



University of Essex

Higher and Degree Apprenticeships

Employer Handbook

University of Essex, Apprenticeship Hub

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Introduction

Thank you for choosing the University of Essex – we look forward to working with you, your apprentice/s and your organisation. This is the start of what we are sure will be a very rewarding journey for all involved. We will be here to guide, advise and support you every step of the way.

This handbook has been created to act as a reference guide and information point. It contains many useful links including those to the Government website for further reading.

Its aim is to enhance your understanding of the apprenticeship end to end process, ensuring both you and your apprentice are kept up to date and fully informed.

We still recommend that you read the Education and Skills Funding Agency (ESFA) Funding Rules for Employers, to provide further clarity on everything covered in this Handbook.

[Click here to read the ESFA Employer Funding Rules](#)

Apprenticeship Hub

The Apprenticeship Hub are here to help, support and guide you through each step of the process from beginning to end.

We will hold regular meetings with you before the apprenticeship begins to explain the end to end process so you are fully aware of the process and your role within it.

We will also continue to meet with you and your apprentice and their mentor/line manager throughout the apprenticeship to ensure that you are fully aware of your apprentice's progress and how they are performing throughout their apprenticeship.

Rachel Brown
Senior Apprenticeship Manager

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Apprenticeships Officer

If you need further clarification or have any questions regarding anything contained in this guide please contact: apprenticeships@essex.ac.uk

Before the Apprenticeship Begins

Employer Roles and Responsibilities

As an employer you have the following responsibilities:

- Understands and agrees to meet the Government's minimum wage requirements, employment law and statutory leave and time off as set out here: <https://www.gov.uk/national-minimum-wage-rates>
- Understands and agrees that programme eligibility and funding terms are based on a programme of at least 30 hours a week, and that if Apprentice working hours drop below 30 hours per week that the programme will need to be extended pro rata <https://www.gov.uk/browse/employing-people/time-off>
- Acknowledges that the apprenticeship requires at least 20% off the job training over the duration of the practical period (the period for which an apprentice is expected to work and receive training). This does not include the End Point Assessment.
- Assist the University in collecting evidence of off the job training occurring where information is held by the employer
- Gives their Apprentice appropriate time to study within the working day (paid time) including off the job training, including any apprentices on zero-hour terms allowing active learning or monitored workplace practice throughout the Apprenticeship
- Provides the apprentice with opportunities to practise new skills in the work environment
- Ensures that under the Employment Rights Acts 1996, the Apprentice will be classed as an employee.
- The employer must provide equality of opportunity in the workplace regardless of age, gender, ethnicity or beliefs and to treat the Apprentice equitably, fairly and reasonably, as with the rest of the workforce, and not discriminate or act unfairly against Apprentice (s).
- Agrees that the apprentice will not be asked at any time to contribute financially to the cost of training or End Point Assessment.
- Understands that if an apprentice becomes unemployed or self-employed during the apprenticeship, this will make the Apprentice ineligible for the apprenticeship, their funding ineligible and require withdrawal from programme
- Complies with all Government Acts and Statutes relevant to this employment including: Safeguarding Act 2006; Equality Act 2010 and Counter-Terrorism Act 2015

Health and Safety Responsibilities

During the apprenticeship it is the Employer's duty to:

- Provide personal protective clothing and safety equipment (PPE) required by the apprentice to carry out their day-to-day work free of charge and that until the Apprentice is fully trained, he/she will not work on machines or specified work areas unless under supervision
- Undertake legal and contractual responsibilities for the Health and Safety of the Apprentice including carry out Risk Assessments as required, and ensure the Apprentice has received a Health and Safety Induction and on-going training, instruction and information
- Permit a Health and Safety inspection of the Apprentice's place of work, by the University for the duration of the Apprenticeship; have in force at least the following insurance cover (I) Employers Liability Insurance and (II) Public Liability Insurance in the minimum sum of £5,000,000, and hereby warrants that the Apprentice is covered by them. Such policies must cover all risks against liabilities, claims proceedings, expenses and loss in respect of personal injury to or death of any person, or damage to any property, caused by or arising out of anything done or omitted to be done in relation to the employment of the Apprentice and in relation to this Agreement.
- Notify the University where applicable of accidents/incidents involving the Apprentice, within 24 working hours of the accident/incident. In the event of any major injury, or disease of, the Apprentice, which falls under the scope of the Reporting of Injuries Dangerous Diseases and Occurrences Regulations (RIDDOR)

- 1995, the Employer must conduct an investigation into, and provide information about, any such accident or occurrence to the University.
- Accept that both the main university will not be liable for any accident, loss or damage whatsoever or to whomsoever caused, by any act default or omission of an Apprentice on the programme.

Funding Information

We will process details of what training your apprentice/s are receiving via monthly submission of the Individualised Learner Record (ILR). It is important that you ensure that all details on the Digital Account match up with the details we have been provided with for the ILR, otherwise a 'Data Match Error' will occur and payment will not be able to be made. You can request that we add your apprentices' details onto the system for you to minimise the risks of a Data Match Error occurring.

