Auditing AAM Guidance for Apprenticeship Leads

As you will be aware it is critical that SHU has an effective and consistent approach to attendance monitoring for all of the Apprenticeship provision, enabling strong attendance to be evidenced and incidents of poor attendance to be identified and addressed quickly and responsively.

This is a compulsory requirement of both Ofsted and our contractual obligations with the Education and Skills Funding Agency (ESFA).

Over the last twelve months we have worked with apprenticeship teams to support AAM, requiring module teams to use JISC Learning Analytics to record the attendance of all Apprentices at delivery sessions.

As part of the governance we have been auditing AAM on a regular basis, to ensure compliance and provide support where colleagues are having difficulties with the JISC system. We are now asking you to review AAM on a fortnightly basis, escalating any areas of concern to your AD B&E.

Significant work has been undertaken to improve the accessibility of attendance information on the Source, enabling you to review AAM by programme and standard at module level.

The following provides a step by step guide on how to audit AAM for your Department's Apprenticeship provision.

1. Use the following link to access data on The Source*:

https://tableau.shu.ac.uk/views/ApprenticeshipsAttendance_16245256265150/Attendanceratesummary?iframeSizedToWindow=true&:embed=y&:showApp

*(If you are working away from the campus you will need to connect using the VPN to access The Source).

2. Attendance rate summary

The first screen provides an overview of AAM at Department level and standard. You can filter by academic year and course, and can also select a time period to review AAM performance.
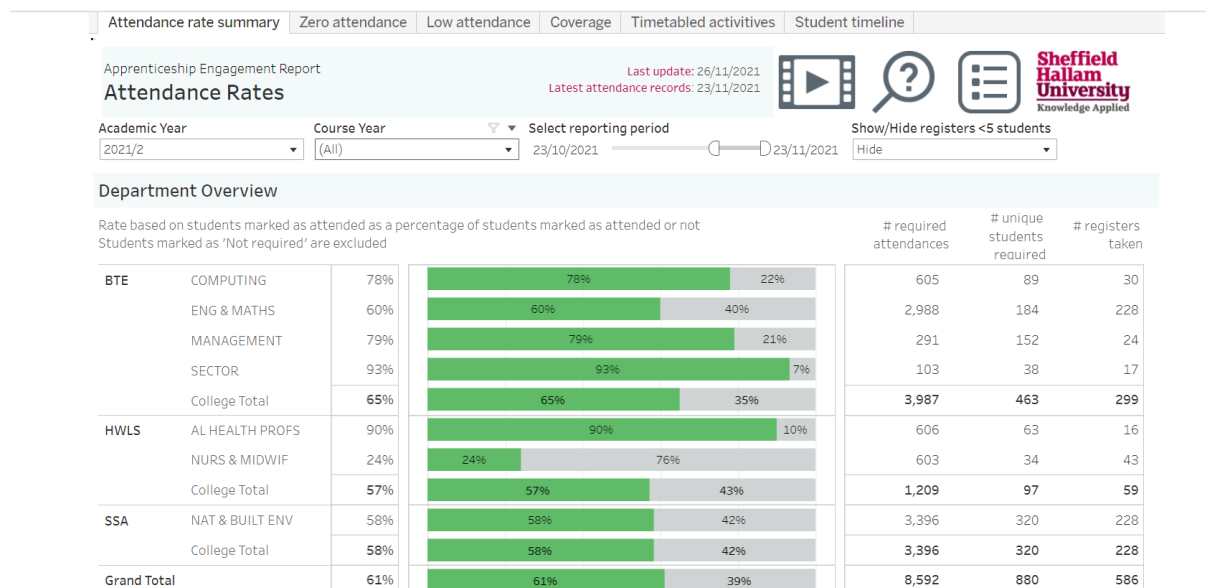
You can also filter to see standards

Overview by Standard

Apprenticeship Standard	# required attendances	# unique students	# registers taken	Attendance %
431 - Diagnostic Radiographer (integrated degree)	56	7	8	98%
184 - Food Industry Technical Professional (integrated degree)	97	34	8	97%
391 - Occupational Therapist (integrated degree)	308	28	11	90% 10%
397 - Physiotherapist (integrated degree)	270	28	13	89% 11%
300 - Architect (integrated degree)	83	21	10	85% 15%
477 - Materials Science Technologist (degree)	328	23	27	84% 16%
055 - Chartered Manager (degree)	339	131	28	80% 20%
025 - Digital and Technology Solutions Professional (integrated degree)	716	61	29	78% 22%
424 - Chartered Town Planner (degree)	731	52	56	78% 22%
468 - Construction Quantity Surveying Technician	21	3	7	75% 25%
384 - Retail Leadership (integrated degree)	39	19	4	72% 28%
313 - Rail and Rail Systems Senior Engineer (integrated degree)	1,073	59	49	69% 31%
511 - Design and Construction Management (degree)	136	8	17	68% 32%
502 - Construction Site Supervisor	88	11	8	65% 35%
012 - Product Design and Development Engineer (degree)	599	24	53	61% 39%
010 - Electrical or Electronic Technical Support Engineer (degree)	549	30	73	54% 46%
050 - Chartered Surveyor (degree)	2,969	116	169	54% 46%
501 - Construction Site Management (degree)	422	42	39	54% 46%
482 - Construction Quantity Surveyor (degree)	445	72	40	46% 54%

