

Guide to policy and procedures for

The following Policy and guidance should be applied to all apprenticeship programmes, including award programmes and non-credit bearing programmes. It is informed by the ESFA apprenticeship funding rules¹, the Institute for Apprenticeships & Technical Education's policy on Degree Apprenticeships², the Ofsted Education Inspection Framework³ and the QAA Characteristics Statement on Higher Education in Apprenticeships⁴.

1. Programme Design and Approval

- 1.1. All new apprenticeship programmes will be approved through the University's normal programme approval procedures. This includes award and non-credit bearing apprenticeship programmes at all levels.

The policy and process for introducing new programmes can be found in the University's Programme Life-Cycle Policies and specific information on introducing apprenticeship programmes can be found in Appendix 2

(<https://www.reading.ac.uk/cqsd/-/media/project/functions/cqsd/documents/qap/programmelifecyclepolicies.pdf>)

- 2.1. Schools should seek appropriate employer organisations with which they can develop and deliver the apprenticeship programme. This may occur after the programme has been approved or in tandem with the development and approval process. Potential employers may inform the development of a programme.
- 2.2. The Policy and Procedure for Employer Approval should be consulted (Appendix 2 of the Programme Life-cycle Policies⁶) and the Apprenticeship Client Contract Requirement Form⁷ should be completed and submitted to Legal Services to process the contractual arrangements for the programme delivery.
- 2.3. Early on in the Employer Approval process, Schools should have a full discussion with the Employer regarding each party's obligations and to set out the University's approach to apprenticeships and the ethos underpinning the University's provision of apprenticeship programmes. These discussions should also

completed progress review records) or an Employer, referrals to study support, learner and employer feedback and minutes from apprenticeship Boards of Studies and Student Experience meetings.

More information about data requirements and the types of data required can be found in ESFA ILR guidebook¹⁷ and in the Ofsted Education Inspection Framework¹⁸.

6.1.4. It