Levy Paying Employers

Levy paying employers are required to set up a Digital Account in order for their levy to be used. You are responsible for recording the required details of the apprenticeship in your apprenticeship service account (also referred to as the Digital Account). Only you can confirm the spending of funds from your Digital Account and you must not delegate this function, nor can you allow any third party to authorise payment through the Digital Account.

In order to do this, you will need your organisation's Government Gateway User ID and your company PAYE details. It is usually the Payroll or Finance Departments who do this.

For further information please see the following guide: <https://www.gov.uk/guidance/manage-apprenticeship-funds>

Once you have set up your account you are ready to sign in and manage your account (<https://accounts.manage-apprenticeships.service.gov.uk/service/index>). With your permission we can add your apprentice/s details for you. You just need to select that option on your account, or you may wish to upload the information yourself.

You will be informed of how much should be coming out of your account at the start of the apprenticeship.

Employer Co-investment

If there are insufficient funds in your apprenticeship service account you must co-invest the relevant co-investment rate of the outstanding balance for that month. This rate will be the co-investment rate that was in place when the apprenticeship started. For all apprentices starting on or after 1 April 2019 the rate is 5%.

We will invoice you separately for any employer co-investment including any VAT.

We will report the date that we receive your payments on the ILR.

Please note that co-investment does not apply to English and maths, learning support or additional payments.

Levy Transfer

Levy paying employers can transfer up to 25% of their levy funds to other employers. The transfer allowance is calculated from the total amount of the levy declared during the previous tax year plus the 10% government top up payment.

Employers receiving transferred funds will only be able to use them to pay for training and assessment for apprenticeship standards. A transfer must be agreed and put in place before an apprentice starts their apprenticeship.

For further information about the rules for 'sending employers' and 'receiving employers' please refer to the [ESFA Guidance on Transferring Apprenticeship Service Funds](#)

Non-Levy Paying Employers

From January 2020 all employers who do not pay the apprenticeship levy (those who have a pay bill under £3 million) are now able to create accounts on the apprenticeship service and are also able to:

- Choose from a range of apprenticeship standards;
- Choose a provider from the Register of Apprenticeship Training Providers (RoATP) to deliver apprenticeship training;
- Find an End-Point Assessment Organisation (EPAO);
- Reserve access to funding for apprenticeship training and assessment;
- Agree contracts with providers; and
- Benefit from collaborative relationships by delegating permissions to providers to service their accounts.

Employers who do not pay the apprenticeship levy are required to reserve funds through the apprenticeship service before an apprenticeship can commence. As a non-levy-employer you will be required to fund 5% of the training fee with the Government funding the remaining 95% of the fee.

How to Reserve Funds:

Once employers have set up their account and accepted the employer agreement, they can reserve funds.

When making a reservation the following details will be required:

- the month the apprenticeship training will start;
- the apprenticeship standard.

Once a reservation has been made it can be converted into a full apprenticeship record, or a commitment, by adding the chosen apprentice's details and being agreed by both the employer and provider.

Further information can be found via this link: <https://www.gov.uk/guidance/manage-apprenticeship-funds> or you can [Click here for more guidance](#)

Payment Process Timeline (for both Levy and Non-Levy Employers)

- 19th of the month - declare your levy to HMRC.
- 23rd of the month - funds appear in your account.
- By 4th working day of the following month - approve apprentices. This approval is authorisation for the release of funds
- By 4th working day of the following month - providers submit their Individualised Learner Record (ILR) returns which will show the actual training that's taken place.
- On or after 5th working day of the month - funds released from your account.
- 11th working day of the month - providers receive payments from the ESFA.

The ESFA will pay 80% of the negotiated price up to the maximum value of the funding band, in equal monthly instalments according to the planned duration of the apprenticeship. The deductions from your apprenticeship service account will mirror these payments where funds are available. The ESFA pays the remaining balance of the negotiated price, up to the maximum value of the funding band to us when the apprentice has completed both the practical training period and their End Point Assessment.

What Does the ESFA Fund?

Eligible Costs:

- Delivery of training (including distance learning)
- On-programme assessment
- Registration, examination and certification costs associated with mandatory qualifications
- Regular planned on-programme assessments
- Materials (non-capital items) used in the delivery of the apprenticeship, including the equipment or supplies necessary to enable a particular learning activity to happen. This can include software licences where the licence cost is at apprentice level and the licence is required to access off-the-job training materials and can be evidenced as such. These items would not normally have a lifespan beyond the individual apprenticeship being funded.
- Ongoing development of existing teaching materials, lesson planning, the processing of the ILR and quality assurance
- Additional learning and/or the cost to resit an exam linked to a mandatory qualification
- Additional learning required to retake an end point assessment
- Registration, examination and certification costs associated with mandatory qualifications excluding any licence to practise
- Accommodation costs for training delivered through residential modules where the residential training is a mandatory requirement
- Costs of an apprentice taking part in a skills competition if it directly contributes to helping the apprentice achieve the apprenticeship
- Regular planned on-programme assessment (tripartite progress reviews involving the main provider, employer and apprentice)
- Formative (ongoing) assessment costs associated with a mandatory qualification

