



UNIVERSITY COLLEGE
OF ESTATE MANAGEMENT

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Apprenticeships Quality Statement

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Subcontracting Policy

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1. Introduction

University College of Estate Management (UCEM) is a leading provider of training programmes to employers and learners in the construction and real estate sectors and those seeking a career in these sectors. The range of training programmes offered includes publicly funded apprenticeship programmes in England.

UCEM's approach to apprenticeships delivery is driven by our vision, mission and strategic objectives relating to influence and impact.

UCEM Vision

'To be the Centre of Excellence for Built Environment Education'

UCEM Mission

'Provide truly accessible, relevant and cost-effective education, enabling students to enhance careers, increase professionalism and contribute to a better built environment'

Everything UCEM does is influenced by its core values which are:

PASSION: We care

- We want each and every one of our students to succeed.
- We do the right thing by our students and customers. That means we do whatever we can to ensure that no student falls behind in their studies, and that no customer is unhappy with the service they receive.

SUPPORT: We support and respect each other

- At UCEM each member of staff does everything they can to help other staff and students achieve their goals
- We promote a supportive working environment across UCEM. We are working towards common goals through shared objectives and collaborative practice
- We respect others and their opinions, we are open to ideas, we trust each other.

EXCELLENCE: We aim high

- High standards drive everything we do.
- We deliver excellence, strive for continuous improvement and respond dynamically to change. Each one of us is personally responsible and accountable for the quality of whatever we do. We listen to our students and understand their expectations. We strive to exceed their expectations in quality and delivery.

INTEGRITY: We put fairness first

- We model integrity in everything we do.

Apprenticeship Quality Statement

- We never compromise on honesty or trustworthiness. We adhere closely to laws and compliance standards. We do what we say we will do and fulfil our promises to staff and students.

2. Purpose

This Quality Statement is to inform employers, apprentices and other stakeholders of UCEM's intentions regarding the quality of the apprenticeship programmes that it offers.

3. Scope

This Quality Statement applies to all UCEM apprenticeship delivery including subcontracted delivery.

4. Apprenticeship Quality

UCEM is committed to providing a high-quality service for employers and apprentices at all stages of an apprenticeship including the pre-apprenticeship period.

Pre-apprenticeship period

UCEM aims to:

- Provide employers and apprentices with clear information, advice and guidance (in accordance with matrix Standard and Competition and Markets Authority (CMA) requirements) regarding:
 - available apprenticeships, including where applicable, apprenticeships not offered by UCEM that may be more suitable;
 - the content and requirements of each apprenticeship including the commitment required by both the employer and the apprentice including off-the-job training requirements;
 - available end-point assessment organisations;
 - progression options.
- Discuss any employer specific training requirements that the employer requires that are not included in the relevant apprenticeship standard.
- Ensure, as far as is practicable, that the employer will be able to provide the apprentice with the required workplace training, mentoring, support and access to sufficient workplace opportunities to enable the requirements of the apprenticeship, including the end-point assessment to be met.
- Undertake an initial assessment of the apprentice's prior learning and the job role, against the relevant apprenticeship standard.
- Undertake an initial assessment of the apprentice's maths and English skills.

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- Provide the apprentice with the opportunity to declare a health condition, learning difficulty or disability, and where a declaration is made, respond to it in a timely manner.
- Calculate the minimum off-the-job training hours required and discuss and agree with the employer how the off-the-job training will be delivered.
- Not start the delivery of an apprenticeship until an Apprenticeship Agreement and a commitment statement is in place and signed by all relevant parties.

During the apprenticeship

UCEM aims to:

- Provide apprentices with an informative and motivational induction to their programme.
- Provide employers with sufficient information, advice and guidance, including academic programme information, to enable and support them to:
 - understand what off-the-job training the apprentice is undertaking at each stage of the apprenticeship;
 - where possible, coordinate workplace training activity with off-the-job training activity.
- Fulfil the commitments made in UCEM's [Student Charter](#)
- Provide timely access to additional support where a learning difficulty, disability and/or health condition has been confirmed.
- Support the development of the apprentice's English and maths and digital skills.
- Challenge and stretch apprentices to achieve their full potential.
- Continually monitor each apprentice's progress and development to include conducting a formal progress review, in conjunction with the employer, of the apprentice's progress at an interval that shall not exceed 12 weeks.
- Continually monitor the performance of our apprenticeship delivery and operations in relation to agreed key performance indicators, including:
 - the ratio of apprentices for each programme that are retained up to the point of meeting end-point assessment gateway requirements;
 - the ratio of apprentices that meet end-point assessment gateway requirements on the planned date;
 - the ratio of entry to success (including grades) in end-point assessment;
 - destinations in employment in the apprenticeship occupation (with the training employer or with a different employer).
- Review each apprenticeship programme and related academic programmes annually and, where appropriate, identify and implement enhancement and improvement actions.
- Provide each apprentice and their employer with sufficient information, advice and guidance in advance of the completion of an apprenticeship to ensure that relevant career progression options and further development opportunities are known.

5. Apprenticeship Quality Responsibility

The Director of Academic Quality, responsible to the Deputy Principal has overall responsibility for apprenticeship quality and review.

In addition, the UCEM Apprenticeship Standards and Enhancement Committee (ASEC) monitors apprenticeship quality and reports into UCEM Academic Board. The UCEM Academic Board reports to the Board of Trustees and the Deputy Principal whom is a member of the Board of Trustees.

6. Statement Communication

The statement is published on the UCEM website.

The statement will be communicated to employers and apprentices prior to them signing a commitment statement for an apprenticeship.

All relevant new staff are made aware of the statement as part of their induction. In addition, all relevant staff are informed of any changes/revisions to the statement.

7. Statement Review

The statement will be reviewed on an annual basis.