



University of
Salford
MANCHESTER

APPRENTICESHIPS

EMPLOYER 'HOW TO' GUIDE

Invest to empower your workforce

 APPRENTICESHIPS

“Some of the best people of the future are already in our organisation, hence our investment in up-skilling.”

John Fenton, Personnel Director,
HMG Paints

“I really believe apprenticeships are the way forward for your career – being able to grow your own talent and nurture the individual along the way, results in a more knowledgeable Biomedical Scientist at the end.”

Deborah Seddon, Haematology and Blood Bank Manager,
NHS (Salford Royal Foundation Trust)

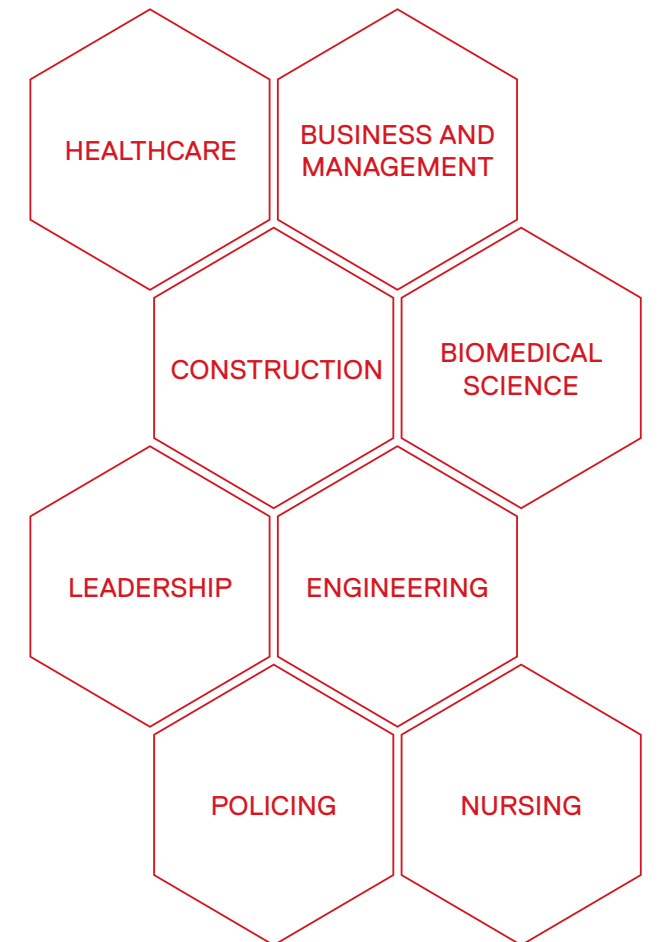
“We have found the apprenticeship is a really good opportunity for employees to mix with students from other companies and share experiences and knowledge. I would recommend the apprenticeship route as an excellent way to bring talent into your business and it makes great use of the levy.”

Barry Roberts, Area Director (North West),
Morgan Sindall

WHAT IS AN APPRENTICESHIP?

The apprenticeship landscape has changed significantly over the past 24 months. Employers really are at the forefront of these new developments and we are working with organisations across the North West and beyond to develop high quality apprenticeship provision to meet the needs of employers.

An apprenticeship is on-the-job training combined with academic learning in the University and can be used to upskill existing staff or recruit new talent to your business. Apprenticeships are the perfect way to close the skills gap within your organisation and drive your business forward.



WHAT PROGRAMMES ARE AVAILABLE?

In order to undertake an apprenticeship programme, an apprenticeship standard must be in place. As a university, we are continually working to develop new apprenticeship programmes to meet employer needs; however, providers cannot deliver an apprenticeship programme until the government has approved the apprenticeship standard. A list of apprenticeship standards (approved and in development) can be found here:

www.instituteforapprenticeships.org/apprenticeship-standards

We offer a range of apprenticeship programmes from undergraduate (Level 6) through to postgraduate/master's (Level 7). As a university, we also have a number of internal approval processes and requirements that need to be met in order for us to develop apprenticeship programmes. This is to ensure our apprenticeships are of the highest quality and meet the requirements of the apprenticeship standard and of industry. 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.

UNIVERSITY OF SALFORD APPRENTICESHIPS

This year, we welcomed our

2000th
apprentice.

We first began offering
apprenticeships back in

2016
and have seen
year-on-year growth.

88%

of our Health and Society
apprentices would recommend
the University of Salford
to a friend.

70%

of our apprentices that studied
an undergraduate degree gained
a 1st degree classification.

