



University of  
**Nottingham**

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# External Examiner Training: Degree Apprenticeship Programmes 2022



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# Welcome

Emma Weston – Academic Director for Degree Apprenticeships





## Overview

- What is a degree apprenticeship and our provision at Nottingham
- How links to external examiner duties
- Annual report
- Ofsted





# Degree Apprenticeships

Sian Masson – Faculty Apprenticeship Operational Manager: Science





# What is a degree apprenticeship?

Occupational standards and End-point assessments are designed by employers

Combines paid work with a programme of academic study – funded by the employer, no cost to the apprentice

Apprentices continue to earn throughout the programme including the time they spend learning off-the-job

Individual learning plans which take in to consideration things such as; prior learning, contracted hours and learning differences

Minimum 20% off-the-job (OTJ) to dedicate to developing themselves as a professional, enabling them to focus on advancing their skills and knowledge.

Blended/hybrid learning experience including face to face online and in person sessions (day release, block release, tutorials, vidcons)

Develop the necessary skills and hands on experience – applying the learning in the workplace

Gain a bachelors or masters level qualification





# Apprenticeship Programmes

## Integrated

- Advanced Clinical Practitioner (Health)
- Architect
- Advanced Clinical Practitioner (Veterinary)
- Data Scientist

## Non-integrated

- Senior Leader
- Laboratory Scientist
- Bioinformatics Scientist
- Electro-mechanical Engineer



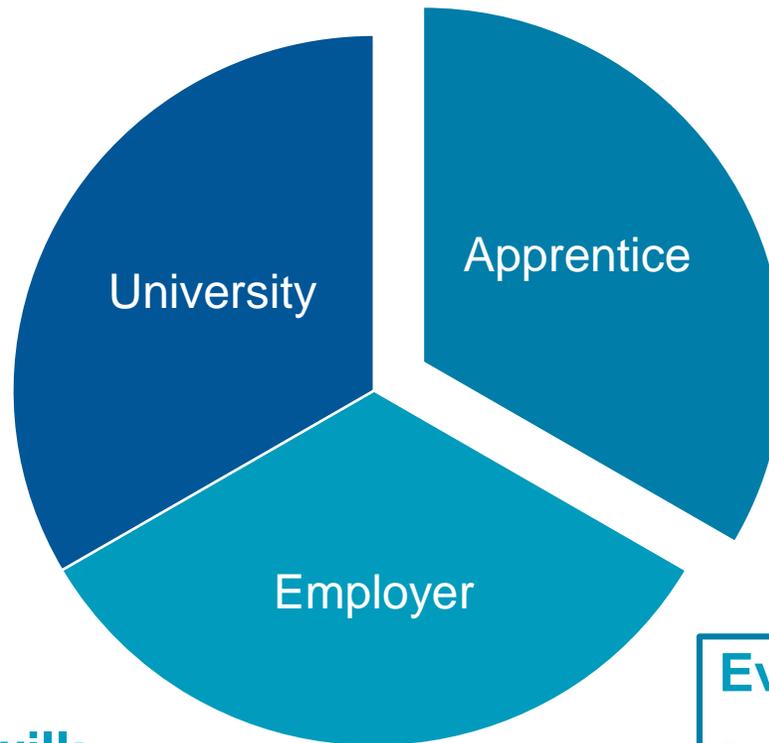
# Roles and responsibilities

## The university will:

- Provide a learning environment that allows the apprentice to learn safely.
- Lead on the tripartite reviews

## The employer will:

- Provide a working environment that allows the apprentice to work and learn safely
- Provide the apprentice with the on the job knowledge, skills, and experience needed to complete the apprenticeship



