**LPAGXXXXXX/xx**

**T7.1 HIGHER OR DEGREE APPRENTICESHIP PROPOSAL**

This form is to be used to notify LPAG that a new Apprenticeship arrangement which includes an Oxford Brookes academic award is to be established through a partnership arrangement. On the basis of this form, LPAG may request further documentation in support of the proposal, for approval. Please refer also to guidance note G7.1 and to the questions appended to this template.

*NOTE: if the arrangements involve the validation of a new programme/award for delivery by a third party, a CPPF1 or CPPF2 (as appropriate) should also be completed and submitted to LPAG.*

**A KEY INFORMATION**

|  |  |
| --- | --- |
| **Proposing Faculty:** |  |
| **Name of member of Brookes staff completing this form:** |  |
| **Name of main provider:** |  |
| **Title of apprenticeship standard or framework** (as approved by the Education & Skills Funding Agency): | State whether the standard is fully approved (and the year it is due for review) or under development.  Please also state whether the apprenticeship model has an integrated or non-integrated End Point Assessment. |
| **Proposed start date:** |  |
| **Description of the proposed arrangements:** | Provide a brief summary of the responsibilities of all parties involved for the delivery and assessment of the apprenticeship. |
| **Title and course code of the HE award associated with the apprenticeship:** | <Insert Title>  <Course code> |
| **Providers involved in delivery of the academic award:** | If more than one, please list all. |
| **Are these organisations currently teaching the award?** | If more than one, please answer separately for each. |
| **Is the award currently validated by Oxford Brookes?** | If more than one, please answer separately for each. |
| **Will the new apprenticeship require Brookes to validate a new collaborative teaching arrangement? YES/NO**  If yes, please complete the relevant CPPF and business plan for LPAG. | |
| **Will the new apprenticeship involve the delivery of an existing collaborative programme to be taught by the same partner, but at different premises? YES/NO**  If yes, please consult link QAO to determine the site approval procedure to be followed, if required. | |

**B CONSULTATION AND APPROVAL**

This section should be completed before submission to LPAG.

|  |  |
| --- | --- |
| **Date of consultation with Legal Services** | (Name)  (Date) |
| **Date of consultation with Head of APQO** | (Liz Turner)  (Date) |
| **Date of consultation with Head of UK Partnerships & Apprenticeships** | (Sarah Cullimore)  (Date) |
| **Date of approval by Faculty Head of Finance and Planning** | (Name)  (Date) |
| **Date of approval by PVC/Dean of Faculty** | (Name)  (Date) |
| **Date of LPAG meeting:** | (Date) |

**APPENDIX – delete before submission to LPAG**

Please refer to the following questions when completing this form, and when preparing for approval of a new higher or degree apprenticeship.

**Marketing and recruitment**

1. Does planned marketing have a business to business sales focus?
2. Is there already a defined market for this apprenticeship? (please provide name of employers already engaged/ committed)
3. Have initial assessments of employer/apprentice eligibility and funding been considered?
4. Describe any future demand you have identified.

**Funding and sub-contracts**

1. Are any proposed sub-contractors on the Register of Apprenticeship Training Providers (RoATP)?
2. Does the main provider have ESFA approval to subcontract apprenticeship delivery? (Not applicable for ACP)
3. Will the arrangement be compliant with subcontracting rules? (Not applicable for ACP)
4. Have restrictions on the amount of subcontracting (for non RoATP, supporting or employer providers) been taken into account? (Not applicable for ACP)

**Programme design**

1. Is the partnership model appropriate for the market/needs of the employer?
2. Is the proposed delivery model suitable for an apprentice (e.g. duration/mode/multiple entry points)?
3. Are the apprenticeship standard and assessment plan approved for delivery?
4. When is the standard due for review?
5. Are arrangements for delivery of English and Maths in place? (Not applicable for ACP)
6. Are arrangements for APL suitable for the target market?

**Quality**

1. Has the proposed delivery provider been graded Good or Outstanding for delivery of apprenticeships by Ofsted?
2. Has the outcome of any OfS/QAA review which considers higher or degree apprenticeship delivery been considered?
3. Have FE Choices (employer and apprentice surveys) been referred to? Do these survey outcomes meet published benchmarks?
4. Are quality assurance arrangements in place covering the full apprenticeship standard?

**Risk**

1. Does the risk register include arrangements for scenarios where the partner is removed from the RoATP?
2. Does the risk register include arrangements for scenarios where subcontracting relationships break down?
3. Does the risk register outline arrangements for redundancies or companies becoming insolvent?

**Business planning (not applicable where ACP is main provider)**

1. Has the cost of the EPA (and EPA preparation) been factored in to business planning?
2. Have ‘fundable’ teaching and learning methods been incorporated into the programme?
3. Are unfunded resit costs addressed within the business plan?
4. Are funding hold backs (20% held back until the standard us complete) accounted for? Are additional payments accounted for (e.g. target recruitment groups)?
5. Is work based assessment, management of mentors or coordination of work based training included in costings?
6. Are marketing costings appropriate for business to business sales?
7. Are tuition fees set with reference to apprenticeship funding bands? Have any additional costs for the employer (over and above levy funding) been factored into business planning?
8. Have arrangements for students with EHCs been considered?