***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
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| 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* |