Ineligible Costs:

- Enrolment, induction, initial assessment, initial diagnostic testing or similar activity
- Travel costs for apprentices
- Apprentice wages
- PPE and safety equipment required by the apprentice to carry out their day-to-day work
- Development of original teaching materials related to the delivery of a new apprenticeship offer
- Off the job Training (OJT) delivered only by self-directed distance learning
- Any training, optional modules, educational trips or trips to professional events in excess of those required to achieve the apprenticeship.
- Any fees to third parties associated with a licence to practise, including registration examination and certification costs. This applies even where a licence to practise is specified in the apprenticeship standard and assessment plan
- Any fees to awarding bodies for non-mandatory qualifications including registration, examination and certification costs
- Student membership fees that are required by professional bodies, even where linked to mandatory qualifications
- English and maths up to Level 2
- Repeating the same regulated qualification where the apprentice has previously achieved it, unless it is a requirement of the apprenticeship
- Accommodation costs where the apprentice is resident away from their home base, because of the requirements of their day-to-day work or because this is convenient for the employer or main provider (or subcontractor). Residential costs associated with non-mandatory learning, including qualifications and outward-bound activities, are also excluded.
- Capital purchases and including lease agreements and the maintenance of capital purchases (land, buildings, machinery and ICT equipment). This also includes maintenance of capital purchases (vehicle parts and labour, insurance and MOT)

- Time spent by employees/managers supporting or mentoring apprentices where this is not delivering training required as part of the apprenticeship (e.g. generic line management responsibilities)
- Specific services not related to the delivery and administration of the apprenticeship. This includes the recruitment and continuing professional development of staff involved in apprenticeships, company inductions, managing agents, brokers/referral services (sourcing employer/learner leads) and the costs of memberships or other costs paid to employers, or their representatives, associated with procurement registers or opportunities to secure business.

Checking Your Apprentices Eligibility

As you can only use your Levy funds or Government co-funding on those who are eligible you must provide us with evidence of your Apprentice's eligibility at time of application.

In order to support you in this process we have created an Apprentice Eligibility Form as part of our admissions process to ensure that the apprentice:

- Isn't undertaking another apprenticeship or another DfE/HE funded programme
- Is 16 years old or over
- Has terminated any existing Student Loans (apprentices are unable to apply for Student Loans)
- Has the correct residency status
- Has the Right to Work in the UK
- Will spend at least 50% of their time in England

If we discover that your apprentice does not meet all the above criteria we will discuss this with you along with what implication this may have and support you through what you need to do next.

You will also need to ensure that your Apprentice:

- Is employed by you and has a contract of employment
- Is paid a wage (please note you cannot use your Levy or Government co-funding to pay the apprentices salary)
- Has a specified job role (or roles) that fulfils the Knowledge, Skills and Behaviours need to achieve their apprenticeship
- Will be given appropriate support and supervision to carry out their job role
- Will be able to complete the apprenticeship within the time that they have available
- Will not be asked to contribute financially to any training or End Point Assessment costs either during the apprenticeship or after completion, even if they leave the company

Additional Payments

It is possible that you could be eligible to receive what is known as an 'Incentive Payment' towards the additional cost associated with your apprentice training if, at the start of the apprenticeship, your apprentice is:

Aged between 16 and 18 years old

Your payments will be made to us as follows:

- 90 days after the apprentice starts – 50% will be paid if the apprentice is still undertaking their apprenticeship and
- 365 days after the apprentice starts – the remaining 50% will be paid if the apprentice is still undertaking their apprenticeship

We will pass payments onto you in full within 30 working days of receiving the funding from the ESFA

OR

Aged between 19-24 years old and have an Education, Health and care plan (EHC) provided by their local authority or has been in the care of their local authority.

A child in care is defined as:

- **An eligible child** – a young person who is 16 or 17 and who has been looked after by a UK local authority/health and social care trust for at least a period of 13 weeks since the age of 14 and who is still looked after
- **A relevant child** – a young person who is 16 or 17 who has left care within the UK after their 16th birthday and before leaving care were classed as an 'eligible child'
- **A former relevant child** – a young person who is aged between 18 and 21 (up to their 25th birthday if they are in education or training) who, before turning 18 was an eligible or relevant child.

In order to be eligible for these payments you must have evidence for each apprentice before the apprenticeship starts. You must check this and either you or the apprentice must give the University evidence to keep in the evidence pack.

For apprentices aged between 19 and 24 years old we are required to gain consent from the apprentice to inform you that they have an EHC plan or that they have been in care. In addition to this we also require a signed email or letter from a local authority to confirm they are a care leaver or evidence of an EHC plan.