## The apprentice will:

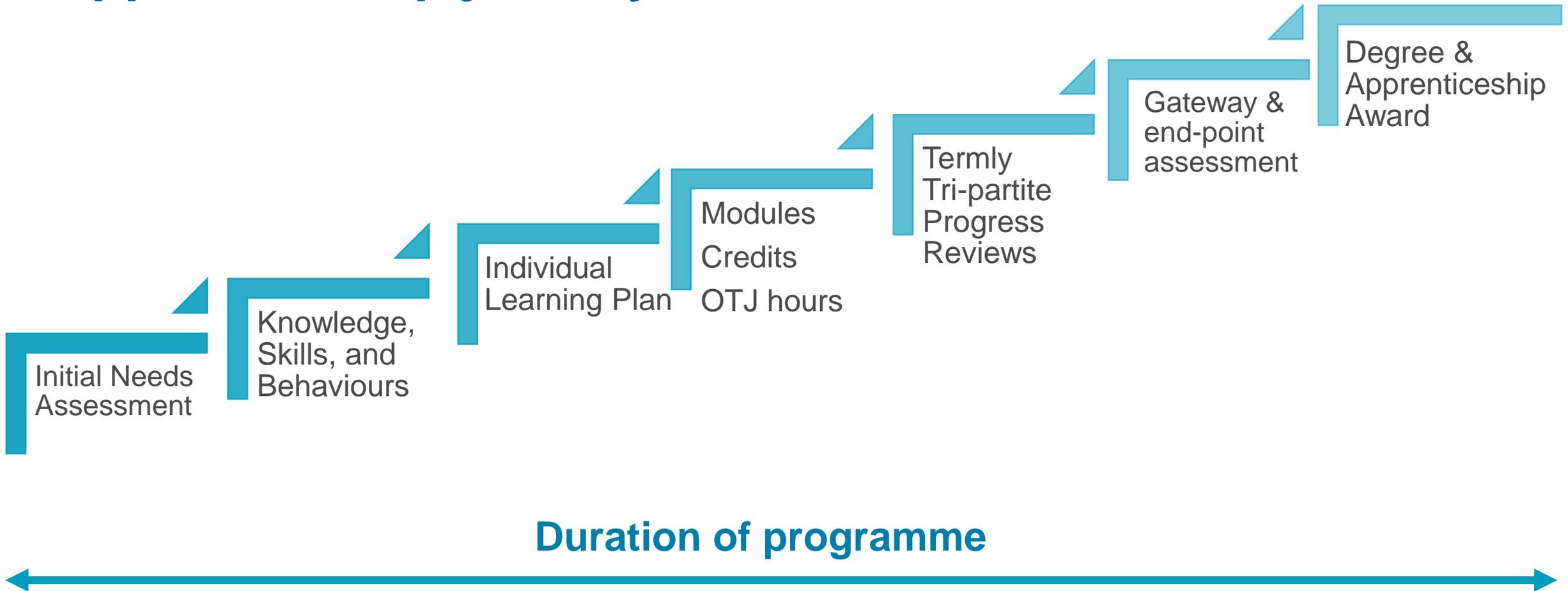
- Manage their own learning with support from employer and academic mentors
- Participate in course feedback and apprenticeship evaluation

## Everybody's responsibilities:

- Meet targets and deadlines set out in the ILP
- Work with each other to meet 20% OTJ requirements for the apprentice
- Participate in tripartite reviews
- Inform all parties about changes in circumstances



# Apprenticeship journey overview





# Gateway & EPA

## Gateway

- An assessment of the apprentice's readiness to undertake the end-point assessment (i.e. developed all of the necessary knowledge, skills, and behaviours and evidence is logged in Aptem)
- All three parties (apprentice, employer, university) need to agree that the apprentice is ready for the EPA.

## End Point Assessment - Integrated

- The final module(s) will be the end point assessment
- There are specific EPA assessment elements dictated in the EPA plan
- Confers the final apprenticeship grade

## End Point Assessment – Non-integrated

- Carried out by an external end-point assessment organisation
- There are specific EPA assessment elements dictated in the EPA plan
- Confers the final apprenticeship grade

More information can be found on the specific assessment plans and apprenticeship standards.



# External Examiner Duties

Sonya Stone – Faculty Director Apprenticeships: Medical & Health Sciences



## What is your job as an external examiner (where do you fit in)

Largely the same role as an EE for a non-apprenticeship programme.

Assessments will be verified in the usual manner, but you should be aware that elements may be mapped to the apprenticeship standard KSBs in addition to degree learning outcomes.

The curriculum for apprenticeship programmes may be designed in such a way that the KSBs and learning outcomes are the same.



## Moderating modules

Grading should be moderated in the usual manner for degree provision.

When assessments are mapped to the KSBs, or apprentices are asked to incorporate or reflect upon their development against the KSBs, tutor feedback may mention this. As EE you may wish to make specific comment about the quality of this feedback.





## Moderating EPA modules for integrated programmes

EPAs are assessed by Independent assessors and, in integrated programmes, account for credits of the degree award.

There is a specific assessment plan defined in the apprenticeship standard EPA plan and so assessments may consist of various elements and grading criteria may be different to those used in other parts of the programme.

The internal moderation process of EPA module assessments is rigorous and as EE you will be asked to moderate and verify the outcomes for the purposes of the degree.



