

**INTEGRATED DEGREE APPRENTICESHIPS  
REVALIDATION AND VALIDATION P**





### *External representatives' attendance at events*

As work-based learning is a key feature of Degree Apprenticeship programmes, external representatives (e.g. employers, sector representatives) should be present at a validation/revalidation event in order that the Panel can question them directly about the programme.

## **PROCEDURES**

### *Pre-Event*

#### *Documentation*

Documentation must be provided by the College by the due submission deadline (three weeks prior to the event date). The Panel will receive:

- Minutes of the internal validation event held at the College with a series of action points which should have been completed
- Programme document (**for Revalidation only** to include a review of the delivery, quality and standards of the programme over the last five years)
- Mapping document against the Knowledge, Skills and Behaviour (KSBs)
- Link to the Apprenticeship
- Degree Apprenticeship Strategy document
- Mentor Guidance
- Apprenticeship handbook (including the delivery plan and the End Point Assessment Plan)
  
- Programme Specification

AQSC may raise with the College at this point issues for clarification or resolution prior to the event.

Panel members will also receive a template on which to identify the main points of discussion.

This is to ensure that the Panel can discuss the programme in detail and identify any issues that need to be addressed.

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### *Final approval*

The AQSC representative is responsible for providing an initial check on whether the conditions of the revalidation/validation have been met, and will advise the Panel members accordingly when circulating the revised documentation. The Panel will confirm whether or not the Conditions have been met. Following this, the programme will be submitted for **final approval** to the Director of Quality Assurance and Enhancement, who has delegated authority from Senate.

If, following consideration by the Panel of the revised documentation, there remain substantive issues with the programme, which need wider discussion within the University, these may be referred to the Chair of the Regional Partner Teaching Committee (RPTC) for wider consideration.