

SUFFOLK CHAMBER OF COMMERCE OVERVIEW OF HIGHER AND DEGREE APPRENTICESHIPS

APPRENTICESHIPS



Overview

- What is an Apprenticeship
- What is a Standard – IFATE and Skills England
- Apprenticeship Degree vs Full Time University Programme
- Apprenticeship Funding (Levy and Non-Levy Employers)
- Benefits of an Apprentice
- Finding a Compliant Apprentice
- Employer and Line Manager Responsibilities
- Regulatory Bodies
- Our Journey
- University of Suffolk Offer
- Wave 3 Bid/ National Apprenticeships Week/ Employer Newsletter

Email: apprenticeships@uos.ac.uk



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WHAT IS AN APPRENTICESHIP?

An Apprenticeship is a combined package of the following:

- Employment
- Studies/Lectures
- Holistic and personal development skills – such as safeguarding, PREVENT, County Lines, British values and equality and diversity.
- Progress Reviews every 12 weeks (also known as ‘tripartite reviews’)
- Functional Skills Training (Maths & English)
- Off-the-job-training
- End point assessment

Apprenticeships range from Level 2 up to Level 7



WHAT IS A STANDARD?

Apprenticeship standards show what an apprentice will be doing, and the skills required of them, by job role.

The Institute for Apprenticeships and Technical Education is an independent public body which works to ensure apprenticeships are 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](#)

Skills England

Skills England is a new body that was launched in July 2024, in shadow form. Looking to be fully established over the next 9-12 months. It will take on the functions of the Institute for Apprenticeships and Technical Education (IfATE), while also having an expanded remit to look at skills gaps and demand. Skills England will also identify the training that is accessible via the [Growth and Skills Levy](#).



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HOW DO APPRENTICESHIPS DIFFER FROM A STANDALONE DEGREE?

UNIVERSITY

- Undergraduate degrees last between **3-4 years**
- Tend to focus on **individual, academic study**
- Over 130 universities in the UK, and **thousands of courses** on offer
- Courses vary from the vocational, such as Nursing or Architecture, to more general subjects like English and Geography
- Opportunity to do a **placement**, (or year in industry) to get professional experience
- Campus life: living in halls, student unions, career fairs, and fresher's week
- **Tuition fees**, up to £9,250 p.a. in England

APPRENTICESHIPS

- 💡 Duration depends on the level of the scheme, lasting **anywhere between 1-5 years**
- 💡 Specific focus on **on-the-job training**
- 💡 Apprentices develop practical skills, alongside qualifications
- 💡 Schemes available in **thousands of job roles**
- 💡 **No tuition fees**. Costs are covered by the employer (with government funding)
- 💡 **Salary** paid for the duration of the programme