And, you can filter by department, standard, course, module, event or staff name to review the related information. You can then change the display (circled below) to interrogate each area

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Action: Where the department attendance for the period is under the KPI of 90%, interrogate the data further to determine the cause at course and module level.

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3. Check for 'zero attendance'

The zero attendance tab this will show for your department and programmes how many registers have been created with zero attendance.
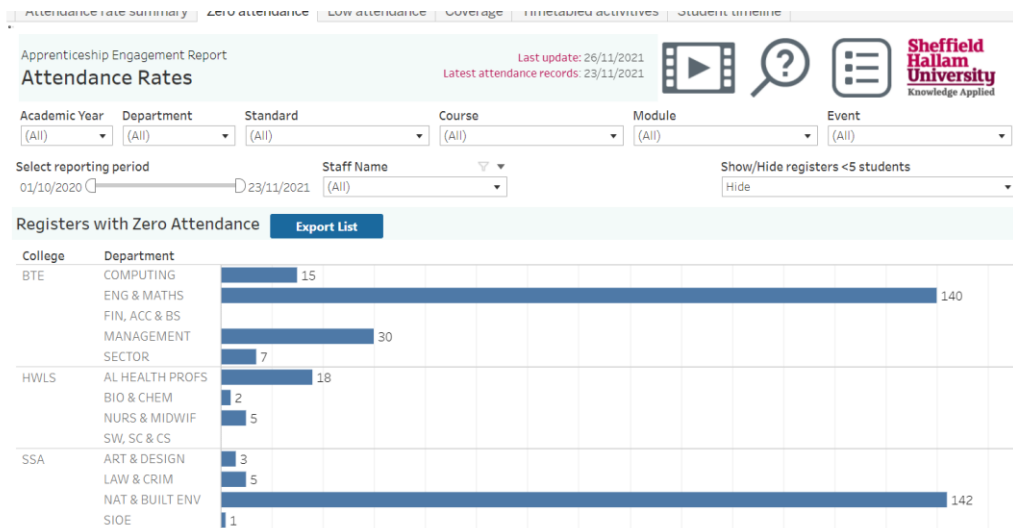
You can then check on registers by attendance by staff name.

Course	Module Instance	Staff Name	OBJECT_ID	EVENT_NAME	# required attendances

> **Action: Follow up with colleagues creating registers with zero attendance to identify the reason and identify if further guidance on the use of JISC for AAM is needed. The aim is to eliminate <u>zero</u> attendance registers being created.**

4. Check for 'low attendance' rates

The tab 'low attendance' will allow you to see which modules have recorded low attendance, and shows how many apprentices should have attended the view defaults to less than 60% but you can manually change this using the '% attendance' slider. The blue button titled 'export list' enables you to quickly export the current view into excel for further analysis.
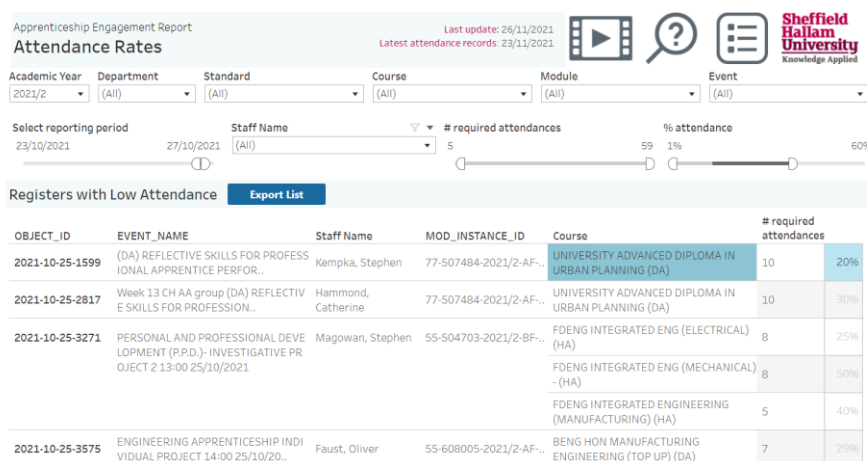
> **Action: Please follow up with module teams where low attendance is occurring to determine the reasons.**

