<FACULTY NAME>

<department/school/partner name>

**This agenda should be used where Oxford Brookes is the main provider**

Agenda of approval panel meeting being convened to consider:

<**Award title(s)**>

<**Apprenticeship standard title(s)>**

to be held on <**date**> at <**time**> in <**location**> (if the meeting is to be held remotely, give the link to the online meeting)

Programme

|  |  |
| --- | --- |
| <Time\*> | Private panel meeting, to set the agenda for the meeting.It is recommended that you allow about one hour for this meeting, to ensure you capture all the issues that panel members wish to explore during the day. |
| <Time\*> | Discussion with Programme Development Team to cover the following:Give outline of areas to be covered in this meeting, depending on the nature of the proposed programme – you may find it helpful to structure the agenda around the criteria for programme approval as set out in the APQO [Guidance for the Conduct of Approval Panels](https://www.brookes.ac.uk/asa/apqo/quality-and-standards-handbook/programme-design-and-approval/forms/) (G2.3):* Compliance with ESFA funding requirements: at least 20% off the job training; end point assessment arrangement; onboarding and initial assessment of prior learning
* Curriculum design and intent - mapping against Knowledge, Skills and Behaviours set out in the relevant apprenticeship standard; building on prior learning, setting high standards (ambition) and enabling progression, and preparing apprentices for the next stage in their career or education; developing skills that meet the needs of employers and the sector/industry.
* Opportunities for apprentices to develop and progress in their careers, and how this is embedded in their learning (and extra-curricular activities)
* Learning and teaching - sequencing teaching of knowledge and skills to build on what has been learned and enabling learners to see links between different areas of the curriculum and its application in the workplace
* Assessment - how is assessment structured around KSBs and used to embed knowledge and enable apprentices to use their skills; are the assessments specific to the role and reflecting recognised current practice; link between assessments and EPA
* Monitoring progress against KSBs and readiness for EPA.
* Student support, inclusion/British Values (how embedded in the learning experience), and safeguarding, do the support materials reflect current standard/industry practices?
* Employer engagement - tripartite meetings, comms
* For revalidations: retention, withdrawal and achievement rates on the programme (key ESFA performance indicators)
* Learning resources - including the subject expertise of teaching and technical staff,and their knowledge/experience of delivering apprenticeships
* Programme management, incl. consideration of admin resource to cover ESFA requirements whilst on programme e.g. monitoring off the job training, setting up tripartite meetings, processing withdrawals and breaks in learning, use of Aptem (centralised apprenticeship management system)
* The online learning environment (for distance learning programmes)
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| <Time\*> | Lunch (if necessary) |
| <Time\*> | Discussion with <names> to cover the following: |
| <Time\*> | Private panel discussion, to draw conclusions.Allow sufficient time for this meeting |
| <Time\*> | Feedback to the Programme Development Team. |
| <Time\*> | End of meeting |

*\*These timings are approximate.*

For online meetings, ensure you allow time for comfort breaks during the day.

Panel Membership

|  |
| --- |
| **Chair:**  |
| Name  | Job title and Faculty name  |
| Internal panel members:  |
| Name  | Job title and Faculty name |
| Name | Job title and Faculty name |
| External panel member: |
| Name | Job title and institution |
| **Panel Officer:** |
| Name | Quality Assurance Officer, APQO |
| **Panel Secretary:** |
| Name | Job title and Faculty name |
| **In attendance:** |
| Name | Job title\* |

\*Please tailor list as necessary – if other members of staff will be in attendance with the Panel, please ensure it is clear in what capacity they are attending the event.

Programme Team

|  |  |
| --- | --- |
| Name | Programme Lead |
| Name | Liaison Manager |
| Name |  |
| Name |  |
| Name |  |

Please tailor the list as necessary – only list those who will actually be attending the event to meet with the panel.

**Panel members should be provided with the following documentation at least two weeks before the approval meeting:**

* Submission document
* Programme handbook
* Employer handbook
* Programme specification
* Module descriptors
* EPA module descriptor
* Relevant subject benchmark statements, professional standards, and other important reference points used by the PDT
* Mapping to apprenticeship standard
* Guidance note G2.3 on the Conduct of Approval Panels
* Link to relevant sections of the Quality & Standards Handbook