

*University of*  
**HUDDERSFIELD**  
Inspiring global professionals

# HIGHER AND DEGREE APPRENTICESHIPS

TOOLKIT

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## Content

### Higher and degree apprenticeships at The University of Huddersfield

- What are higher and degree apprenticeships?
- What apprenticeships do we offer?
- How does it work?
- When does an apprentice attend university?
- Clinical placements
- Tripartite review process
- Entry requirements
- Interview process
- End point assessments
- Process for applying
- Funding
- Employer compliance

**“The biggest benefit of completing an apprenticeship for me is having the support not only from my employer, but from the university too.”**



## Higher and degree apprenticeships at the University of Huddersfield.

### What are higher and degree apprenticeships?

Degree Apprenticeships add value and return on investment for employers as learners implement their learning and skills within the organisation. In addition, apprenticeships allow your organisation to:

- Address high-level skills gaps and specific business needs.
- Develop future leaders for your business.
- Increase motivation, productivity and performance of existing employees.
- Recruit, support and retain high calibre talent.

Degree apprenticeships combine work with higher level learning. Apprentices spend most of their time at work, employed for a minimum of 30 hours per week while also attending University. Employers must allow their apprentice to spend at least 20% of time in 'off-the-job' study or training.

At the University of Huddersfield, Higher and Degree Apprenticeships include qualifications from Level 5 (equivalent to a Foundation Degree) through to Level 7 (equivalent to a Master's degree).

### What apprenticeships do we offer?

Apprenticeship	Level
Advanced Clinical Practitioner	7
Midwifery Studies	6
Nursing Associate	5
Occupational Therapy	6
Operating Department Practitioner	6
Paramedic Science	6
Physiotherapy	6
Podiatry	6

## How does it work?

The course content will be like that of full-time study and apprentices will be part of a cohort group that benefit from each other's experience and support. Apprentices gain the knowledge and skills you would expect from a high-quality degree while work-based learning methods will help the apprentice maximise the impact on your organisation. Assessments may include reports, presentations and company projects to ensure academic study is integrated with on-the-job training. Off-the-job training will be agreed with the apprentice, the employer, and the University and how to plan and support development during and after study.

## When does an apprentice attend university?

Apprenticeships are primarily work based qualifications so training and assessment is in partnership with the employer. Any off-the-job training such as attending University must be undertaken in the apprentice's paid employment hours. Attendance at University will be required for the academic award and will usually take place through day release or in some cases attendance blocks. This will vary according to specific courses.

## Practical placements.

Some apprenticeships, alongside their 'off the job training' will be required to complete a number of clinical placement hours. This requirements for this will vary from apprenticeship and occupation.

## What support is available?

All apprentices have access to the range of support services at University of Huddersfield. This includes areas such as academic skills support, Students' Union, Computing and Library Services and Wellbeing and Disability Services.

For more information on the apprenticeship programme, please visit either the university's apprentice page or the institution for apprenticeships.

**Huddersfield Degree Apprenticeships:** <https://www.hud.ac.uk/business/degreeapprenticeships/>

**Institute for apprenticeship:** <https://www.instituteforapprenticeships.org/>



## Tripartite review process

It is a requirement of all apprenticeships that there will be regular reviews (at least quarterly) between the employer and the University to formally assess progress. The meetings will be attended by a university representative, the employer mentor (or line manager) and the learner. Each tripartite review is expected to last around 60 minutes.

The aim of these reviews is to ensure that the learner is on track both in terms of their academic programme and their work-based learning. The reviews will track success in meeting apprenticeship milestones and will provide an opportunity to agree any changes required to the learner's learning plan. The reviews will also provide a mechanism to address academic performance issues and to identify/access enhanced learning opportunities for the learner.

The purpose of each tripartite review is to thoroughly review and discuss:

- The progress of the learner to date both in work and on their apprenticeship programme.
- Any opportunities to stretch and engage the learner are identified and logged.
- Any issues, barriers or opportunities for learning with the workplace are identified.
- Any changes in circumstance that could have an impact on the learner's progress are logged and actioned.
- Feedback from the learner and employer mentor (or line manager) is collected and reviewed.

## Entry requirements

- Be Employed and meet the entry requirements of your employer.
- Have GCSE English language or English literature and Mathematics at grade 4 or above (or grade C or above if under the previous grading scheme), or Level 2 Functional Skills in English and Mathematics.
- Complete a Rehabilitation of Offenders form and have an in date Enhanced Disclosure and Barring Service (DBS) check.
- Occupational Health clearance undertaken by your employer.
- The learner must be able to make their own way on to the University campus one day (7.5hrs) per week to fulfil their off-the-job learning.

