

Apprenticeships Steering Committee

1. Constitution

The Vice Chancellor's Executive has established a Committee known as the Apprenticeships Steering Committee (ASC), which reports into both the Student Success Board and the Partnerships Board.

2. Scope

2.1 The Apprenticeships Steering Committee is responsible for setting the strategic direction and overseeing the development, delivery, and continuous improvement of the University's apprenticeship provision.

2.2 The Apprenticeships Steering Committee ensures that apprenticeship programmes:

- Align with organisational strategic goals and priorities.
- Meet the requirements of industry, professional standards, and regulatory bodies.
- Contribute to student success and inclusive access to professional and technical education.

It also oversees the development of new initiatives and fosters strong partnerships with external stakeholders.

3. Membership

Ex Officio

- Chief Operating Officer (Chair)
- Deputy Vice Chancellor and Provost (Vice-chair)

Other Members

- Associate Director, Employability and Apprenticeships
- Head of Apprenticeships
- One representative per faculty (either Associate Dean Student Success, Faculty Operating Officer or Deputy Dean)

Other members may be appointed annually by the Chair.

4. Attendance at Meetings

At the discretion of the Chair, other staff who are not members of the Committee may be invited to attend on an ad hoc basis for specific items where their attendance will inform and support the Committee's work.

5. Frequency of meetings

5.1 The Committee shall normally meet three times per year.

5.2 The Chair may call additional meetings as necessary.

6. Delegated Authority

The Apprenticeships Steering Committee is authorised by the Student Success Board and Partnerships Board to:

- Approve strategic priorities for apprenticeship development and delivery.
- Recommend new apprenticeship programme proposals for University-level approval.
- Approve apprenticeship-specific operational policies and procedures within the framework set by institutional regulations and national requirements.

7. Other Duties

The other duties of the Apprenticeships Steering Committee shall be to:

- Monitor performance against apprenticeship KPIs and targets.
- Identify risks and mitigations relating to apprenticeship provision.
- Ensure alignment with the University's strategies on widening access and participation.
- Provide strategic oversight of compliance with external regulatory requirements (e.g., Ofsted, ESFA, OfS).
- Facilitate cross-university collaboration to enhance apprenticeship provision
- Have particular regard to the importance of freedom of speech and academic freedom in the Committee's business, acting in accordance with the commitments in the University's [Freedom of Speech Code of Practice](#).

8. Standing Orders

The Committee must adhere to the [Standing Orders for Academic and Executive Committees](#).

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