

UNIVERSITY ACADEMY  
HOLBEACH



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## **Apprenticeship Department Quality Assurance Policy**

### **Review**

This policy will be reviewed annually by Natalie Lamb (Assistant Principal) and updated in line with best practice and legislative updates.

Signed: *S Paige* Sheila Paige - Principal

Date: 29.10.23

Date of next review: 28.10.24

## Introduction

University Academy Holbeach uses the Institute for Apprenticeships and Technical Education's definition of an 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. Apprenticeships are employer-led: employers set the standards, create the demand for apprentices to meet their skills needs, fund the apprenticeship and are responsible for employing and training the apprentice. But the needs of the apprentice are equally important: to achieve competence in a skilled occupation, which is transferable and secures long term earnings potential, greater security and the capability to progress in the workplace.

Not all training is an apprenticeship. Work experience alone, shorter duration training for a job, attending a course, or assessing and certifying an employee who is already working in the occupation, are all positive forms of learning and accreditation at work but they are not apprenticeships."

UAH bases its provision around this definition. We are determined that all apprentices receive high quality apprenticeships that meet these expectations. This is monitored through robust quality assurance processes.

## Partnership with Employers

UAH will;

- Work only with employers with the intention and capability of employing the apprentice to completion of their training and end-point assessment and securing their longer term future
- Ensure the apprentice is motivated to learn and work diligently to complete their apprenticeship
- Act as a registered training provider to offer support and training to employers and apprentices.
- Use initial assessment of the apprentice's prior learning and the job role, against the standard to ensure a significant training need.
- Provide an apprenticeship agreement and commitment statement, shared with the employer and apprentice, which sets out the training programme and covers the points in this statement

UAH will ensure that the Apprentice receives;

- Entry to a recognised occupation which can be transferred to other relevant employers and is sufficiently skilled to require employment and training of at least a year's duration with 20% of the time in off the job training
- Training towards a written standard approved by the Institute (1), which fully defines the occupation in terms of the responsibilities and tasks involved and the skills, knowledge and behaviours required to achieve competence
- Employment in a job with legal and contractually acceptable terms and conditions
- A job role, together with the off the job training, that provides opportunities to cover the full occupational profile and learning all of the skills, knowledge and behaviours required

UAH will ensure that the training programme is/has;

- A challenging and stretching training and learning programme developed and delivered with the active involvement of the employer(s), which uses a range of effective on and off the job training methods as well as work itself
- A motivating and supportive workplace with coaching and mentoring support for the apprentice and continuous assessment of progress
- An extended period of on and off the job training (at least twelve months duration with a minimum of 20% of the time in off the job training) which develops not only the knowledge and skills required but also the additional transferable skills, which allow an apprentice to deal with new employers, situations, problems and equipment

### End Point Assessment/Certification

UAH will ensure achievement prior to entry to end-point assessment, of the appropriate level of English and maths, any digital skills required and other specified components of the Apprenticeship, signed off by the employer.

UAH will ensure that national standards are built into a demanding independent assessment at the end of the apprenticeship, carried out by a registered apprenticeship assessment organisation, which meets the Institute's requirements for quality, set out in its guidance on external quality assurance.

UAH will ensure certification by the Institute on completion of the whole apprenticeship. Recruiting employers and apprentices use this trusted record of employability as a licence for the occupation and to access related professional status.

UAH will use the Institute for Apprenticeships and Technical Education Quality Statement as a reference point for our design, delivery and quality assurance of apprenticeships.

We will use the key indicators identified by the Institute of Apprenticeships and Technical Education that will enable us to measure the extent to which Apprenticeships meet the skills needs of employers and apprentices and the quality and outcomes of training for apprentices.

Apprenticeships will meet the skills needs of employers and apprentices by reflecting the range of occupations and skill levels in our local economy. We will measure this by:

- Cumulative entry to and achievement of apprenticeships by occupation, level and age group
- The number of employers recruiting locally and training apprentices and will actively engage with employers to increase this.

Apprenticeships will deliver high quality training and outcomes for apprentices in terms of quality and achievement. We will measure this by:

- Retention up to sign-off for end point assessment
- Ratio of entry to success (including grades) in end-point assessment
- Destinations in employment in the apprenticeship occupation (with the training employer or with a different employer)

- Attainment of a higher level educationally and/or occupationally within 3 and 5 years of completion
- Ofsted overall and apprenticeship grades/HEFCE (OfS) judgements

UAH will compare our data to these national KPIs and ambitious targets will be developed if we demonstrate underperformance against any indicator. These targets will be included in our Quality Improvement Plan.

UAH will gather feedback from employers and apprentices using the existing employer and learner surveys operated by the DfE alongside additional employer and learner surveys developed internally. We will use this feedback to evaluate our provision and feed it into our Quality Improvement Plan to drive improvement and employer and apprentice satisfaction.