## **Annual Apprenticeship Employer Survey Process**

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

Degree Apprenticeship Administrator to email survey out to up to date employer contacts with a two week turnaround date for completion/submission by employers

Check with School that all employer contact details are up to date before sending survey.

Degree Apprenticeship Administrator to send a reminder email to all employers 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 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 Tutor to contact employers as appropriate to discuss any comments where appropriate.

Contact to be made within 10 working days of receiving the survey responses. Comments to be recorded in employer 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 employers.

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 employer survey responses spreadsheet, within 2 months of survey responses being received.