



Higher apprenticeships and degree apprenticeships Factsheet for employers

Once you've decided to sponsor one or more members of staff on an apprenticeship with Teesside University, what happens next?

How the process works

- Your employee signs up at Teesside University (TU) as a student; they must:
 - hold GCSEs in English and maths
 - meet the admissions criteria of the university programme they are enrolling on
 - work for at least 30 hours per week
 - be supported to complete their studies in 20% of this time.
- You sign a simple [Apprenticeship Agreement](#).
- Along with an agreement with TU, as Lead Provider¹, this includes:
 - a payment schedule for your contributions towards the cost of training your employee
 - a plan for the apprentice's learning milestones (this will include details of any other parallel qualifications required and support available).
- All apprenticeships include a separate, compulsory end point assessment (EPA); this is in addition to the academic assessments.

How the funding works

- Teesside University has a major contract from the Skills Funding Agency (SFA), which means that the Government will make a significant contribution to the costs of each higher or degree apprenticeship.
- For apprenticeship standards, this contribution is two-thirds of the total fee.
- We will inform you of the fee for the entire qualification – and your share.
- We will invoice you, as employer, for 1/3rd of the course fee – there are no complicated forms for you to fill in and no need to deal with the SFA.
- Payment is spread over the life of the apprenticeship in the stated way.
- The SFA transfer the outstanding balance of the course fee directly to TU.
- Your employee pays no fees.
- For every completed apprenticeship (which includes the end point assessment), a completion incentive is payable to you from the SFA.

Other benefits and incentives

- Within the Government funding, there are incentive payments for SMEs with fewer than 50 employees.
- A further incentive is payable to companies taking on apprentices aged 16-18.

¹ The organisation coordinating apprenticeship delivery

- Find out more [here](#) (see p.11).

What about the employer levy?

The [employer levy](#) comes into force in April 2017, along with a new Digital Apprenticeship Service. This factsheet explains how funding and processes work for higher and degree apprenticeships under the current system.

We can help

For advice and support on any aspect of higher and degree apprenticeships, get in touch:

Apprenticeships Team

T: 01642 384068

E: theforge@tees.ac.uk

Government information

For more detail on apprenticeships, see the following helpful guides:

- [The Employer Guide to Apprenticeships](#)
- [List of higher and degree apprenticeships available](#)