

Apprenticeship Oversight Sub-Committee

2024-25

Committee purpose

AOSC is responsible for the performance and risk management of all UoS apprenticeship provision/programmes. The Committee will have strategic oversight and monitor KPI's and compliance with the regulation of apprenticeships and drive the highest standards of provision for learners and employers.

All academic committees operate in accordance with the University's governing documents – Charter, Statutes and Regulations – and the Public Interest Governance Principles.

Membership

- Pro-Vice-Chancellor Education and Students in the interim until Associate Deans for Education and Students are in post
- Associate Dean for Education and Students for either Business School or Science Faculty to be appointed as Chair by PVC
- Remaining Associate Deans for Education and Students
- One elected academic member of Senate.

Terms of Reference

- a) The AOSC will oversee the development, implementation, and evaluation of the strategic plan for Apprenticeships, thereby, contributing to the University's vision and strategy.
- b) Advise, guide and lead apprenticeship developments aligning to relevant national regulatory bodies and policy developments.
- c) Receive status updates on the approval of new Apprenticeship provision, and regularly monitor a programme register of current approved provision.
- d) Lead, monitor, develop, oversee, and enhance the processes for the approval, compliance, monitoring, enhancements, and review of all elements of apprenticeship provision, and support colleagues in their effective implementation.
- e) Responsible for the development, review and monitoring of the Ofsted Quality Improvement Plan and Self- Assessment Report.
- f) Oversight of the learner and employer apprenticeship journey.
- g) Monitor and identify any issues or risks that may adversely impact on the ability of the University to meet its targets and requirements in relation to degree apprenticeship provision.
- h) Impact assess and monitor any risks associated with any existing University policies to ensure compliance with Education and Skills Funding Agency (ESFA), Ofsted, DfE, OfS and where required, develop, and approve draft policies to meet new external body requirements.

- i) Oversight and monitoring of the evidence and assurance of the accuracy of ILR submissions, actions, and risk areas where there are areas of non-compliance.
- j) Oversight of all relevant returns, data metrics and measures as required including QAR (Qualification Achievement Rates).
- k) Consider the outcomes of any internal and external reviews, audits, or inspections of apprenticeship provision, and monitor the implementation of any actions or recommendations coming out of these reviews.
- l) Oversight of the financial reporting and costing for apprenticeship provision, including review of regular financial reports on financial flows.
- m) Oversight of quality assurance for any sub-contracting agreements.
- n) Oversight of EPA (end point assessment) and EPAO (end point assessment organisation) activity, compliance, monitoring, and quality assurance and enhancements.
- o) The Committee will provide an Annual Overview report on apprenticeships and for consideration to UEC, Senate and Audit and Risk Committee.
- p) Where appropriate, provide regular reports on Apprenticeship activity through Academic Governance structure.
- q) Ensuring active consideration of equality, diversity, and inclusion in the conduct of its business.

The AOSC will receive reports from:

- Apprenticeship Hub
- Apprenticeship Portfolio Development Sub-Committee
- Apprenticeship Sub-groups
- Faculty/School Apprenticeship Committees
- Finance (as required)
- HR as required (aligned to Ofsted requirements)
- Safeguarding team.

The Committee may establish Task and Finish groups as needed to develop, enhance, and implement specific aspects of apprenticeship provision. Ensuring any task-and-finish groups or special interest groups it creates can discharge their functions, having Terms of Reference with clear responsibilities and delegated authorities.

The AOSC will meet at least three times per year. The duration of meetings will usually be no more than three hours. The Quorum for meetings is one-third of members eligible to attend.

A committee clerk will be identified to support the Chair in the efficient and effective conduct of the Committee's business.