



## Academic Quality Framework

### Chapter 7 Academic Regulations for Degree Apprenticeships Part A - Awards and Programmes

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## 7.1 INTRODUCTION

The College has been recognised as an institution approved to deliver its own academic taught awards. The College must therefore ensure that the Degrees, Diplomas, Certificates, and other academic awards and distinctions delivered and conferred by it, including those included within an apprenticeship, are comparable in standards with awards granted and conferred throughout the Higher Education sector in England; all programmes approved by the College must be of such an academic standard as to fulfil these requirements. Accordingly, the College pays due regard to the *UK Quality Code* and the standards of its programmes, to the apprenticeship Standard published by the Institute for Apprenticeship and Technical Education (IfATE), and to the Apprenticeship Funding Rules published by the Education & Skills Funding Agency (ESFA).

For each academic award it establishes, the College states a benchmarked definition with reference to *The Framework for Higher Education Qualifications of UK Degree-awarding Bodies* (FHEQ) published by the Quality Assurance Agency (QAA) and in developing and approving an apprenticeship programme supported through this qualification, ensures that content and mode meet the knowledge, skills, experience and behaviours set out in the related Standard and End-point Assessment Plan.

The College offers programmes of study leading to credits and award qualifications at the following Higher Education Levels:

- Level 4: Certificates of Higher Education
- Level 5: Diplomas of Higher Education
- Level 6: Bachelor's Degrees with Honours, Degree Apprenticeships
- Level 7: Postgraduate Certificates; Postgraduate Diplomas and Taught Master's Degrees, Master's Degree Apprenticeships

The College uses a credit scheme for taught apprenticeships including undergraduate and postgraduate programmes and qualifications leading to an award of the College. The College uses credits in a system of recognition of prior knowledge learning and experience in the Initial Needs Assessment of every Apprentice to ensure that each apprenticeship programme is suitable for the Apprentice and their role as an apprentice. The number of credits awarded for each qualification is in line with those typical of credit value arrangements in England published in the *UK Quality Code* (see [section: 7.7](#)) and any exemptions to the apprenticeship programme conferred as result will be clearly set out as such in the Apprentice's Commitment Statement and reflected in a reduction in content, duration and/or price.

Regulations regarding entry with advanced standing, recognition of prior learning and limitation about the re-use of credits is described in section 7.20, and further information may be found in the College's Recognition of Prior Learning and Credit Transfer Policy. Where the Apprenticeship reduction in response to prior learning conflicts with other PSRB regulations, awards or standards, the apprenticeship Funding Rules (ESFA) take precedence.

Apprenticeships are shared programmes of off the job learning led by the College and learning at work led by employers in order to demonstrate competency in a specific occupation. Degree Apprenticeships include achievement of a Bachelor's or Master's Degree that must fulfil both the requirements of the published Apprenticeship Standard, and the degree awarding requirements placed upon the College. There are enhanced approval processes in place for the approval of a degree apprenticeship.

## **7.2 APPROVED AWARDS DELIVERED BY NCH AT NORTHEASTERN**

The College delivers its own approved awards. The standard of the award is that expected of a learner who, having met the relevant admissions requirements, has successfully completed the programme of study within the apprenticeship to a defined threshold of knowledge, skills and competence for a defined range of credits linked to achievement of the Apprenticeship knowledge, skills, experience and behaviour.

The College's own approved awards are defined with a formal award description and an abbreviated form, e.g.:

Formal Award Description:	Bachelor of Arts Degree with Honours in English with Economics
Abbreviated Form:	BA (Hons) English with Economics

Approved awards at the College give recognition to different standards of student or learner achievement by the award of commendation, distinction or classification (see AQF7 Part C Section 7.57). This is separate to the overall award classifications in an apprenticeship with a non-integrated end point assessment.

Those achieving undergraduate or postgraduate awards in an apprenticeship may use the abbreviated form of the award after their name (e.g.: Ms Grace Clements, BA [Hons])

Programmes of study may be approved leading to any of the College's approved awards, and programmes may be designated with more than one award outcome as an intermediate awarded within an approved programme.

Approved awards such as Certificate of Higher Education, Diploma of Higher Education, Postgraduate Certificate and Postgraduate Diploma may be considered as intermediate or exit awards.

Approved awards may be discontinued for the purpose of future programmes but will be retained on the College's records where learners have been conferred with such awards.

The current portfolio of programmes approved by the College can be found in [AQF2 Teaching and Learning](#).

