

UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION

COMMITTEE STRUCTURE OF THE ACADEMIC BOARD

HIGHER AND DEGREE APPRENTICESHIP COMMITTEE

(Amendments to the version published previously are shown in italics.)

It is implicit that in exercising the powers delegated to it, or discharging the responsibilities assigned to it by the Academic Board, that within the limits of its authority, a committee or board of the Academic Board may require action to be taken by another committee or board of the Academic Board.

A QUORUM: 4

B TERMS OF REFERENCE

B.1 The Higher and Degree Apprenticeship Committee (HDAC) is responsible to the Academic Board for the University's provision of Apprenticeships, with respect to the Compliance, Education, and the Relationship between employers, apprentices, and the University.

B.2 The HDAC detailed terms of reference for 2021/22 are as follows:

- (A) To oversee and scrutinise the University's apprenticeship provision and be accountability for the strategies and mechanisms that maintain apprenticeship provision.
- (B) To formulate and make recommendations to the Academic Board concerning University policies, regulations, and strategies relating to apprenticeship provision.
- (C) To note and report recommendations to the Academic Board and Board of Governors on matters relating to apprenticeship provision by the University.
- (D) To monitor and review the performance and progress of apprentices and make recommendations to support their progression and completion.
- (E) To review feedback from apprentices and employers to make recommendations for improvements to apprenticeship provision.
- (F) To ensure the University meets the requirements of external regulation with respect to apprenticeships provision, specifically related to the requirements of Ofsted, ESFA, QAA and OfS.
- (G) To be accountable for the development, review and monitoring of the Ofsted Quality Improvement Plan and Self-Assessment Report.
- (H) To inform, advise and support the University and its Schools in preparing for external audit and inspection.
- (I) To review and monitor safeguarding arrangements for the University's apprenticeships provision, by way of reports from the Apprenticeship Compliance and Operations Steering Group and Apprenticeship Academic Strategy & Progression Group.

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Revised: 1 August 2023 (*membership updated to reflect title/role changes*)

- (J) To receive reports on safeguarding cases from the Apprenticeship Compliance and Operations Steering Group and Apprenticeship Academic Strategy & Progression Group.
- (K) To advise, inform and receive feedback from Apprenticeship Compliance and Operations Steering Group and Apprenticeship Academic Strategy & Progression Group on policies and procedures relating to apprenticeships, consulting and making recommendations to Committees and Academic Board as required.
- (L) To receive reports, including an Annual Report, from the Apprenticeship Compliance and Operational Strategy group concerning matters affecting apprenticeship compliance.
- (M) To be accountable for a Risk Register composed of matters escalated and recorded through the Apprenticeship Compliance and Operational Steering Group and Apprenticeship Academic Strategy & Progression Group.
- (N) To report matters concerns relating to apprenticeship provision to the Vice-Chancellor, the Academic Board and Board of Governors.
- (O) To identify those aspects of University policies, regulations and procedures relating to apprenticeships that require clarification or amendment and to make recommendations to the Academic Board.
- (P) To make recommendations to the Apprenticeship Academic Strategy & Progression Group on the development of new, or the closure of existing apprenticeship programmes inline with quality assurance procedures.
- (Q) To co-ordinate University responses to consultations by external bodies concerning apprenticeships.
- (R) To exercise such other responsibilities as may be assigned to it from time-to-time by the Academic Board or Board of Governors.
- (S) To review terms of references on an annual basis as part of self-assessment practice.

C **ACADEMIC BOARD**

- C.1 To make a report to the Academic Board concerning the business discharged by the Committee at each meeting.
- C.2 To prepare and present an Annual Report to the Academic Board.
- C.3 To prepare and present quarterly reports to the Board of Governors.

D **COMPOSITION**

The Chair of the Committee will be appointed by the Vice-Chancellor.

Category

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| 1 | A Chair appointed by the Vice-Chancellor
(Director of Lifelong Learning & Employment) | 1 |
| 2 | Pro-Vice Chancellor (Education and Student Experience) (or nominee) | 1 |

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3	Secretary and Registrar (or nominee)	1
4	Deans of Schools with apprenticeship provision	1
5	Dean of Students	1
6	Associate Director for Academic Quality – Apprenticeships	1
7	Deputy Marketing and Communications (Recruitment & Admissions)	1
8	Assistant Director of HR (or nominee)	1
9	Associate Director for Apprenticeships	1

Officers in Attendance

Clerk appointed by the Head of Governance Services	1
Representatives from the Board of Governors	3

E GOVERNANCE AND OPERATION OF THE COMMITTEE

E.1 The Higher Degree Apprenticeship Committee:

- (A) is a committee of the Academic Board;
- (B) will conduct its business in accordance with the Standing Orders of the Academic Board;
- (C) will note the Standing Orders of the Academic Board at the first meeting of each academic year and any subsequent changes to these;
- (D) will meet not less than five(5) times in each academic year (at least once each term) and formal minutes of the Committee's proceedings will be published and circulated by Governance Services;
- (E) will note its terms of reference, composition and membership at the first meeting of each academic year and any subsequent changes to these.

E.2 Committee records

- (A) The primary record of this Committee's business will be the Minute Book which is the structured manual file required by Standing Orders. The Clerk is responsible for the accuracy and completeness of the Minute Book which will conform with the requirements of Standing Orders and will be held by the Head of Governance Services. The Minute Book is part of the permanent record of University business.
- (B) In addition, all of the component documents which form the Minute Book will be stored, electronically, on the University's Electronic Document Records Management System in accordance with the protocols determined from time-to-time by the Head of Governance Services.

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F MEMBERSHIP

Category

1	A Chairman appointed by the Vice-Chancellor (Director of Lifelong Learning & Employment)	Professor Kate Asante
2	Pro-Vice Chancellor (Education and Student Experience) (or nominee)	Professor Mairi Watson
3	Secretary and Registrar (or nominee)	Sharon Harrison Barker
4	Dean of School Health & Social Work (or nominee)	Professor Jacqueline Kelly
5	Dean of Hertfordshire Business School (or nominee)	Professor Damian Ward
6	Dean of Physics, Engineering and Computer Science (or nominee)	Professor Daniel McCluskey
7	Dean of Life & Medical Science (or nominee)	Dr Richard Southern
8	Dean of Students	Geraldine Ward
9	Associate Director for Academic Quality – Apprenticeships	Elizabeth Gormley Fleming
10	Deputy Director Marketing and Communications	Karen Charter
11	Assistant Director of HR (or nominee)	Cath Cashin (Jill Lees)
12	Associate Director for Apprenticeships & Professional Programmes	Celeste Jones

Officers in Attendance

Representing the Board of Governors	Dr Janet Bohrer
Representing the Board of Governors	Robert Macnaughton
Observer	Karen Trew
Clerk appointed by the Head of Governance Services	Maria Lowe

Members total: 12

Officers in attendance total: 4

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