



APPRENTICESHIP BOARD

TERMS OF REFERENCE

Purpose

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

Membership

Director of Research, Business and Innovation (Chair)
Director of Apprenticeships (Secretary)
College Deans of Learning and Teaching (3; 1 per College)
Director of Future Students, Communications and Marketing (or nominee)
Director of People and Organisation Development (or nominee)
Director of Planning and Business Intelligence (or nominee)
Deputy Registrar (or nominee)
Finance Director (or nominee)
The Students' Union elected officer, on the nomination of the SU President (1)

In attendance

Assistant Director of Apprenticeships
Committee Officer

Officers "in attendance" do not have voting rights.

The membership can also include up to two co-opted members who have voting rights.

Responsibility

The 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 apprenticeship provision across the University;

- Overseeing strategic alignment of apprenticeship provision with University strategy and quality enhancement frameworks;
- Oversight of the apprenticeship and the employer journey;
- Oversight of the Apprenticeship Framework including annual review;
- Oversight of relevant national regulatory bodies and policy developments in order to make recommendations on associated risks and opportunities;
- Oversight of employer engagement in relation to apprenticeships;
- Identifying any issues or risks that may adversely impact on the ability of the University to meet its targets in relation to apprenticeship provision;
- Oversight of apprenticeship finance and cost modelling, pricing and contracts;
- Making 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 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 Apprenticeship Board is accountable to the University Quality and Standards 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 apprenticeship provision;
- Report on the implementation and evolution of the 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 College 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.

The Apprenticeship Board has a relationship with the Apprenticeship Operational Group. The Chair of the Operational Group will provide a regular report to the Apprenticeship Board. The Board may also issue directional steers and instructions to the Operational Group, for example asking it to focus on a particular risk or opportunity. The Operational Group may also submit recommendations and reports to the Board and flag risks and opportunities to the Board.

Administration

The 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 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 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.