APPRENTICESHIPS FRAMEWORK

1 INTRODUCTION

1.1   Degree Apprenticeships, developed in partnership with employers and professional bodies in order to ensure that they meet professional and business requirements, are designed to train tomorrow's industry-focussed graduates.

1.2   Apprenticeships provide an important means through which Canterbury Christ Church University [the University] can deliver both its *Strategic Framework, 2015-20* and its *Learning and Teaching Strategy, 2015-2020*, enabling it, inter alia, to:

- develop and diversify the academic portfolio in areas such as Science, Technology Engineering and Maths (STEM), STEM education and new areas of health-related provision

- explore different models of curriculum delivery in partnership with other organisations

- develop innovative new programmes at undergraduate and postgraduate levels including cross-disciplinary programmes, and

- develop a distinctive curriculum experience through embedding for all students a commitment to enhancing graduate employability

1.3   Apprenticeships allow students to combine working with University education and offer students an opportunity to achieve an undergraduate or postgraduate degree as part of an Apprenticeship.

1.4   This document sets outs the Apprenticeships Framework through which the University will offer Apprenticeship programmes.

1.5   This Apprenticeships Framework should be read in conjunction with a number of University documents, including:

- The University's Regulation and Credit Framework for the Conferment of Awards;

- The University's *Learning, Teaching and Assessment Strategy, 2015-2020*;

- the University's Quality Manual;

- Part A of the UK Quality Code, including the Qualification Characteristics that sit within it.

2 PROGRAMMES AND AWARDS

2.1   The Apprenticeships Framework contains all programmes that lead to the completion of an Apprenticeship Standard[1]. The University will not offer Apprenticeships through the Apprenticeship Framework system[2].

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[1] As approved by the Government and listed **HERE**
[2] SASE frameworks can now be accessed via the Framework Library Tab on the ACE website
SASW frameworks can now be accessed via the Framework Library Tab on the ACW website

2.2 The University will only offer Apprenticeship Standards that contain an underlying academic programme with an award offered at Levels 4-8.

3 AIMS OF THE FRAMEWORK

3.1 The aims of the Apprenticeships Framework are to enable apprentices to:

- Complete the required components of the relevant Apprenticeship Standard;

- Complete the End-Point Assessment, as approved in the Apprenticeship Standard.

4 MANAGEMENT OF THE FRAMEWORK

4.1 The Director of The Apprenticeship Unit will have strategic oversight and overall responsibility for the management of the Apprenticeships Framework and its development, taking account of national trends and government initiatives.

4.2 The Apprenticeship Unit, supported as appropriate by the University's Professional Service Departments, is responsible for providing day-to-day administrative support for programmes in the Apprenticeships Framework.

4.3 The Apprenticeships Working Group will provide oversight and advice as to the operation of, and requirements to revise, the Apprenticeships Framework.

5 GENERAL ENTRY REQUIREMENTS AND ADMISSION PROCEDURES

5.1 Entrants should meet the entry requirements for the appropriate Apprenticeship Standard as approved by the Government HERE. In addition, individual programmes may state additional entry requirements with the agreement of employers.

5.2 Where required by the appropriate Apprenticeship Standard or by the individual employer, entrants must satisfy the requirements concerning clearance in relation to criminal convictions and the protection of vulnerable persons. Students on pathways and programmes within the Apprenticeships Framework must remain in good standing in relation to such requirements, including, where required, registration for the updating of certificates by the Disclosure and Barring Service. Such checks will be undertaken by the employer where required. Some Apprenticeships will require placements at a second employer. In this case, the programme will specify how these requirements will work between employers.

5.3 Study on programmes within the Apprenticeships Framework requires the individual to be in full-time employment (as defined in the Apprenticeship Funding Rules). Therefore, individuals require right-to-work status. The employer will check this.

5.4 All applicants must apply to the employer in a form chosen by the employer.

5.5 Applicants will follow the admission procedures of the employer. The employer will share application information (including, but not limited to, qualifications and,

where appropriate, clearance in relation to criminal convictions and Occupational Health clearance) with the University.

6   APPROVAL OF APPRENTICESHIP PROGRAMMES

6.1   The University will validate Apprenticeship Programmes in one of two ways, the choice of which will be determined by the Apprenticeship Standard.

- It may utilise an existing programme of study that does not integrate Apprenticeship Standards (or validate one especially, either prior to or concurrently but separately from the approval of the Apprenticeship Standards) and approve additionally the Apprenticeship training requirements and the means of assessing the occupational competences that enable the Apprenticeship to be awarded (where the underlying academic qualification is awarded prior to the End-Point assessment).

- It may validate a fully integrated degree course specifically for apprentices, which delivers and assesses both the Academic Programme and the Apprenticeship Standards (where the underlying academic qualification is awarded as part of the End-Point assessment).

6.2   In both instances, the Approval Event will ensure the following requirements have been met in full:

- that the curriculum has been co-designed with employer representation;

- that the first module delivered in the programmes is the "Introduction to Work Place HE learning" detailed in this Apprenticeships Framework, or that this has been excluded for reasons of PSRB or employer demand;

- that all elements of the Apprenticeship Standard are covered by the programme;

- that the programme prepares apprentices for the end-point assessment (as defined by the Apprenticeship Standard) and that a suitable end-point assessment organisation has been identified;

- that the programme is viable when offered as an Apprenticeship, particularly with regards to timetabling, finance and likely demand.

