***To be completed for new apprenticeship provision only***

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|  | **ADMINISTRATIVE INFORMATION** | | | |
|  | **Academic Lead** | | |  |
|  | **School** | | |  |
|  | **Faculty** | | |  |
|  | **APPRENTICESHIP AND REGULATORY INFORMATION** | | | |
|  | **Programme Details** | | | |
| New Programme  Alignment of existing programme to standard (Major Amendment) | | | |
|  | **Proposed programme title and start date** | | | |
|  | | | |
|  | **Is there a** [**IfA Standard**](https://www.instituteforapprenticeships.org/apprenticeship-standards/) **ready to deliver?** | | | |
| Yes  No  *Note: Until the Standard is ready for delivery you will be unable to progress to Approval in Principle* | | | |
|  | If yes, please provide the following Standard details: | | |
| Title: | |  |
| Reference number: | |  |
| Approved for delivery from: | |  |
| Typical duration: | |  |
| Funding band: | |  |
|  | If no, what is the proposed apprenticeship title and status of the Standard? | | |
|  | | |
|  | **End Point Assessment mechanism** | | | |
| Integrated  Non-integrated  Not known at this stage | | | |
|  | If integrated, have steps been taken to apply to be on the Register of End-Point Assessors | | Please provide details of status: | |
|  | If non-integrated, has an End Point Assessor been identified? | | Please provide further details of status: | |
|  | **Will the End Point Assessment requirements result in variations to UoM regulations?** | | | |
| Yes  No  Not known at this stage | | | |
|  | If yes, please provide further details: | | |
|  | | |
|  | **Has a risk assessment been carried out? Please attach details.** | | | |
| Yes  No | | | |

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| **Document control box** | |
| Policy/procedure title: | **Degree Apprenticeship programme approval form – cover sheet** |
| Date approved: | October 2020 |
| Approving body: | Directorate for Student Experience/TLSG |
| Implementation date: | October 2020 |
| Version: | 1.0 |
| Supersedes: | N/A |
| Previous review dates: | N/A |
| Next review date: | TB C |
| Related Statutes, Ordinances, General Regulations | N/A |
| Related Policies: | N/A |
| Related Procedures and Guidance: | * Application of Recognition of Prior Learning for Apprenticeship Programmes * Guidance for Recording Off-The-Job Training in Degree and higher apprenticeships * Procedure on Break in Learning for Degree and higher apprenticeships * Guidance on Supporting Degree Apprentices in Redundancy |
| 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  *For any queries or questions relating to this document, please direct your email to* [*teaching-policy@manchester.ac.uk*](mailto:teaching-policy@manchester.ac.uk) |