



Apprenticeship Self-Assessment Report and Quality Improvement Plan Procedure

Documentation Management

Document Record

Maintained by:	Quality Assurance
Owned by:	Senate
Approval Date:	June 2021
Location of Master Document:	https://intra.brunel.ac.uk/s/QSO/Team/Apprenticeships/Quality Assurance/SAR and QIP Procedure

Version Control

Document Version	Amendments	Amended By	Date	Approved By
1.0	First publication of procedure	Head of Quality Assurance	June 2021	Senate
1.1	Updated formatting, minor amendment to footnote regarding annual monitoring of degree awards which are also delivered outside of an apprenticeship (section 4)	Head of Quality Assurance	August 2021	N/A

Apprenticeship Self-Assessment Report and Quality Improvement Plan Procedure

1 Introduction

- 1.1 This procedure applies to all Apprenticeship Programmes where Brunel University London is the training provider.
- 1.2 This procedure seeks to ensure that all apprentices registered with the University receive high quality training and achieve successful outcomes, and that they develop the knowledge, skills and behaviors valued by employers. Robust implementation of this procedure will help ensure that apprentices achieve their apprenticeship and the occupational competence required for employment and further progression.
- 1.3 This procedure takes account of the Ofsted Education Inspection Framework and Further Education and Skills Inspection handbook, and the process for Self-Assessment is conducted in relation to quality of education; behaviour and attitudes; personal development; and leadership and management.
- 1.4 The responsibility for the monitoring of individual apprenticeship programmes is devolved to Colleges, who will apply this policy and make use of qualitative and quantitative data in order to identify concerns, propose and implement responsive actions, and monitor the impact of those actions.
- 1.5 Monitoring of the University's Apprenticeship provision in its entirety is undertaken by the Apprenticeship Quality Board, with outcomes presented to Senate.
- 1.6 Monitoring of Apprenticeship programmes is conducted according to the University's templates for Self-Assessment Review (SAR) and Quality Improvement Plans (QIP).
- 1.7 Judgements at programme level and at University level will be phrased as one of the following:
 - Outstanding
 - Good
 - Requires improvement
 - Inadequate
- 1.8 This procedure sets out the process by which the University will self-assess and improve the quality of its Apprenticeship programmes. A visual timeline of the procedure is presented in Section 3.
- 1.9 Outcomes from these annual processes will be used to inform other quality or strategic related activities.

1.10 In addition to the SAR and QIP process, the Apprenticeship Quality Board received routine updates on apprenticeship outcomes.

