Annual Apprentice Survey Process

Relevant to AY 2024/25

Degree Apprenticeship Manager to prepare/create annual apprentice survey on an annual basis - with a plan to send the survey in May each year.

Degree Apprenticeship Administrator to email survey out to up to all apprentices in learning and any leavers since the previous survey was sent out. Giving a two week turnaround date for completion/submission by apprentices.

Degree Apprenticeship Administrator to send a reminder email to all apprentices who have not yet submitted a response one week after sending out the survey.

Responses to be collated by Degree Apprenticeship Manager & Degree Apprenticeship Administrator following agreed survey closing date and reported to the Dean of School within 3 working days of all responses being received.

Responses will be reported in a spreadsheet format, this will be saved in the AQSD shared area and password protected.

Dean of School/Programme Lead to review survey responses and share comments & best practice with Health Sciences team.

Academic Tutors to contact apprentices to discuss any comments as/where appropriate.

Contact to be made within 1 month of receiving the survey responses.

Comments to be recorded in apprentice survey responses spreadsheet and noted as closed down once actioned.

School to liaise with Degree Apprenticeship Manager if any support is required relating to survey responses and resolving comments/concerns/issues with apprentices.

School to confirm to Degree Apprenticeship Manager and Degree Apprenticeship

Administrator that all actions relating to employer responses have been addressed and closed down through return of completed annual apprentice survey responses spreadsheet, within 2 months of survey responses being received.