### UCL open logoLONDON’S GLOBAL UNIVERSITY

**DEGREE APPRENTICESHIPS**

**Annual Evaluation**

This document is intended to be reflective and a chance to demonstrate / highlight examples of good practice and key issues that have arisen alongside the actions taken in response to these issues.

This Annual Evaluation exercise for Degree Apprenticeship programmes will be used as evidence of UCL’s compliance with external requirements relating to Degree Apprenticeship delivery (such as the Ofsted inspection).

The Annual Evaluation will also be used as evidence for the Department’s Annual Student Experience Review (ASER) and any actions identified in this form will be included in the Department’s Development and Enhancement Plan.

The Annual Evaluations for Degree Apprenticeships will be reviewed and monitored by the Degree Apprenticeships Steering Group and will feed into an overall UCL evaluation of the quality of the Degree Apprenticeship provision.

**Please submit the relevant Department and Faculty Teaching Committee minutes (and any other relevant meeting notes) as evidence in a separate file.**

**Please note that you must be able to evidence all statements if requested e.g. with student feedback comments, even if you are not asked to submit all the evidence with this document.**

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| ***Title of apprenticeship programme:*** |  |
| ***Academic year:*** |  |
| ***Department:*** |  |
| ***Date approved at the Department Teaching Committee and summary of comments:*** |  |

**Programme Context**

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| Summary of the Department’s strategy and goals in relation to degree apprenticeships   1. in the next year 2. in the next three to five years |  |
| Number of apprentices on the apprenticeship programme   1. in total 2. in each cohort |  |
| Names of employers engaged in the programme |  |
| Degree outcomes in the past years (% of pass, merit, distinction, fail) |  |
| End-Point Assessment outcomes in the past year |  |
| Average module mark and % pass for each module in each cohort in the past year |  |
| Proportion of apprentices who have had a change in circumstances (e.g. breaks in learning) in the past year |  |

**Leadership and Management**

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| **Governance structures**   1. Summary of discussions relating to degree apprenticeships at Department Teaching Committee and Faculty Teaching Committee meetings in the past year (with meeting dates) |  | Evidence:   * [meeting minutes] |
| **Continuous improvement**   1. Summarise the strengths and weaknesses of the programme and what the evidence is for both 2. Summarise how you have sought to improve the programme over the past year |  | Evidence:   * [strength and weakness analysis] * [meeting minutes] |
| **Safeguarding**   1. Summarise any safeguarding issues that arose in the past year and how those were dealt with 2. Analyse briefly how you ensure your safeguarding arrangements are effective 3. Describe how you worked with employers in past year to ensure they have policies and processes in place to tackle issues such as workplace bullying, harassment etc |  | Evidence:   * [meeting minutes] * [Case files] * [safeguarding policy] * [apprentice handbook] * [Employer on boarding documentation] |
| **Apprentice feedback**   1. Describe the methods you used to collect apprentice feedback in the past year 2. Summarise the apprentice feedback you have received from each cohort in the past year and how you have addressed it |  | Evidence   * [Student-Staff Consultative Committee minutes] * [Feedback forms] |
| **Employer feedback**   1. Describe the methods you used to collect employer feedback in the past year 2. Summarise the employer feedback you have received from each cohort in the past year and how you have addressed it |  | Evidence   * [feedback questionnaires] |
| **Reflect on your responses above and identify actions for improvement (to be included in the improvement plan at the end of the form)** |  | |
| **Reflect on any good practice you have identified in the above sections** |  | |

