

Departmental Apprenticeship External Examiners

Overview of the Role and Responsibilities

1. The Role

Any Department delivering apprenticeship provision is required to engage a Departmental Apprenticeship External Examiner (DAEE) to provide oversight of apprenticeship provision specifically.

This appointment is in addition to Course External Examiners who are concerned with the academic quality of the academic award component of the apprenticeship.

2. Responsibilities

The DAEE will be responsible for providing external scrutiny of the requirements of an apprenticeship, such as:

- whether employers' needs are being met by the apprenticeship(s) the Department delivers;
- whether the integration of on and off the job training is effective in learners developing and consolidating the Knowledge, Skills and Behaviours (KSBs) they require to be successful;
- whether the University has effective oversight of learners to ensure that learners are making expected progress and that swift interventions are taken where this may not be the case; and
- whether sub-contracting arrangements (where relevant) are appropriate and learners at sub-contracted provision are making expected progress

DAEEs will be required to:

- liaise with at least 3 employers per academic year to gain feedback and ensure employer needs are being met;
- visit subcontracting partners (where applicable) at least twice during their 4 year tenure ;
- review sample evidence from Apprentice Progress Reviews (tripartite meetings);
- attend the Apprenticeship Progression Boards which monitor and confirm learner progress; and
- submit an [annual report](#) which summarises their findings, identifying areas of concern or good practice.

Visits to employers (and subcontracting partners where appropriate) will be arranged and facilitated by the Directorate of Business Engagement Skills and Employability.

DAEEs are not required to scrutinise the academic award component of apprenticeships. However, it is expected that both the Course External Examiner and Departmental Apprenticeship External Examiner will take account of each other's findings ahead of submission of their final report. This will be facilitated by Academic Quality & Standards.

3. Fees

Departmental Apprenticeship External Examiners will receive an annual fee of £550.

4. Contact and Co-Ordination

DAEEs should expect contact from the following departments at various times during the year:

SHU Department	Purpose
Academic Quality & Standards	Requesting Annual Reports. Circulation of Course EE and DAEE Annual Reports between one another.
Business Engagement Skills and Employability	Arranging visits to employers (and sub-contracting partners where relevant). Providing samples from Apprenticeship Progress Reviews.
Academic Administration	Arranging attendance and co-ordinating the Apprenticeship Progression Boards.

5. Key differences between DAEEs and Course EEs

Responsible for:	Course EE	DAEE
Assuring the academic standards of the award component of the apprenticeship	Course EE is directly responsible for assuring the academic standard of the award (aligned to the University's roles and responsibilities for Course External Examiners). For integrated awards this will include scrutiny of the End Point Assessment.	The DAEE will be required to comment on how the Knowledge, Skills and Behaviours (aligned to the relevant apprenticeship standard) are embedded within the curriculum to meet employer needs, taking into consideration regulatory body requirements, such as from the ESFA and Ofsted. The DAEE annual report submission will require comment on the requirements of an apprenticeship, such as attendance and functional skills achievement. Where the Department has sub-contracted provision, DAEEs will also be required to confirm the effectiveness of these arrangements and learner progress in relation to the apprenticeship.
Verification of assessment and sampling of apprentice's assessed work	Course EE is directly responsible for this, in line with University policy, and will be required to attend Departmental Assessment Boards where apprentices' marks and awards are formally ratified.	DAEE is not responsible for this, but would be made aware of any issues through the sharing of the Course EE annual report.
Sampling Apprentice Progress Reviews (APR)	Course EE is not responsible for this.	DAEE is directly responsible for this. They will be required to attend Apprenticeship Progression Boards (APBs) to report on their findings.
External quality assurance of end point assessment (EPA)	Course EE will be responsible for external quality assurance of EPA for integrated degree apprenticeship provision.	The DAEE will have oversight of progression to gateway and EPA completion rates through the APB. The End Point Assessment Organisation and EPA status for non-integrated apprenticeships will be monitored through the APB.