

APPRENTICESHIPS



Employer Guide

Higher and Degree
Apprenticeships

At the University of
Suffolk

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Introduction

About us:

The University of Suffolk has been delivering apprenticeships since 2017.

Apprenticeships represent an important aspect of the implementation of the University of Suffolk's strategic plan, providing opportunities to widen participation in higher education, extend the academic portfolio and develop links with compatible institutions in regional and national areas.

This handbook has been created to introduce you to degree apprenticeships.

What is an apprenticeship?



An apprenticeship is a full time job whilst studying towards a formal degree qualification. It is a way for individuals to earn while they learn, gaining valuable skills and knowledge in a specific job role. The apprentice gains this through a wide mix of learning in the workplace, formal off-the-job training, and the opportunity to practice new skills in a real work environment. Apprenticeships benefit employers and individuals, and by boosting the skills of the workforce they help to improve economic productivity.

What is an apprenticeship standard?

Apprenticeship standards show what an apprentice will be doing, and the skills required of them, by job role to gain their qualification. The Institute for Apprenticeships and Technical Education is an independent public body which works to ensure apprenticeships are designed and delivered in the best they can be. It develops apprenticeship standards with employers that meet the needs of the companies and learners alike. You can view the details of the standard for your chosen Apprenticeship Programme on their website: [Apprenticeship search / Institute for Apprenticeships and Technical Education](https://www.institute-for-apprenticeships.org.uk/apprenticeship-search/)



How do they work?

Apprentices must spend at least 20% (minimum 6 hours per week) of their time on off-the-job training, however, they may need more than this if, for example, they need training in English and math's. It is up to the employer and training provider to decide how the off the-job training is delivered. It may include regular day release, block release and special training days or workshops. It must be directly relevant to the apprenticeship standard and can be delivered at the apprentice's normal place of work if it is not part of their normal working duties. It can cover practical training such as shadowing, mentoring, industry visits and attending competitions.

On-the-job training helps an apprentice develop the specific skills for the workplace and they should be supported by a mentor. Once an apprentice completes their apprenticeship, they should be able to demonstrate that they can perform tasks confidently and completely to the standard set by industry as they will be qualified.

Is an apprentice right for my organisation?



Can you use apprenticeships to upskill and retrain your existing work?

Yes, you can use apprenticeship to:

- Fill key skill gaps in your business.
- Boost employee motivation by investing in their development.
- Improve retention.

For example, an experienced employee may be keen to get a formal qualification in their specialist area. If they have relevant prior learning, they may be able to accelerate their apprenticeship and complete their qualification quicker.

Or perhaps someone has the aptitude and drive to learn something new and qualify in a specific role. This may be existing staff or hiring someone new into your business.

Find out more about how apprenticeships can be delivered for your business:

[How can apprenticeships be delivered for your business? - GOV.UK](https://www.gov.uk)
www.gov.uk

There are apprenticeships from Level 2 to Level 7:

- Level 2 (Intermediate)
- Level 3 (Advanced)
- Level 4 & 5 (Higher and Foundation Degree apprenticeships)
- Level 6 & 7 (Degree apprenticeships)

As the employer, you will need to explore which qualification and at what level you can offer to suit your business needs and the needs of your employee/apprentice.

Apprenticeships are designed by employers, so they reflect the relevant knowledge, skills and behaviors.

All apprenticeship standards can be found here:

[Apprenticeship search / Institute for Apprenticeships and Technical Education](https://www.instituteforapprenticeships.org/)

Employers can become a Trailblazer to design and develop apprenticeship standards, to find out more please visit the below link to IFATE:

<https://www.instituteforapprenticeships.org/developing-new-apprenticeships/trailblazer-group/>



Our Apprenticeship Offer

Health, Midwifery and Public Health

- Level 5 Nursing Associate (24 months + EPA)
- Level 5 Assistant Practitioner (24 months + EPA)
- Level 6 Registered Nursing – 3-year (36 months + EPA)
 - Children’s Nursing
 - Adult’s Nursing
 - Mental Health Nursing
- Level 7 Advanced Clinical Practitioner (36 months + EPA)

Social Sciences and Humanities

- Level 6 Social Worker (30 months + EPA)

Technology Business and Arts

- Level 6 Digital Technology Solutions (36 months + EPA)
 - Software Engineer
 - Network Engineer
- Level 7 Senior Leader (24 months + EPA)
- Level 7 Senior Leader - Supply Chain (24 months + EPA)
Subcontracted with The Supply Chain Academy
- Level 6 Supply Chain Leadership Professional (48 months + EPA)
Subcontracted with The Supply Chain Academy
- Level 4 Associate Project Manager (18 months + EPA)

Please note our higher and degree apprenticeship offer may change when reviewed/ re-validated or when new Standards are approved.

