the

ACADEMIC COUNCIL

12 JUNE 2019

TITLE:	APPRENTICESHIP POLICY

REPORT FROM: **ASSISTANT DIRECTOR (STUDENT REGISTRY), STUDENT & ACADEMIC SERVICES**

ISSUE: **INTRODUCTION OF A NEW POLICY**

SUMMARY:

A new policy is proposed, to confirm the University's position which respect to apprenticeship students and their status as students of the University. The policy outlines key policies and procedures for students, which are equally applicable to apprenticeship students who are registered for study with the University.

The Policy has had input from Planning and Statistics, Greenwich Research and Enterprise, Student & Academic Services, and Faculty representatives. The policy has been approved by the Deputy Vice Chancellor (Research and Enterprise), as the Chair of the Apprenticeship Strategy Group.

ACTION REQUIRED:

The Academic Council to **approve** the policy.

Apprenticeship Policy

Scope

This policy is to outline that all policies ~~which are~~where applicable to students~~, they~~ are applicable to apprentices.

Aim

The University of Greenwich aims for our students to receive an equitable and consistent learning experience across the whole university (Academic and Student Experience Strategy, 2018-22).   The University offers a wide range of programmes for a diverse set of students, each of whom can expect to receive outstanding support appropriate for their needs. Apprentices are considered as University of Greenwich students until the apprenticeship ends.

Policy

When any policies or procedures refers to 'students' this includes 'apprentices'. Apprenticeships will be governed by all relevant university policies and procedures.

These include (but are not limited to):

- The principal conditions of registration: https://docs.gre.ac.uk/rep/sas/principal-conditions-reg
- Academic appeals (taught awards): https://docs.gre.ac.uk/rep/sas/academic-appeals
- Academic policy relating to taught awards: https://docs.gre.ac.uk/rep/sas/academic-policy-relating-to-taught-awards
- Academic regulations for taught awards: https://docs.gre.ac.uk/rep/sas/academic-regs
- Admissions policy and procedures: https://docs.gre.ac.uk/rep/sas/admissions-policy-and-procedure
- Alcohol and drugs policy: https://docs.gre.ac.uk/rep/sas/alcohol-and-drugs-policy
- Assessment and feedback policy: https://docs.gre.ac.uk/rep/vco/assessment-and-feedback-policy
- Assessment misconduct procedures (taught awards): https://docs.gre.ac.uk/rep/sas/academic-misconduct-policy-and-procedure-taught-awards
- Attendance and engagement policy: https://docs.gre.ac.uk/rep/sas/student-attendance-and-engagement-policy

- Bullying and harassment at university policy and procedures (students): https://docs.gre.ac.uk/rep/sas/bullying-and-harassment-at-university-policy-and-procedures-students
- Contagious disease incident procedure: https://docs.gre.ac.uk/rep/sas/contagious-disease-incident-procedure
- Data protection policy: https://docs.gre.ac.uk/rep/vco/data-protection-policy
- Examination conduct regulations: https://docs.gre.ac.uk/rep/sas/regulations-governing-the-conduct-of-examinations
- Examinations and assessments regulations for students with disabilities, specific learning difficulties and long term medical conditions: https://docs.gre.ac.uk/rep/sas/examinations-and-assessments-regulations
- Extenuating circumstances policy and procedure: https://docs.gre.ac.uk/rep/sas/extenuating-circumstances-policy-and-procedure
- Final review policy and procedure: https://docs.gre.ac.uk/rep/sas/final-review-request-form2
- Fitness to practice procedure: https://docs.gre.ac.uk/rep/sas/fitness-to-practise-procedure
- Fitness to study policy and procedure: https://docs.gre.ac.uk/rep/sas/fitness-to-study-policy-and-procedure
- Digital strategy: https://docs.gre.ac.uk/rep/information-and-library-services/digital-strategy
- Information and records management policy: https://docs.gre.ac.uk/rep/vco/information-and-records-management-policy
- Information compliance policies: https://www.gre.ac.uk/about-us/governance/information-compliance/policy
- Information security and assurance policy: https://docs.gre.ac.uk/rep/information-and-library-services/information-security-and-assurance-policy
- Insurance policy: https://docs.gre.ac.uk/rep/vco/insurance-policy
- Intellectual property policy: https://docs.gre.ac.uk/rep/vco/intellectual-property-policy
- Modern slavery statement: https://docs.gre.ac.uk/rep/vco/modern-slavery-statement
- New arrivals and transition policy: https://docs.gre.ac.uk/rep/vco/new-arrivals-and-transition-policy
- Personal tutoring policy: https://docs.gre.ac.uk/rep/vco/personal-tutoring-policy

- Policy statement on document review, promotional materials and social media use: https://docs.gre.ac.uk/rep/sas/policy-statement-on-document-review,-promotional-materials-and-social-media-usage
- Pregnancy and maternity policy for students: https://docs.gre.ac.uk/rep/sas/pregnancy-and-maternity-policy-for-students
- Reading weeks policy: https://docs.gre.ac.uk/rep/sas/reading-weeks-policy
- Research ethics policy: https://docs.gre.ac.uk/rep/vco/research-ethics-policy
- Safeguarding policy: https://docs.gre.ac.uk/rep/sas/university-of-greenwich-safeguarding-policy
- Student complaints procedure: https://docs.gre.ac.uk/rep/sas/student-complaints-procedure

  Note:
    - *Any complaints about the University Programme by the Apprentice should be raised in accordance with the Apprenticeship Complaint Policy.*
    - *Any complaints about the Apprenticeship by the Employer should be raised in accordance with the University's Employer and Subcontractor Complaints Policy and Procedure.*
    - *The Education and Skills Funding Agency has set up an Apprenticeship Helpline regarding apprenticeship concerns, complaints and enquiries. This can be contacted at nationalhelpdesk@apprenticeships.gov.uk or on 0800 015 0400.*
- Student confidentiality policy: https://docs.gre.ac.uk/rep/sas/student-confidentiality-policy
- Student disciplinary procedure: https://docs.gre.ac.uk/rep/sas/student-disciplinary-procedure
- Student privacy notice: https://docs.gre.ac.uk/rep/vco/student-privacy-notice
- Student protection plan: https://docs.gre.ac.uk/rep/sas/student-protection-plan
- Student withdrawal and interruption of study policy and procedures: https://docs.gre.ac.uk/rep/sas/student-withdrawal-and-interruption-policy-and-procedures
- Students giving cause for concern: https://docs.gre.ac.uk/rep/sas/students-giving-cause-for-concern
- Teaching timetable and room booking policy: https://docs.gre.ac.uk/rep/sas/teaching-timetable-and-room-booking-policy

- Teaching session emergency cancellation, delay or change policy guidance: https://docs.gre.ac.uk/rep/vco/teaching-cancellation
- Under 18s policy: https://docs.gre.ac.uk/rep/sas/under-18-policy

It is recognised that apprenticeships are tripartite agreements between the university, student and employer. Apprenticeship employers will be advised on a regular basis of the main policies which govern apprentices while they are students of the University.

This policy should be read in conjunction with:

- all Relevant rules and regulations from the Education and Skills Funding Agency, Institute for Apprentices, Department for Education and Office for Students
- the framework and call of contract between the university and the employer
- the commitment statement between the student, university and employer.

Date:

Version: 1.0

Approval: Approved by ...

Planner review date: ...

Responsible office: Greenwich Research Enterprises