**INSPECTION OF FRANCHISEE - DEGREE APPRENTICESHIP**

**To be carried out by the Associate Dean, Learning and Teaching or nominee annually.**

**To be attached to the Annual Programme level Review report.**

**(Annual Programme level Review reports will be scrutinised by the Collaborative Provision Strategy Group.)**

This process fulfils the requirement of the Apprenticeship Funding and Performance-Management Rules for Training Providers that a programme of quality-assurance checks on the apprenticeship training and on-programme assessment provided by delivery subcontractors be carried out, including visits at short notice and face-to-face interviews with staff and apprentices. This requirement is in addition to, and complements, the University’s own quality assurance and enhancement processes.

It is expected that franchisees will be informed of the inspection process by the School and given sufficient notice of visits or observations to ensure that they are aware of them taking place and are able to receive visitors. It is not expected that visits or observations will require significant notice or any preparation on the part of the partner organisation.

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| **Inspection of** **Date/s**  |
| **Carried out by**  |
| **Nature of inspection (tick when done and as appropriate):****NOTE: ALL ITEMS ARE ESSENTIAL**

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| **Check on number of students enrolled**  |  |
| **Check on eligibility of students enrolled**  |  |
| **Visit to partner premises** |  |
| **Observation of training / teaching at partner premises AND/OR** |  |
| **Observation of online training / teaching** |  |
| **Observation of assessment at partner premises AND/OR** |  |
| **Observation of online assessment** |  |
| **Observation of tutoring / mentoring at partner premises AND/OR** |  |
| **Observation of tutoring / mentoring online** |  |
| **Face to face interviews with staff AND/OR** |  |
| **Interviews with staff via video conference** |  |
| **Face to face interviews with students AND/OR** |  |
| **Interviews with students via videoconference** |  |
| **Other (please describe)** |  |

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| **Do students exist and are they eligible?** |  |
| **Is there any change to the partner’s premises and facilities since the provision was initially approved? Are they still fit for purpose?** |  |
| **Is the teaching / training taking place as expected and in line with programme requirements as set out in programme and module specifications? Please comment on any anomalies.** |  |
| **Is assessment taking place as expected and in line with programme requirements as set out in programme and module specifications and Aston regulations? Please comment on any anomalies.** |  |
| **Is tutoring / mentoring training taking place as expected and in line with programme requirements? Please comment on any anomalies.** |  |
| **Please comment on any matters raised by staff** |  |
| **Please comment on any matters raised by students** |  |
| **7. Any other matters for consideration:** |  |
| 1. **Items to take forward and how they will be addressed:**
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FML/LAP/Degree Apprenticeship Collaborative/Guidance2018