



University of
Salford
MANCHESTER

DEGREE APPRENTICESHIPS

Salford Business School

Invest to empower your workforce

 **DEGREE
APPRENTICESHIPS**

“Degree Apprenticeships have benefited our organisation by maximising the potential of our staff to be the best they can be. We have a good working partnership with Salford, with regular meetings and updates on progress of apprentices. The team at Salford are always willing to work to fit our needs.”

Annie Dixon
Clinical and Professional Education Lead
Pennine Care NHS Foundation Trust Pennine Care

CONTENTS

/	Supporting your organisation	pg.4
/	Why invest in apprenticeships?	pg.5
/	Our programmes	pg.6
/	Apprenticeship entry requirements	pg.12
/	How apprenticeships work?	pg.14
/	Application process	pg.15

SUPPORTING YOUR ORGANISATION WITH OUR EXPERTISE

Our undergraduate and postgraduate courses provide opportunities to learn real-world knowledge and practise future-focussed skills in a supportive and caring environment. Along the way, our students learn to be curious, adaptable and confident, ready to meet the digital, ethical and sustainability challenges of the 21st century.

Based in Salford, close to Manchester city centre and MediaCityUK, Salford Business School is at the heart of the dynamic Greater Manchester business sector. We are integrated into the local business community as a hub for knowledge creation and exchange. We are proud that our industry collaborations and partnerships benefit students, businesses and the community.

"At Salford Business School our excellent programmes respond to the national demand for skilled apprentices. Our aim is to ensure our apprentices are of high quality, taking critical skills back to the workplace whilst supporting the professional development of the apprentices by helping them achieve their personal career aspirations.

Each of our programmes provide a comprehensive package of 'off the job' with 'on the job' training and assessment that is linked to the development and demonstration of occupational competence.

Our degree apprenticeship team consists of excellent academic staff supported by a team dedicated to working with our busy apprentices. Working together the team ensures that all apprentices can apply the knowledge, skills and behaviours they study directly into the workplace in a safe and structured way."

Dr Francine Morris

Associate Dean Enterprise and Industry Engagement
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WHY INVEST IN APPRENTICESHIPS?

BENEFITS FOR THE EMPLOYER



BENEFITS FOR THE APPRENTICE

- / Earn while you learn: in an industry that is committed to developing its employees
- / Receive recognised qualifications: an opportunity to study at university
- / Benefit from ongoing and personalised support from leading industry and academic professionals
- / Gain real work experience: improve your employability

HOW WE CAN SUPPORT YOU

The Degree Apprenticeship Team at the University of Salford are here to support you throughout your apprenticeship journey. From admissions and onboarding to ongoing support throughout the apprenticeship, we are here to make the process as smooth as possible. We can even help you to advertise your vacancies if you are looking to recruit new staff. We're a small team but we are all passionate about what we do and committed to ensuring both you the employer and the apprentice themselves have the best possible experience.

Get in touch with us today at apprenticeships@salford.ac.uk and see how we can help you to develop your workforce.

OUR PROGRAMMES

We offer a range of apprenticeship programmes from undergraduate (Level 4) through to postgraduate/Master's (Level 7). Each apprenticeship programme will have different entry requirements and a funding band allocated to it. Please be mindful of this when looking into apprenticeships.

The key to the success of our apprenticeship programmes is their flexible delivery models. We recognise the need for apprentices to be applying their developing knowledge, skills and behaviours and so have developed delivery models to reflect this. Our programmes offer a mix of day-release, block delivery and online learning.

There will be a range of assessment methods depending on the programme. These may include examinations, essays and presentations etc. There will also be an End Point Assessment (EPA) which is a holistic and independent assessment of the knowledge, skills and behaviours which have been learnt throughout the apprenticeship.

An apprentice can only take the EPA once they have met the minimum duration of an apprenticeship, satisfied the gateway requirements (e.g. confirmation of GCSE English and Maths and the degree certificate) set out in the assessment plan and you (in consultation with the training provider) are content they have attained sufficient skills, knowledge and behaviours.

You can see our current programmes here:
www.salford.ac.uk/degree-apprenticeships

Each apprenticeship programme will have different entry requirements and a funding band allocated to it. Please be mindful of this when looking into apprenticeships.



SALFORD BUSINESS SCHOOL

CertHE ASSOCIATE PROJECT MANAGER

Certificate of Higher Education Project Management Consultancy

About the programme

The Associate Project Manager Level 4 Apprenticeship will provide apprentices with the knowledge, skills and behaviours required to thrive whilst leading projects in small, medium or large organisations within the private, public or third sectors. This apprenticeship is designed as an entry level role into the Project Management profession and incorporates the Association of Project Management Project Management Qualification.