## Interview Process

Once the employer has confirmed that they have a potential candidate and would like to proceed with the apprenticeship programme, they will be referred through to one of the Universities Senior Course Leaders who will carry out an interview and an initial needs assessment with the employer and the potential apprentice. This process will make sure that the apprenticeship is a suitable match and that it can be successful carried out.

Once the interview is completed and all the compliance documents are returned, admissions will be notified, and the employer and apprentice will be referred for on boarding.

Some course leaders may get involved and support in the employer's initial interview stage and shortlisting process if the employer does not already have a candidate in mind.

## End Point Assessment

An apprenticeship standard requires an end point assessment (summative) at the end of the apprenticeship programme. The end point assessment is only approached when the apprentice, tutor/assessor and employer agree that the apprentice is ready.

The purpose of the end point assessment (EPA) is to test that an apprentice is fully capable of doing their job before they receive their apprenticeship certificate. It also helps to demonstrate the knowledge, skills and behaviours that the apprentice has learned can be applied in the real world. The end point assessment will be arranged by the university as agreed with the employer and apprentice.

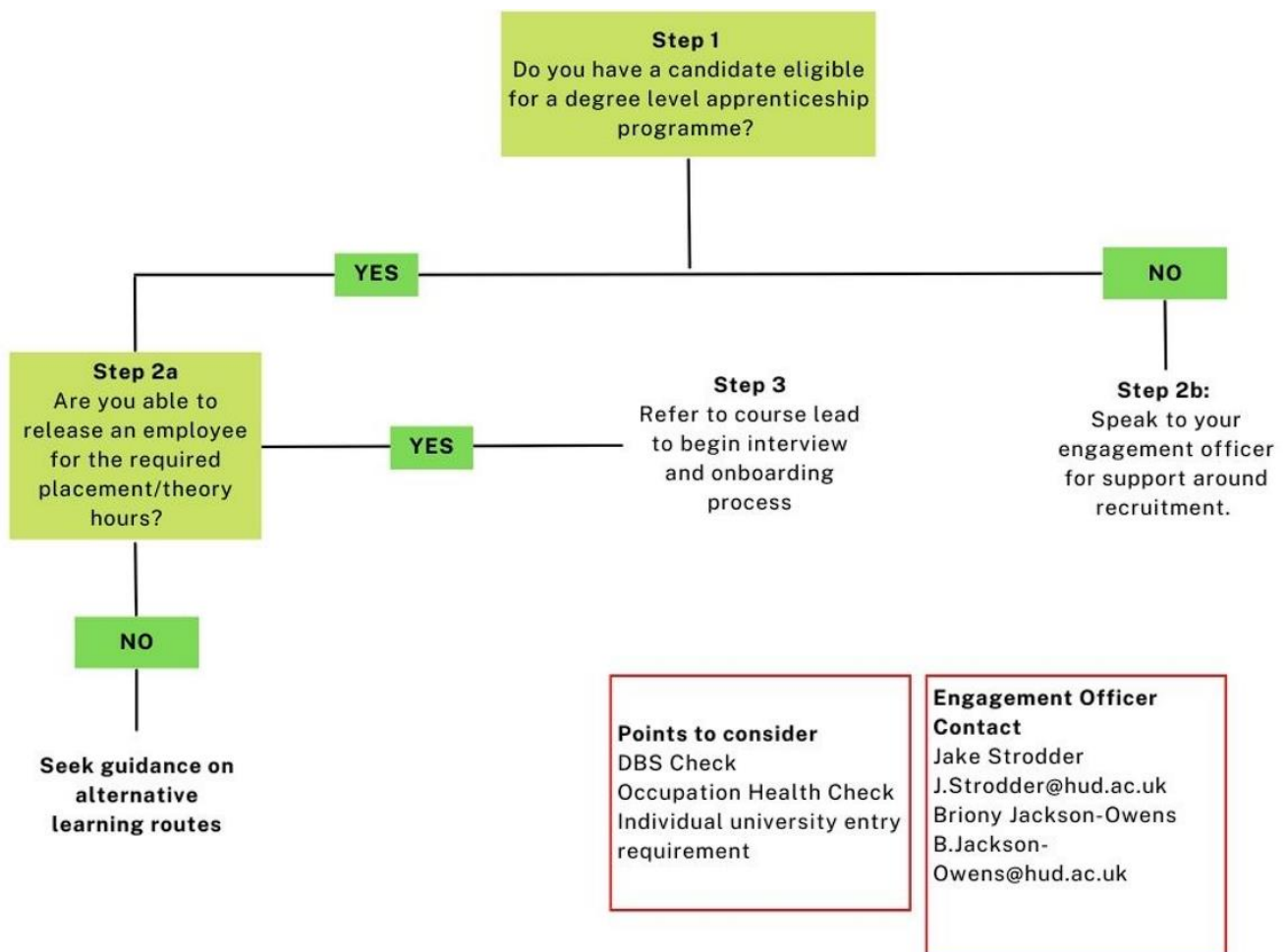
As the learner approaches the end of their apprenticeship programme, the final tripartite review will become a Gateway Review. A Gateway Review is a three-way discussion and review of the learner's readiness for the End Point Assessment.