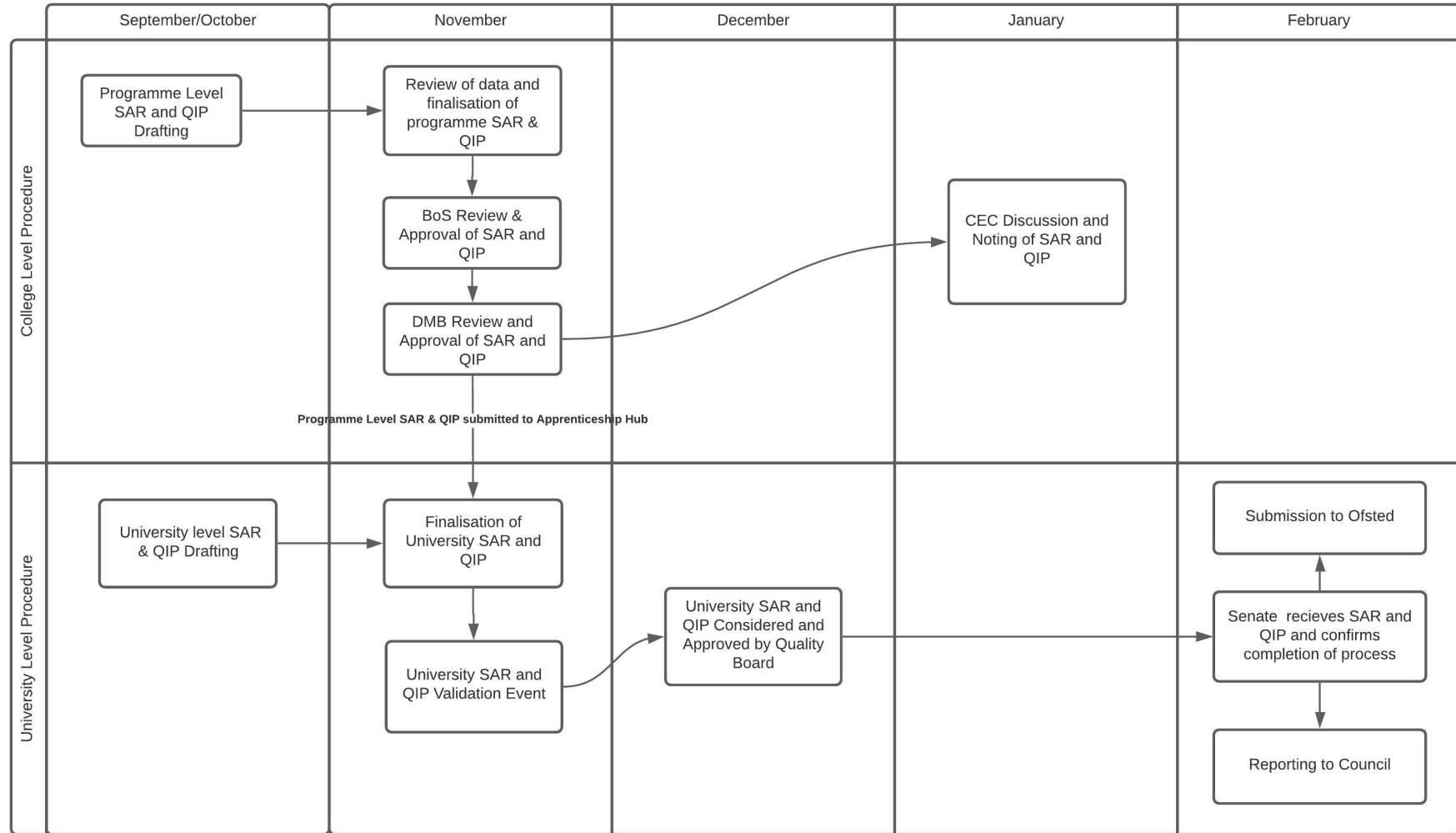
2 Apprenticeship Governance

2.1 Academic governance of Apprenticeship provision is embedded into the University's Committee structure, with Self-Assessment Reports (SAR) and Quality Improvement Plans (QIP), and key data being considered at all levels.

Committee	Responsibility	Role in relation to the SAR and QIP Procedure
Council	Responsible for the employment of all staff, for all legal contracts, the University's assets and finances, for all statutory compliance and for the University's strategic direction.	To receive the annual University SAR and QIP.
Senate	Regulation, governance and quality assurance of the academic work of the University.	Consideration of the annual University SAR and QIP, confirmation of completion of procedure.
The Apprenticeship Quality Board	Oversight of the quality of apprenticeship programmes	Review and approval of the annual University SAR and QIP; review of QIP updates.
College Education Committee	oversight of delivery; quality assurance and enhancement; learning and teaching and student experience of educational provision within the College.	Consideration and noting of annual programme level SAR and QIP.
Department Management Board	The Department's learning and teaching and quality assurance and enhancement.	Review and final approval of programme level SAR and QIP. Review of QIP updates.
Board of Studies	Monitoring the currency, coherence, resourcing, delivery and academic standards of the programme(s) under their remit.	Development and approval of programme level SAR and QIP. Review of QIP updates.

2.2 This structure is supported by Apprenticeship specific groups including the Apprenticeship Quality Board which has specific responsibility for overseeing the University SAR and QIP process.

