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| **Apprenticeship Delivery Guide** |
| A Handbook for Apprenticeship Course Leaders, Work Based Learning Coaches and the delivery team |
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APPENDIX 11

Assessment Board (Apprenticeship) Agenda

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| This refreshed version, April 2020 is a second approved version reflecting early implementation of actions identified in the University's Quality Improvement Plan. |

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**College of ….**

**Department of …..**

**Academic Year 2019/20**

**ASSESSMENT BOARD (APPRENTICESHIP) AGENDA**

**Date/time**

**Venue**

***Please note: the blue text in italics below each agenda item are Chair's notes to help Chairs guide the meeting. Green text in italics are Secretary's notes. Members of the AB (A) should receive the agenda without these notes.***

***Note - coloured in grey text means some items might not be applicable and can be deleted from agenda***

**1 Introductions and welcome from Chair**

**2 Apologies for absence**

***Please see policy for quoracy. In the event of the meeting being inquorate, the Board must be reconvened at the earliest opportunity. External Examiners should be in attendance or have indicated that they have been involved in the process.***

***Secretary note - Constitution to be completed with names of all members in attendance of board:-***

***Appendix A – Constitution***

**3 Confidentiality & Impartiality statement**

***“The Assessment Board (Apprenticeship) is charged with the responsibility for addressing all relevant issues concerning a student’s circumstances and performance which enable fair and consistent judgements to be made. Accordingly, it operates under a code of the strictest confidentiality. Board members are reminded that no issues raised to inform academic judgement may be discussed with an apprentice or conveyed to a third party without the prior consent of the Chair. The Assessment Board (Apprenticeship) must operate in a fair and impartial manner. Accordingly, Board members are asked to inform the Chair if they have any personal or professional interest, involvement or relationship with apprentice or the employer of an apprenticeship being assessed in this meeting."***

**The Chair may ask the member to leave the meeting during consideration of the apprentice if appropriate.**

**4 Outline role and purpose of Board**

***The Assessment Board (Apprenticeship) is responsible for:***

* ***to monitor progress against the relevant apprenticeship framework or standard in accordance with Education and Skills Funding Agency (ESFA) funding and monitoring rules***
* ***to ratify individual apprentices who meet the required prescribed criteria to progress to Gateway leading to the End Point Assessment (EPA).***
* ***to monitor the EPA status of non-integrated and integrated apprenticeships.***

***If the Assessment Board (Apprenticeship) is ratifying course results (those not confirmed via DABs) the board will also:***

* ***ensuring that assessment has been conducted in accordance with definitive documents and approved module descriptors***
* ***ratifying the final moderated marks for each course***
* ***ratifying individual student assessment profiles leading to progression, continuation and award***
* ***ensuring that the assessment of apprentices has been conducted in accordance with University regulations (and PSRB requirements where appropriate)***
* ***addressing quality assurance issues relating to assessment delivery and processing which require immediate attention, e.g. scaling***
* ***to identify apprentices who require intervention in order to close the attainment gap for referral to the relevant department/committee.***

**5 Clarification of Assessment Regulations**

***Need to confirm:***

* ***using the correct version of the University assessment regulations***
* ***whether there are professional body requirements – if non-standard professional body requirements apply they need to be explained***

**6 Clarification of Funding rules for apprentices**

***Need to confirm:***

* ***using the correct version of the ESFA funding and monitoring rules***

**7 Confirmation of notes from previous meeting**

**8 Matters arising including confirmation of Chairs actions**

***Consideration of any items that have been raised at DABs e.g. issues with module marks not being ratified or if applicable any issues in the attainment of apprenticeship students compared to non-apprenticeship students (where the course is delivered to both apprenticeship and non-apprenticeship students) and compared to other cohorts of apprenticeship students . Items will be displayed on Appendix B.***

***Secretary note - this item to include consideration of:-***

***Appendix B - DAB Tracker (insert link)***

***This is a record of Chairs actions and issues identified through the Assessment Board processes in relation to any apprenticeship module/course. Whole module issues should appear in red text, resolved issues will be automatically greyed out.***