The Core agenda for the Gateway Review will include:

- Systematically reviewing the standard and the competencies in the end-point assessment and assessing collaboratively how/why/where the learner meets these.
- Agreeing and documenting any gaps and identifying how these can be filled either on or off the job.
- Agreeing further sessions to review and track progress before any decision is made on end-point assessment dates.
- On achievement of the end point assessment, the Institute for Apprenticeships and Technical Education will issue the apprenticeship completion certificate to the employer.

## Process for applying

The next step would be to establish whether you have a suitable candidate for the TNA role or whether you need to recruit in line with the university's intake days. By working with an engagement officer, you will be supported through the process.



If you do not have a suitable candidate in mind, there is lots of useful information about how to recruit an apprentice available by clicking the link below.

<https://www.gov.uk/guidance/how-to-take-on-an-apprentice>

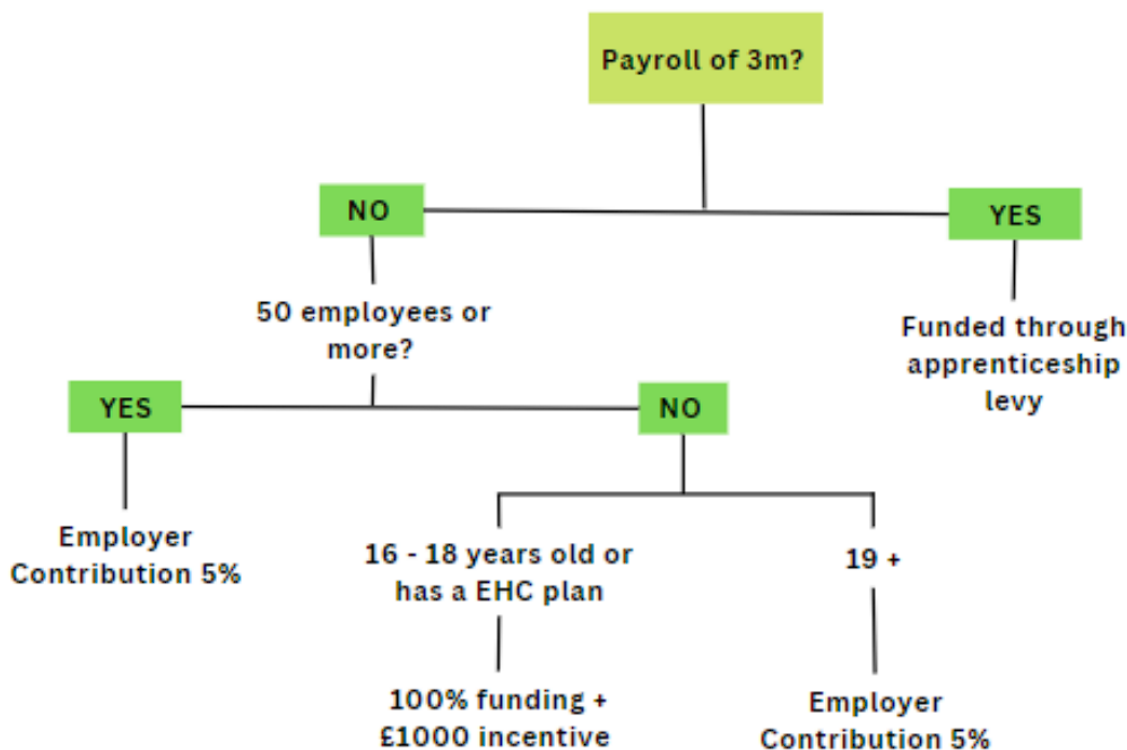
## Funding

Apprenticeship funding varies and is based on the size of the employer. If the employer has a wage bill of £3 million or more annually, they will pay monthly into their levy pot at a rate of 0.5% on their PAYE.

