

Apprenticeship Portfolio Approval Sub-Committee

2024-25

Committee purpose

A sub-committee with responsibility for ensuring cost-effective use of resources regarding apprenticeship related

developments and overall value for money. All academic committees operate in accordance with the University's governing documents – Charter, Statutes and Regulations – and the Public Interest Governance Principles.

Membership

- Deputy Pro-Vice-Chancellor for Student Experience
- Academic Representative for the Faculty of Media, Arts & Humanities
- Academic Representative for the Faculty of Science, Engineering and Medicine
- Academic Representative for the Faculty of Social Sciences
- Academic Representative for the University of Sussex Business School
- One elected academic member of Senate
- One elected student member of Senate
- Director for the Student Experience
- Director of University Operations and Strategic Planning
- Director of Student Recruitment, Admissions and International Development
- Chief Financial Officer or nominee.

In attendance, as required:

- Deputy Director (Academic Services)
- Associate Director of Strategic Marketing
- Head of Planning
- Head of Admissions
- Head of Academic Quality and Partnerships
- Representative from the Business Engagement team
- Apprenticeships Manager.

Terms of Reference

APASC 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 Faculty, School and institution strategic plans.
- d) Considering how the overall Faculty and School Portfolio ensures the cost-effective use of University central resources by the Faculty and 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:

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).