Employer Responsibilities



Line managers play an important role in apprentices' success and progress.

Apprentices may come from a range of backgrounds; some may have significant experience in the workplace whilst for others this may be their first job in a while with training.

As the apprentice's line manager your duties are the same as for all staff however, they are also responsible for supporting apprentices to develop their knowledge, skills, and behaviours to achieve their apprenticeship and become a fully competent member of the workforce.

This guide has been created to provide you with an overview of some of your responsibilities when managing or supervising an apprentice in the workplace.

Who is an ideal Line Manager for an Apprentice?

- They should be experienced and competent in the apprentice's occupational field.
 - They must be good communicators as they are best placed to talk to their apprentice, listen to their concerns, guide, and coach them.
- They will check the apprentice is meeting their targets and ensure they are committed to the business, as well as help guide their learning in relation to the job role.

What is my responsibility?

- Ensure the apprentices have a role that provides the opportunity to develop the Knowledge, Skills & Behaviors and that an apprenticeship agreement is in place prior to the commencement of the apprenticeship.
 - Attend an onboarding meeting to discuss and agree the Training plan and Skills Analysis. (This may take place on teams or in person).

- They should be committed to the wellbeing of their apprentices and comfortable in encouraging an open and trusting relationship where support needs and/or flexibilities can be discussed. This may include making reasonable adjustments when needed.

- They must value the concepts of learning, development and progression in the workplace and understand, support, and recognise opportunities for on- and off-the-job training.

- They will ensure that team members are briefed, understand the role of the apprentice, and know what is expected of them in relation to apprentices.

- They are responsible for managing an apprentice's performance, including when under-performance occurs. Line managers will therefore need to be confident to handle those 'difficult conversations' and to carry out their role effectively.

- Apprentice managers should receive some training by their employer or a third party on:

- how to conduct one-to-one meetings and deal with sensitive or emotive issue.

- how to coach individuals for success.

- how to manage discipline, capability, and grievance procedures. Your company should have procedures in place to support these issues.

Support off the job training; this means allowing apprentices to receive formal training within their contracted working hours. To support on the job training in their normal working environment.

- If an off the job training event takes place outside of an apprentice's core hours (not including overtime) the employer must provide time off in lieu or an additional payment to the apprentice.

- Attend a tripartite review every 10-12 weeks with the apprentice and training provider. This is a mandatory part of the apprenticeship and is used to track the apprentice's progress ensuring that support is provided and that the apprentice is motivated and able to complete the apprenticeship to the agreed planned end date.

- Provide feedback on progress made in the workplace and set developmental targets.

- Ensure that progress reviews are signed on the day of the review on APTEM/E-Portfolio.

- Report any absences/Report any absences that last longer than 4 weeks as the Apprentice will need to be placed on a break in learning.

- Leading up to EPA, check that the apprentice feels prepared and has received details of when and where their assessment will take place.

- Check that the apprentice has met their agreed deadline dates for any submissions.
- Discuss occupational competence and readiness for End Point Assessment.
- Attend a Gateway meeting with the apprentice and training provider.

Reserving your funds Digital Apprenticeship Service



Once you have successfully recruited your apprentices you will need to create an account on the Digital Apprenticeship Service to register your apprentice(s) and reserve your funding from your Levy funds. You can sign in to your Apprenticeship Service account here:

<https://www.gov.uk/sign-in-apprenticeship-service-account>

Please see below a useful video from the DfE giving a live walkthrough of The Apprenticeship Service:

<https://www.youtube.com/watch?v=fDK6ITrobpk>

Registering your apprentice onto your Digital Account and reserving funding is mandatory for all apprenticeships.



Levy Transfer

What is levy transfer?

Apprenticeships can be funded by an apprenticeship levy-paying employer transferring up to 50% of their levy to a different employer.