6.3   The Presenting Team at the Approval Event for the Apprenticeship must include at least one employer representative, who has been involved in the co-design of the curriculum.

6.4   In cases where an externally awarded qualification is part of the Apprenticeship Standard, there will be a representative of the awarding body on the Approval Panel.

7   STRUCTURE OF THE ACADEMIC YEAR AND PROGRAMME TIMETABLING

7.1   All programmes in this Apprenticeships Framework will follow the Apprenticeship Academic Year calendar, as approved by Academic Strategy Committee unless there is a strong employer or PSRB requirement to follow a different calendar. Any

programme using a different Academic Year calendar must obtain an individual exemption from ASC.

7.2   The approved calendar uses a trimester system with the option for employers to choose to use a semester system (using trimesters 1 and 2 covering winter and spring). If the semester version is used, the underlying academic programme will take 50% longer to complete than normal. The decision on which models to operate for a programme will be approved by Faculty Portfolio Planning Executive (or equivalent) in light of employer demand.

7.3   Programmes will normally operate the government mandated 20% training time for apprentices using the day release training model. The Apprenticeships Framework permits the use of the block release model in place of this, as long as it is a result of employer demand and is justified at validation. The training days must be held at times which are included in the apprentices normally contracted work hours.

7.4   Programmes will be structured to deliver two 20-credit modules per trimester or semester.

8   GRADUATION RIGHTS

8.1   All students on an Apprenticeship programme will have the right to graduate with students who take the closest equivalent underlying academic degree programme in the same School. There will not be a separate or different graduation ceremony for Apprenticeship programme graduates.

9   STUDENT PROGRESS TO THE END-POINT ASSESSMENT

9.1   Programmes are expected to review progress of the apprentices towards meeting the end-point assessment, or suitable interim targets, at least every 6 weeks while attending training sessions. Such progress meetings will usually be held with the Personal Academic Tutor.

9.2   Apprentices must attend all required training sessions. If attendance is not possible due to illness, the apprentice must inform both their employer and the University before the session in line with the employer's sickness policy.

9.3   Employers may authorise in advance requests from apprentices to be absent from a University training session for the same reasons that they would authorise an employee to be absent from work. Employers must apply the same criteria and process as used when an apprentice requests absence from any other workday.

9.4   Apprentices will be expected to make good all learning missed as a result of such absences. Such making good will as directed by the module tutor.

9.5   The requirements in this Apprenticeships Framework take precedence over the University's Attendance Policy.

10 WORK PLACE LEARNING REQUIREMENTS

10.1   To ensure that apprentices are supported in their learning, the employer will nominate a mentor for each apprentice. The employers' mentors will undertake training ("associate tutor training" or equivalent) to ensure they are aware of appropriate policies and procedures for apprentices in relation to the apprentice's University training.

10.2   Each employer will have a named University staff member as their single point of contact for all administrative issues around the apprenticeship programme(s) offered by the employer and provided by the University.

10.3   In addition, each employer will have a named University staff member as their academic contact for each apprenticeship programme. This person will be known as the "Single Point of Contact" and will be a single point of contact for academic questions and support with the programme.

10.4   The "Single Point of Contact" will regularly visit the employer to meet with the mentor(s) and offer support, training and guidance as required. They may also contact apprentices on such visits with the support of the employer.

11 PROGRAMME FUNDING

11.1   All programmes in the Apprenticeships Framework will operate under Government funding rules for Apprenticeship Standard programmes.

11.2   Normally, programmes will have 30 directed learning hours per 20 credit module.

12 TRANSFER BETWEEN PROGRAMMES

12.1   An apprentice does not have the right to transfer their registration from one programme to another. However, in exceptional circumstances such transfers may be permitted.

12.2   Formal applications to transfer to another programme within the Apprenticeships Framework must be addressed to the Director of The Apprenticeship Unit, who will consult the Programme Directors before a decision is made. As part of this application, the support of the employer, in writing, will be required. The final decision will be taken by the Director of The Apprenticeship Unit.

13 DURATION OF STUDY AND MAXIMUM REGISTRATION LIMITS

13.1   The expected duration of study for a programme within the Apprenticeships Framework is equivalent to either the normal duration of study for the underlying degree programme or the expected duration of the underlying degree programme plus 50%, depending on whether the trimester or semester model is chosen by the employer, with an additional 3 months to allow for the end-point assessment to be undertaken.

13.2   Extensions to registration will be dependent upon the programme of study undertaken by the student remaining current and the agreement of the employer.

14 PROGRAMME STRUCTURE

14.1   The Apprenticeship Standard may require assessments that are outside the scope of the underlying degree programme. These assessments may be required to be assessed by an external organisation (usually a professional body) or by the University using delegated authority from such a body.

14.2   Most Apprenticeship Standards will also include a separate end-point assessment which will require the involvement of an independent end-point assessment organisation. Such an organisation must be on the Register of Apprenticeship Assessment Organisations or any successor to this register.

Approval by Education and Student Experience Committee
26 May 2017