Eligible apprentices will receive a one-off payment of £1,000 if they have been in the care of a UK local authority as outlined above. The bursary payment, due to the apprentice, will be given to us 60 days after they start. We are required to pass this onto the apprentice within 30 days of receiving the funding from the ESFA.

Please note that where a 19 to 24-year-old apprentice does not want to inform their employer that they were previously in care, the additional payment will only be generated for the apprentice and not the employer.

Recruitment and Selection

First and foremost, Apprentices are your employees and therefore the process is led by you: the employer. They can be either new recruits or existing staff requiring upskilling.

The Apprenticeship Hub will support you throughout this process and will:

- Agree the terms of your contract (also known as the Written Agreement) and provide you with a draft to share with your Legal Team if required
- Liaise with you regarding your requirements for the apprenticeship role, including entry requirements and identifying if an applicant requires English and maths Functional Skills at Level 2, timescales and deadlines and the most suitable places to advertise your vacancy if required
- Upload your vacancy to the National Apprenticeship Service (NAS) or provide a link on the NAS to your website where the advertisement is being publicised
- Check all applicants on NAS - 'Recruit an Apprenticeship Service' against your entry criteria and send suitable applicants to you for shortlisting and selection to interview

Applicants are being encouraged to register and receive updates on newly listed vacancies in the area they are interested in. The service is free and is the official job site for apprenticeships in England, managed by the National Apprenticeship Service, enabling your vacancy to be viewed and applied for nationally by candidates who register onto the website, making it an easy and convenient way to attract and recruit apprentices.

You can, of course, continue to advertise your vacancy on your own website.

For those contracts won via the Procurement process, both parties will be bound by the terms of that framework and the contractual elements will be specific to the framework.

National Apprenticeship Service

If you are recruiting new staff please speak to us before advertising as we can support you and can share your vacancies on various platforms (UCAS, University of Essex Apprenticeship Website) as well as on the Recruit an Apprentice Service.

All apprenticeship vacancies should be advertised on the [Find an Apprenticeship website](#) as those still in education.

We can upload your vacancy details to NAS for you, should you wish: you just need to provide a Job Description and Person Specification, although the decision-making process is employer led, we can manage the application process by checking applicant's entry criteria and eligibility before you shortlist against your own requirements and invite applicants to interview.

Career Hub

Our [Student Development Careers Service](#) manages the University of Essex Career Hub vacancy board, which is a free service for organisations to advertise opportunities to both our current students and recent graduates. Once details are uploaded vacancies are usually published within 24 working hours.

Please contact the Apprenticeship Hub if you have a vacancy you wish to advertise at: apprenticeships@essex.ac.uk and we can discuss options and next steps. Please note we are not able to upload vacancies on your behalf.

Direct Application Process

Once the apprentice has been identified (whether a new recruit or an existing member of staff) our Admissions Team will contact them by email to provide them with a link to the application system where they will be required to complete their personal details along with information about their qualifications.

The Hub will check all entry criteria and will liaise with applicants if required and explain the process for obtaining copies of qualification grades from Awarding Bodies if the original certificates cannot be found. Within the funding rules we are not able to accept Statement of Results as evidence. These are then kept on file in their Evidence Pack.

Functional Skills Level 2 - English and Maths

The ESFA states that every Apprentice must be able to provide evidence that they are in possession of a GCSE, or an equivalent Level 2 qualification such as:

- Functional Skill English,
- Functional Skill Maths,
- Key Skill in Application of Number
- Key Skill in Communication
- Adult Literacy
- Adult Numeracy

Those who do not hold a relevant Level 2 in English and maths will be asked to complete these during the duration of their course.

We have a sub-contracting arrangement with Essex County Council – Adult Community Learning and your apprentice will undertake their Functional Skills at one of their local centres following completion of an online application form and undertaking diagnostic and initial assessments.

The ESFA do not accept any qualifications where English has been studied as a Second Language.

Please note that the Apprentice must be given time out of work in order to attend the Functional Skills training.

Accreditation of Prior Learning

Under the ESFA Funding Rules you must not use funding to pay for training for skills, knowledge and behaviours that have already been attained. In order for us to check this we carry out an Initial Needs Analysis (INA) as part of the application process.

Initial Needs Assessment

This document is completed by your apprentice after their interview to ascertain that they do not have extensive prior learning under the Funding Rules as set out by the ESFA. The apprentice maps their skills against the Knowledge, Skills and Behaviours as outlined in the Apprenticeship Standard.

The INA is completed and signed by the apprentice, by hand, which details their current level of understanding against each of the knowledge, skills and behaviours as laid out in the apprenticeship standard set by the [Institute for Apprenticeships and Technical Education \(IFaTE\)](#). This helps us identify whether we need to adjust the duration and cost of the apprenticeship to allow for prior learning (academic and experiential) and whether the amount of training required will exceed 12 months and a day.

