**De Montfort University**

**Apprenticeship validation**

**Validation of <programme title>**

**Final report**

**Date of validation**

**Basic programme information**

|  |  |
| --- | --- |
| Academic programme title | <add here if applicable> |
| Award, including exit awards | <add here if applicable> |
| Name of apprenticeship | <add here – as per the apprenticeship standard> |
| Type of apprenticeship | <add here – e.g. non-integrated, integrated > |
| Mode(s) of study | <add here> |
| Faculty | <add here> |
| Programme Management Board | <add here> |
| Location of delivery | <add here> |
| Date of first intake | <add here> |

**Validation panel:**

|  |  |
| --- | --- |
| Chair | Name and job title, faculty |
| External panel member | Name and job title, institution or workplace |
| Employer representative | Name and job title, workplace |
| Academic representative | Name and job title, faculty |
| Department of Academic Quality  | Name and job title |
| Apprenticeship/learner representative | Name and role, faculty (if relevant) |
| Library and Student Services | Name and job title |
| Servicing officer | Name and job title, faculty |
| Other panel members  | As appropriate, e.g. representative from DegreeApprenticeship Unit |

**Section A Checklist**

The panel confirms that the programme adheres to the following quality assurance requirements. (Please note that this checklist may not be completed fully at the time of validation, as conditions/required actions may be set which relate to these requirements, but should be fully completed once any relevant conditions/required actions have been met.)

|  |
| --- |
| The programme has been designed with appropriate reference to the knowledge, skills and behaviours/occupational duties of the relevant apprenticeship standard, and these have been mapped to programme outcomes  |[ ]
| The programme has been designed to ensure that learners are suitably prepared for their End Point Assessment (EPA) |[ ]
| Where the End Point Assessment is integrated as part of the module credits of the academic programme, this conforms both to the requirements of the apprenticeship assessment plan and the requirements to gain a DMU award |[ ]
| Zero-credit functional skills (English and Mathematics) modules have been included in the programme structure for DMU-delivered apprenticeships |[ ]
| The programme has been designed with appropriate reference to the relevant external benchmarks in programme design and delivery, including (but not exclusive to) QAA subject benchmark statements/characteristics statements; Office for Students sector-recognised standards; PSRB requirements |[ ]
| Mapping of programme outcomes against QAA subject benchmark statement (where applicable) and Office for Students sector-recognised standards is complete |[ ]
| Mapping of module outcomes against programme outcomes is complete |[ ]
| The programme conforms to the design requirements for standard DMU block delivery (unless exempt). If exempt the panel has received confirmation of this from the faculty. (NB – apprenticeships may be delivered in a block pattern which differs from the standard DMU block delivery pattern) |[ ]
| There has been appropriate external input into the programme design |[ ]
| Appropriate consideration has been given to equality issues and an approved Equality Prompts has been provided |[ ]
| An approved Enhanced Learning through Technology (ELT) checklist has been provided |[ ]
| An approved Library requirements form has been provided |[ ]

Please provide any context/additional information about items on the checklist here, if required.

**Section B Outcomes**

**Approve/Not Approve:**

**Length of approval:**

|  |  |  |
| --- | --- | --- |
| **1** | **Conditions of validation** | **Deadline** |
| 1.1 |  |  |
| **2** | **Mechanism for approval**Documentation produced in response to the conditions should be submitted to the servicing officer in the first instance, for transmission to the panel. |
| **3** | **Required actions** | **Deadline** |
| 3.1 |  |
| **4** | **Recommendations** |
| 4.1 |  |
| **5** | **Commendations or observations** |
| 5.1 |  |

**Section C Brief commentary**

(Sufficient to provide context to the outcomes listed in section B, by showing how the panel arrived at the conditions, required actions, recommendations and commendations/observations)

**Section D Authorisation of report**

|  |  |
| --- | --- |
| Approved by chair | <add date> |
| Approved by panel | <add date> |
| Circulated within faculty | <add date> |
| Filed within faculty | <add date> |
| Sent to daq@dmu.ac.uk | <add date> |
| Sent to PSRB, if applicable | <add date> |