Overview of Overall Apprenticeship Development Process

INITIAL ENQUIRY FORM
Usually triggered by:
Approval of new standard, or contact with interested employer
Department to complete early stage expression of interest notification
APSE to notify P&I, FDOs, AMRC-TC and Apprenticeship Education Oversight Group of planned development.

Department to develop programme in liaison with professional services as follows

PROGRAMME DEVELOPMENT ACTIVITY
Supported by APSE with advice from AMRC-TC on ESFA compliance aspects
Mapping of provision/delivery against KSBs in Standard
Consider assessment/EPAO
Meeting Maths/English requirements
Learning support/employer liaison and monitoring arrangements

BUSINESS PLANNING AND VIABILITY CHECK
Supported by P&I/Finance

DETAILED COSTING PLAN
for each employer (instance/cohort) supported by P&I

PROFESSIONAL SERVICES CONSULTATION ON NEW PROGRAMME PROPOSAL FORM
(Part A)

PROGRAMME APPROVAL
-Full approval
by Department and Faculty (Part B)
by Learning and Teaching Committee
by Senate
Reported to Apprenticeship Education Oversight Group

Work with professional services on operational issues

Readiness to deliver and operational set-up by department and prof services

Final approval by Senate
Letter of confirmation for ESFA

INITIAL ADVICE ON ESFA FUNDING REQUIREMENTS/APPRENTICE NOS ETC
supported by AMRC-TC

BID TO ESFA AND INITIAL CONTRACT ACTIVITY
Supported by AMRC-TC
Bid to ESFA for additional apprentice numbers in the case of non-levy paying employers
Initial contracts advice provided/advice on tendering process/advice on employer liaison

Employer liaison and contract-related due diligence/risk assessment

Ensuring on compliance with ESFA and other requirements for apprenticeships

Contract drafting and negotiation

Approval and signature of agreement with employer and commitment statement with apprentice

KEY
Green: supported by APSE
Cream: supported by P&I
Blue: supported by AMRC-TC
Pink: supported by a range of Professional Services including the Student Administration Service and Admissions