3 Apprenticeship Self-Assessment Report and Quality Improvement Plan Procedure – Timeline Overview



4 Apprenticeship Self-Assessment Report and Quality Improvement Plan Procedure – Responsibilities and Outputs

4.1 The University’s Apprenticeship Self-Assessment and Quality Improvement Procedure has 5 distinct stages.

Stage		Inputs/Data/Information to be considered ¹	Outputs	Key Staff	Deliberative/ Approving Body	Timing
1	Programme Level Review	<ul style="list-style-type: none"> • Qualification Achievement Rates (QAR) • Degree element annual monitoring data and completed module and programme review documentation². • Other qualification data and monitoring documentation. • Apprenticeship programme data including: <ul style="list-style-type: none"> ○ Tripartite reviews ○ Progression reviews ○ Retention rate 	Self-Assessment Report (SAR)	<ul style="list-style-type: none"> • Apprenticeship Programme Lead • Delivery staff • Degree element programme lead (if different) • Module leaders • Skills coaches • Apprenticeship Hub • Business Development Manager 	Board of Studies – reviews and approves	November
			Quality Improvement Plan (QIP)	<ul style="list-style-type: none"> • Apprenticeship Programme Lead • Delivery staff • Degree element programme lead (if different) • Module leaders • Skills coaches 	Board of Studies – reviews and approves	November Updates presented at each Board of Studies meeting.

¹ This list is not exhaustive

² If the degree element is exclusively delivered as part of the apprenticeship, a separate programme review for the degree is not required. In this instance, the SAR and QIP documents will be used to review the degree element as part of the apprenticeship. If the degree element is delivered separately from the apprenticeship as another programme, the outcome of the annual monitoring of that programme should be considered as part of the SAR and QIP process.

Stage	Inputs/Data/Information to be considered ¹	Outputs	Key Staff	Deliberative/ Approving Body	Timing	
		<ul style="list-style-type: none"> ○ End point assessment outcomes ○ Functional Skills outcomes ○ Attendance ○ Destination outcomes ● Observation of teaching, learning and assessment records. ● Appeals, misconduct and complaints data. ● External Examiner and PSRB feedback/review activity ● Apprenticeship Hub Feedback ● Learner voice ● Employer voice ● Staff feedback ● Review documentation relating to or produced by subcontractors 		<ul style="list-style-type: none"> ● Apprenticeship Hub ● Business Development Manager 		

Stage		Inputs/Data/Information to be considered ¹	Outputs	Key Staff	Deliberative/ Approving Body	Timing
2	Departmental Review and Approval	Programme SAR and QIP presented to Department Management Board	Department Management Board Minutes including any actions at Department level.	<ul style="list-style-type: none"> • Programme Lead • Divisional Lead • Head of Department/DMB Chair • Director of Teaching and Learning 	Department Management Board – reviews and approves programme SAR and QIP.	November Updated QIPs noted.
3	College Consideration	SAR and QIP presented to College Education Committee	College Education Committee Minutes and Actions.	<ul style="list-style-type: none"> • College Education Committee Members • Heads of Department 	<ul style="list-style-type: none"> • College Education Committee – receives and notes programme SAR and QIP 	January
4	University Level Review	<p>Programme level SAR and QIP</p> <p>Review documentation relating to or produced by subcontractors.</p> <p>SAR validation event.</p>	<ul style="list-style-type: none"> • University SAR • Apprenticeship Quality Board Minutes and any actions • Senate minutes and any actions 	<ul style="list-style-type: none"> • Apprenticeship Quality Board members • External scrutineers (for validation event) • Senate Members 	<ul style="list-style-type: none"> • Apprenticeship Quality Board • Senate 	<p>December - Quality Board reviews and approves SAR</p> <p>February - Senate receives SAR and confirms that procedure has been completed satisfactorily</p>

