

## PART ONE: Feasibility Assessment

Once you have identified a suitable standard, the following feasibility assessment needs to be completed for review by the Central Apprenticeship Team:

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| * 1. What level of degree apprenticeship would you like to offer? |  |
| * 1. Are you involved in developing any standards, and if so, what employers are you working with? |  |
| * 1. Does a standard already exist or is it in development? Please name the standard. |  |
| * 1. Have you been approached by employers about apprenticeships? If so, which ones? |  |
| * 1. Could you indicate the likely number of apprentices that you would launch the programme with? How many would you like to see on the programme once fully established?\*   \* Please append a spreadsheet indicating the estimated income/expenditure for your programme over the first five years in addition to stating the figures requested above. |  |
| * 1. Would you require any additional staffing resources (PS or academic) to run this programme? If yes, please provide details. |  |
| * 1. Would you require any additional space (for staff or teaching) to run this programme? If yes, please provider details. |  |
| * 1. Is the degree apprenticeship standard an integrated or non-integrated programme?  1. If non-integrated, please provide details about the End Point Assessment Organisation. 2. If integrated, please note the requirement that UCL registers as an End Point Assessor for the standard in question. |  |
| * 1. How would the degree apprenticeship standard assessment integrate into your delivery? |  |
| * 1. What would the delivery look like? How would this take into account the minimum requirement of 20% off the job learning to study towards the degree apprenticeship? |  |
| * 1. What entry requirements would you set?   Please take into account the English and maths requirements of apprenticeships detailed in Section 4.2 below. |  |
| * 1. How would you consult with employers in setting out the delivery aspects of the programme, ensuring that they can meet the commitments? |  |
| * 1. How long would you require to recruit numbers for your programme? |  |
| * 1. Are any other HEIs offering similar programmes already? If so, who would be UCL’s main competitors? |  |

**PART TWO: Programme Approval of a Higher or Degree Apprenticeship**

Once the form below is completed by the programme proposer, it must be reviewed by an External Scrutineer who has current experience of delivering a higher or degree apprenticeship programme in the UK. The Apprenticeship External Scrutineer should provide a brief statement to confirm that the proposed programme aligns to the applicable apprenticeship standard and any other applicable external competency frameworks.

The Apprenticeship External Scrutineer should ideally also comment on the other responses in this form to confirm that the proposed processes for managing the higher or degree apprenticeship are in line with sector best practice and the standard expectations of the relevant government bodies.

**The Apprenticeship External Scrutineer’s statement should be signed and submitted to PMAP with the rest of the programme approval paperwork (*the statement can also be submitted as an e-mail from the Apprenticeship External Scrutineer*).**

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| 1. How will you manage the relationship with the employers you are engaging with to deliver the programme? What information, advice and guidance will you provide the employer in setting out what the programme is, how it operates and key roles and responsibilities? |
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| 1. How have you consulted with employers in the design of the programme? |
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| 1. In what ways and how often will you engage with and support the Employer Mentors before and during the programme to ensure the students are applying the skills they learn on the academic component at work?   Set out the frequency and content of the tripartite review process to ensure that the degree apprentice is making progress against targets and milestones. |
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| 1. How will you manage admissions with the employer? Who will be responsible for what in the admissions decision making process? What information, advice and guidance will you provide the potential degree apprentice prior to admission? |
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| 1. How will you manage the data collection about learner progress to enable reporting as per the Education and Skills Funding Agency rules? |
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| 1. Who will manage the financial transactions between UCL and the employer? |
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| 1. Who is the End Point Assessment institution for this programme? |
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| 1. What will the End Point Assessment include for this programme? |
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| 1. How does the programme curriculum, content and assessments prepare the students for the End Point Assessment? Will other support be provided to the students to ensure they will be successful at the End Point Assessment? |
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| 1. Who will be responsible for ensuring the appropriate agreements and commitment statements are in place with the employers and students prior to the start of the programme? |
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| 1. What apprenticeship standard will you use for this programme? Are there any other external competency frameworks the higher or degree apprenticeship programme must align to? |
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| 1. Please attach below a detailed mapping of the programme learning outcomes and curriculum to the standard and any other external competency frameworks that apply to the programme. |

**PART THREE: Mapping to the relevant Apprenticeship Standard**

The proposer should provide a full mapping of the programme to the relevant Apprenticeships Standard here: