





Area of activity	Programme Director	Lead Administrator	Central Apprenticeship Team	Student Data
	<p>process in line with the requirements set out in</p> <p>Apprenticeships Framework, starting with the completion of the Feasibility Assessment.</p>			
<b>Programme Price</b>	<ul style="list-style-type: none"> <li>cost the agreed programme delivery model and agree this with the employer. This should include a breakdown of the costs, the total negotiated price per apprentice assuming no prior learning, as well as the cost adjustment model for recognition of prior learning and be included in the Training Services Agreement.</li> </ul>			
<b>Employer Contract</b>	<ul style="list-style-type: none"> <li>lead on the negotiations with the employer as well as maintaining overall joint responsibility with the Central Team for ongoing contractual compliance.</li> <li>in conjunction with the Central Team, ensure that there is a signed contract in place with the employer before any applicant is permitted to begin their application to the programme, in line with the requirements</li> </ul> <p>Apprenticeships Framework.</p>		<ul style="list-style-type: none"> <li>in conjunction with the Programme Director, maintain overall responsibility for ongoing contractual compliance.</li> <li>in conjunction with the Programme Director, ensure that there is a signed contract in place with the employer before any applicant is permitted to begin their application to the programme, and in line with the requirements</li> </ul> <p>Apprenticeships</p>	

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<p><b>Recruitment Process</b></p>	<ul style="list-style-type: none"> <li>agree with the employer how apprentices will be recruited, including UCL and</li> </ul>		<p>Framework. In circumstances where the UCL institutionally agreed template cannot be used, the Central Team must ensure legal advice has been obtained.</p> <ul style="list-style-type: none"> <li>ensure the signed Training Services Agreement is saved in the evidence pack.</li> </ul>	







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- specific provisions set out below.
- have a good understanding of the Ofsted Education Inspection Framework (EIF) and EIF Inspection Handbook.
  - take part in annual monitoring of the quality of the degree apprenticeship programme by completing a programme-level self-assessment and quality improvement planning in line with the requirements set Apprenticeships Framework.
  - take part in periodic Internal



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	<p>ready to take their assessment.</p> <ul style="list-style-type: none"> <li>obtain a signed statement by the employer and UCL/provider that the apprentice meets the gateway requirements of the assessment plan for the Apprenticeship Standard, is ready to undertake end-point assessment and is still employed until the end-point assessment is completed.</li> </ul>	<ul style="list-style-type: none"> <li>ensure that the Central Apprenticeship and Student Data team are informed the learner had passed through gateway.</li> </ul>		
<b>End-Point Assessment</b>	<ul style="list-style-type: none"> <li><i>for integrated degree apprenticeship</i>, in conjunction with the Central Team, ensure compliance of EPA delivery with OfS regulations.</li> <li>Once gateway readiness is established, hold a meeting with the employer and EPAO at least three months before the EPA to agree: roles and responsibilities, a proposed timeline for the EPA, whether the apprentice will need any reasonable adjustments, where the EPA is going to take place and what equipment and materials the apprentice will need.</li> </ul>	<ul style="list-style-type: none"> <li>inform the Student Data Team of the name of the EPAO and agreed price in a timely manner, for recording on the ILR.</li> <li>liaise with the EPAO to provide the necessary evidence for assessment as agreed between the Programme Director and EPAO.</li> </ul>		<ul style="list-style-type: none"> <li>record the name and cost related to the EPAO against each learner</li> </ul>
<b>Completion Evidence</b>		<ul style="list-style-type: none"> <li>obtain evidence of payments made to the end-point assessment organisation (EPAO) for conducting end-point</li> </ul>	<ul style="list-style-type: none"> <li>hold evidence of payments made to the end-point assessment organisation (EPAO) for conducting end-point assessment.</li> </ul>	<ul style="list-style-type: none"> <li>record the EPAO outcome on the ILR</li> </ul>

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		<p>assessment and provide to Central Team.</p> <ul style="list-style-type: none"> <li>inform the Central Apprenticeships and Student Data Team of the EPAO outcome.</li> </ul>	<ul style="list-style-type: none"> <li>ensure that evidence of completion is saved in the Apprentice File for each apprentice, including the EPAO outcome, the gateway readiness signed statement and the total off-the-job training hours on completion (Note: where this differs from the planned hours, a statement signed by the employer and apprentice should be obtained, please refer to ESFA Provider Funding Rules for more information).</li> <li>report completion of EPA to the Apprenticeship Assessment Service.</li> </ul>	