**AQD002b Apprenticeship Post-approval information**

**Please note that the following information is required to be able to set up and market the approved apprenticeships.**

The information below is to be completed by the proposing apprenticeship team at London Met and the form returned to the AQD officer for the approval / validation event.

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| Section A: Course Overview |
| **School(s)** | [ ]  AADS [ ]  GSBL [ ]  SCDM [ ]  SHSC [ ]  SSSP [ ]  SBEN |
| **Head of School(s)** |  |
| **Head of Subject** |  |
| **Apprenticeship Programme Leader** |  |
| **Confirmed Apprenticeship Award Title(s)** |  |
| **Intermediate Award(s)** |  |
| **Delivery site(s) for course(s) [[1]](#footnote-2)** | [ ]  Holloway [ ]  Aldgate[ ]  Other: please specify |
| **HECoS Code** | *Please include the HECoS code for the relevant subject area –* [*find HECoS code*](https://www.hesa.ac.uk/support/documentation/hecos) |
| **Course Code** | *Please liaise with Systems in order to create a Course Code, before submitting the form back to AQD* |
| **Subject Code** |  |
| **Specific Subject Area** |  |
| **Qualification Aim** |  |

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| **Section B: Marketing Information – required for on-campus and apprenticeship provision** |
| **Marketing (UCAS and Website statement)** |
| *Please provide a marketing statement for the programme, this will be used on the UCAS, the Apprenticeship Service and London Met website and should be no longer than 200 words.* |
| **Apprenticeship Overview and Structure** |
| *Please write summary of the apprenticeship including the aims and content area. (approx. 250 words).**You will also need to include an apprenticeship structure diagram (in the form of a table) including modules, module status (core/alternate core/optional), credit value, where modules are multivalent, how the programme meets the 20% off-the-job hours requirements and details for the End Point Assessment* |
| **Apprenticeship Course Information** |
| *This is not about the programme content or module list; it is your opportunity to really sell the apprenticeship. If possible, include information about:* *Long-term careers prospects (e.g., promotion beyond the apprentice's current role)**Benefits to employers of the apprenticeship for levy-payers, non-levy payers, development of new or existing team members**Benefits to the apprentices, no fees, earning a wage whilst studying**Specialist resources, materials, facilities, software**Professional accreditation, professional body links* *Guest lecturers or teaching staff renowned within the industry (published works etc)** *Apprentice membership of professional groups*
* *Study trips*
* *How Fundamental British Values, Prevent, Safeguarding knowledge for themselves and others will be incorporated into delivery*
* *How apprentices will be supported in recognising their individual English and Maths skill development within the apprenticeship study and workplace.*

*This section should be a minimum of three paragraphs, maximum five and between 1000 and 1500 characters.* |
| **Proposed entry requirements** |
| *Include specific entry requirements stated on the* [*Apprenticeship Standard*](https://www.instituteforapprenticeships.org/apprenticeship-standards/). *If further details need to be supplied in addition to the tariff, eg if a particular subject is required, please specify.* |
| UCAS tariff (eg 120) |  |
| GCSE (eg grade C/4 in English Language and Maths) |  |
| **Additional entry requirements** |
| Audition (Y/N)  |  |
| Portfolio (Y/N) |  |
| Interview (Y/N) |  |
| Health checks (Y/N) |  |
| Criminal records declaration (Y/N) |  |
| Other – please provide details |  |
| **Provision for completion of Level 2 Function Skills Exams during the Apprenticeship.** *Apprentices who do not have or cannot evidence Level 2 English or maths qualifications on entry must be supported in completing either or* *both of these qualifications as Functional Skills qualifications during the apprenticeships. Please detail arrangements below.* |
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| **English language overseas requirements (IELTS or equivalent)** *The standard English language requirements for undergraduate and postgraduate taught courses are 6.0 overall with 5.5 in each component. If requirements for this course exceed these scores, please specify them below.* |
| Overall: |  |
| Listening: |  |
| Reading: |  |
| Writing: |  |
| Speaking: |  |
| Please indicate if the London Met English language test is not acceptable: |  |
| Assessment |
| *Please specify how students will be assessed – exams, dissertation, portfolio etc., details of the End Point Assessment. One to two paragraphs, around 600 characters.* |
| Long term career opportunities beyond the role the apprentice will be working in for the apprenticeship. |
| *Types of roles and* *companies apprentices can progress into (specific names of companies are always best), as well as further study options, CPD (Continued Professional Development) and eligibility for training. One to two paragraphs, around 700 characters.* |
| Professional accreditation details  |
| *One paragraph, around 500 characters. Essential if the course offers professional accreditation*. |
| How to apply |
| *Will the applicant apply via UCAS? How do international applicants apply? Max 200 characters.* |
| **When to apply** |
| *Optional, a standardised passage will be used as the default. Max 200 characters.* |
| Unique selling points |
| *Please provide five unique selling points our student enquiries team can use when taking calls from prospective employers or apprentices.* |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| Marketing subject areas |
| *Please delete all subject areas that are not relevant to this course. Most courses should fit into only one category, and often the category will share a word with the course title. Please do not specify a category that does not appear here.*Accounting, Economics and Finance | Architecture | Art and Design | Business and Management | Community Development | Computing and IT | Criminology | Education and Teaching | English and Creative Writing | Electronic and Computer Network Engineering | Fashion | Film, Music and Theatre | Health and Nutrition | Journalism | Languages | Law | Media, Marketing and Communications | Mathematics | Police Studies | Politics and International Relations | Psychology | Human Sciences | Social Work and Social Studies | Sociology | Sports, Sports Science and Dance | Travel, Tourism and Events | Youth Work |

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| **Section C: For Collaborative Provision Only** |
| **Name of collaborative partner** |  |
| **Location of delivery** |  |
| **New or existing partner?** |  |
| **Is this approval of an existing University apprenticeship, a new University apprenticeship or validation of the partner’s apprenticeship provision**  |  |
| **Confirmed Award title(s)** |  |
| **Partner website** |  |

1. Complete section below for collaborative provision [↑](#footnote-ref-2)