79%

of our apprentices that studied a
postgraduate degree gained
a distinction classification.

DON'T JUST TAKE OUR WORD FOR IT

“We have a great relationship with the University and believe that it provides the best possible opportunity for our employees to develop and progress their careers with the level of education that is on offer. Having studied myself at the University of Salford, I know that the quality of the teaching and the studying environment is excellent. The level of support that has been provided over the course of our employees studying there has been of the highest standard.”

Lee Mouldsdaile, Senior Surveyor/Commercial Lead, Morris & Spottiswood

“We produce a graduate who can hit the ground running. They can start to use their skills very quickly in a working environment.”

Jason Phin, Training Solutions Business Manager, Siemens

POWERING YOUR BUSINESS WITH OUR EXPERTISE

Over 50 years on from first becoming a university, we have a strong sense of who we are and where we're going.

The University of Salford was established in 1967 to equip people with the knowledge and skills they needed to succeed in the emerging industries of their time. We were one of the first UK institutions to pioneer 'sandwich' courses that gave our students practical, work-based experience alongside traditional academic learning.

Today, we're closer to industry than ever, with strong links to small and medium-sized enterprises across the North West and beyond.

We build strong relationships with businesses to create courses that enable our students to take on the challenges of today's working world.

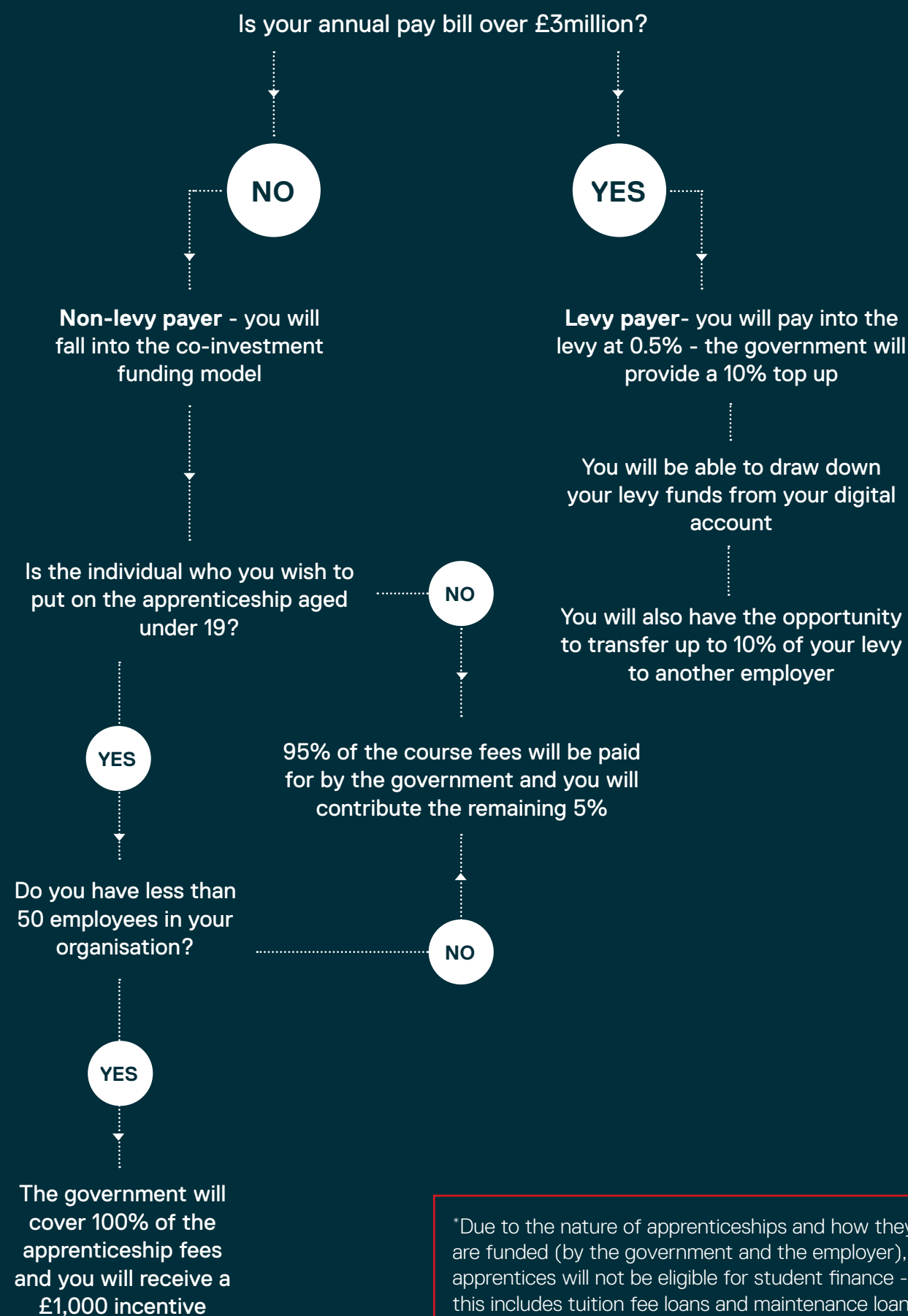
Through our new Industry Collaboration strategy, we offer a real-world approach to learning with a flexible, industry-informed and research-based curriculum co-created by the university and industry. Salford is therefore the university of choice for students wanting a hands-on, work-based high quality learning experience.

