

## **Degree Apprenticeship Board: Terms of Reference**



### **Purpose**

The purpose of the Degree Apprenticeship Board is to oversee, scrutinise and provide recommendations for the development, implementation and review of Degree Apprenticeship provision across the University. It also reviews progress against and alignment with the Enhancement framework and principles of Learning 2030.

### **Membership**

Director of Apprenticeships (Chair)  
Director of Learning and Teaching (or nominee)  
Associate Deans (Partnerships) (or nominee) (4; 1 per Faculty)  
Director of Marketing and Future Students (or nominee)  
Director of Library, Careers and Inclusivity (or nominee)  
Head of Research, Business and Innovation (or nominee)  
Director of HR and Organisational Development (or nominee)  
Head of Planning and Business Intelligence (or nominee)  
Director of Student and Academic Services (or nominee)  
Director of Finance (or nominee)  
Students' Union elected officer, on the nomination of the Students' Union President (1)

### **In Attendance**

Committee Officer  
Degree Apprenticeship Hub Manager  
Degree Apprenticeship Coordination Officer  
Director of Corporate Communications and Creative Strategy (as appropriate)

Members "in attendance" do not have voting rights. The Chair has discretion to determine whether and how many post-holders or other individuals may attend a meeting in a non-voting capacity.

The membership can also include up to two co-opted members. Co-opted members are appointed by the Board in consultation with the Chair. Co-opted members have voting rights.

### **Responsibility**

The Degree Apprenticeship Board is responsible for:

- Recommendations on the strategic direction and monitoring the effect of policy on apprenticeship delivery;
- Monitoring progress against relevant performance indicators to make recommendations on adjustments to University strategy;
- Overseeing the effective planning, development, implementation and coordination of degree apprenticeship provision across the University;
- Overseeing strategic alignment of degree apprenticeship provision with University strategy and quality enhancement frameworks;

- Oversight of the apprenticeship and the employer journey;
- Oversight of the Degree Apprenticeship Framework including annual review;
- Oversight of relevant national regulatory bodies and policy developments in order to make recommendations on associated risks and opportunities;
- Identifying any issues or risks that may adversely impact on the ability of the University to meet its targets in relation to degree apprenticeship provision;
- Oversight of apprenticeship finance and cost modelling, pricing and contracts;
- Make recommendations on institutional targets, enhancing standards and providing assurance on the quality of the student experience;
- Oversight of apprenticeship delivery with FE institutions and pipelines;
- Monitoring and reviewing developments in degree apprenticeships across the sector and advising the University on steps to improve its competitive position;
- Ensuring active consideration of equality, diversity and inclusion in the conduct of its business;
- 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;
- Evaluating annually its performance and that of any groups it creates to ensure academic governance arrangements enhance institutional performance and add value.

### **Accountability**

The Degree Apprenticeships Board is accountable to the Strategic Partnerships Sub-Committee and reports to it on:

- How institutional strategy targets and standards are being met and performance is in line with the wider sector and internal sector and relevant benchmarks;
- Any issues or risks that may adversely impact on the ability of the University to meet its strategy and targets around Degree Apprenticeship provision;
- Report on the implementation and evolution of the degree apprenticeship framework including the annual review;
- Assurance that delivery is in line with the principles of the Enhancement Framework for Academic Programmes and Practice, Learning 2030 and Faculty Strategies;
- Proposals for changes to its terms of reference, membership or priorities or to those of any sub-groups established to support delivery of its terms of reference.

### **Administration**

The Degree Apprenticeship Board will meet quarterly. The duration of meetings will not normally be longer than three hours. The Quorum for meetings is one-third of members eligible to attend.

Co-opted members of the Degree Apprenticeship Board will normally serve a maximum three-year term.

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

**Review**

The Terms of Reference for the Degree Apprenticeship Board will be reviewed annually to ensure they are still relevant, decision-making structures are effective and it can effectively discharge its duties. As part of the review consideration should be given to how the Board can improve and better integrate practices which support equality, diversity and inclusivity.