If you have an Apprentice who has undertaken their qualifications abroad we will be required to undertake an Equivalency investigation.

Learning Support

If your Apprentice requires Learning Support we are able to support them with their needs. Our Learning Support Team will be able to offer initial assessment and liaise with academic departments with details of how they can be supported throughout their apprenticeship. The ESFA provides funding in order for your Apprentice to continue and complete their apprenticeship including meeting identified needs in end point assessment (where applicable). This will not be deducted from your apprenticeships service account.

Contractual Documentation

In order to be compliant with the Education and Skills Funding Agency (ESFA) Funding Rules we are required to update and maintain the following documentation with you and your apprentice. These documents are kept on file for audit purposes and only shared with those involved with the Apprenticeship.

Each apprentice will have their own electronic evidence pack that we keep centrally at the University for ESFA audit purposes. The Evidence Pack is required to contain the following:

Written Agreement (also known as the Apprenticeship Contract)

This is the legal document that is signed once you decide you want your apprentice to study with us or when you wish to advertise a vacancy with us to recruit an apprentice, following the assessment/interview process. The document should be passed on to your Legal Team for consideration.

Apprenticeship Agreement

The Apprenticeship Agreement sets out the employer's commitment to release the individual for the number of hours specified on the agreement.

It is completed and signed by the apprentice and the employer and forms part of the individual employment arrangements between these two parties. A valid apprenticeship agreement has the status of a contract of service, to which employment law applies).

The Apprenticeship Agreement is vital and the ESFA will not fund an apprenticeship unless there is a valid Apprenticeship Agreement in place. The University will require a copy of the Apprenticeship Agreement to be kept on file for audit purposes.

Commitment Statement

This is the most important document for the delivery of the apprenticeship. It sets out the tripartite agreement being made between the University, the employer and the apprentice including each parties' roles and responsibilities and records key details of the apprenticeship, including the training content to be delivered and a record of the number of Off-the-job training hours required. It is a working document and should be amended during the apprenticeship as required (e.g. break in learning).

There are sections for details of the modules your apprentice will be undertaking along with dates on when these will be delivered.

Please note the apprentice will also be provided with their own course information, handbook and timetables for the coming year during their Welcome Week.

Choosing Module Options

Apprentices normally complete a number of modules each year, consisting of taught modules and assessed work-based learning. The focus on work-based learning is intended to allow Apprentices to practice and hone their skills in the workplace and apply the taught elements of the programme in practice. For some programmes there will be regulatory requirement (for example, placements in other work areas) and these will form part of the programme. However, some programmes will contain optional modules and this will be communicated with the Apprentice and they may wish to discuss this with you before making their choice.

Once all the checks have been carried out and all the necessary documentation is in place your apprentice will be ready to begin their apprenticeship journey.



The Apprenticeship Practical Period Begins

Induction and Welcome Week

As part of your apprentice's transition into the University community they will be invited to either an Induction day or Welcome Week. Details of this will be sent to your apprentice after they receive their offer letter. This is a chance to meet those they will be studying alongside as well as finding out everything the University of Essex has to offer. We make every effort to ensure your apprentice feels fully immersed in university life.

ESFA Compliance

Throughout the apprenticeship in order to remain compliant with the ESFA Funding Rules you must:

- Be aware of and refer to the ESFA Apprenticeship Funding Rules Guidance for Employers <https://www.gov.uk/guidance/apprenticeship-funding-rules-for-employers>
- Pay the required 5% co-investment financial contribution to the Apprenticeship required by government (unless co-investment waiver applies or is a levy payer with sufficient funds in their digital account)
- Ensure their data is secure under the regulations of the General Data Protection Regulations
- Contribute to, and participate in, Apprentice Progress Review meetings (Tripartite Reviews) and a Gateway Review at the point that the training delivery has been completed
- Notify the University at least 24 hours in advance, if for any reason the Apprentice and/or Employer Representative is/are unable to attend a scheduled review or training/ assessment sessions
- Ensure that satisfactory progress through the course is maintained and to provide the experience, facilities and necessary training to achieve the objectives within this agreement without loss of wages. Any changes to this agreement will be agreed at review.
- Seek to resolve any complaints brought by the apprentice or University

Supporting Your Apprentice

Personal Tutors/Academic Mentor

Each apprentice will be allocated a personal tutor (PT). The PT will be the contact for both you and your apprentice throughout the duration of their course and will be your first point of contact. They will also:

- Ensure there is regular contact with the Apprentice and support them in a pastoral role
- Visit the Apprentice regularly in the workplace and conduct Tripartite Reviews to monitor and record progress and to ensure the 20% OTJ requirements are being met and documented
- Liaise with you regarding matters including absence, change of circumstances or any concerns/issues you may have

Mentors in the Workplace

It is an ESFA requirement that each Apprentice be provided with a Workplace Mentor. It is recommended that this person is not the Apprentice's Line Manager. It is recommended that the Apprentice and Mentor meet regularly to highlight any issues or concerns, and these are fed back to the apprentice's Personal Tutor. The Mentor will also be asked to attend the tripartite reviews to ensure everyone is kept up to date on all aspects of the apprentice's experience and to help with setting goals.