**Quality of Education**

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| **Programme intent and impact**   1. Describe how you ensure that the programme continues to address the skills gaps it was first designed to address 2. Summarise any amendments made to the programme curriculum/delivery/management in the past year and why 3. Describe, with anecdotal evidence, the impact the apprenticeship has had on the apprentices (e.g. in their work) and the employer(s) in the past year, including any recent apprentice success stories that showcase the value of the apprenticeship to date (e.g. specific project/process that the apprentice has delivered in work) |  | Evidence:   * [meeting minutes] |
| **Programme delivery (implementation)**   1. Describe how you engaged with the employer in establishing and developing the apprenticeship programme (e.g. the structure, programme length etc) 2. Describe how you ensured that the apprentices got 20% off-the-job training, incl. time to engage with other activities relating to the programme (independent learning, Committees, feedback, reviews) in the past year 3. Summarise any issues that would have affected teaching quality in the past year, how those were identified and addressed 4. Summarise any issues with resources and facilities identified in the past year and how those were addressed 5. Describe how you worked with the employer mentors in the delivery of the apprenticeship programme and any issues identified in the part year and how those were addressed 6. Describe what professional development (CPD) degree apprenticeship lecturing staff have undertaken to ensure they have up-to-date knowledge in the programme(s) they deliver |  | Evidence:   * [peer dialogues] * [student feedback] * [student files] |
| **Apprentice progress (implementation)**   1. Describe how initial assessments were undertaken for the cohort(s) that started in the past year and summarise the decisions that were taken (e.g. Recognition of Prior Learning, determining the apprentice starting point) 2. Describe how Individual Learning Plans (IPL) were developed for each apprentice that started in the past year (how did you use the initial assessment process to support the development of the IPL, how involved was the employer, how is the IPL used and how is progress tracked against the IPL) 3. Describe how tri-partite reviews have been arranged in the past year, whether they took place for all apprentices as required, any improvement themes identified at the reviews and how you set targets to ensure apprentices are making progress from the previous tri-partite review. 4. Confirm whether all apprentices on track to complete on time and describe what actions you are taking to support those who have fallen behind. 5. Describe how you ensured that apprentices were embedding the knowledge, skills and behaviours delivered through the off the job training in the workplace and how was this captured (e.g. log book, portfolio, assessment). 6. Comment on the apprentice achievement and outcomes data from the past year |  | Evidence   * [notes from tri-partite reviews] * [student outcomes data] * [student files] * [Commitment statements] |
| **Reflect on your responses above and identify actions for improvement (to be included in the improvement plan at the end of the form)** |  | |
| **Reflect on any good practice you have identified in the above sections** |  | |

**Apprentice support**

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| **Behaviours and attitudes**   1. Describe how you are able to identify potential issues with an apprentice (e.g. attendance, poor engagement, breaks in learning), whether any such issues were identified in the past year and how they were addressed |  | Evidence: |
| **Personal development**   1. Describe how you inform apprentices of the UCL resources and services available to them and how apprentices have engaged with UCL services in the past year, and if not, why not 2. Describe how British values were covered in the apprentice induction in the past year 3. Describe what steps you took last year to ensure that the apprentices are aware of their career progression opportunities following the completion of the apprenticeship |  | Evidence:   * [peer dialogues] * [student feedback] * [student files] |
| **Reflect on your responses above and identify actions for improvement (to be included in the improvement plan at the end of the form)** |  | |
| **Reflect on any good practice you have identified in the above sections** |  | |

**External Compliance**

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| **ESFA compliance**   1. Describe how you engage with Central Services in relation to ESFA returns and compliance 2. Summarise any issues identified in the past year in relation to your ESFA compliance or returns and how those were addressed 3. Summarise the main risks in relation to your compliance with ESFA requirements and how those risks are mitigated |  | Evidence: |
| **Reflect on your responses above and identify actions for improvement (to be included in the improvement plan at the end of the form)** |  | |
| **Reflect on any good practice you have identified in the above sections** |  | |

**Improvement Plan**

Please list below any and all actions that you will take in the next year to address the areas for improvement and development opportunities identified in each section above. The Improvement Plan is a live document that is continuously monitored and updated by the Programme Team and the Department Teaching Committee as appropriate. The actions must also be included in the Department’s Annual Student Experience Review Development and Enhancement Plan where appropriate (i.e. where the action is longer term and requires Department-level monitoring and engagement).

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| **Issue** | **Action** | **Person Responsible** | **Progress** | **Implementation Date** | **Evidence** | **Comments/ Issues** |
| *[Identify key issue]* | *[Identify agreed action for resolution]* | *[Identify responsibility]* | *[identify start date, or mark complete]* | *[Identify date of implementation]* | *[Identify evidence that will show the issue has been resolved]* |  |
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