# Annual Report

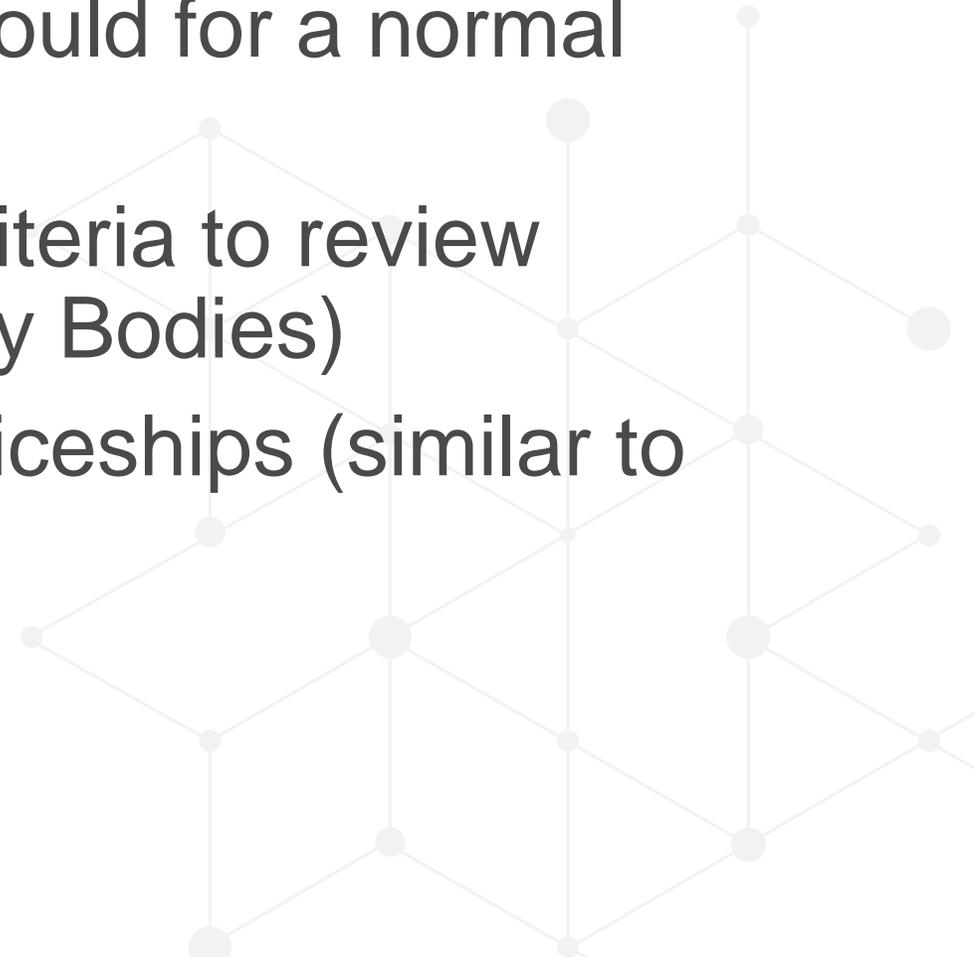
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## How to complete your annual external examiner report

- You complete most sections as you would for a normal degree programme remit
- Some of you may also have PSRB Criteria to review (Professional Statutory and Regulatory Bodies)
- There is a specific section on Apprenticeships (similar to 2021)





# Apprenticeship Programmes section

## Apprenticeship Programmes

50. Were you involved in the review of an Apprenticeship Programme? \*

No

51. Overall, were apprenticeship learners' achieving and progressing in line with the requirements of the apprenticeship (either standalone or as part of a mixed cohort)? \*

No

52. If you stated 'No', or wish to expand on your answers in this section, please use the box below: \*

n/a

Enter your answer

Q50. Were you involved in the review of an Apprenticeship Programme? **Yes/No**

Q51. Overall, were apprenticeship learners' achieving and progressing in line with the requirements of the apprenticeship (either standalone or as part of a mixed cohort)? **Yes/No**

Q52. If you stated 'No', or wish to expand on your answers in this section, please use the box below:



## **Q51. Overall, were apprenticeship learners' achieving and progressing in line with the requirements of the apprenticeship (either standalone or as part of a mixed cohort)?**

Academic progress (%) against the modules is the first indicator

Mixed cohorts look at samples (mix of both), any differences?

Apprenticeship is the development of KSBs (and then finally the EPA)

Mapping of the KSBs outlines what progress is made against the apprenticeship standard (in each module and overall), discuss with the programme team.

If you are meeting apprentices ask them too

If you have workplace links or input please contribute

If the EPA module is included in your scope this year, you may wish to comment on final outcomes with respect to the apprenticeship award



**Q52. If you stated 'No', or wish to expand on your answers in this section, please use the box below:**

Please add comments here in relation to the cohort, general progress of the apprentices, progress against the KSBs and Apprenticeship Standard. Or if you have associations or reflections on studying integrating into the workplace

Comments would be very welcome to support our QA, and identification of strengths and plans for development.