20% Off the Job Training (OJT) Evidence

OJT is training received by the apprentice, during the apprentice's paid hours, for the purpose of achieving their apprenticeship. It is not training delivered for the sole purpose of enabling the apprentice to perform the work for which they have been employed. It must be directly relevant to the apprenticeship standard, teaching new knowledge, skills and behaviours required to reach competence in the particular occupation.

OJT must take place within the apprentices working hours and is a statutory requirement of the apprenticeship. It results in your apprentice growing and developing their skills, knowledge and behaviours and results in them reaching their full occupational competency.

OJT Checklist

1. Is the activity directly relevant to the apprenticeship?
2. Is the activity teaching **new** knowledge, skills and behaviours?
3. Is the learning taking place in the apprentice's paid working hours?

Recording OJT

Off-the-job training must be recorded on the Commitment Statement to establish eligibility for apprenticeship funding. The apprentice must also keep a record of the number of hours of OJT they complete, signed and verified by their employer.

Your apprentice will be asked to complete a timesheet to record their apprenticeship activities on so we can keep a track of their progress and to ensure they are meeting the required 20% minimum.

Where Should OJT Take Place?

OJT can take place at the employer's workplace or off-site (e.g. in a classroom or from home via distance learning). It can even take place at the apprentice's desk or workstation. It is the activity rather than the location that is most important.

What does OJT Cover?

Included:

- Lectures
- Role playing
- Simulation exercises
- Online learning
- Manufacturer training
- Shadowing
- Mentoring
- Industry visits
- Attendance at competitions
- Learning Support
- Research
- Networking events
- Seminars
- Induction (only if imparting new learning)

Excluded:

- Knowledge, skills and behaviours that are not required in the standard
- Progress reviews or on-programme assessment
- Training which takes place outside the apprentice's paid working hours
- English and maths (this is funded separately)

Tripartite Reviews

These can either be held at the apprentice's workplace or virtually and must involve the apprentice, their line manager / workplace mentor and a member of University staff. Regular meetings will be arranged at a time suitable to all attendees. Items discussed at the review will be documented and copies of the report will be sent to all those in attendance as well as a record kept in the Apprentices Evidence Pack.

It is a chance for all involved parties to not only track progress but to raise any issues or concerns or identify any highlights. Timesheets or a log of the apprentice's activities will be checked to ensure the apprentice has been given time off during their working hours to work on their apprenticeship training in accordance with the 20% OJT rules as outlined in the funding rules and the Commitment Statement.

If you have any issues or concerns these can of course be communicated outside of the Tripartite Review structure and the contact details of who to liaise with will be provided to you at the beginning of the training.

As your Apprentice progresses, they will be monitored by their Lecturers and any issues and concerns (like late submission or failure to attend) will be discussed with their PT who will ensure they are raised and recorded and will ensure this information is shared with you.



Changes of Circumstances

If there are any changes in circumstances that affect the agreement made between the University and you this may result in a revision to the existing documents or the creation of a new document. This includes changes to the following:

- Changes to the price of training
- Changes to the apprentice's eligibility
- Any updates required to your apprenticeship service account
- Changes to the apprentice's contract or working pattern
- Changes to the apprenticeship duration
- Changes to the main provider or subcontractor
- Breaks in learning
- Apprentice changes name

Breaks in Learning (Intermissions)

Apprentices may take a break in learning where they plan to return to the same apprenticeship programme. The decision to take a break in learning, the reason for the break and its expected duration must be agreed with you.

Reasons for a break in learning could include:

- Illness
- Medical treatment
- Maternity / Parental leave
- Other personal reasons

Please let your university contact know as soon as you are aware that your apprentice will be taking any time off work for reasons such as illness, medical treatment etc. If the period of absence is more than **4 weeks** we have to log this as a break in learning and it needs to be communicated to the ESFA via the Individualised Learner Record completed by the Apprenticeship Hub each month. A break in learning does not include bank holidays, annual leave, redundancy or withdrawals.

We also have an Intermission Form for the Apprentice to complete which goes to our Student Progress Team and a copy of the form will be kept on file.

In addition to this you will also need to put a pause on your Digital Account for the intermitting apprentice. The Apprenticeship Hub will be in touch with you to remind you to do this to ensure that no money comes out of your digital account during the intermission / break in learning period. You will also be reminded to take the pause off your account when they return.

The duration of the apprenticeship and the planned end date will be amended accordingly, and this will be communicated to you and a new Commitment Statement will be produced to reflect any changes if required.

