



Executive Summary of Business for University Education Committee

Title	Apprenticeships Portfolio Approval Committee (APAC) Terms of Reference 2023-24
Status	Open
Professional Services Lead	Jayne Aldridge Director for the Student Experience
Author	Oliver Craig, Head of Academic Quality and Partnerships o.craig@sussex.ac.uk
Date	4 th December 2023
Summary of paper	<p>The paper provides the proposed 2023-24 terms of reference and membership for the new committee, Apprenticeships Portfolio Approval Committee (APAC).</p> <p>APAC will sit alongside both PAC and CPAC as the bodies with responsibility for the consideration of University of Sussex awards (delivered in-house and with partner organisation), but APAC will have a specific focus on considering the development of the University's apprenticeship provision.</p> <p>APAC will consider the upcoming Institute of Technology (IoT) related apprenticeship proposals from the School of Engineering and Informatics, as well as any other future apprenticeship proposals.</p>
Recommendation	The Committee is asked to APPROVE the terms of reference and membership of the Apprenticeship Approval Committee.

APPRENTICESHIPS PORTFOLIO APPROVAL COMMITTEE (APAC)

Terms of reference

APAC is a subcommittee of University Education Committee (UEC), which is a subcommittee of Senate, with responsibility for ensuring cost-effective use of resources regarding apprenticeship-related developments and overall value for money. It is responsible for:

- a) Facilitating the initial approval of new apprenticeship agreements;
- b) Approving new apprenticeship programme proposals;
- c) Considering resource aspects of new apprenticeship programme proposals and withdrawals, taking into account resource requirements linked to how these proposals support school and institution strategic plans;
- d) Considering how the overall School Portfolio ensures the cost-effective use of University central resources by the School, taking into account apprentice FTE at course level and/or headcount at module level;
- e) Considering changes to existing apprenticeship titles and/or modes of study.
- f) The presentation of a Termly Report to UEC, detailing:
 - Meetings held by APAC;
 - Membership;
 - Decisions taken concerning apprenticeship approval, suspension or withdrawal;
 - Any specific matters to be brought to the attention of UEC or requiring UEC approval;
 - Any matters that UEC may wish to bring to the attention of Senate.

Composition

Membership:

- A Pro-Vice-Chancellor/Deputy PVC (Chair)
- A Head of School representing each academic cluster (or nominee)
- Director for the Student Experience
- Director of University Operations and Strategic Planning
- Director of Student Recruitment, Admissions and International Development
- Deputy Director of Finance
- Deputy Director (Academic Services)
- Associate Director of Strategic Marketing;
- Head of Planning;
- Head of Admissions;
- Head of Academic Quality and Partnerships;
- Apprenticeships Manager
- One elected academic member of Senate;
- One elected student member of Senate.

In attendance:

Apprenticeships Quality Manager (Minute Secretary)

Working practices

- a) APAC meets at least three times per year, or more frequently as needed.
- b) In exceptional circumstances, items may be approved by Chair's action under delegated authority to meet external deadlines for an identified cohort (where the risk is identified as being low).

Reports to

University Education Committee