

Operational Framework for Collaboration with Partner Apprenticeships

This document outlines the main considerations which should be included in any collaborative agreement between ULaw and another institution / organisation including how responsibility for the programme is allocated, how the arrangement will be managed, and the quality assurance procedures which should be followed. It has been drafted as a table to enable easy completion for any given arrangement. Under each main heading are suggested detailed areas for discussion and agreement with the partner organisation: the suggestions are not definitive and under each potential collaboration there will be specific points that will need to be discussed and agreed. However, all of the main issues must be discussed with the collaborative partner and agreed to enable the Legal team to draft an appropriate agreement to be signed by both



Handbook

Term of Agreement

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	Term of Agreement	ULaw - Responsibility (including name and role)	Apprenticeship Partner - Responsibility (including name and role)	Points agreed	Process used
	Who is responsible for scheduling examinations and all associated activity?				
	How will the security of examination (question and answer) papers be ensured?				
2.3	Marking and Results				
	Who will undertake all marking and moderation and checking of marks?				
	Who will assess all assessed work?				
	Assessment results are released to students as follows:				
	- <i>By which party and how</i>				
	- <i>Interim? Or only final, after Assessment Board?</i>				
	Who will be responsible for the liaison with External Examiners: <i>the samples of assessments, meeting students, annual reports , response to issues raised by EEs, attendance at Exam Boards (if Partnerships arrangement is overseas how will these processes work) ?</i>				
	Who will be responsible for convening any Assessment and Awards Boards?				

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	Who/which bodies will consider the documentation for the collaborative partnership and where will responsibility for approval lie?				
	Are there any PSRB / Funding Body requirements?				
	Does the partner institution/ organisation				

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	Who will be responsible for recruiting / allocating academic and administrative staff for this programme?				
	Who will the staff be employed and paid by?				
	Who will be responsible for appraisal of staff, review and development of staff?				

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	What is the arrangement for these students to access library / learning facilities:				
	- <i>Physical access?</i>				
	- <i>Online access?</i>				
	Who is responsible for any learning support needs and reasonable adjustments the students may have? How will this be delivered?				
	Have the students got any access to a student representative body? If so, what is it?				
	How will student / staff liaison groups work?				
	How will student feedback on the modules / units/ WBL / programmes be used to enhance the programmes and the student learning experience?				
	Will students need/expect to have membership of a professional body? If so how is this being organised?				
	Who will be responsible for Student Discipline process (informal and formal) and how will any Disciplinary actions be dealt with? Which regulations will be used?				
	Who is responsible for the Student Complaints procedure (informal and formal)? Which regulations will be used?				

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	Who is responsible for the action plan which arises from annual monitoring? Who will keep this under review and update throughout the proceeding academic year?				

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	ULaw will undertake an annual review of the business operation of the arrangement.				
	Amendments (major or minor) to the programme or any module must follow the Programme approval process (Q1 policy).				
	The process for terminating the programme, must include provisions for ensuring that all registered students can complete their programme and should include:				
	- <i>Student consultation</i>				
	- <i>Communication strategy – with current students and with any applicants</i>				
	- <i>Any transitional arrangements where the collaboration is being moved to another HEI/provider / organisation</i>				
	- <i>Teach out arrangements (including for deferred/intermitted students)</i>				
	The process for cancellation or closure i.e. the withdrawal of one iteration of a Programme must include:				
	- <i>Communication strategy</i>				
	- <i>Alternative arrangements for offer holders</i>				

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	The process and notification for Course Closure (termination of a programme) should be notified in the formal agreement / contract.				

This document should be signed and agreed by both parties:

ULaw Academic / Apprenticeship Lead

Completed by: Title:	
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