

LASE Apprenticeships Management Committee Terms of Reference

1. Constitution

- 1.1 The Apprenticeships Management Committee (AMC) is a committee of the Academic Board, operating under delegated authority.
- 1.2 The Apprenticeships Management Committee reports to the Education Strategy Board (ESB) and to the Partnerships and Development Board (PDB).

2. Scope

- 2.1 The Apprenticeships Management Committee is responsible for overseeing the development, delivery, and continuous improvement of the Group's apprenticeship provision within the apprenticeship strategy approved by Partnerships and Development Board. It ensures that apprenticeship programmes align with the Group's strategic goals and priorities, meet the requirements of industry, professional standards and regulatory bodies, and contribute to student success and inclusive access to professional and technical education. The Committee also oversees the development of new initiatives and fosters strong partnerships with external stakeholders related to apprenticeships.

3. Membership

- 3.1 The membership shall comprise:

Ex Officio

- Group Chief Operating Officer (Chair)
- Director of Employability and Partnerships (Vice-Chair)
- Head of Apprenticeship Compliance (Kent)
- Interim Associate Director, Employability and Apprenticeships (Greenwich)
- 3 x College DVCs and Provosts or nominees
- Nominee of Chief Student Officer
- Nominee of Chief Marketing Officer

Other members

- 2 x representatives of LASE Students' Union (one from the Greenwich academic division and one from the Kent academic division)

- 3.3 For the Apprenticeships Management Committee, the quorum is one third of the membership.

4. Attendance at Meetings

- 4.1 At the discretion of the Chair, other staff who are not members of the Committee may be invited to attend on an ad hoc basis for specific items where their attendance will inform and support the Committee's work.

5. Frequency and format of meetings

- 5.1 The Apprenticeships Management Committee shall normally meet three times per academic year. The Chair may call additional meetings as necessary.
- 5.2 Meetings will be held either in person, via electronic means (e.g. online) or via a hybrid format, subject to agreement by the Chair. The Committee may also decide matters by email circulation. In between meeting of the Committee, the Chair of the Committee is empowered to decide matters falling within the Committee's remit by chair's action; matters decided by chair's action shall be reported to the next meeting of the Committee.

6. Delegated Authority

Under the Academic Board's Delegation Framework, the Apprenticeships Management Committee is authorised by the Academic Board to approve:

- 6.1 **Policies and procedures:** approve apprenticeship-specific operational policies and procedures within the framework set by academic regulations approved by the Education Strategy Board and national requirements. Report to ESB and Partnerships and Development Board on any policies approved by the Committee.

7. Other Duties

The other duties of the Apprenticeships Management Committee shall be to:

- 7.1 **Strategic priorities:** develop and recommend the strategic priorities for apprenticeship development and delivery to the Partnerships and Development Board;
- 7.2 **Programme proposals:** recommend new apprenticeship programme proposals for approval by the Partnerships and Programmes Management Committee (PPMC);
- 7.3 **Monitoring:** monitor performance against apprenticeship KPIs and targets. Report to Partnerships and Development Board on the performance of apprenticeship provision;

- 7.4 **Risk management:** identify risks and mitigations relating to apprenticeship provision;
- 7.5 **Strategic alignment:** ensure alignment of apprenticeships with the Group's strategies on widening access and participation;
- 7.6 **Compliance:** provide strategic oversight of compliance with external regulatory requirements (e.g., Ofsted, DfE, OfS). Oversee preparation for audits and inspections and respond to actions arising from them;
- 7.7 **Collaboration:** facilitate cross-Group collaboration to enhance apprenticeship provision;
- 7.7 **Freedom of Speech:** have particular regard to the importance of freedom of speech and academic freedom in the Committee's business, acting in accordance with the commitments in the Group's Freedom of Speech Code(s) of Practice.

8. Reporting Procedures

- 8.1 The Apprenticeship Management Committee reports as follows:
- **Frequently:** through summaries of the minutes of each meeting to the next meeting of the Education Strategy Board and the Partnerships and Development Board. Additionally, the Committee Chair delivers an oral report (along with other committee chairs) as an item on ESB and PDB meeting agendas;
 - **Periodically:** via other policies, reports, plans and progress updates which it reviews and/or recommends for approval within the business cycle and its terms of reference;
 - **Ad hoc:** where urgent Group-wide matters require direct escalation to the ESB or PDB for decision or discussion.

9. Secretarial arrangements

- 9.1 The meeting will be clerked by the Group University Secretary or their nominee.

10. Review

- 10.1 The Committee will review its own effectiveness annually and in greater depth at a minimum of every three years. Reviews may be performed as part of wider governance effectiveness reviews.
- 10.2 These terms of reference will be reviewed annually to ensure their effectiveness and any amendments recommended to the Academic Board for approval.

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