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 parties. It is vital that all terms of agreement meet the requirements of the QAA Quality Code, The University will not sign an agreement which does not meet the QAA Code requirements.

(If any of the sections are not applicable, please put N/A in the comment box)

	Term of Agreement	ULaw - Responsibility (including name and role)	Apprenticeship Partner - Responsibility (including name and role)	Points agreed	Process used
1.0	**Management of the Collaborative Agreement** The parties must determine how this collaboration will be managed:				
	Who will be responsible for the collaboration in each institution /organisation?				
	Will any joint Management Committee/Board be formed? How many will sit on that management Committee/Board?				
	What will the make-up of any Management Committee/ Board be? How many members from each institution /organisation? Will they be staff from Academic faculty, Senior Management,				

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	Human Resources, Administration, Marketing, Admissions?				
	How often will the Management Committee / Board meet? Where will these meetings take place?				
	What will the Terms of Reference be for the Joint Management Committee / Board?				
2.0	**Programme** Any programme cannot commence, or be advertised as running, until it has been formally approved. The following sections outline the main considerations to be agreed with any partner:				
2.1	**Programme Design and Delivery**				
	Who determines the Programme content?				
	How are the Programme needs determined?				
	Who will undertake any required market research into Programme content?				
	Who is responsible for designing the Programme?				
	Who will determine the Learning Outcomes for the Programme Specification?				

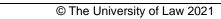|	Term of Agreement	ULaw - Responsibility (including name and role)	Apprenticeship Partner - Responsibility (including name and role)	Points agreed	Process used
	Who is responsible for delivering the Programme?				
	Who has overall responsibility for the student experience on the Programme?				
	What is the timeline for drafting the Programme?				
	What is the process for approval and QA of the programme design and who is responsible?				
	Are there any special design issues to be considered, e.g. online/face to face / WBL				
	Clarify the teaching delivery, such as weekly teaching, block teaching etc				
	- compatibility with other Programmes				
	- PRSB or Funding Agency requirements				
	Accreditation / Approval with an organisation outside of the UK				
2.2	**Assessment Regulations** Assessment regulations must be equivalent to those used by ULaw and must therefore be approved by ULaw if not developed by ULaw.				
	Which Assessment Regulations will apply?				

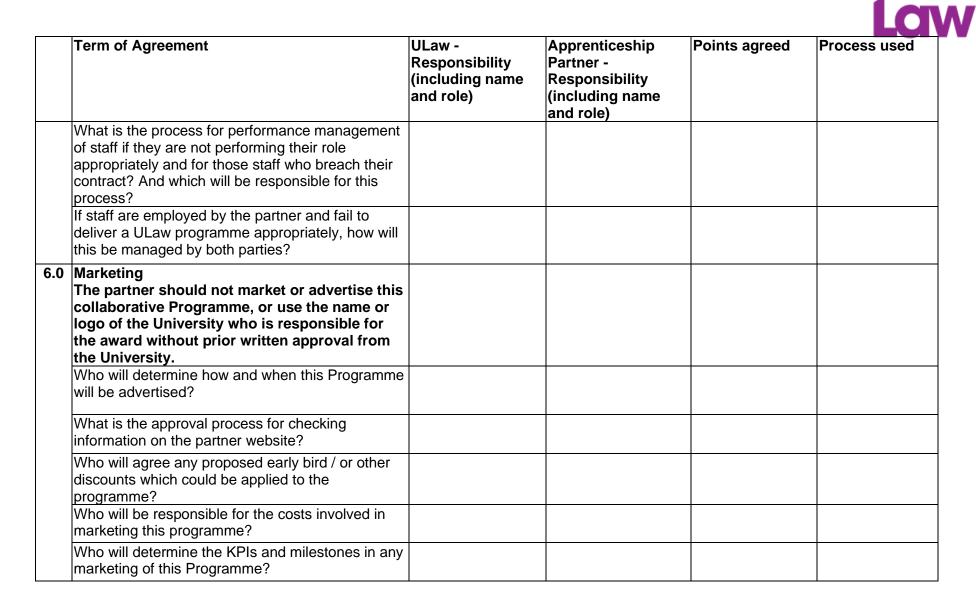|	Term of Agreement	ULaw - Responsibility (including name and role)	Apprenticeship Partner - Responsibility (including name and role)	Points agreed	Process used
	Will the ULaw Fit to Sit rule be followed? If not, how will extenuating circumstances be dealt with?				
	Who designs the assessment criteria?				
	How will the assessment criteria be approved?				
	Who is responsible for setting the assessment schedule for all assessment components within the programme, including resits?				
	Who is responsible for setting the following assessment tasks:				
	- *Exam papers*				
	- *Coursework (including presentations)*				
	- *MCQ and SAQ papers*				
	- *Scrutiny/review*				
	- *WBL assessments*				
	Who is responsible for printing/distribution of assessments?				
	What is the process for the moderation of assessment instruments?				
	Who is responsible for collection of assessments, including use of Turnitin (or equivalent) where relevant?				