## Ofsted

- Since April 2021 the quality of 'degree-level' apprenticeship programmes in the UK (up to the point the learner starts the EPA) are regulated by Ofsted.
- Quality Assurance Agency (QAA) quality assure EPAs from 2022.
- Unlikely Ofsted will engage with external examiners but your annual report could be reviewed.
- Safeguarding and Prevent training will be offered if you are interested in completing this. It is only mandatory if you plan to speak to apprentices unaccompanied. Accessed from our online central course provision (using your UoN username).



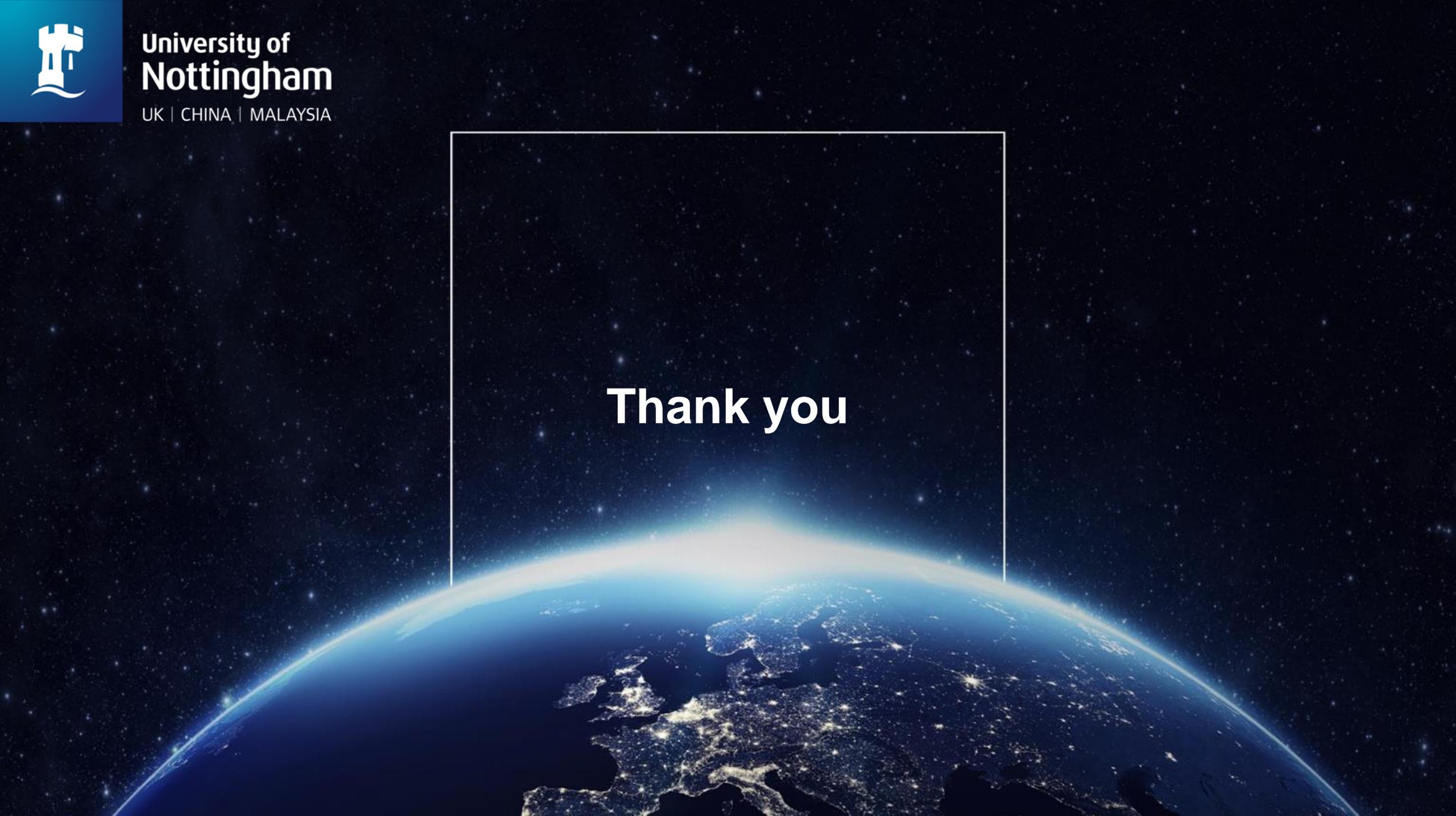
## Next Steps

- We will provide a recorded version of this session
- Use the guidance document for reference and discuss as required with your programme director or designated exam correspondent
- Safeguarding and Prevent training as required
- If you have questions please ask, at any time and before completing the annual report.
  
- You will receive usual external examiner communications via our central teams including the link to the annual examiner report



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A photograph of the Earth from space, showing the curvature of the planet and city lights at night. The sun is visible on the horizon, creating a bright glow. A white rectangular border is superimposed over the image.

**Thank you**