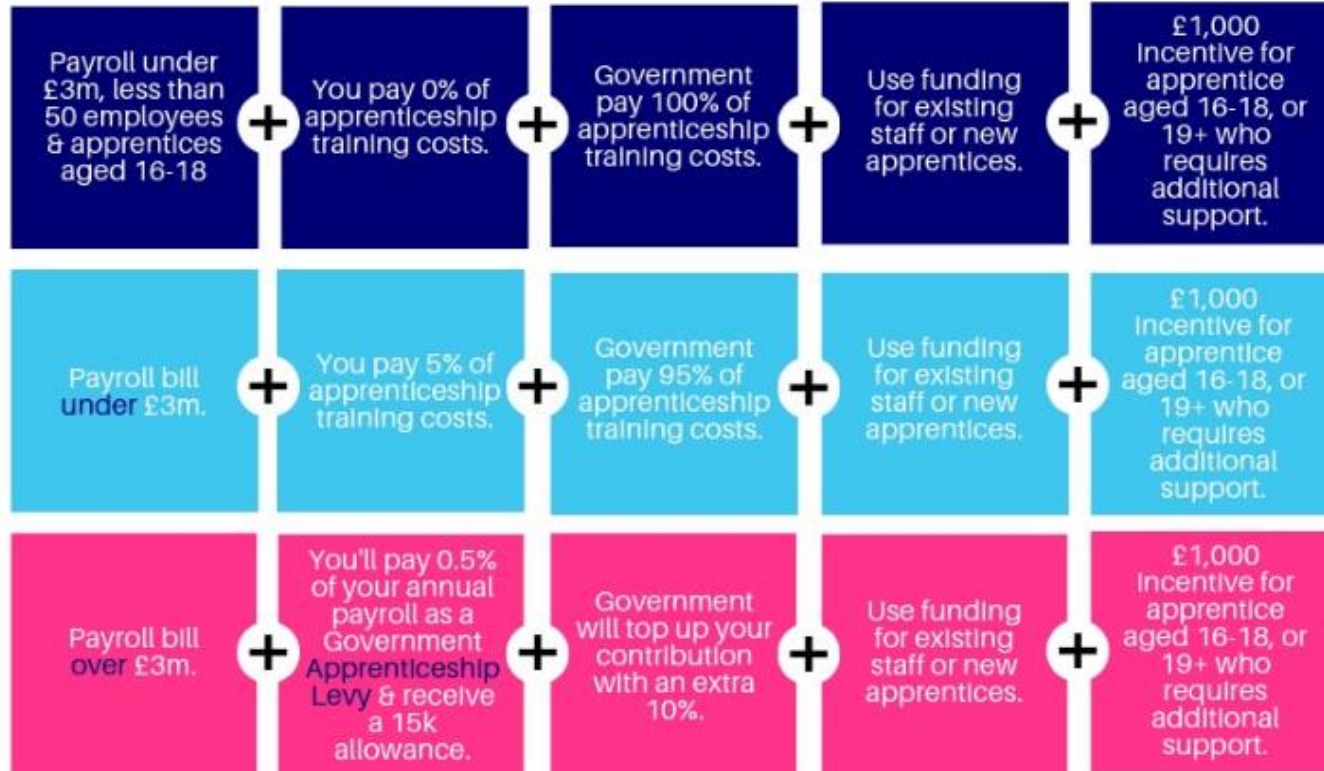


Ultimately, the main difference between an Apprenticeship and a standalone degree is that an Apprenticeship entails study and **work-based learning** in an Apprenticeship.

Due to this added layer to learning, there are a number of rules that the University, employer and Apprentice must be **compliant** to.

HOW ARE APPRENTICESHIPS FUNDED

APPRENTICESHIPS



*Subject to change 25/26



WHAT ARE THE BENEFITS OF AN APPRENTICESHIPS



- Earn while you learn
- Gain independence and respect
- Enjoy your holidays
- Benefit from ongoing and personalised support
- Discover your earning potential
- Gain real work experience
- Improve your employability skills
- Receive high street discounts



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FINDING A COMPLIANT APPRENTICE



A mapping document showing how apprentices develop their skills beyond level 2 for English and maths.



Opportunities for enrichment e.g., competitions, additional CPD courses and guest speakers, which make apprentices more employable.



A delivery model throughout the academic year.



A curriculum sequencing model which allows apprentices on a break in learning to re-join the programme asap



Curriculum sequencing which allows for deferrals, moderation, board meetings before the practical end date to allow apprentices to go into the EPA window in a timely manner and corresponds with the training plan dates agreed with the employer.



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Employer / Line Manager 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.

The apprentice line manager 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.



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Employer / Line Manager Responsibilities

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.

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.

What is my responsibility?

Ensure the apprentices have a role that provides the opportunity to develop the Knowledge, Skills & Behaviours 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).

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.

Employer / Line Manager Responsibilities

Who is an ideal Line Manager for an Apprentice?	What is my responsibility?
<p>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.</p> <p>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.</p> <p>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.</p>	<p><i>Attend a tripartite review at least every 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.</i></p> <p>Provide feedback on progress made in the workplace and set developmental targets.</p> <p>Ensure that progress reviews are signed on the day of the review on APTEM/E-Portfolio.</p> <p>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.</p>

Employer / Line Manager Responsibilities

Who is an ideal Line Manager for an Apprentice?

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.

What is my responsibility?

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.

REGULATORY BODIES

OFSTED The Office for Standards in Education, Children's Services and Skills. Ofsted inspects services providing education and skills for learners of all ages. Please see the next slide for our journey with Ofsted.

THE ESFA The Education and Skills Funding Agency. The ESFA is an agency accountable for funding education and skills for children, young people and adults.