- Cost of programme delivered by the university is £15,000.
- This can be paid for through the apprenticeship levy.

For those who are non-levy paying organisations, there are two options available.

- 95% to 100% government funding
- Levy transfer (100% of costs paid)



For more information on the Levy and apprenticeship funding, please follow the link below.

<https://www.gov.uk/employing-an-apprentice/get-funding>

For more information on levy transfers and how to apply, please follow the link below.

<https://www.gov.uk/guidance/receive-a-levy-transfer-from-another-business-to-fund-an-apprenticeship>



## Employer compliance

As part of the enrolment and onboarding process, there are various documents that you, as the employer, will be required to complete, review and sign digitally. We request that these are processed as quickly as possible as this will ensure that your apprentice can start their program on time and with the rest of their cohort. The apprentice cannot commence their apprenticeship without each document being completed in full.

## Application form

- This is the standard University application form to become a student at the University of Huddersfield
- This application form will include additional questions which are required as part of the apprenticeship funding rules.

## Initial Needs Assessment form

- This form requires the apprentice to rate their prior knowledge and experience against the knowledge, skills and behaviours of the apprenticeship programme that they have applied for.
- This form is very important as it will help to create their Individual Learning Plan and assist their employer with paying the appropriate price for their apprenticeship programme.

## Apprenticeship Agreement

- This document is an agreement between the apprentice and their employer that the apprentice will be given the necessary time and support to achieve success on their apprenticeship programme.

## Job role analysis

- This document requires the employer to confirm the job role carried out by the apprentice is relevant to their apprenticeship and that the role meets the requirements of the apprenticeship programme and final assessment.

## Training plan

- This document is extremely important and is updated at regular intervals throughout the apprenticeship.
- The Training Plan is an agreement between the apprentice, their employer and the University of Huddersfield and it details the responsibility of each party to provide necessary commitment, support, experience, teaching, learning and assessment which will enable the apprentice to complete their apprenticeship successfully and on time.
- This document forms part of the Individual Learning Plan.

## Contract with employer

- A separate contract must be in place between the university and the employer which details the terms and conditions of the apprenticeship delivery, and the cost of training for each individual apprentice.

For any questions or enquires, please contact us via the email address below and one of our Apprenticeship Engagement Officers will get back to you.

[Hhs-employers@hud.ac.uk](mailto:Hhs-employers@hud.ac.uk)

## Understanding acronyms

### Documents

CPD Record	Continuing Professional Development Record
INA	Initial Needs Assessment
MI Report	Management Information Report
PAD	Practice Assessment Document
QIP	Quality Improvement Plan
SAR	Self-Assessment Report
TPR	Tripartite Review

### External bodies

ESFA	Education and Skills Funding Agency
HCPC	Health and Care Professions Council
HEA	Higher Education Academy
HEE	Health Education England
HEI	Higher Education Institute
HESA	Higher Education Statistics Agency
NMC	Nursing & Midwifery Council
PSRB	Professional & Statutory Regulatory Bodies
QAA	Quality Assurance Agency for Higher Education

**Other**

<b>APL</b>	<b>Accredited Prior Learning</b>
<b>ASDT</b>	<b>Academic Skills Development Team</b>
<b>AVD</b>	<b>Applicant Visitor Day</b>
<b>BLS</b>	<b>Basic Life Support</b>
<b>CAB</b>	<b>Course Assessment Board</b>
<b>CATs</b>	<b>Credit Accumulation &amp; Transfer Scheme</b>
<b>EC</b>	<b>Extenuating Circumstances</b>
<b>GDPR</b>	<b>General Data Protection Regulation</b>
<b>ILR</b>	<b>Individual Learner Record</b>
<b>IRAT</b>	<b>Individual Readiness Assurance Test</b>
<b>KSBs</b>	<b>Knowledge, Skills &amp; Behaviours</b>
<b>MAV</b>	<b>Module Availability</b>
<b>ORSAL</b>	<b>Ongoing Record and Skills Achievement Log</b>
<b>OSCE</b>	<b>Objective Structured Clinical Examination</b>
<b>OTJ</b>	<b>Off-the-Job Training</b>
<b>PAB</b>	<b>Pathway Assessment Board</b>
<b>PIVO</b>	<b>Private and Voluntary Organisations</b>
<b>PLSP</b>	<b>Personal Learner Support Plan</b>
<b>PSD</b>	<b>Programme Specification</b>
<b>TR</b>	<b>Tutor Reassessment</b>

Add staff contact details

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