### 7.3 APPROVAL OF ACADEMIC AWARDS AND QUALIFICATIONS

The College's Academic Board holds the authority to approve and establish new academic awards and qualifications as part of the apprenticeship programmes delivered by the College.

In considering proposals for new academic awards and qualifications, Academic Board consults widely and reviews internal and external context, including the FHEQ, noting especially the following:

- The potential position of the new award within the FHEQ.
- The characteristics and Level that would both distinguish the new award from existing College awards and relate it to them and to the qualification of other Higher Education or awarding bodies.
- The potential for new programmes of study under such a new award.
- The relationship to existing awards and sustainability of existing awards for new programmes of study.
- The potential for programmes of study capable of leading to this award and likely scale of demand.
- The new award's potential for recognition by the academic community, other institutions and professions, applicants, learners and employers.

The procedure for submitting a proposal for new awards is similar to that required for a new programme leading to an existing award (see [AQF4 Programme and Course Approval and Modifications](#)).

All awards included in apprenticeships are subject to an approval process to ensure that the knowledge, skills, experience and behaviours in the apprenticeship, and the requirements of the apprenticeship End-point Assessment will be met by the design of the programme.

### 7.4 AWARD CERTIFICATES

The College produces one award certificate for each learner achieving an approved award of the College. For apprentice's the timing of certificaion is:

- For learners undertaking a non-integrated degree apprenticeship, certificates will be triggered by the apprentice completing their End-point Assessment (EPA). EPA takes place following the degree training.
- For apprentice undertaking an integrated degree apprenticeship, certificates will be triggered by the apprentice completing their university programme. EPA takes place as part of the body of the degree.
- For learners who leave their programme early an exit award may be issued if the required number of credits have been achieved and confirmed at the Progression and Award Board (PAB).

The award certificates will normally include the following information:

- The learner's full name.
- The title of the award.
- The name of the College as the awarding institution.
- The year of graduation.

All award certificates should be signed by the Master of the College (the Master).

Learner graduates of the College requiring replacement or duplicate degree certificates should contact [Student and Academic Services](#). This may incur an administrative fee.

For a non-integrated degree apprenticeship, learners must be informed in writing that they have passed their degree before their apprenticeship gateway assessment and End-point Assessment can commence. This notification will be sent by the Director of Apprenticeships to the End-point Assessment Organisation.

For learners, certificates can only be issued either:

- At the end of the apprenticeship, after the End-point assessment has been achieved, or
- When the College and Employer have formally agreed in writing, that the Apprentice will not re-take the End-point Assessment
- Or see interim awards above

## **7.5 ACADEMIC TRANSCRIPTS AND HIGHER EDUCATION ACHIEVEMENT RECORD**

The College provides an academic transcript to each learner at the end of each academic Stage, which states the mark of each assessment element, overall course mark and the number and level of credits awarded for each course and in total for that academic Stage.

Existing and past learner and graduates of the College may request a replacement academic transcript directly from the College by contacting [Student and Academic Services](#). This may incur an administrative fee.

Academic transcripts requested will be produced using the College's approved logo and stamped with the official College stamp.

Academic transcripts will normally contain the following information:

- The title of the award.
- The full name of the learner/graduate.
- The learner's/graduate's candidate number.
- The learner's/graduate's intake year and mode of study.
- The overall course mark as appropriate.
- The number and Level of credits achieved for each year, as applicable.

- The year of graduation as applicable.

## **7.6 HONORARY AWARDS**

Other College titles and recognition are given on behalf of the College on the authority of NCHNL Board with the approval of Academic Board.

Honorary NCH Fellowship:

- The College may confer Honorary NCH Fellowships on individuals who have made a particular contribution to the work or development of the College. Nominations will be considered by Academic Board.
- Honorary NCH Fellowships are not conferred on current governors, current staff or registered learners.

### **7.6.1 Programmes of study leading to awards of NCH**

Programmes of study leading to the awards of the College are developed through the College academic structures, considered in light of external academic and professional advice, and approved under delegate authority of Academic Board through its committees.

The current portfolio of programmes approved by the College can be found in [AQF2 Teaching and Learning](#).

Arrangement for the approval of new programmes that lead to an award of the College are defined in [AQF4 Programme and Course Approval and Modifications](#).

Definitive information about programmes are published in Programme Specifications and Course Descriptors. They, or extracts from them, serve as the basis for the information about programmes provided for learners in the Programme Handbook and Course Syllabui.