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	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?				
	What is the process for the moderation of students' assessed work?				
	Assessment results are released to students as follows:				
	- *By which party and how*				
	- *Interim? Or only final, after Assessment Board?*				
	Who will be responsible for the liaison with External Examiners: *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) ?*				
	Who will be responsible for convening any Assessment and Awards Boards?				

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	Who will oversee concessions / extenuating circumstances and disability reasonable adjustments for assessments?				
	Who will determine the Terms of Reference, including membership and quorum, for Assessment Boards?				
	Who will be responsible for Transcripts being provided to students?				
	Who will be responsible for providing Certificates?				
	Who will arrange Graduation? Where is it anticipated Graduation will take place?				
3.0	**Programme Approval Process (Q1 Policy and protocols)** The programme is approved through a process agreed by both parties in order to satisfy the standard ULaw programme approval process. This process will include:				
	Documentation required, who is responsible for this and who will contribute to it?				
	Who/which bodies will consider the documentation for the academic programme and where will responsibility for approval lie?				

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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 have any external approvals or accreditations (e.g Country accreditations/approvals) they must comply with by a certain timeframe prior to the commencement of the programme?				
	Timescale and timelines for programme approval process				
	Who will be responsible for appointing and remunerating External Examiners?				
4.0	**Intellectual Property**				
	Who owns the IP for any of the material designed for the programme?				
	If one party owns the IP what rights, if any, does the other party have in the programme materials and content?				
5.0	**Management of staff in ULaw and the Partner for the Apprenticeship**				

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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, reviewing evaluation of staff delivery (TQEFs)?				
	Who will ensure all staff working on this programme comply with the following regulatory requirements as appropriate:				
	- *right to work*				
	- *Safeguarding and Prevent trained?*				
	Who will be responsible for ensuring there is no breach of the Modern Slavery Act in relation to staff employed on this Programme?				
	What induction, training and development for staff is required? How will this be provided and who is responsible for providing this?				
	What provision is there for ongoing staff training and development?				
	How will QA of staff take place? Management observations, Peer observations, PPDR / Appraisal, student evaluation forms?				

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	What is the process for performance management of staff if they are not performing their role appropriately and for those staff who breach their contract? And which will be responsible for this process?				
	If staff are employed by the partner and fail to deliver a ULaw programme appropriately, how will this be managed by both parties?				
6.0	**Marketing** **The partner should not market or advertise this collaborative Programme, or use the name or logo of the University who is responsible for the award without prior written approval from the University.**				
	Who will determine how and when this Programme will be advertised?				
	What is the approval process for checking information on the partner website?				
	Who will agree any proposed early bird / or other discounts which could be applied to the programme?				
	Who will be responsible for the costs involved in marketing this programme?				
	Who will determine the KPIs and milestones in any marketing of this Programme?				