Upon graduation, apprentices will hold the CertHE Project Management Consultancy certificate as well as the Level D APM professional qualification.

Who is it for?

The apprenticeship is for individuals who aspire to work as either an internal or external project management consultant.

How long is the apprenticeship?

The apprenticeship takes two years to complete.



What will be studied?

Apprentices will study a core curriculum that focuses on how organisations function and the role of the associate project manager within an organisation. Modules will include:

- / Principles of Project Management: People and Processes: this module will focus on the people element of project management, covering forms of project organisation, the context and environment where people work, communication, leadership, motivation, quality and risk management.
- / Principles of Project Management: Tools and Techniques: this module will focus on topics such as critical path analysis, earned value calculations, governance, determination of scope, scheduling, procurement and budgeting. Whilst such topics may seem a little intimidating at first glance, students will soon become confident in developing and using these techniques.
- / Principles of Project Management: Work Based Project: This is a module where the student develops a practical and holistic understanding of the practical and professional side of project management through the production of a portfolio centred on the 17 learning areas of the Associate PM Apprenticeship standard, thus making the progression to the Apprenticeship End Point Assessment in a smooth and timely manner.

For further information please visit - www.salford.ac.uk/courses/degree-apprenticeship/project-management-consultancy-associate-project-manager

SALFORD BUSINESS SCHOOL

BSc (Hons) CHARTERED MANAGER

About the programme

A Chartered Manager is someone who can take responsibility for people, projects, operations and/or services to deliver long term organisational success, with the professional recognition of their ability to deliver impact, behave ethically and demonstrate their commitment to continual learning and development.

This programme will equip aspirational and developing managers with the knowledge and skills to become a confident management professional.

Who is it for?

The apprenticeship is for individuals who aspire to work in a management role and learn about the principles and practices that underpin core areas of business management. The programme will enable learners to:

- / Explore their capabilities
- / Critically examine their ways of managing in a range of situations
- / Understand the impact of their actions
- / Develop occupation competency at a professional level
- / Demonstrate a commitment to continuous personal and professional development.

How long is the apprenticeship?

The typical duration for this apprenticeship is four years but will depend on the previous experience of the apprentice. The maximum duration to complete the programme is five years.

What will be studied?

Apprentices will study a core curriculum that focuses on organisational performance, personal effectiveness, and project and transferable skills. Modules include Organisations and Culture, Marketing and Communications, Accounting for Decision Making, Project Management Skills, Managing People and Performance, Ethical Leadership in the Workplace, Analytics for Management Decision Making and Strategic Change Management.



For further information please visit - www.salford.ac.uk/courses/degree-apprenticeship/business-and-management-chartered-manager

SALFORD BUSINESS SCHOOL

MSc LEADERSHIP AND MANAGEMENT

Senior Leader Apprenticeship

About the programme

Senior Leaders are a key component of all types of business model where there is a workforce to lead, manage and support. The broad purpose of the senior leader is to provide clear, inclusive strategic leadership and direction relating to your area of responsibility in the organisation.

This programme will equip aspirational and developing senior leaders with the knowledge and skills to become a confident and successful senior leader. In addition, apprentices will receive the Level 7 Senior Leader Apprenticeship.

Who is it for?

The apprenticeship is for individuals who work or aspire to work in a senior leader/ management role and learn about the principles and practices that underpin core areas of business management. The programme will enable learners to:

- / Explore their capabilities
- / Critically examine their ways of leading
- / Understand the impact of their actions
- / Understand how technology is influencing leaders
- / Develop occupation competency at a professional level
- / Demonstrate a commitment to continuous personal and professional development

How long is the apprenticeship?

The typical duration for this apprenticeship is 18 months but will depend on the previous experience of the apprentice.

What will be studied?

Apprentices will study a core curriculum that focuses on developing their leadership skills, project management skills and transferable skills. Modules include:

- / Developing Strategic Leadership Skills
- / Organisational Behaviour and Change
- / Leading in the Digital Era
- / Digital Marketing
- / Recalibrating work and employment:
Emerging themes in people management



For further information please visit - www.salford.ac.uk/courses/degree-apprenticeship/msc-leadership-and-management

SALFORD BUSINESS SCHOOL

MSc LEADERSHIP AND MANAGEMENT (Public Sector)

Senior Leader Apprenticeship

About the programme

Senior Leaders are a key component of all types of business model where there is a workforce to lead, manage and support. The broad purpose of the senior leader is to provide clear, inclusive strategic leadership and direction relating to your area of responsibility in the organisation.

