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**GRADUATE APPRENTICESHIP PARTNERSHIP AGREEMENT**

*between*

The UNIVERSITY OF THE HIGHLANDS AND ISLANDS, a company registered in Scotland number SC148203, registered Scottish charity No. SC022228 and having its registered office at 12B Ness Walk, Inverness, Inverness-shire IV3 5SQ (“**the university**”)

*and*

the (“**the student**”):……………… …………………………………………………………………..

Address:……………………………………………………………………………………………………………

*covering*

arrangements for the delivery of the GRADUATE APPRENTICESHIP BA EARLY LEARNING AND CHILDCARE **(“the programme”).**

The following Partnership Agreement **(“the agreement”**) sets out agreed expectations and responsibilities for the student, the mentor and the university in the delivery of the programme.

A copy of the agreement, signed by the university and the student is a mandatory requirement prior to the student commencing the programme. Whilst this agreement does not constitute a legal contract between the signatories, on signing this agreement all parties are committing to undertaking the programme and confirming their understanding and acceptance of the expectations and responsibilities placed upon them in ensuring the successful delivery of the programme.

It is recognised that there is continued disruption and uncertainty resulting from the COVID-19 Coronavirus, and it is acknowledged that circumstances may therefore change, after this agreement has been entered into, that may result in a need to review arrangements accordingly.

The provisions within this agreement are split into two main sections. The ‘Overarching programme information and requirements’ section lays out important information, expectations and responsibilities that are applicable across all parties. The ‘Specific responsibilities’ section then lays out some further responsibilities specific to each party.

1. **OVERARCHING PROGRAMME INFORMATION AND REQUIREMENTS**

This programme comprises a full time BA Early Learning and Childcare award, taking three years to complete (from start of year one of the programme), delivered through a work-based learning model.

In order to take part in this programme, all students must be in working as a childminder for the duration of the programme and be registered with the Scottish Childminding Association. To support the fulfilment of this requirement it is preferable, but not essential, that the student is contracted to a local authority to provide care under the 1140 expansion hours agreement.

The expected time commitment for study is 200 notional learning hours per 20 credit module. This study time will be split between time spent with lecturers through supported online learning, time spent within the workplace, and time spent by the student in self-directed study. As part of this it is expected that the student will attend online lectures and access academic learning and support via the Virtual Learning Environment (VLE) during a working week.

Study time spent in the workplace is intended to align as closely as possible to the student’s work responsibilities but, must also ensure that there is appropriate opportunity given to reflect, consolidate and apply learning, and to gather evidence towards assessment. This will include accessing the university’s Virtual Learning Environment (VLE).

Each student will need to identify a mentor before the start of the course. The mentor is someone who will support the student to align their academic study with workplace tasks and projects where possible. The mentor should be someone who has a relevant qualification and experience in the early learning and childcare sector.

The exact split in study time between university, childminding and self-study will be agreed in consultation as part of the development of an Individual Learning Plan (see sub-section 1.1 below).

Responsibility for all assessment will lie with the university and this will take place within the workplace environment, which will be agreed, in consultation, within the development of the Individual Learning Plan.

The University is committed to ensuring that the processing of personal data is only undertaken in the legitimate operation of the University’s business. The University collects and uses information (data) about its students and stores it in accordance with the EU General Data Protection Regulation and the UK Data Protection Act 2018. As part of this agreement, we will share information with the student regarding their progress and academic achievement throughout the course of study. The information sharing will be governed by a specific data sharing agreement which will be issued by the relevant academic partner of the University. More details on how the university will manage the personal data required for the SDS reporting requirements of this programme are contained within the University’s Work-based Learning privacy notice at <https://www.uhi.ac.uk/sds-privacy>

Students need to apply for SAAS each year to access funding to support the cost of study, however any re-sits or deferments will have to be agreed in advance with the university and may be subject to additional fees payable by the student. Students starting their course in session 2023-24 must apply to SAAS for each academic year. Funding is subject to meeting residency conditions. Applications to SAAS can be made as soon as the place on the programme has been confirmed.

**1.1 Individual Learning Plan**

An essential requirement for the successful delivery of this programme will be the development, implementation and review of an Individual Learning Plan (ILP), tailored to the specific needs and work situation of each student.

The ILP will be a detailed agreement between the university and the student that sets out a plan of action, with associated responsibilities and expectations, to ensure the academic and work-based requirements of the programme will be met in a way that balances the requirements of university and student.

The ILP will be developed at the start of the programme, then formally reviewed with all parties at mid-term and end-of-semester meetings.

The ILP will be an important opportunity for the university to identify the work-based requirements of the programme that can be facilitated in the workplace. Equally, it will be an important opportunity for the student to understand the academic and assessment requirements of the programme and how this will be supported within the workplace.

1. **SPECIFIC RESPONSIBILITIES**
	1. **Responsibilities of the university:**

Responsible for all academic programme delivery and assessment.

Provide the student with a named Personal Academic Tutor.

Provide any specialist advice, support and guidance for students with additional support needs.

Provide the student with a programme induction session and handbook, including guidance on the role and responsibilities of the mentor.

Ensure the student is kept up to date with their progress, including assessment results and feedback.

Discuss potential alternative study programmes with the student if they stop childminding or change roles whilst undertaking this programme.

Ensure the student has access to appropriate support for the programme through the VLE out with the lectures.

Responsible for the health and safety of the student when on campus, with the appropriate insurances in place.

* 1. **Responsibilities of the student:**

Ensure that the student provides study time within the normal working hours of the week to include academic study.

*(It is recommended that students are childminding no less than 21 hours per week.*

To meet all programme deadlines as indicated by the university.

To commit to the required minimum hours of study in accordance with the Individual Learning Plan

To ensure that any information relating to the commercial activities of the work are considered before being included within coursework

To identify a named mentor of suitable experience and knowledge. The mentor should work in the childcare sector and have an existing relationship with the student. It is recommended that it is either the local SCMA co-ordinator or someone from the local authority.

To liaise with mentor and discuss the assignments and programme content as set out in the Individual Learning Plan.

Inform the university if the student if off sick in excess of 2 weeks.

Cover any costs associated with travel and accommodation to attend university if required.

Responsible for the health and safety of the student when in the workplace, with the appropriate insurances in place.

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**CONTACT DETAILS**

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| --- | --- |
| **First Name:** |  |
| **Surname** |  |
| **Home address 1** |  |
| **Home Address 2** |  |
| **Town/City** |  |
| **Postcode** |  |
| **Phone Number** |  |
| **Email Address** |  |
| **Has a Mentor been identified yet** |  |
| **If Yes - Name of Mentor** |  |
| **Email address of Mentor** |  |

**Student Details**

**SIGNATORIES:**

**I have read, understand, and agree to abide by all the above conditions contained within this agreement.**

**On behalf of the university**:

Name: Job Title:

Signature: Date:

**Student:**

Name: Job Title:

Signature: Date: