# UR Device Outline

Guide to Policy and procedures for teaching and learning

Section 5: Programme design and development

Unit name goes here

Annex 9: Apprenticeship Client Contract Requirement Form

This form should be completed when introducing a new apprenticeship client for an existing and approved apprenticeship programme.

The purpose of this form is to conduct appropriate checks on new clients, in accordance with the University’s obligations under the ESFA rules and the QAA Quality Code, and to provide sufficient information that a contract can be prepared.

Where the University is bidding for work under a procurement process, this form must also be completed, so far as possible, before any bids are submitted.

Any queries on completion of this form should be addressed to Legal Services (legalservices@reading.ac.uk) for sections 3 and 5 and to the appropriate School Director of Teaching and Learning for sections 4 and 6.

**To note:** This form is not to be used for the introduction of a new apprenticeship programme, which should be done in accordance with the Programme Lifecycle Policy.

## Section 1: University Information

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| Proposer details |
| Proposer’s name | Click here to enter text. |
| Proposer’s email | Click here to enter text. |
| Telephone | Click here to enter text. |
| Name of School | Click here to enter text. |

## Section 2: Client Information

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| Client details |
| Name of Client | Click here to enter text. |
| Address of client | Click here to enter text. |
| Organisation website | Click here to enter text. |
| Key Client Contact details |
| Name | Click here to enter text. |
| Job Title | Click here to enter text. |
| Email | Click here to enter text. |
| Telephone | Click here to enter text. |

## Section 3: Client Checks

For each of the following, please confirm what check has been carried out and by whom, the results of the check and any concerns. Where concerns have been escalated, set out to whom and the result of the escalation.

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| Client check questions |
| Has the identity of the client been confirmed? | Click here to enter text. |
| Are there any concerns regarding the organisation’s financial stability? | Click here to enter text. |
| Are there any concerns regarding the reputation and standing of the organisation?  | Click here to enter text. |
| Has the organisation got a current contract with the ESFA?If so, what is the date of the contract? | Click here to enter text. |

## Section 4: Programme Information

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| Programme Details |
| Name of the programme | Click here to enter text. |
| Is there any significant deviation from standard delivery for this programme (eg increased or decreased cohorts, location for delivery)? If so, provide details.  | Click here to enter text. |
| Is there any significant customisation of material required (eg new modules or changed learning outcomes)?If so, provide details.  | Click here to enter text. |

Any significant deviations in delivery or customisation should be discussed with the relevant Teaching and Learning Dean and should be considered for referral to UPB, in accordance with the Programme Lifecycle Policies.

## Section 5: Contract Information

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| Contract Details |
| What is the term of the contract? | Click here to enter text. |
| When will the contract commence? | Click here to enter text. |
| When will cohorts commence each year? | Click here to enter text. |
| Will there be a closed cohort or will the clients send students for an open or consortia cohort?If the latter, please identify the cohort where possible.  | Click here to enter text. |
| Minimum number of students? | Click here to enter text. |
| Maximum number of students? | Click here to enter text. |
| University Account Manager? | Click here to enter text. |
| Is there a residential element of the programme? | Click here to enter text. |
| Will the University apply any additional charges other than that available from the digital account? If so, please provide full details.  | Click here to enter text. |
| Any changes from standard admissions requirements?Is a prior qualification process agreed? | Click here to enter text. |
| Do you intend any programme delivery to be carried out by third parties, including the client?**If so, contact Legal Services immediately** | Click here to enter text. |
| Any additional information | Click here to enter text. |

## Section 6: Programme Delivery and Responsibilities

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| Outline responsibilities around delivery of the programme |
| Will the client provide any teaching facilities, learning resources or specialist equipment?If so, provide details.  | Click here to enter text. |
| What academic student support will be provided by the client, (eg work place mentoring)?Provide full details | Click here to enter text. |
| What checks have been made to ensure that the client can, and will, be able to deliver the requisite on-the-job training? | Click here to enter text. |
| Please outline the guarantees that you have received that the client understands and can meet the obligations place on it by the ESFA contract and the contract with the University.Please confirm that this has been discussed with the client and highlight any areas of concern.  | Click here to enter text. |

## Section 7: Comments and Sign-off

By signing this page, the School Director for Teaching and Learning is confirming that they are satisfied that the programme for this client will meet the University’s requirements for academic quality and student experience, and that they have discussed the proposal (and any issues arising from it) with their Teaching and Learning Dean.

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| School Director for Teaching and Learning |
| Name | Click here to enter text. |
| Comments on the proposal (including whether any concerns have been raised, and, if so, to whom, and what remedies have been sought) | Click here to enter text. |
| Signature |  |
| Date | Click here to enter a date. |

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| Proposer |
| Name | Click here to enter text. |
| Comments on the proposal |   |
| Signature |  |
| Date | Click here to enter a date. |
| Head of School |
| Name | Click here to enter text. |
| Comments on the proposal | Click here to enter text. |
| Signature |  |
| Date | Click here to enter a date. |
| Teaching and Learning Dean |
| Name | Click here to enter text. |
| Comments on the proposal | Click here to enter text. |
| Signature |  |
| Date | Click here to enter a date. |

**Completed forms should be returned to the Legal Services Team (****legalservices@reading.ac.uk****)**