

DA

DEGREE
APPRENTICESHIPS



**Higher and Degree
Apprenticeships:**
A Guide for Employers



What is a degree apprenticeship?

A Degree Apprenticeship combines the very best of vocational work-based learning with academic study for a university degree (study for a foundation degree leads to a Higher Apprenticeship), recognition from a professional body and the achievement/demonstration of Maths and English*

Programmes offer a mixture of learning through campus days, online sessions and workplace practical applications and visits.

Apprenticeships can take anywhere between one and five years to complete, depending on the subject.

There is no age limit, and apprentices can be new or current employees.

*Maths and English qualifications are an Apprenticeship requirement that can be met through exemption if the Apprentice has already achieved them and can provide the certificate to prove it. If not, the University can support your Apprentice to achieve this through extra funding available.

Why choose Teesside University

Our apprenticeship programmes are designed for employers who want to develop their staff and update their sector-specific knowledge and skills. They are delivered by expert practitioners, academics, and led by industry research.

We work with employers both large and small with our feet firmly embedded in employer engagement. Recruitment, delivery, quality and achievement are supported by a strong infrastructure.

Teesside University is also one of the first higher education institutions in the country to have its higher apprenticeship provision rated 'Outstanding' by education watchdog, Ofsted – across all five areas of assessment.

Ofsted said 'Apprentices make excellent progress in improving their skills, knowledge and behaviours – they make improvements to the quality of their work so that it meets and often exceeds industrial requirements.'

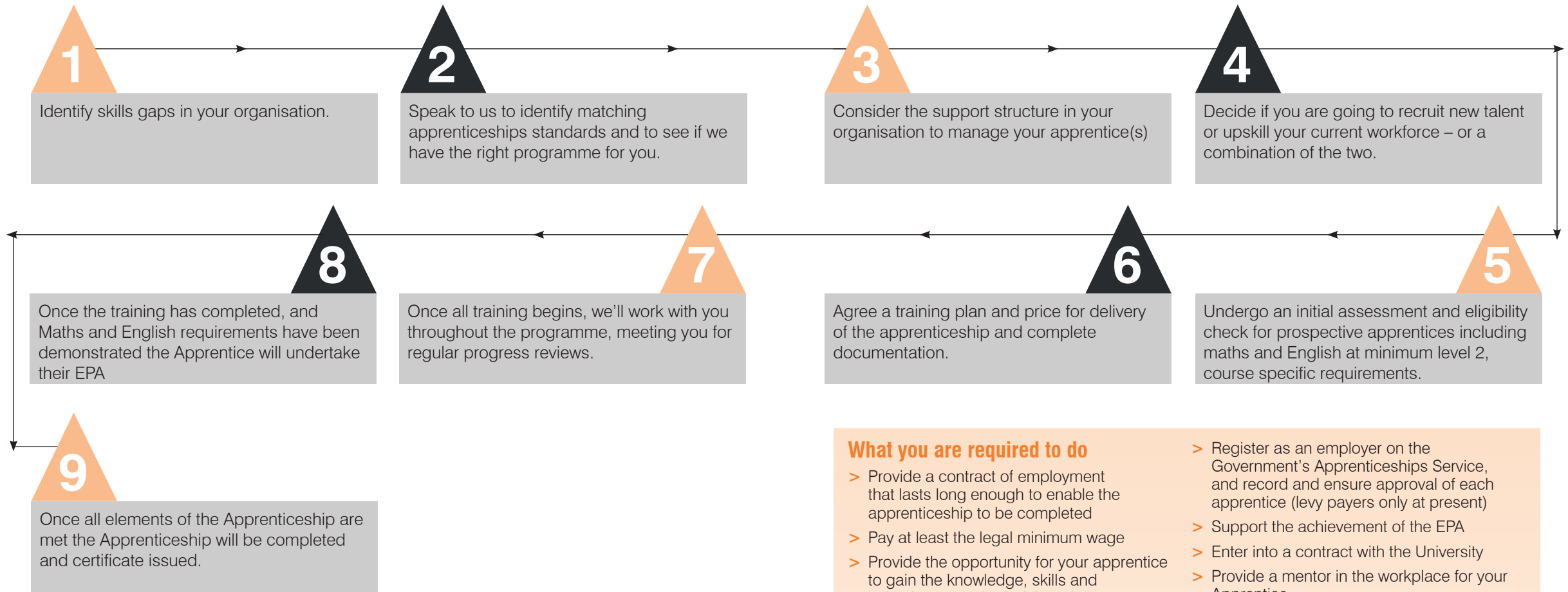
'Leaders and managers have very successfully established a culture of high expectations for apprenticeship provision. They place a high priority on ensuring that high-quality apprenticeships provide life-changing opportunities.'