5. Attendance coverage

Use this tab to check learners who have not appeared on registers for specific courses/modules

Action: Determine the reasons why apprentices are not appearing on registers. If at the start of a programme, this could be due to enrolment status

6. Check registers at course and module level

The tab student timeline will enable you to see registers at course and module level during the selected time period, and allow you to identify areas for attention. You can see here the registers compared to timetabled activities:


You can select a course and see the information illustrated in graphical form:
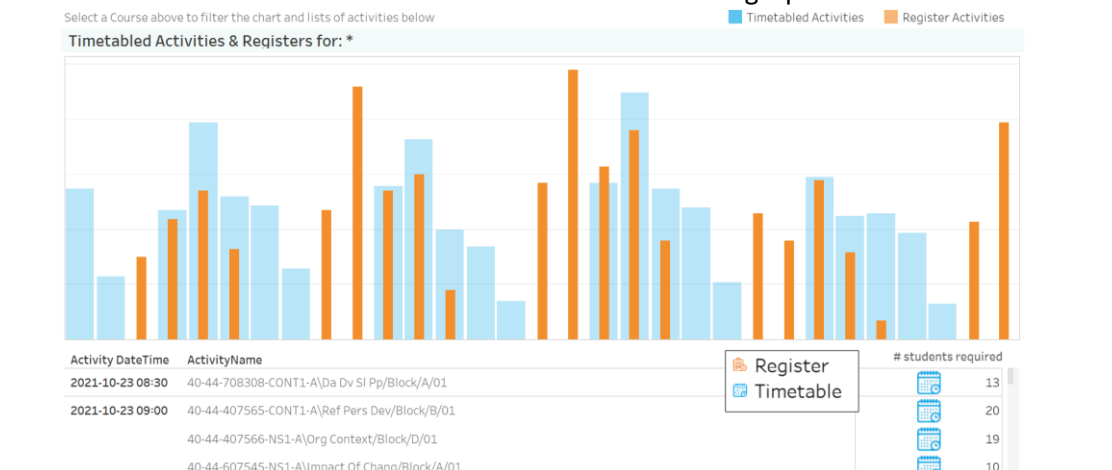
Action: Where is appears there is delivery and no registers, please follow up with the module leader.

7. Attendance Rates

Here you can see attendance rates at course and module level. This should be used by module and course leaders to take action where reoccurrence of low attendance by apprentices.
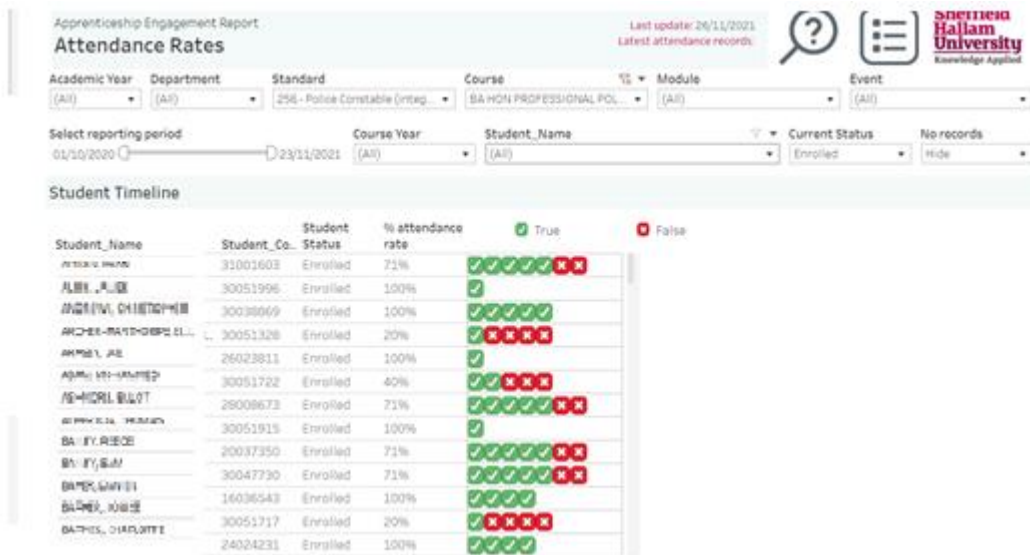
Action: where high levels on non-attendance, follow up with WBC at monthly meetings to determine reasons and discussion with apprentice and employer.

8. Forward looking

A new dashboard will soon be live which will enable you to filter the next 90 days timetabled activity for Apprentices. This will enable you to directly support colleagues with upcoming timetabled activity, as well as enable us to identify planned delivery during Inspections.