

# INTEGRATED DEGREE APPRENTICESHIPS REVALIDATION AND VALIDATION PROCEDURES: INFORMATION FOR PANELS

---

## OVERVIEW

Lancaster University's validation and revalidation procedures for the approval of awards made in its name by the Associated Colleges are designed to comply with the requirements of the QAA Quality Code *Course Design and Development, Monitoring and Evaluation and Partnerships*. These processes and procedures enable the University to:

- secure the academic standards of those awards and qualifications made in its name by the Colleges, and
- assure the quality of the learning opportunities available to students studying on those programmes leading to an award of the University.

The University seeks, through these procedures, to secure equivalence with its own awards and qualifications.

Apprenticeships are funded by the Government to boost staff training in organisations for specific occupations. Training Provider, Employer and Apprentice work closely in a tripartite relationship to design an individualised curriculum based on the Apprentice's starting point, monitor the Apprentice's progress in building Knowledge, Skills and Behaviours outlined in the Apprenticeship Standard to move towards End-Point Assessment, identify personal development opportunities and create a safe and engaging environment for learning.

Apprenticeships are a tightly regulated and fast changing area. The Institute for Apprenticeships and Technical Education (IfATE) approve and coordinate Apprenticeship standards. The Education & Skills Funding Agency (ESFA) regulates providers through the Register of Approved Training Providers (RoATP) and funds Apprentices via monthly returns of the Individualised Learner Record (ILR). OfS are responsible for the academic standards of Higher Apprenticeships. Ofsted inspect the quality of Apprenticeship training provision.

Integ

quality and standards of the learning opportunities available to students. Initial validation is normally for a period of five years.

### **Revalidation (incorporating Programme Monitoring and Review)**

The aim of a revalidation event is to review a currently validated programme and consider whether or not validation may be renewed for a further five years, taking into account the following factors:

- the programme remains current and up-to-date
- the standards of the award are maintained
- student achievement is satisfactory
- there is a continuing demand for the programme
- there continue to be sufficient resources for programme delivery
- QA procedures continue to be implemented effectively for the programme

In this regard, revalidation incorporates the Monitoring and Review of a programme. In addition, revalidation provides an opportunity for the College to propose any minor/major amendments to the programme. The Panel will also meet with a group of students on the day to review the student experience.

### **ROLES AND RESPONSIBILITIES**

#### ***Panel Roles and Responsibilities***



### *External representatives' attendance at events*

As work-based learning is a key feature of Degree Apprenticeship programmes, external representatives (e.g. employers, sector representatives) should be present at a validation/revalidation event in order that the Panel can question them directly about the programme.

## **PROCEDURES**

### *Pre-Event*

#### *Documentation*

Documentation must be provided by the College by the due submission deadline (three weeks prior to the event date). The Panel will receive:

- Minutes of the internal validation event held at the College with a series of action points which should have been completed
- Programme document (**for Revalidation only** to include a review of the delivery, quality and standards of the programme over the last five years)
- Mapping document against the Knowledge, Skills and Behaviour (KSBs)
- Link to the Apprenticeship
- Degree Apprenticeship Strategy document
- Mentor Guidance
- Apprenticeship handbook (including the delivery plan and the End Point Assessment Plan)

- ProgrammDC 6mh (-) - 5(d) 2e - 3c 2i (c) - 5(it) - 3(6) - 6)) Jc 0 - 8d (-) JEMC / P AMCID 3 DC / TT 3 10 5 m

•

### *Final approval*

The AQSC representative is responsible for providing an initial check on whether the conditions of the revalidation/validation have been met, and will advise the Panel members accordingly when circulating the revised documentation. The Panel will confirm whether or not the Conditions have been met. Following this, the programme will be submitted for **final approval** to the Director of Quality Assurance and Enhancement, who has delegated authority from Senate.

If, following consideration by the Panel of the revised documentation, there remain substantive issues with the programme, which need wider discussion within the University, these may be referred to the Chair of the Regional Partner Teaching Committee (RPTC) for wider consideration.