeting agrees that the concept should go ahead, the programme proposer should then request the proposal be taken to the Degree Apprenticeship Steering Group for approval to proceed

Proposals to set up a new degree apprenticeship programme will require the completion of a business case to be discussed at the Stakeholder meeting. This business case requires approval to proceed from the Degree Apprenticeship Steering Group prior to the stakeholder being set up. Your T&L Officer will provide further details of what this should consist of



Draft the first stage of the New Programme Proposal Form.

The form and the associated paperwork should be completed working with the relevant stakeholders and signed by the relevant parties.

It would be advisable at this stage to hold a design and development meeting with the programme team, School T&L Director, eLearning and the T&L Officer to discuss the programme design. This meeting should cover the mapping of the programme to the Degree Apprenticeship Standard, delivery plan, student support requirements, academic document requirements incl. handbooks, module specifications and work based project handbooks to ensure CMA compliance and that Ofsted requirements are met

Approval in Principle should then be given by your School's UG / PGT / T&L Committee or by Chair's action as appropriate prior to submission to Faculty.



Faculty approval should then be sought. Full, signed documentation including the business case should be submitted to the Faculty [Programme Approval Panel](#) via your School's Teaching and Learning Officer.

The Approval Panel will consider the programme for 'approval in principle'. A member of the University Apprenticeship Team should be present at the approval panel.



**If the programme is approved in principle, recruitment and admissions activities can begin.**

The T&L Officer will set up the programme on Campus Solutions and the Apprenticeship Team will begin the build on Aptem, the apprenticeship management information system.. The planning office has issued guidance on what field need to be completed in CS. There is also a defined admissions and on boarding process for apprenticeships and schools should contact the Apprenticeship Team as soon as approval in principle is granted.

Standard processes see the School Admissions Team, Faculty and Web marketing teams populate the online course profiles along with prospectuses and publicity material. As employers are also able to advertise the degree apprenticeship



The programme proposer can then begin drafting the remainder of the New Programme Proposal document.

Once NPP1 has been agreed a series of administrative processes must be undertaken to comply with ESFA regulations:

- A Learning Aim Reference Number needs to be applied for using the standard template and must be signed off by the Vice Dean of the relevant faculty
- If the programme is integrated, then an application needs to be made to be on the Register of End Point Assessors for that standard. It is advised to allow for approx. 9 months to be added to the RoEPAO
- Contact with the Apprenticeship Team is needed to allow for the build time within Aptem to enable admissions and on boarding.
- The Apprenticeship Lead will add the programme to the ESFA course directory to advertise the apprenticeship to employers
- The Apprenticeship Lead will organise access to the Digital Accounts Service for the relevant staff to allow for the upload and completion of apprenticeship data and returns of ILRs

## Stage Two

Stage Two of the process involves developing the details of the proposal and required completion and submission of the remainder of the New Programme Proposal Form and related documentation. The programme proposer will continue to be supported by the Faculty T&L Officer and the Apprenticeship Team Lead throughout this process.

Proposer completes the remainder of the new programme proposal form which comprises:

- Sections H onwards, outlining information on the programme structure, content, design and delivery, including details the work based learning/employer engagement, training and contact points to ensure the knowledge, skills and behaviours are being met
- A programme specification;
- Unit specifications for all core units and any new optional units.

It is advised that the Contracts Office are informed once NPP1 is agreed to begin the process of drafting contracts with employers. All apprenticeship written agreements will be managed outside of the apprenticeship management information system and uploaded accordingly.

Schools should also begin to develop a system of how payments will be allocated once the funding is received into the

Send the draft to your T&L Officer, who will send it to the External Adviser, who will provide feedback.

*The Adviser is nominated at the initial programme proposal stage, and asked to provide feedback on the academic coherence of the new programme.*

Amend new programme proposal paperwork in response to feedback from the External Adviser, and provide a response



The School's UG / PGT / T&L Committee should be asked to consider and approve the documentation



Your Faculty T&L Officer will arrange for Programme Approval to be held. A member of the University Apprenticeship Team should be present at the approval panel



The decision of the Panel will be APPROVED or NOT APPROVED (further amendments may be required).

Once NPP2 has been agreed a series of administrative processes must be undertaken to comply with ESFA regulations and Ofsted Requirements:

- Access to the Digital Accounts Service is confirmed and employers will begin adding apprentices to their IDAMs.
- A dropbox spreadsheet should be created to monitor the apprentices accepted onto the programme (this should include ULNs which are necessary as they are the payment identifier and costs of the apprenticeship programme.
- Contracts are to be finalised and sent for signing.
- Learners required to sit the Functional Skills Test should be identified
- Schools to put in place regular contact points to monitor learner development as part of the Ofsted requirements

<b>Document control box</b>	
Policy/procedure title:	<b>Process for Development and Approval of Degree Apprenticeship Programmes</b>
Date approved:	July 2021
Approving body:	TLSG
Implementation date:	July 2021
Version:	1.0
Supersedes:	N/A
Previous review dates:	N/A
Next review date:	TBC
Related Statutes, Ordinances, General Regulations	N/A
Related Policies:	N/A
Related Procedures and Guidance:	<ul style="list-style-type: none"> <li>• University Policy, Procedure and Guidance for Degree and Higher Apprenticeship Programmes</li> <li>• Application of Recognition of Prior Learning for Apprenticeship Programmes</li> <li>• Guidance for Recording Off-The-Job Training in Degree and higher apprenticeships</li> <li>• Procedure on Break in Learning for Degree and higher apprenticeships</li> <li>• Guidance on Supporting Degree Apprentices in Redundancy</li> </ul>
Policy owner:	Head of Student and Academic Services (SAS)
Lead contact:	Teaching and Learning Manager (Policies and Degree Apprenticeships), Teaching and Learning Delivery, Division of SAS  <i><a href="mailto:teaching-policy@manchester.ac.uk">For any queries or questions relating to this document, please direct your email to teaching-policy@manchester.ac.uk</a></i>