Stage		Inputs/Data/Information to be considered ¹	Outputs	Key Staff	Deliberative/ Approving Body	Timing
			<ul style="list-style-type: none"> Apprenticeship Quality Board Minutes and any actions Senate minutes and any actions 	<ul style="list-style-type: none"> Apprenticeship Quality Board Members External scrutineers (for Validation Event) Senate Members 	<ul style="list-style-type: none"> Apprenticeship Quality Board Senate 	<p>December - Quality Board reviews and approves QIP</p> <p>February - Senate receives QIP and confirms that procedure has been completed satisfactorily. Updates to the University QIP are reported at each meeting of the Apprenticeship Quality Board</p>
5	Ofsted Submission	University SAR & QIP	Submission to Ofsted	<ul style="list-style-type: none"> Apprenticeship Hub Manager 	<ul style="list-style-type: none"> Ofsted (external) 	February
6	Governing Body Review	University SAR and QIP	Council Minutes	<ul style="list-style-type: none"> Council Members 	Council	Annually

5 Apprenticeship Self-Assessment Report and Quality Improvement Plan Procedure Explanation

- 5.1 The monitoring and review of Apprenticeship programmes is undertaken through completion of a SAR and QIP. The templates for this are available here.
- 5.2 The following procedure refers to Apprenticeship programmes delivered within one of the University's Colleges. Where an Apprenticeship programme is delivered outside of a College, an equivalent scrutiny and review process will be managed by the programme team and associated department.

Stage 1: Programme-level Review - drafting of Self-Assessment Reports and Quality Improvement Plans

- 5.3 A SAR and QIP must be produced for each apprenticeship programme delivered by the University. A programme SAR and QIP is owned and maintained by the apprenticeship programme leader.
- 5.4 A variety of data underpins a programme level SAR and QIP and this is detailed in Section 4 of this document (see Stage 1).
- 5.5 In drafting the SAR and QIP, each programme team should consult with the Apprenticeship Hub Manager ("inputs").
- 5.6 All SARs and QIPs should be drafted prior to a November Board of Studies meeting so that robust scrutiny and approval can be achieved at that meeting.

Stage 1: Programme-level Review – Boards of Studies

- 5.7 A Board of Studies (BoS) for an apprenticeship programme will meet in November of each academic year to review and approve the SAR and QIP associated with the Board.
- 5.8 The BoS will scrutinise each SAR and QIP and prior to approval assure itself of the following:
- That each element of the SAR has been responded to in detail and demonstrates a robust review and scrutiny of the programme
 - That actions listed in the Quality Improvement Plan are SMART
 - That the SAR and QIP are presentable to the Department Management Board for final approval.

Output of Stage 1: Board of Studies approved SAR and QIP to be presented to Department Management Board; Board of Studies minutes and Actions.

- 5.9 NB. a SAR and QIP is not final until approved by a Department Management Board.

Stage 2: Departmental Review and Approval

- 5.10 The Department Management Board (DMB) will receive all Board of Studies approved SAR and QIP at its November meeting. These documents should be presented to the DMB by the programme lead or other member of staff who can speak to the programme/s in detail.
- 5.11 The DMB will scrutinise each SAR and QIP and prior to approval assure itself of the following:
- That each SAR demonstrates robust review and scrutiny of an apprenticeship programme
 - That each Quality Improvement Plan contains SMART targets

Output of Stage 2: DMB approved SAR and QIP (final approval); DMB Minutes and Actions

- 5.12 Following DMB approval of a SAR and QIP, both documents must be submitted to the Apprenticeship Hub at apprenticeship-hub@brunel.ac.uk
- 5.13 Please see Section 4 for guidance on the process for updating QIPs and the DMB's role in this process.

Stage 3: College Consideration

- 5.14 College level consideration of Apprenticeship SAR and QIP is undertaken by a College Education Committee (CEC) at its January meeting.
- 5.15 Each SAR and QIP should be made available to the CEC, with the relevant Head of Department (or nominee) in attendance to discuss the documents as required.
- 5.16 The CEC should note the SAR and QIP and identify any College level actions required.

Output of Stage 3: College Education Committee Minutes and Actions

- 5.17 Consideration of a SAR and QIP by a College Education Committee represents the final stage in the College level annual monitoring of an apprenticeship programme, other than updates to QIP which are reported to the Boards of Students and Department Management Boards (see Section 6).