This programme will equip aspirational and developing senior leaders with the knowledge and skills to become a confident and successful senior leader within the public sector.

Who is it for?

The apprenticeship is for individuals who work or aspire to work in a senior leader/ management role within a public sector organisation and learn about the principles and practices that underpin core areas of business management within this environment. The programme will enable learners to:

- / Explore their capabilities
- / Critically examine their ways of leading
- / Understand the impact of their actions
- / Understand how technology is influencing leaders
- / Develop occupation competency at a professional level
- / Demonstrate a commitment to continuous personal and professional development



How long is the apprenticeship?

The typical duration for this apprenticeship is 18 months but will depend on the previous experience of the apprentice.

What will be studied?

Apprentices will study a core curriculum that focuses on developing their leadership skills, project management skills and transferable skills. Modules include:

- / Developing Strategic Leadership Skills
- / Organisational Behaviour and Change
- / Leading in the Digital Era
- / Commercialisation in the Public Sector
- / Public Sector Management and Governance

For further information please visit - www.salford.ac.uk/courses/degree-apprenticeship/msc-leadership-and-management-public-sector

APPRENTICESHIP ENTRY REQUIREMENTS

For employees who already work within your company and those who are new to the role, there are a number of entry criteria set by both the government and by the University which individuals need to meet in order to undertake a degree apprenticeship programme.

TO BE ELIGIBLE, APPRENTICES MUST:

- / Have the right to work in England ✓
- / Spend at least 50% of their working hours in England ✓
- / Work for you, a connected company or connected charity as defined by HMRC ✓
- / Be employed in a full-time role and work a minimum of 30 hours per week ✓
- / Be employed in a relevant role to the apprenticeship programme they are applying for ✓
- / Meet the standard academic entry requirements of the programme (this may include GCSEs, A Levels, BTECs, undergraduate degree etc.) ✓



HOW APPRENTICESHIPS WORK?

Apprenticeships must last a minimum of 12 months and involve at least 20% off-the-job training. This 20% off-the-job training requirement is measured over the course of an apprenticeship. The off-the-job training is an essential part of an apprenticeship and therefore must take place during paid working hours.

Off-the-job training is defined as learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an apprenticeship. This can include training that is delivered at the apprentice's normal place of work but must not be delivered as part of their normal working duties. The off-the-job training must be directly relevant to the apprenticeship standard, teaching new knowledge, skills and behaviours required to reach competence in the particular occupation.



WHAT THIS INCLUDES:

- / The teaching of theory (lectures, simulation exercises, online learning etc.)
- / Practical training (shadowing, mentoring, industry visits, attendance at conferences)
- / Learning support and time spent writing assignments

WHAT THIS DOES NOT INCLUDE:

- / Progress reviews
- / Training which takes place outside of apprentice's paid working hours
- / Training to acquire skills, knowledge and behaviours that are not required in the apprenticeship standard

All off-the-job training must take place during paid hours. Apprentices may choose to spend additional time on training outside their paid hours, but this must not be required to complete the apprenticeship.

We will provide a means of tracking the 20% off-the-job by way of an apprenticeship time-sheet.

FUNDING BANDS



All apprenticeship standards have a funding band attached to them. There are 30 funding bands with the upper limit of the bands ranging from £1,500 to £27,000. The upper limit of the band represents the maximum amount of funds an employer who pays into the levy can use towards the apprenticeship. It also represents the maximum amount the government will co-invest for non-levy payers. You can find more information on the funding bands here:

www.gov.uk/government/publications/apprenticeship-funding-bands

APPLICATION PROCESS

1

Please get in touch with us at
Email: apprenticeships@salford.ac.uk
Phone: 0161 295 4612
Website: www.salford.ac.uk/degree-apprenticeships
and we will send you our Request For Services (RFS) form to complete.

2

Once this has been completed, signed and returned, we can send you the link to the online application form to send to the individual.

3

We will then send out a link to the online application, our admissions team will then check entry criteria.

4

We will send them the link to the on-boarding system where we will conduct assessments of prior learning, experience and current level of Maths and English.

5

Once all checks are complete we will offer a conditional offer and start to prepare the employer evidence pack, this includes the Employer Contract, Apprenticeship Agreement and Commitment Statement.



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Find out more about Degree Apprenticeships at the
University of Salford and how we can help you develop
your workforce in a cost-effective manner.

Email: **apprenticeships@salford.ac.uk**

Phone: **0161 295 4612**

Website: **www.salford.ac.uk/degree-apprenticeships**