**9      Ratification of student profiles by course**

***Chair to confirm that the ratification of course results has taken place through the normal Department Assessment Board (DAB) processing.***

***If the Assessment Board (Apprenticeship) is ratifying course results (those not confirmed at DABs) the Course Leader must confirm internal/external moderation has taken place. Course Leader to then confirm results.***

***10 Monitoring of Apprentices against Apprenticeship Standards or Frameworks***

***For each course, Work- based learning coaches and Apprenticeship Course Leader to report any issues on:***

* ***Off the job learning***
  + Confirm how many apprentices have received 20% OTJL
  + Confirm how many apprentices can evidence satisfactory progress on their log
  + What are the reasons for those that are not satisfactory?
* ***Employer engagement***
  + What % of employers have engaged well in the majority of Apprenticeship Progress Reviews (75% minimum for Green status). (50-75% Amber)
  + Which employers have not engaged and what interventions have been agreed?
  + What are/will be the impacts of those interventions?
* ***Attendance***
  + Please report the Attendance statistics where applicable
* ***Knowledge, skills and behaviour***
  + For Apprentices not Green or Blue, what interventions have been agreed and/or implemented?

***11 Confirmation of progression of apprentices to the Gateway for End Point Assessment***

***For each course, Work Based-learning Coaches and Apprenticeship Course Leader to confirm individual apprentices who meet the required prescribed criteria to progress to Gateway leading to the End Point Assessment (EPA).***

***Non-integrated apprenticeships:***

***For each course, monitor/confirm the EPA status of non-integrated apprenticeships.***

* For the cohort(s) in question what is the planned date we need them to enter the Gateway period?
* What are the key Gateway Requirements before we can register the learners for EPA (e.g. quals/credits/Portfolio sign-off/ project planning/completion/ other).
* How many learners on programme are being recommended for Gateway?
* What is the summary and relevant interventions for any learner now passed their Planned End Dates?  (% and actions)

***For any Non-integrated apprenticeships that have completed their EPA confirm results.***

***Integrated apprenticeships:***

***For each course, monitor/confirm the EPA status of integrated apprenticeships through confirmation internal assessment has taken place and gateway standard met.***

* For the cohort(s) in question what is the planned date we need them to enter the Gateway period?
* What are the key Gateway Requirements before we can register the learners for EPA (e.g. quals/credits/Portfolio sign-off/ project planning/completion/ other).
* How many learners on programme are being recommended for Gateway?
* What is the summary and relevant interventions for any learner now passed their Planned End Dates?  (% and actions)

***12 Agreement of items referred for further action***

***Confirm any items that need referring to relevant University committees e.g. Departmental Boards, Department Apprenticeship Operations Group, Apprenticeship Delivery Group or Apprenticeship Work Based Learning Steering Group/Panel***

**13 Agree arrangements for subsequent Chairs actions**

***Board needs to agree remit of Chairs action:***

***For any apprentices that meet the Gateway requirements post the board, these can be confirmed via Chairs action. The ACL/WBLC must inform the Secretary to request chairs action and once confirmed update relevant stakeholders (ACL, WBLC and Apprenticeship Ops team)***

**14 Key Dates (Chair to inform Board members of key dates plus EE involvement in Resit Board)**

***To be completed by the Secretary***

* If ratified course results – the Results are released as soon as possible following the board and at the latest will be available to ***apprentices*** by ……………………
* Reassessment coursework for referred/deferred ***apprentices*** must be submitted by……………………………………………
* Next Assessment Board (Apprenticeship) date is ……………………….

***There are normally standard dates for coursework submission across the Faculty. Resit dates are normally determined by the Academic Calendar - July for all standard undergraduate courses.***

**15 Comments from External Examiners**

**16 Any Other Business - to be tabled in advance of the meeting**

**17 Date of Next Meeting**