Maternity Leave, Adoption Leave, Parental Leave

As from 1 August 2020 the following now applies for those apprentices on Maternity Leave, Adoption Leave or Parental Leave

Maternity Leave:

An apprentice may carry out up to 10 days' work for her employer without bringing her maternity leave period to an end. These are known as keeping in touch days (KIT).

If an apprentice wishes to use any of her 10 designated KIT days to continue apprenticeship training and/or assessment, including end-point assessment, they may do so.

Apprentices will lose their entitlement to statutory maternity pay and may bring their statutory maternity leave to an end if they undertake more than 10 days' work (their KIT entitlement) during their maternity leave. This may not affect any contractual rights.

Where KIT days are to be used for off-the job training during a period of maternity leave, you are required to agree in writing, with the apprentice and the employer, certain details (as outline below in 'the agreement').

A copy of this agreement is to be kept in the apprentice evidence pack.

Adoption Leave:

An apprentice may carry out up to 10 days' work for their employer during their statutory adoption leave period without bringing their statutory adoption leave or adoption pay period to an end (referred to as keeping in touch or KIT days).

Where KIT days are to be used for off-the job training during a period of adoption leave, you are required to agree in writing, with the apprentice and the employer, certain details (as outlined) below in 'the agreement')

A copy of this agreement is to be kept in the apprentice evidence pack.

Shared Parental Leave:

An apprentice may work for up to 20 days during the shared parental leave period for each of their employers without bringing their leave to an end.

These days are "shared parental leave in touch" (SPLIT) days. These are separate and additional to any KIT days during a period of maternity or adoption leave.

Where SPLIT days are to be used for off-the job training during a period of shared parental leave, you are required to agree in writing, with the apprentice and the employer, certain details (as outline below in 'the agreement').

A copy of this agreement is to be kept in the apprentice evidence pack.

Paternal Leave:

Statutory paternal leave is a maximum of 2 weeks.

Any breaks of less than 4 weeks do not need to be reported to the ESFA. The expectation is that you would structure the off-the-job training delivery around any paternal leave allowing the apprentice to complete training as per the original plan.

The Agreement

Where an apprentice and employer wish to use KIT/SPLIT days to continue apprenticeship off-the-job training and/or assessment during a period of maternity, adoption or shared parental leave, you must complete the following agreement.

This agreement must be signed by all 3 parties and must include:

- The apprentice's reason behind the request to continue apprenticeship training during KIT/SPLIT* days;
- The number of KIT/SPLIT* days intended to be used and the type of training and number of hours proposed to be undertaken on these days. Any training carried out any KIT/SPLIT day would constitute a day's work (and therefore one KIT/SPLIT day);
- The employer's support and endorsement of this use of KIT/SPLIT* days;
- The provider's support and endorsement of this arrangement;
- An acknowledgement by the apprentice that in undertaking training and/or assessment, including end-point assessment, on KIT/SPLIT* days this will impact on their entitlement to KIT/SPLIT* days as well as statutory maternity/adoption/shared parental* leave and pay (i.e. they may lose statutory maternity/adoption/shared parental* leave and pay if KIT/SPLIT* days are exceeded); and
- An agreement by the employer and provider in relation to the timing of KIT/SPLIT* days relative to the monthly payments that the provider will continue to receive if a break in learning is not utilised.
- If there is a gap of 4 weeks or more between two KIT/SPLIT days, then a break in learning must be used to pause funding. (*delete as appropriate e.g. KIT/SPLIT, maternity/adoption/shared parental)

The intention of the policy arrangements is to allow an apprentice with minimal training left (less than the available number of KIT days) to complete their apprenticeship during their leave or to allow for an incremental return to training prior to returning to the workplace (e.g. to train with a cohort). The policy is not designed to support sporadic activity during a long period of leave, and you must, where possible, avoid multiple breaks in learning.

Recording off-the-job training during a period of maternity/adoption/shared parental leave

During a period of maternity/adoption/shared parental leave, only the off-the-job training that is delivered on the KIT/SPLIT days can be included towards the minimum off-the-job training requirement. At all other times during the leave period, the apprentice is not 'working' and therefore off-the-job training must not be delivered during this time and must not be included in the minimum requirement.

Actions for the provider and employer to take

If the apprentice is not intending to use any KIT/SPLIT days to continue off-the job training during their period of maternity/adoption/shared parental leave, please follow the guidance for breaks in learning).

The break in learning would be used for the full period of maternity/adoption/shared parental leave

Withdrawals

If for any reason your apprentice decides to leave you for personal reasons or any other circumstances beyond their control we will need to be made aware as soon as possible so we can help them through the withdrawal process and so the ILR can be updated in a timely fashion.

You will need to update your Digital Account and put a stop on their record.

Redundancy

The ESFA Funding Rules state that Apprentices have the same employment rights as your other employees, and you should follow the process for making staff redundant if you have to make an apprentice redundant.

Please ensure that you make us aware of any redundancies so they can be recorded on the ILR and we can advise the apprentice on the options that are available to them in order to be able to continue with their apprenticeship.