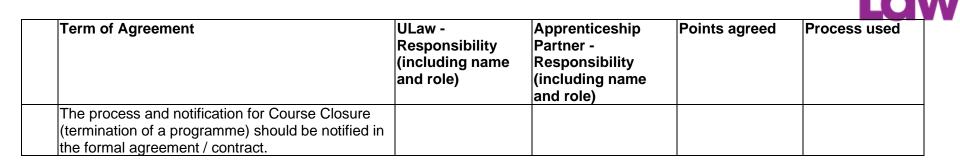|	Term of Agreement	ULaw - Responsibility (including name and role)	Apprenticeship Partner - Responsibility (including name and role)	Points agreed	Process used
	How will any marketing data relating to this Programme be collated and shared?				
7.0	**Student Recruitment, Enrolment and Admissions**				
	Which party will be responsible for Application administration?				
	Which party is responsible for fee collection? Will instalments be allowed? What will the sanctions be for late or non-payment of fees?				
	What are the entry requirements for this Programme? Have equivalents been determined? What will the IELTs requirements be?				
	Who will check student eligibility?				
	Who is responsible for checking and administrating the Visa process?				
	How will the Visa process link to the Admissions process?				
	How will applicants be informed of any 'offer' decisions made?				
	Are there any scholarships/ bursaries/ funding associated with the programme and how will this information be distributed to applicants?				
	What will the reporting process for Admissions be and how will all parties know who is responsible for which stage of the process?				

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	Will the conversion teams - agents need to be trained? If so, by who and by when?				
8.0	**Student Support** To comply with Q10 Partnerships, the student learning experience on any Programme accredited in any way by ULaw must be at least equal to the student learning experience all students (all modes) receive whilst at ULaw.				
	Who will be responsible for the formal Registration of students? This includes document verification, ID, qualifications etc.				
	What arrangements are in place for Induction? Where will it take place and who will organise and deliver it?				
	How will pastoral care and academic support (e.g. personal tutor) be delivered to these students?				
	Will students on an apprenticeship need any additional support?				
	What careers and employability support are the students entitled to and how will they access it?				
	What arrangements are in place for IT support? Who is responsible for ensuring this is in place? Is it available at limited times or 24/7?				
	What VLE will both parties use?				

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	What is the arrangement for these students to access library / learning facilities:				
	- *Physical access?*				
	- *Online access?*				
	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 will be responsible for the Student Academic Appeals Process? Which regulations will be used?				
	When the student is employed by the Partner who will be responsible for managing their performance and any complaints the student may submit about their employment conditions?				
9.0	**Quality Assurance** Monitoring and review processes will draw on a range of information and data including student and staff feedback, external examiner feedback, and assessment results.				
	Annual (and quarterly) monitoring will be undertaken through the following process:				
	- *Documentation required, who is responsible for this and who will contribute to it?*				
	- *Who/which bodies will consider it and where does the responsibility for the decision making lie?*				
	- *Any PSRB / Funding Agency requirements?*				
	- *Any country accreditation / approval requirements?*				

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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?				
	Periodic Review will be undertaken every 6 years. Who is responsible for this process?				
	How will Progression data be collected? How will this be shared between the two parties?				
	Student Surveys (internal / external):				
	- *Who will undertake these?*				
	- *Frequency?*				
	- *Content?*				
	- *Use of student survey returns?*				
	Are there any National surveys which should be engaged with? If so, who is responsible for doing this?				
	How will the parties review the content of the programme and the teaching, learning and assessment of the course?				
10.0	**Amendment, Termination Cancellation Closure of the Programme**				

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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:				
	- *Student consultation*				
	- *Communication strategy – with current students and with any applicants*				
	- *Any transitional arrangements where the collaboration is being moved to another HEI/provider / organisation*				
	- *Teach out arrangements (including for deferred/intermitted students)*				
	The process for cancellation or closure i.e. the withdrawal of one iteration of a Programme must include:				
	- *Communication strategy*				
	- *Alternative arrangements for offer holders*				

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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:	
Organisation:	
Date:	

Partner Organisation Apprenticeship Lead

Completed by:	
Title:	
Organisation:	
Date:	

Version history

Version	Amended by	Revision summary	Date
V1.0		Approval and publication	September 2017
V1.1	Senior Quality Officer	Change to the document coding convention	April 2020
V1.1	Registry Assistant	extension to term of approval of 2 years.	October 2021