Apprenticeship Compliance Sub-Committee (ACSC)
Membership and Terms of Reference for Academic Year 2022/23

Reporting to

- Education and Experience Committee (EEC)
- Growth and Diversification Committee (G&DB)

Frequency of meetings

Every six weeks

The ACSC Officer will schedule all ACSC meetings by August for the upcoming academic year via qae@uel.ac.uk.

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Circulation of minutes from the previous meeting (Chair)	Circulation of minutes from the previous meeting (All members)	-	Call for papers	Circulation of papers and agenda / Confirm quoracy	**ACSC meeting** / Confirmation of minutes from previous meeting

Upon confirmation of the minutes, a copy should be sent to the Officer for the Education and Experience Committee (Deirdre Larkin – d.larkin@uel.ac.uk).

Membership

The following staff are invited to all ACSC meetings and attendance affects quoracy. Members are invited as required attendees.

Role	#	Member	Job Title	School/Service
Chair	1	Richard Harty	Dean of School	School of Education and Communities
Officer	2	Charles Nyanzi	Quality Assurance and Enhancement Officer	Quality Assurance and Enhancement
Sub-Committee Member	3	Louis Clark	Quality Manager (Apprenticeship Compliance)	Quality Assurance and Enhancement
	4	Daljinder Hopal	Acting Head of Employer Partnerships and Apprenticeships	Employer Partnerships Office
	5	Charlie Goodings	Acting Strategic Employer Partnerships and Apprenticeships Manager	Employer Partnerships Office

Sub-Committee Member	6	Laura Ansah	Apprenticeships and Employer Engagement Managers	Employer Partnerships Office
	7	Hadleigh Miles Efrain Solorio		
	8	Thomas Morris		
	9	Manish Madhoo		
	10	Saadiya Ahmad	Directors of Careers and Enterprise (or nominee) [for Schools holding apprenticeships]	Royal Docks School of Business and Law
	11	Yasir Imran		School of Architecture, Computing and Engineering
	12	Kathryn Kraft *Cluster Lead (Global Development Politics and Sociology)*		School of Education and Communities
	13	Robert Waterson *Dean of School*		School of Health, Sport and Bioscience
	14	Ian Porton *Assistant Registrar*	Academic Registry nominee	Academic Registry
	15	Jane Murphy *Associate Professor (Practice Learning)*	Safeguarding Advisory Group nominee	School of Health, Sport and Bioscience

Quoracy: 50% (7 members)

Invitees

The following staff are invited to all ACSC meetings and attendance does not affect quoracy. Invitees are invited as optional attendees.

Job Title	School / Service / Organisation	Current Invitees	
Heads of Department *(which hold apprenticeships)*	All Schools	*Vacancy*	Allied and Public Health
		Richard Courtney	Business, Entrepreneurship and Finance
		Aaron Kans	Computer Science and Digital Technologies
		John Macklin	Education and Community Development
		Fawad Inam	Engineering and Construction
		Jim Keenan	Law, Policing and Justice (Babcock)
		Vacancy	Nursing

Apprenticeship Course Leaders (or Nominees)	All Schools	Susannah Pickering-Saqqa	L4 Corporate Responsibility and Sustainability Practitioner
		Miriam Mukasa	L4 Digital Accessibility Specialist
		Georgina Cox	L5 Nursing Associate (NMC 2018)
		Pamela Jeffrey	L6 Chartered Manager
		Sarah Catmur	L6 Civil Engineer / L6 Civil Engineering Site Management / L6 Geospatial Mapping and Science Specialist
		Jillian Pride	L6 Midwife (NMC 2019)
		Niall Fitzpatrick	L6 Occupational Therapist
		Barbara Catwell	L6 Physiotherapist
		Alexander Izod	L6 Podiatrist
		Ruwan Uduwerage-Perera	L6 Police Constable
		Hayley Edwardson Steph Messner	L6 Public Health Practitioner
		Stephen Thompson	L6 Registered Nurse (NMC 2018)
		Nigel Godfrey	L6 Youth Worker
		Aniqa Khaliq Solomon Zewolde	L7 Academic Professional
		Liz Aylott	L7 Senior People Professional
		Meera Tiwari	L7 Sustainability Business Specialist
Apprenticeship Managers, Officers and Coaches	All Schools	*Vacancy*	Royal Docks School of Business and Law
		Oluwole Oguntuga	School of Architecture, Computing and Engineering
		Vacancy	School of Education and Communities
		Jessica Richards Monica Nuzhat Emma Page Kelechi Unude	School of Health, Sport and Bioscience
Senior Finance Manager	Finance	Daniel Mensah	
Head of Data Reporting and Analytics	Strategic Planning	Helen Miles	
Risk Manager	Strategic Planning	Sadaf Sadegh-Vaziri	
Director of Talent Gateway	Employer Partnerships Office	Gulnara Stover	
Head of Quality Assurance	Quality Assurance and Enhancement	Helen Fitch	
Representatives from Academic Registry / Admissions	Academic Registry / Admissions	Zainab Khan	

External Representatives from Partners	Babcock International Group; London Design and Engineering UTC	Ghulam Abbas Sharna Rolle	London Design and Engineering UTC

Terms of Reference

1. To develop, embed and maintain high-quality standards of consistency and compliance with Ofsted and ESFA requirements for all apprenticeships delivered by UEL:

    a. Receive and monitor course-level monitoring reports (CMP).

    b. Receive, monitor and approve the SAR.

    c. Receive, monitor and approve apprenticeship standard curriculums.

    d. Receive, monitor and approve practices and processes.

    e. Receive and monitor learner and employer feedback and course-level responses.

2. To support the effective development of policy and procedures to ensure that they meet and respond to Ofsted/ESFA monitoring and inspection visits and audits:

    a. To ensure that the institutional self-evaluation report responds to Ofsted/ESFA feedback.

    b. Development and monitoring of necessary Quality Improvement Plans.

    c. Development of logistical arrangements for Ofsted and ESFA audit visits.

    d. Developing compliance-related training activity across UEL Schools, including for apprenticeship course leaders.

    e. Developing best practice for the collection of evidence packs for ESFA, Ofsted and DQB.

    f. To ensure that accurate apprenticeship data is collected and reported.

    g. To monitor apprenticeship student-facing documentation.

3. To make recommendations to the University Executive Board (UEB) to ensure that UEL's organisational structure and resource allocation supports Ofsted and ESFA compliance.

4. To monitor changes in national policy/requirements, assess how this will impact UEL's apprenticeship delivery and advise on the UEL response.

5. To provide updates to the Careers and Enterprise Committee, Education and Experience Committee, Growth and Diversification Board, Academic Board and Board of Governors on UEL's preparation for Ofsted visits and ESFA returns and audits as appropriate.

Cycle of Business

	Chair / Officer	Quality Assurance and Enhancement	Employer Partnerships Office
ALL DATES		• QIP updates • PDSAT reports	• Apprentice numbers • Income report • FRM report
Sep	• ToR/membership (draft)	• Apprentice Learner Experience Survey Outcomes • Changes to ESFA funding rules	• Employer Satisfaction Survey Outcomes (round 1)

Oct/Nov	• ToR/membership		
Dec		• SAR (draft)	• National Apprenticeships Week Plans
Jan/Feb		• SAR (final) • Ofsted readiness (logistics)	• Employer Satisfaction Survey Outcomes (round 2)
Mar			• National Apprenticeships Week Feedback
Apr/May		• 12-month apprenticeship validation schedule	
Jun		• Apprentice Learner Experience Survey KPIs	• Employer induction training for new academic year
Jul/Aug		• Safeguarding Training Registrations	