The following information has been taken from the ESFA Funding Rules for Employers.

All apprentices must have an apprenticeship agreement in place.

The only exceptions to this are:

- Apprentices who have been made redundant with less than six months before the final day of their apprenticeship practical period
- Apprentices who have been made redundant, with more than six months but less than 12 months of their apprenticeship remaining. These apprentices may seek a further contract of employment and an apprenticeship agreement with a duration of less than 12 months if required, and the Government will fund them up to 12 weeks while they do so

Please make us aware if you are considering redundancies for your apprentices and we can discuss options with you. We will be able to offer you and your apprentice support and guidance to help you through this process.

The Government have set up an [Apprentice Redundancy Support Service](#) for apprentices facing redundancy

Obtaining Feedback

Apprentice and Employer Satisfaction Surveys

The Department for Education (DfE) conducts Apprentice and Employer Satisfaction Surveys each year.

These surveys are important for providing us with informative and insightful feedback on the experiences of both apprentices and employers which enables us to continuously evolve.

The surveys are very short and use a rating scale for each question and are therefore quick and easy to complete.

Example Employer survey questions include:

How do you rate their overall performance in each of these aspects?

- Understanding your organisation's training needs
- Offering training and/or assessment in a flexible way to meet your needs
- Communicating clearly with you throughout the process
- The professionalism of the staff delivering training and/or assessment
- Delivering training that reflects up-to-date practices in your industry/sector

How satisfied or dissatisfied were you with the following?

- Training provider overall
- The overall quality of the training/assessment
- Your ability to influence the structure, content, delivery and duration of the training
- The convenience of the location where the training was provided
- The suitability of the training in preparing your employees for the job role they are in
- How likely would you be to recommend this training provider to another employer seeking similar training?

After the Practical Period

Gateway

You must agree with the apprentice and University when learning is complete, and the apprentice is ready to undertake the EPA. This is known as the Gateway Period and it can only start when the Practical Period has been completed and the apprentice is ready to undertake their End Point Assessment (EPA).

The progress of your apprentice will be discussed during the tripartite reviews to identify if they are on track to complete their practical period and enter the gateway period on time.

Before EPA can take place, the apprentice will need to go through the Gateway period to show they are ready to undertake their EPA.

To be ready to enter the Gateway Period the apprentice must have completed the following:

- Provide evidence of achievement of English and maths at Level 2
- Successful completion of the Foundation Degree / Degree
- In some instances there may be professional requirements that also have to be completed.

Both you and the University have to agree that your apprentice is ready to move onto their EPA.

We have a Gateway Review Form to help you to identify if your apprentice is ready.

End Point Assessment

The final stage of an apprenticeship is the End Point Assessment. The EPA is designed to be an objective and impartial assessment of an apprentice's knowledge, skills and behaviours in relation to the apprenticeship standard they have been working towards. There are 2 types of EPA; integrated and non-integrated. An integrated EPA means it is the last module of the degree that the apprentice is working towards and will be conducted and assessed by the University. A non-integrated EPA is a separate assessment to the degree and is conducted and assessed by an external End Point Assessment Organisation (EPAO).

If your apprentice is registered on a non-integrated apprenticeship the Apprenticeship Hub will contact you before your apprentice enters the final year of their apprenticeship to discuss the EPAOs available to deliver the EPA. You will need to choose which EPAO to use but we will be able to advise you of other employer's experiences in the past to help you make your decision if required.

Once you have decided which EPAO you wish to deliver the EPA to your apprentice, we will contact them and liaise with you to ensure that the assessment is carried out as efficiently and effectively as possible and in a timely fashion. The University contracts with the EPAO and pays them using the payments we receive from your levy or co-funding.

The design of the EPA will vary depending on the Standard the apprentice is on but could include:

- Professional discussions
- Workplace observations
- On-line tests
- Reflective essays / reports

You will be made aware of when and where these will take place and what is required to support your apprentice during this time. Some apprenticeship standards such as the Digital and Technology Solution Professional Degree Apprenticeship require the apprentice's employer to be involved in the End Point Assessment. The University will give guidance on the role of the employer in the EPA.

Eligible costs for EPAO's are set out in the Conditions of Acceptance document on the Register of End Point Assessment Organisations <https://www.gov.uk/guidance/conditions-for-being-on-the-register-of-end-point-assessment-organisations>

If re-takes or re-sits are required for the End Point Assessment the employer acknowledges they will be liable for the examination and fees accordingly subject to any additional service level agreement in place.

Certification and Graduation

On successful completion of the End Point Assessment your apprentice will be eligible for not only their academic qualification but their Apprenticeship Completion Certificate too.

Certificates will be ordered and sent out to you by the End Point Assessment Organisation.

All Apprentices are welcome to celebrate the completion of their apprenticeship by attending the University's graduation ceremonies. The apprentices will be contacted directly about Graduation.

