# **Annex T Appendix A**

**Apprenticeships Governance Committee (AGC)**

**Terms of Reference and Membership**

**2022/23**

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## **Rationale**

A Standing Committee will be established in the Spring Term 2018/19 to ensure the sound academic governance of the University’s arrangements for managing courses of study leading to apprenticeship awards.

In fulfilling its responsibility for governance, the Committee will meet the following core objectives:

* Know the provision and understand its strengths and weaknesses;
* Support and strengthen leadership to shape its strategic direction;
* Provide challenge and hold senior managers to account for improving the quality of learning and the effectiveness of performance management systems.

## **Terms of Reference**

The Committee will be responsible for the following matters:

1. Monitoring the effectiveness and fitness for purpose of the University’s policies, practices and procedures for managing apprenticeship courses against the following internal and external regulatory documentation:

(a) Ofsted Education Inspection Framework;

(b) [Education and Skills Funding Agency](https://www.gov.uk/government/organisations/education-and-skills-funding-agency#content) Funding Requirements;

(c) University of Kent Code of Practice for the Quality Assurance of Taught Courses of Study;

(d) Quality Assurance Policy for Higher and Degree Apprenticeships.

(ii) Evaluating and reporting to the Education and Academic Standards Committee (EASC)/Graduate and Researcher College Board on the effectiveness and fitness for purpose of the University’s policies, practices and procedures for managing courses of study leading to apprenticeship awards;

1. To consider the appropriate range of student learning and related reports on a termly / annual basis and report on these to EASC (see list at Appendix 1), with a view to drawing up a plan of action for facilitating the following:
2. Securing and sustaining improvements to teaching, learning and assessment
3. Tackling weaknesses
4. Collaborating with employers and other partners to ensure that provision is aligned to local and regional priorities
5. Monitoring the progress of groups of learners
6. Monitoring the progression and destinations of different groups of learners
7. Maintaining provision over time
8. Ensuring the safeguarding of learners is maintained

## **Membership**

The Committee willhave the following membership:

* Dr Anthony Manning, Director and Dean for Global and Lifelong Learning (Chair)
* Sarah Flannery, Quality, Improvement & Compliance Officer, Global & Lifelong Learning (Secretary)
* Head of Quality Assurance and Compliance
* Veronica Millum, Specific Learning Difficulties Team Manager, Specific Learning Difficulties Team
* Carla Morris, Student Learning Advisory Manager, Student Learning Advisory Service
* Alan King, Head of Planning & Data Engineering
* Nouman Janjua, Finance Manager, Global & Lifelong Learning
* Clair Sanderson Programme Administration Manager, Global & Lifelong Learning
* Betty Johnson, Business Development Manager and Relationships Manager, Global & Lifelong Learning
* Kit Williams, Quality Assurance & Compliance Advisor, Quality Assurance & Compliance Office
* Loretta Finch, Employee Apprenticeship Manager, University of Kent – HR/Employer Representative
* Rebecca Groves, Head of Graduate and Researcher College Operations - Graduate and Researcher College Representative
* Dr Kirsti Taylor, Director of Studies in Applied Bioscience, Global and Lifelong Learning - Academic Representative(s) from a Division(s) operating Apprenticeship Programmes
* Emma French, Degree Apprenticeship Programmes Officer, HSS
* Rose March, Professional Educational Manager, KBS
* Kyra Harwood-Lucas, Head of Student Administration
* Clara Mooring, Student Operations Manager, ISSJ
* Alison Mansell, Head of Student Conduct and Complaints and Interim Head of Colleges and Community Life
* Sue Welford, Student Conduct and Complaints Officer

## **Reference Points**

* [Ofsted Education Inspection Framework](https://www.gov.uk/government/publications/education-inspection-framework)
* [Ofsted Further and Education Skills Handbook](https://www.gov.uk/government/publications/further-education-and-skills-inspection-handbook-eif)
* [Education and Skills Funding Agency Funding Rules](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007548/2021-07-28_-_2122_Provider_Rules_Version_Version_1.pdf)
* [University of Kent Code of Practice for the Quality Assurance of Taught Courses of Study](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses)

## **Appendix 1: Reports for Consideration**

### **Annual Reports**

1. British Values Report
2. Report on Training Provided to University in relation to Apprenticeships Provision
3. Staff performance management review **(TBC for 2021/22)**
4. University EDI report & EDI Data for Apprenticeships for the Academic Year
5. Risk Assessment Review **(TBC for 2021/22)**
6. ESFA / Ofsted / NSS/ PTES surveys review
7. Employer Complaints Policy
8. Apprenticeships Continuity Plan

### **Termly Reports**

1. Termly return from Divisions with apprenticeship provision
2. Safeguarding log
3. Off-the-job monitoring (<20%) log
4. Self-Assessment Report
5. Quality Improvement Plan
6. Complaints log
7. Prevent update
8. Learning Support log
9. Supervisor / Mentor issues log
10. Learner Data Trends
11. Learner Progress
12. Employer engagement Update