

A large, stylized blue graphic of the letters 'UCL' is positioned at the top of the page. The 'U' is the largest and most prominent, with a small white icon of a classical building facade inside its upper curve. The 'C' and 'L' are smaller and positioned to the right of the 'U'.

UCL Academic Manual
2022-23

Chapter 11: Degree Apprenticeships Framework

Chapter 11 is UCL's regulatory framework for the management, delivery and quality assurance of apprenticeship programmes at UCL.

1 UCL's Approach to Degree Apprenticeships

1. UCL aims to use its world class academic excellence to tackle real world problems at a grand scale, often in collaboration with partners in public and private sector industries. The range of activity resulting from this is broad and typically includes a combination of research, education and knowledge transfer in order to disrupt the status quo and bring about lasting change. Degree apprenticeships represent a valuable means through which to apply our existing strengths in research and education to address skills gaps and broader workforce development challenges as an enabler for such lasting change.
2. The development UCL's portfolio of degree apprenticeships draws on the established expertise in academic departments and supports the application of that existing

2 Glossary¹

Term	Definition
Apprenticeship	An apprenticeship is a job with training to industry standards. It should be about entry to a recognised occupation, involve a substantial programme of on and off-the-job training and the apprentice's occupational competence should be tested by an independent, end point assessment. In the case of an integrated apprenticeship UCL is the end point assessor.
Apprenticeship Training Provider	An organisation that has been approved by the ESFA to be eligible to receive government funding to train apprentices.
Apprenticeship Standard	Apprenticeship standards are developed and proposed employer

	learning requirements and any bespoke training required by the employer. The ILP will include objectives for the apprentice as well as information on their off-the-job-learning and opportunities for feedback.
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Ofsted

The Office for Standards in Education, Children's Services and Skills, a non-ministerial department responsible for inspecting services providing education and skills for learners of all ages

operational matters, compliance, financial arrangements and quality assurance, as set out in the DASG's Terms of Reference.

7. The DASG may set up working groups and other sub-groups to manage specific aspects of degree apprenticeship delivery and external compliance.
8. The DASG oversees the annual production of an institutional self-evaluation of the quality, standards and compliance of degree apprenticeships and uses this to inform an annual report to Education Committee setting out its recommended priorities for continuous enhancement and mitigating risk in the following year.

Other sub-

7. Following the a

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- c. By meeting the requirements for the award of the intended qualification, the apprentice should have met the requirements to pass an integrated degree apprenticeship, and the Boards of Examiners should assure itself of this.
9. For non-integrated degree apprenticeships, the academic department must secure the services of a third-party provider included on the ESFA's register of end-point assessment organisations.
 - a. A contract must be in place with the end-point assessment organisation in good time before the first apprentices are due to pass through the Gateway.
 - b. Academic departments are responsible for procuring the services of and leading UCL's engagement with the end-point assessment organisation within the requirements of relevant UCL policies, including those on procurement and data protection.
 - c. Academic Services and Legal Services must be consulted on the draft contract.

6.5 Apprentice File

1. Alongside the core Student Record held in Portico and the apprentice's assessments, the following form part of the Apprentice File that must be maintained for each apprentice by their academic department:
 - a. Initial Assessment
 - b. Apprenticeship Agreement between the employer and apprentice
 - c. Commitment Statement/Training Plan and Individual Learning Plan
 - d. Tripartite Review Forms
2. The apprentice and/or employer must confirm the information they provide is correct when it is collected and the Apprentice File must include evidence of this, such as a signature, in a scanned or digital format.
3. Employer Contracts and contracts with end-point assessment organisations must be retained and stored by academic departments alongside Apprentice Files.
4. Apprentice Files, Employer Contracts and contracts with end-point assessment organisations must be kept up to date, readily available for audit and inspection and retained within the parameters of UCL's Records Retention Schedule.
5. Apprentice Files Employer Contracts and contracts with end-point assessment organisations constitute the evidence pack required by the ESFA.