

Apprenticeship Quality Assurance Sub-Committee

The Academic Standards Committee (ASC) has delegated responsibility for oversight of the School's apprenticeship provision to the Apprenticeship Quality Assurance Sub-Committee (AQASC). The AQASC is responsible for the management, development and delivery of apprenticeship provision at the NFTS including overall performance, agreeing Key Performance Indicators, compliance, financial arrangements and quality assurance, as set out in these Terms of Reference.

ASC retains oversight of the quality assurance of apprenticeships through receiving the minutes of each meeting of the AQASC, and through receiving an annual self-assessment report from the AQASC on the quality, standards and compliance of apprenticeships and its recommended priorities for continuous enhancement and mitigating risk in the following year.

The Chair of AQASC will report to Audit Committee regularly on any risks arising from the School's apprenticeship provision.

Frequency

The AQASC will meet at least three times per year.

Review

The AQASC shall review its performance annually.

Terms of Reference

The AQASC is responsible for:

1. Considering and approving proposals for the introduction of new or withdrawal of existing apprenticeship programmes.
2. Maintaining oversight for the closure of any apprenticeship programmes, ensuring that any required teach out complies with relevant external requirements and mitigates risk to students and the School.
3. Ensuring that we operate within the terms and conditions of our 'Apprenticeships Provider Agreement' – our agreement with the DWP for payment to carry out apprenticeship training.
4. Ensuring compliance with the Ofsted Audits, DWP Financial Audits and the Apprenticeship Training Provider Accountability Framework and Specification.
5. Regularly reviewing updates to apprenticeship standards and ensuring timely operational implementation of any changes.
6. Receiving updates on changes to Government policy or external compliance arrangements with respect to apprentices and considering the implication of these for the School's provision.
7. Receiving data regularly relating to the matters below and investigating any arising matters of concern:
 - recruitment; attendance; retention and progression
 - Qualification Achievement Rates
 - feedback from students and employers

- learners' destinations
 - Tutor lesson observations
 - Equality, diversity and inclusion
8. Approving and monitoring Key Performance Indicators relating to the School's apprenticeship provision.
 9. Reviewing and approving the Self-Assessment Report (SAR) and Quality Improvement Plan (QIP) for reporting to ASC.
 10. Approving policies and procedures relating to the quality assurance of apprenticeships, including the Apprenticeship Quality Policy.
 11. Monitoring complaints from apprentices or employers for reporting to ASC.
 12. Monitoring the conduct of apprentices in respect of their behaviour whilst in learning for reporting to ASC.
 13. Monitoring the fitness to study and safeguarding of apprentices for reporting to ASC, and any health and safety incidents or concerns.

Membership

Ex-officio

- Registrar (Chair)
- Director of Curriculum
- Apprenticeships Manager (Secretary)
- Prime Video Craft Academy Programme Manager
- External apprenticeship adviser
- Quality Assurance Manager

In Attendance

- Quality Assurance Officer
- Apprenticeship Coordinator(s)
- Other relevant staff from academic or professional services to attend by invitation
- Employers to attend by invitation

No member shall be entitled to appoint an alternate.

The AQASC shall be deemed quorate when a majority of members are present.

All members have one vote with the Chair having a casting vote.

Meetings shall be called by the Chair of AQASC and members will be given at least seven clear days' notice before the meeting. The Secretary to AQASC shall keep minutes of all meetings and copies of minutes will be available on request to all students and staff.

Conflicts of interest

Declarations of interest shall be a standing item on the agenda and all members will be requested to declare any interests they may have in relation to any items on the agenda.

Once a sub-committee member declares an interest in a matter before the committee, it will be dealt with in accordance with the School's [Conflict of Interest policy](#)