Transferred funds are used to pay for 100% of the training and assessment costs of the apprenticeship up to the funding band maximum.

Transferred funds cover the cost of the whole duration of the apprenticeship.

How to view available transfers?

You can view available transfer opportunities on the pledge page. Employers may decide to transfer their levy to specific sectors or businesses. They may also choose to fund levels of apprenticeships.

You can apply for the pledge that matches the levy employer's needs. This isn't limited, and you can apply for a pledge even if you don't match all four advertised details. You can also apply for multiple pledges.

How to apply for a transfer

You need an apprenticeship service account to apply for a transfer to fund an apprenticeship for your business.

If you do not have an apprenticeship service account you read the guidance on setting one up.

Before logging into your account and starting the process, you need to:

- know which apprenticeship standard your apprentices will be undertaking.
- know how many apprentices you need funding for
- know the location of where your apprentice will be working from
 - know the expected apprentice start date.

You can apply for multiple apprentices within one application if they are doing the same apprenticeship. If your apprentices are doing different apprenticeships, you need multiple applications.

Once you have applied for a transfer you can see the status of your application in your apprenticeship service account.

Your application is shared directly with the employer. They will review and confirm if they have accepted your application.

If your application is rejected, you can apply for another transfer or get funding via reservation.

What can transfer funds be used for?

Once you accept the transferred funds, they can only be used to pay for apprenticeship training and assessment, up to the funding band maximum.

Transfer funds can only be used for a new apprenticeship start. They can be a new or existing employee, but they cannot have already started an apprenticeship.

The exception to this is when an apprentice changes employer. They can continue their apprenticeship with a new employer funded by a transfer of levy funds.

Accepting funding

Once the employer reviews the application they will accept or decline. You need to confirm this transfer of funds. If you no longer need it, you must withdraw your application.

How transfer payments will be made?

Transfer payments will be made monthly into your apprenticeship account. When sending employers pledge a transfer, they agree to fund an apprenticeship for the duration.

The money for a transfer is prioritised before the sending employer's own apprenticeship payments.

Policies and Procedures



There are a number of policies and procedures that have been put into place by the University to support apprentices on their learner journey.

Below is an overview of a few of the key University policies and procedures which are available to apprentices, all of which we would encourage you to have sight of via the embedded links:

Student Charter

The University of Suffolk and the University of Suffolk Students' Union have worked together to develop a Student Charter, which outlines what students can expect from staff, as well as what can be reasonably expected in return.

General Regulations

The General Regulations are updated annually and bring together the key elements of a number of University policies and procedures. They provide an overview of the expectations the University has of all students, including apprentices, as well as outlining student rights and responsibilities.

Safeguarding and Prevent

The University has a duty of care to all staff, students and partners that access the campus and facilities. Prevention and effective response to neglect, harm and abuse are a concern for the educational environment. Please read the University's Safeguarding Policy and Code of Conduct.

“Safeguarding is everyone's responsibility” To make a referral or for further information in the event of any concern regarding safeguarding, please contact: safeguarding@uos.ac.uk or call 01473 338400 and select 'safeguarding'. University Designated Safeguarding Officers (DSO)

- **Fiona Fisk, Academic Registrar**
- **Chantalle Hawley, Assistant Director, Student Life**
- **Amy Quinton, Head of Safeguarding and DBS**

Safeguarding Officers can be contacted if you have concerns, such as:

You are a child or at-risk adult and need to talk to someone
A child or adult at risk has disclosed abuse, or you suspect abuse, and it is not an emergency.

- You are concerned that someone is vulnerable to radicalisation or exploitation
- You witness or experience harassment or sexual misconduct
- You have concerns about university staff, students, volunteers, partners or academic visitors

For immediate concerns, such as the risk of serious harm to a child, or adult at risk, please contact the emergency services without delay on 999

Equality & Diversity

We are committed to an inclusive approach to the delivery of Higher Education. We are working to ensure the University of Suffolk is open and accessible to all those wishing to participate in and are capable of benefiting from Higher Education. We value all the different people studying and working at the University of Suffolk and we are committed to developing policies and processes, teaching and learning to tackle inequality and exclusion. We publish an Annual Report each year detailing current priorities and progress of objectives.