THE DBQ The Designated Quality Body in England provides assessments and advice for the Office for Students on quality and standards in higher education in England.



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Our journey with Ofsted & other regulatory bodies

03 December 2024



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University of Suffolk



ESFA Audit

Target to achieve less than 5% error rating



ESFA Audit Outcome Report

UoS substantially met contractual requirements resulting in a less than 1% error rating.

November 2023 to January 2024

1st July 2024

UoS CURRENT PROVISION

Technology Business and Arts

- Level 4 Associate Project Manager
- Level 6 Digital Technology Solutions (software/network/cyber)
- Level 7 Senior Leader

Wave 3 Funding - Office for Students

- Level 6 Project Manager
- Level 6 Environmental Practitioner
- Level 6 Environmental Health Practitioner
- Level 6 Construction Site Management
- Level 6 Design and Construction Management
- Level 6 Architectural Assistant
- Level 6 Data Scientist
- Level 6 Supply Chain Leadership Professional

Social Sciences and Humanities

- Level 6 Social Work

Nursing, Midwifery and Public Health

- Level 5 Assistant Practitioner
- Level 5 Nursing Associate
- Level 6 Registered Nurse (Adult/Mental Health)
- Level 7 Advanced Clinical Practitioner

Apprenticeship data outcomes for 2023/24



78.4% overall retention rate



78.4% overall achievement rate against a national average of 54.6



94.3% overall attendance for apprentices



First UoS ESFA audit very positive outcome



100% Pass rate for those completing EPA

Employer Newsletter

We have a monthly newsletter that provides employers with updates on:

- Our delivery, what we offer and new standards in the pipeline.
- Activity at the University of Suffolk.
- Government and ESFA updates. What is new in the funding rules.
- Celebrating our apprentices with success stories, case studies and awards.
- We welcome any contributions.

If you would like to be added to our mailing list, please email apprenticeships@uos.ac.uk.



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Employer


**University
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Newsletter

November 2024



Introduction

Welcome to November's edition of our monthly employer newsletter. This newsletter will provide a monthly update on the apprenticeship provision at the University of Suffolk.

Each month we will share GOV.UK and ESFA updates, information on our upcoming cohorts, new apprenticeship standards being developed, and celebrate our current apprentices success stories, case studies and awards.

This newsletter is designed for our current employers who we engage with and a chance for new employers to see what apprenticeship provision we offer.

We hope you find this newsletter useful and informative.

If you would like to get in touch with our team please email: apprenticeships@uos.ac.uk

Or visit our website:
<https://www.uos.ac.uk/business/degree-apprenticeships/>

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- Recruiting for new Supply Chain & Senior Leader apprenticeships - Supply Chain Academy
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 - Levy Share
- Graduation 2024
- National Apprenticeship Week 2025 - Save the date!
- Level 6 Apprenticeships
 - Wave 3 Bid

National Apprenticeships Week 2025

[Employer and Learner Networking Event | University of Suffolk](#)

Wednesday 12th February 2025 – 5pm – 9pm

To celebrate National Apprenticeship Week, The University of Suffolk are inviting existing and new employers, aspiring apprentices, and parents to join us on campus at The Waterfront Building to speak to our apprenticeship teams, academic schools, current apprentices, and employers who offer apprenticeships from Level 2 to Level 7. It is a chance to find out more information on apprenticeships and what existing programmes the University of Suffolk offer and future opportunities.

This event is open to everyone! Whether you are exploring a new career path, wanting to upskill and progress in your current career, an employer wanting to offer apprenticeships, promote current opportunities or just want to find out more about the apprenticeship pathway.



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 University of Suffolk

12 February 2025 | 5.00–8.30pm

**National
Apprenticeship Week
Networking Event**

Waterfront Building, Ipswich IP4 1QJ

Want to know more about apprenticeships? Our networking event will bring employers and learners together with the opportunity to speak with our apprenticeship teams, academic schools, current apprentices and employers who offer apprenticeships. Open to everyone – register your interest below.



Get in touch

Scan QR code to register your interest or email: apprenticeships@uos.ac.uk



**THANK YOU FOR
LISTENING**

ANY QUESTIONS?

FEEDBACK

APPRENTICESHIPS

An Introduction to
Apprenticeships - UOS People &
Skills Group

