**Background document for**

**validation submissions of awards for apprenticeship delivery**

*(This template should be completed electronically; boxes will expand as you type)*

|  |  |
| --- | --- |
| Programme Title: |  |
| Teaching Institution: |  |
| Apprenticeship Standard or Framework:  |  |
| For EnglandEnd Point Assessment details*(Fully or partially integrated)*For Scotland, Northern Ireland and Wales Assessment details for the qualification and the apprenticeship.  |  |
| Site(s) where the programme is to be delivered |  | Proposed start date and cycle of starts. |  |
| For EnglandRegister of apprenticeship training providers (RoATP)For Scotland, Northern Ireland and WalesConfirmation regarding eligibility to deliver the apprenticeship.  |  |
| England onlyRegister of End Point Assessment Organisations for this standard (RoEPA) |  |

|  |
| --- |
| 1. Background to the proposal and rationale of the programme (and of its pathways as applicable). |
|  |

|  |
| --- |
| 2. Details of market research. Evidence of demand for the programme and apprenticeship.  |
|  |

|  |
| --- |
| 3. Please provide details of employer consultation and involvement in the design and development of the proposal |
|  |

|  |
| --- |
| 4. Admission criteria, recruitment strategy and projections. Explanation of how the admissions criteria will be used with employers.  |
|  |

|  |
| --- |
| 5. Details of relevant professional accreditation or recognition (as, for example, for programmes in Nursing, Engineering, or Teaching), and currency of the curriculum in light of developments in professional practice. |
|  |

|  |
| --- |
| 6. Evaluation of the currency of the curriculum in light of:* developments in the subject area
* development of QAA subject benchmarks
* developments in professional practice
 |
|  |

|  |
| --- |
| 7. Description of how the Knowledge Skills and Behaviours outlined in the apprenticeship standard (England) or the requirements of the apprenticeship framework (Scotland, Northern Ireland and Wales) will be covered and developed with the apprentice during the programme.  |
|  |

|  |
| --- |
| 8. Summary of the outcomes of the internal audit of physical resources to support the programme, including an account on how the financial resources are being secured:* library resources
* multimedia resources
* VLE
* workshop space, laboratories and other specialist accommodation, as applicable.
 |
|  |

|  |
| --- |
| 9. Staff List*(This should include staff working with students in the work place)* |
| Staff Name | Brief description of role (e.g. programme leader, module tutor) | FT/PT? |
| [Name of staff] | [area(s) of expertise/any particular responsibilities] |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total FTE (full-time equivalent) = | [SUM] |

|  |
| --- |
| 10. Where use will be made of external associate lectures of visiting speakers, please indicate the extent of their contribution. |
|  |

|  |
| --- |
| 11. Details of how the research/professional activity of staff informs the curriculum *(Brief CVs of teaching staff must be attached)* |
|  |

|  |
| --- |
| 12. If the proposed programme is replacing an existing programme, include details of consultations with registered students and employers over the change. |
|  |

|  |
| --- |
| 13. Details of any proposals for dual accreditation or recognition.*(This should include details regarding the award of the degree apprenticeship by the eSFA in England; or other relevant authorities in Scotland, Northern Ireland and Wales)* |
|  |

|  |
| --- |
| 14. Details of the proposed programme management arrangements, including the composition and terms of reference of a programme committee or equivalent. *(This should include how the organisation proposes to include employers feedback in the management arrangements)*  |
|  |

|  |
| --- |
| 15. Arrangements for student guidance, support and advice systems, including those related to the work-based learning elements of the award and apprenticeship.  |
|  |

|  |
| --- |
| 16. Where applicable, reference to any subject reviews undertaken by the QAA- or equivalent in other countries – and by professional, statutory and regulatory body in the last 5 years. |
|  |

|  |
| --- |
| 17. Opportunities for personal development planning within the proposal. |
|  |

|  |
| --- |
| 18. An account of how the proposal has been collectively produced and agreed and the extent to which it has been subject to consultation across the institution. |
|  |

18. Appendices

 The following must be appended to the submission:

1. CVs of all teaching and work-based learning staff, including areas of research and scholarship, and indication of their commitment to other programmes.

2. Underpinning Subject Benchmark statement(s)

3. Report on the internal audit of physical learning resources

4. Membership and terms of reference of board of examiners, covering, where applicable, all tiered boards of examiners

5. The approved apprenticeship standard or framework.

6. An assessment plan for the apprenticeship and an explanation of how the academic award fits within this plan. Please note that in England these are mandated to accompany each approved apprenticeship standard.