Stage 4: University Level Review - drafting of the University Self-Assessment Report and Quality Improvement Plan

- 5.18 A SAR and QIP covering the entirety of the University's apprenticeship provision will be produced on an annual basis. The templates for this are available here.
- 5.19 A variety of data underpins the University SAR and QIP and this is detailed in Section 4 of this document ("inputs").
- 5.20 The University level SAR and QIP is owned and maintained by the Apprenticeship Quality Board with drafting of the document coordinated by the Apprenticeship Hub Manager.
- 5.21 Prior to submission of the annual University SAR and QIP to the Quality Board, a SAR validation event will be organised to scrutinize and agree the SAR and Quality Improvement Plan.
- 5.22 The SAR validation event will be attended by:
- Chief Business and Innovation Officer
 - Head of Apprenticeships
 - Apprenticeship Hub Manager
 - Head of Quality Assurance
 - College Apprenticeship representatives
 - Representatives from other relevant service departments
 - External Scrutineer
- 5.23 The output of the SAR Validation Event will be an agreed SAR and QIP appropriate for presentation to the Apprenticeship Quality Board.

Output of Stage 4: Draft University SAR and QIP

Stage 4: Apprenticeship Quality Board

- 5.24 The Apprenticeship Quality Board will receive the University SAR and QIP at its December meeting for consideration and approval.
- 5.25 The Apprenticeship Quality Board will scrutinise the SAR and QIP and prior to approval assure itself of the following:
- That the SAR represents a robust review and scrutiny of the University's apprenticeship provision in accordance with external expectations.
 - That the Quality Improvement Plan contains SMART targets

Output: Approved University SAR and QIP; Apprenticeship Quality Board Minutes and Actions

Stage 4: University Level Review – Senate

- 5.26 On an annual basis, Senate will receive the University SAR and QIP and confirm that the procedure for self-assessment and quality improvement of the University's apprenticeship provision has been completed satisfactorily.

Output of Stage 4: Senate Minutes and Actions

Stage 5: Ofsted submission

- 5.27 The Senate approved University SAR and QIP will be submitted to Ofsted by the Apprenticeship Hub Manager on annual basis.

Stage 6: Governing Body Review

- 5.28 On an annual basis the University's governing body, Council, will receive the final and approved SAR and QIP.

6 Updates to Quality Improvement Plans

- 6.1 Regular review and updating of QIP at both programme and University level are fundamental to enhancing the quality of the University's apprenticeship programmes.
- 6.2 Updates to a QIP should include information on progress against actions including where an action has been completed (and location of evidence to support that) or where an action has been closed, including reasons for.
- 6.3 The process for updating QIP at programme and University level is presented below.

Programme Level

- 6.4 Updates to a programme level QIP should be presented at each meeting of a Board of Studies and Department Management Board.
- 6.5 Boards of Studies will be responsible for monitoring progress against actions contained within programme level QIP.
- 6.6 Department Management Boards will provide additional oversight of progress against actions contained within programme level QIP, and will have direct responsibility for any actions assigned at Department level.
- 6.7 Updated programme QIPs must be submitted to apprenticeship-hub@brunel.ac.uk by the programme lead on a termly basis, shortly after a Department Management Board has scrutinised progress.

University Level

- 6.8 The University QIP will be reviewed and updated prior to each meeting of the Apprenticeship Quality Board.
- 6.9 The Apprenticeship Quality Board has responsibility for monitoring actions at University level.

7 Data

- 7.1 Data on the performance and outcomes of apprentices will be available to programme leaders, the Quality Board and other stakeholders, and includes the following:

Data	Source
Progression and award outcomes – for degrees taught as part of an apprenticeship	Student Records Database
On programme Monitoring - Attendance (or equivalent); Off the Job Training hours (planned vs actual); tripartite review monitoring.	Apprenticeship Management Information System
Qualification Achievement Rates (QAR) for completed apprentices (EPA outcomes). National Achievement rate table (NART)	ESFA

- 7.2 This data will be provided in November, February and May of each academic year to support SAR and QIP production, and updates to QIPs.