The five outstanding areas are:

- > effectiveness of leadership and management
- > quality of teaching, learning and assessment
- > personal development, behaviour and welfare
- > outcomes for learners
- > apprenticeships



Key steps in the Degree Apprenticeship journey



What you are required to do

- > Provide a contract of employment that lasts long enough to enable the apprenticeship to be completed
- > Pay at least the legal minimum wage
- > Provide the opportunity for your apprentice to gain the knowledge, skills and behaviours required of the role
- > Enable the apprenticeship to be completed within working hours, including 20% working time for off-the-job training, and provide evidence of how this is achieved
- > Provide support/mentoring to apprentices in the workplace
- > Take part in regular review meetings with the University and your apprentice
- > Observe the Education and Skills Funding Agency (ESFA) Funding Rules and assist and cooperate with the University to enable delivery of training in compliance with the Funding rules

- > Register as an employer on the Government's Apprenticeships Service, and record and ensure approval of each apprentice (levy payers only at present)
- > Support the achievement of the EPA
- > Enter into a contract with the University
- > Provide a mentor in the workplace for your Apprentice

You must not ask your apprentice to contribute financially and costs cannot be claimed back from ex-apprentices.

MYTH VS FACT

“My apprentice will spend a lot of time away from the workplace”



Apprenticeships are about upskilling an individual. Reaching occupational competency takes time. Many employers and apprentices have praised the positive effect off-the-job training has on their productivity and apprentices feel valued by the significant investment in their training.

Off-the-job training must be away from the apprentice's normal working duties and must teach new knowledge, skills and behaviours relevant to their specific apprenticeship.

It can be delivered flexibly, for example, as a part of each day, one day per week, one week out of five or as a block release.

You may already have existing training programmes or materials you can use to deliver elements of the apprentice's off-the-job training.

“Off-the-job training must be delivered by a provider in a classroom, at an external location”



This is not true. Off-the-job training can be delivered in a flexible way. This can be at the apprentice's usual place of work, or at an external location. It can include for example, the teaching of theory, practical training and writing assignments.

Providers have developed a range of delivery styles to suit employer and apprentice needs. Employers should work with them to decide when and where off-the-job training should take place and who is best placed to deliver it.

“I need to document all of the apprentice's off-the-job training”



A commitment statement must be in place from the beginning of the apprenticeship, setting out the training content an apprentice will receive and which elements count towards the off-the-job training. The apprentice's evidence pack needs to demonstrate what training has been delivered against the commitment statement.

“English and maths counts towards the 20% requirement for off-the-job training”



This is not true. English and maths (at level 2 or below) does not count towards the 20% off-the-job training.

Apprenticeships are about developing occupational competency and they are designed on the basis that the apprentice already has the required level (level 2) of English and maths. Training for English and maths must be on top of the 20% off-the-job training requirement.

“Off-the-job training can be done in the apprentice's own time”



An apprenticeship is a work-based programme so all off-the-job training must take place within the apprentice's normal working hours*. If planned off-the-job training is unable to take place, it must be rearranged. Apprentices may choose to spend additional time training outside paid hours, but this must not be required to complete the apprenticeship.

*excluding overtime

Glossary of terms

Degree Apprenticeship

A degree apprenticeship is a job with training, working to degree level standards based on an industry approved apprenticeship Standard.

Degree Apprenticeship Standard

Each of our courses are mapped to an apprenticeship Standard. The Standard sets out what apprentices will learn, the required outcomes in terms of knowledge, skills and behaviours, baseline entry requirements, the assessment plan for the end-point assessment, the typical duration of the course, and the maximum funding that can be drawn down from the levy to pay for the course.

Off-the-job training

Off-the-job training is defined as learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an apprenticeship. This can include training that is delivered at the apprentice's normal place of work but must not be delivered as part of their normal working duties.

The off-the-job training must be directly relevant to the apprenticeship framework or Standard and could include the following:

- > the teaching of theory (for example lectures, role playing, simulation exercises, online learning or manufacturer training)
- > practical training, shadowing, mentoring, industry visits and attendance at competitions
- > learning support and time spent writing assessments/assignments

Off-the-job training DOES NOT include

- > English and maths (up to level 2) which is funded separately
- > Progress reviews or on-programme assessment required for an apprenticeship framework or standard
- > Training which takes place outside the apprentice's paid working hours. Occasionally training does take place outside normal working hours, in which case the apprentice must be given back the time in lieu

End-Point Assessment

All apprentices need to do an end-point assessment to complete their qualification which will test whether the apprentice has gained the skills, knowledge and behaviours outlined in the apprenticeship Standard.

An independent organisation must be involved in the end-point assessment of each apprentice so that all apprentices following the same Standard are assessed consistently.

Apprenticeship levy

Employers with a pay bill in excess of £3m a year now pay the apprenticeship levy.

The levy is charged at a rate of 0.5% of total pay bill, paid through PAYE.

Levy-paying employers are able to use their levy funds to purchase apprenticeship training through the government's new apprenticeship system.

For non-levy paying employers, the government will pay 95% of apprenticeship training and assessment costs, while employers pay only 5%.

How we help you

If you're thinking of recruiting a degree apprentice or would like to upskill your existing workforce, we can help.

We can give you advice on:

- > advertising a vacancy and finding the right candidate
- > apprenticeship levy and funding
- > developing a new apprenticeship
- > recruiting an apprentice
- > recruit existing staff onto apprenticeship programmes
- > complete funding documentation
- > advise on the most appropriate apprenticeship course to suit your business needs
- > complete the EPA and the apprenticeship course
- > Manage the progress of your apprentices learning and development

T: (01642) 738888

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Visit [tees.ac.uk/apprenticeships](https://www.tees.ac.uk/apprenticeships) for a full list of available courses





Still have a question?

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