The named award to which a programme leads reflects the Level, nature and subject focus of the programme, is determined at programme approval, and is included on the award certificate.

## **7.7 CREDIT FRAMEWORK AND PROGRESSION OF PROGRAMMES OF STUDY**

The normal number of credits awarded for academic awards are shown in the table below and are in line with the published Framework for Higher Education Qualifications (FHEQ):

**Table 7.1**

<b>Award</b>	<b>FHEQ Level</b>	<b>Total number of credits required</b>
Certificate of Higher Education	4	120
Diploma of Higher Education	5	240
Bachelor's Degree with Honours	6	360
Postgraduate Certificate	7	60
Postgraduate Diploma	7	120
Taught Master's Degree	7	180

One credit corresponds to approximately ten hours of 'learning time' (i.e. including all scheduled teaching sessions, independent study, research, formative assessment and summative assessment).

Credits Awarded & Progression Specific to Undergraduate programmes:

- The number of credits awarded per year of study of undergraduate full-time programmes is normally 120.
- The period of study for undergraduate degree programmes is typically the equivalent of at least three full-time academic years.

Credits Awarded & Progression Specific to Taught Master's programmes:

- The number of credits awarded per year of study of postgraduate full-time Master's programmes is normally 180.
- The period of study of Taught Master's programmes is typically the equivalent of one year of a full-time academic year.
- A Master's programme comprises of 180 credits at FHEQ Level which normally include a dissertation or equivalent piece of independent work of values up to 60 credits at FHEQ Level 7. Where the dissertation or equivalent course is less than 60 credits, the remaining courses comprising the dissertation stage will be agreed at programme approval and published in the Programme Specification or Programme Handbook.

For an apprenticeship, credit awards are the same size as undergraduate and postgraduate programmes however, credit and content are also mapped to the relevant Apprenticeship Standard and End-point Assessment Plan published by the IfATE.

## **7.8 LANGUAGE OF INSTRUCTION**

English is the language of instruction and assessment on all programmes of study.

Exceptions to this regulation may only be approved through the programme approval processes detailed in [AQF4 Programme and Course Approval and Modification](#).

Support is provided to learners with English as a second language (see [AQF9 Student Guidance and Learner Support](#)).

## 7.9 TEACHING AND LEARNING METHODS

The following table provides details about the indicative teaching and learning methods used that College based on those published by the QAA.

**Table 7.2:**

Learning & teaching method	Definition	Description
e-Learning	An online component, assessed as part of your degree.	Delivered via a virtual learning environment, Canvas. This means you study online using material created by your lecturers, download learning resources, take online tests and access relevant audio and video material (both synchronously and asynchronously).
Lecture	A presentation or talk on a particular topic.	The term 'lecture' covers everything from the traditional model, where a single member of faculty introduces ideas or delivers facts to a group of learners, to approaches that might be much more interactive, involve a variety of contributors, make use of a range of media and technologies, and take place virtually as well as in person.
One-to-one Tutorial	A meeting between a learner and a Faculty member of detailed	



	discussion on a particular topic or formative essay.	
Group Seminar	A discussion or classroom session focusing on a particular topic or project.	<p>Seminars are defined as sessions that provide the opportunity for learners to engage in discussion of a particular topic and/or to explore it in more detail than might be covered in a lecture – the extent of interaction will be depend on delivery method.</p> <p>A typical model would involve a guided, tutor-led discussion in a small group. However, the term also encompasses learner or peer-led classes with a staff member or affiliate present. As with lectures, use of technology means seminars may take place virtually.</p>
Independent study	Autonomous learning with little or no supervision.	Learner undertake study on their own to advance and consolidate their learning typically using course material and other recommended learning resources provided by their tutors.
Tri-partite review	For learners only, a meeting between the Apprentice, their line manager and the Apprenticeship Advisor.	<p>These meetings will take place every 6-8 weeks, organised by the Apprenticeship Advisor.</p> <p>Their purpose is to review the learner’s progress against the requirements of their apprenticeship, discuss the next phase of</p>

		<p>learning in and out of the workplace and agree an action plan where required to support successful completion of the apprenticeship and the End-point Assessment , or offer the Apprentice suitable stretch targets.</p> <p>All three parties must attend and each is expected to prepare.</p> <p>These may take place face to face, by web meeting or telekit. Any postponed Tri-partite reviews must be rescheduled within the next fortnight by the Apprenticeship Advisor.</p>
<p>Dissertation supervision</p>	<p>A meeting with a supervisor to discuss a particular piece of work.</p>	

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