

Degree Apprenticeship Guidance for Internal Quality Review

Degree Apprenticeships do not operate in the same way as standard taught programmes. There is a significant level of externally stipulated administration and compliance activities that must be undertaken by the Departments delivering these programmes, with the addition of managing the relationship with the employer. More information about the regulatory environment for Degree Apprenticeships can be found on the Government website: <https://www.gov.uk/government/publications/higher-and-degree-apprenticeships>

This guidance is aimed at assisting the Department and the IQR Review Team with reviewing the special characteristics of the Degree Apprenticeship programme and the associated requirements for its management and administration. The standard guidance and process for IQR still applies in full, but this guidance provides information on how the special characteristics of Degree Apprenticeships can be taken into account during the review.

Guidance

The recommendations for conducting an IQR involving a pilot Degree Apprenticeship programme are (in addition to the standard IQR requirements):

1. An External Degree Apprenticeship Adviser with extensive experiences of quality assuring and managing Degree Apprenticeships in a Higher Education Institution should be appointed to the Review Team by the Department as a special adviser. This could be, for example, a Head or Director of Degree Apprenticeships from another established university in the UK. The Review Team may decide whether the External Degree Apprenticeship Adviser should only be asked to review the IQR paperwork relating directly to the Degree Apprenticeship programme and only attend the IQR visit for one or half a day when relevant meetings take place. The Review Manager should discuss this with the Chair.
2. The Department should complete the attached annex relating to Degree Apprenticeships (**Annex A**) and submit it with their SES to the Review Team.
3. Current students, or the student representative, on the Degree Apprenticeship programme should be represented at the IQR student meeting. This could be via Skype, or if not possible, the student representative for the Degree Apprenticeship programme should be asked by the Department to complete a short questionnaire (**Annex B**) to provide feedback on behalf of the students on their experience on the Degree Apprenticeship programme.
4. A representative from the key employer(s) involved with the Degree Apprenticeship should be invited to attend an appropriate staff meeting. The purpose of this is not to review the employer, but for the Review Team to have a chance to receive feedback from the employer as the employer relationship and liaison is a major part of delivering a Degree Apprenticeship. It may be more appropriate to ask the employer to attend the student meeting instead to ensure that the purpose of the employer participating in the IQR is clearer (to provide feedback rather than to be reviewed). If the employer is not able to attend, they should be asked by the Department to complete a short questionnaire (**Annex C**) to provide feedback to the Review Team on the operation of the Degree Apprenticeship programme in advance of the IQR visit.

**Annex A – IQR Degree Apprenticeship Annex to the SES**

*To be submitted to the Review Team with the SES.*

In this Annex the Department is asked to reflect on the operation of its Degree Apprenticeship provision.

The headings provided below are aimed at helping the Department reflect on the areas of Degree Apprenticeship delivery that are different to standard taught programmes. Example questions have been provided as guidance under each heading.

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| **Employer relationship** |
| *Reflect on questions such as:*   * *How did the admissions process to the programme work between the Department and the employer;* * *How has the relationship with the key employer(s) worked through the setting up period as well as the first year of the programme;* * *Has there been any issues with the relationship with the employer, and how have those been resolved;* * *What training and/or briefing has the Department provided to the employer(s) before the set up and during the first year of the programme;* * *In what ways has the Department engaged with and supported the Employer Mentors before and during the programme to ensure the students are applying the skills they learn on the academic component at work;* * *Have the students given any feedback to the Department in relation to the Employer Mentors.* |
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| **Compliance** |
| *Reflect on questions such as:*  *How is the Department managing the data collection about learner progress to enable reporting as per the Education and Skills Funding Agency rules and how is the employer engaging with this;*  *What administrative resource are there in the Department to deal with the Individual Learner Records (ILR) and other additional administrative tasks relating to Degree Apprenticeships;*  *Has there been issues with any data returns so far*  *How are financial transactions and financial records and returns dealt with by the Department;*  *Were the necessary agreements and statements signed by all relevant parties prior to the start of the delivery of the programme.* |
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| **Tri-Partite Review Meetings and Student Experience** |
| *Reflect on questions such as:*  *Have the tri-partite review meetings taken place for all students in the first term;*  *What did the Department learn from the review meetings;*  *Has the Department had any feedback from students with regards to the delivery of the programme – workload, time off work for studies, support received (both academic and at work)?* |
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**Annex B – IQR Degree Apprenticeship Feedback Questionnaire for the Student Representative(s)**

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| 1. Did you feel like you were given adequate information about the Degree Apprenticeship, in general and specifically in relation to this programme, prior to applying and also prior to the start of the programme? Was the induction to the programme satisfactory in this regard? |
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| 1. Do you feel that it is clear to you what a Degree Apprenticeship is and what qualifications your programme will be leading to? |
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| 1. Has studying on the programme met your expectations so far? |
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| 1. Do you feel like you are receiving adequate support both on your academic studies as well as at work? |
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| 1. Please let us know about any other good practice or issues on the programme that you have experienced so far. |
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**Annex C – IQR Degree Apprenticeship Feedback Questionnaire for the Employer**

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| 1. Has the UCL Department provided you with adequate support and training with regards to the management and delivery of the Degree Apprenticeship programme? How do you feel your relationship with the UCL Department is working overall? |
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| 1. In your opinion, is the Employer Mentor system working well at your organisation, with support from the UCL Department? |
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| 1. Has delivering the Degree Apprenticeship programme with the UCL Department met the expectations of your organisation so far? |
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| 1. Do you feel like the apprentices on this programme are receiving a good experience and learning the skills that they need to progress on their careers? |
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| 1. Please let us know about any other good practice or issues on the programme that you have experienced so far. |
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