HOW WE CAN SUPPORT YOU

The Apprenticeship Service Unit at the University of Salford are here to support you throughout your apprenticeship journey. From admissions and on boarding 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.

FUNDING EXPLAINED



THE APPRENTICESHIP LEVY

The apprenticeship levy was introduced in April 2017 and requires all employers operating in the UK, with a pay bill of over £3 million each year to invest in apprenticeships. The funding policy supports the changes to the way apprenticeships in England are paid for, underpinned by the apprenticeship levy of 0.5% of the annual pay bill for companies paying over £3 million per year.

Once payments have been declared to HMRC (through the PAYE system), employers will have access to a digital apprenticeship account from which they will be able to access funding to pay for apprenticeship training. The Government will top up funding by 10%, meaning that for every £1 that enters the account, employers will have £1.10 to spend on training.

DIGITAL APPRENTICESHIP SERVICE

Through the Digital Apprenticeship Service (DAS), employers are able to choose their training providers and select organisations to assess their apprenticeships.

You can only use the funds in your digital account for apprenticeship training and assessment for apprentices that work at least 50% of the time in England, and only up to the funding band maximum for that apprenticeship. If the costs of training and assessment go over the funding band maximum, you will need to pay the difference with other funds from your own budget.

You can't use funds in your account to pay for other costs associated with your apprentices (such as wages, statutory licences to practise, travel and subsidiary costs, work placement programmes or the setting up of an apprenticeship programme).

Funds show in your apprenticeship service account on the 23rd day of each month. The amount of funding entering your account each month is calculated as follows:

- ✓ The levy you declare to HMRC through the PAYE process
- ✓ Multiplied by the proportion of your bill paid to your workforce who live in England
- ✓ Plus a 10% government top-up on this amount
- ✓ When you add a PAYE scheme to your account, any backdated levy funds will be added to your account.

✓ Currently funds will be backdated to April 2017 when the apprenticeship levy started, after which funds will be backdated for a maximum of 24 months.

✓ Funds you don't use will expire 24 months after they enter your account. Payments from your account to your training provider always use the oldest funds first.

You can find out more information on how to set up your digital account and manage this service here: www.gov.uk/guidance/manage-apprenticeship-funds

SHARE FUNDS WITH ANOTHER EMPLOYER

If you are in a group of companies paying the levy together, your group can already set up a single shared apprenticeship account and pool your funds.

Levy-paying employers are able to transfer funds to other employers, through the apprenticeship service. Transfers can be made to any employer, including smaller employers in their supply chain, and apprenticeship training agencies.

Levy-paying employers who wish to transfer funds will have to agree the individual apprenticeships that will be funded by a transfer with the employer receiving the funds. Employers receiving transferred funds will only be able to use them to pay for training and assessment for apprenticeship standards. Transferred funds cannot be used to pay for training and assessment for apprenticeship frameworks.

THE CO-INVESTMENT MODEL

The Government will co-invest 95%* of the costs of apprenticeship training for those businesses who will not be paying the levy. These businesses will be expected to contribute 5%* of the cost of the full apprenticeship. This model also applies to those levy paying businesses who wish to invest more in apprenticeship training than what is available in their digital accounts. Non-levy payers now have access to the Digital Apprenticeship Service and will need to create an account to reserve apprenticeship funding.

*This is subject to change

Find out more: www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work

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
- ✓ Have Maths and English GCSE grade C/Level 4 or above or equivalent and be able to supply certificates upon application*
- ✓ Meet the standard academic entry requirements of the programme (this may include A Levels, BTECs, undergraduate degree etc.)

APPRENTICESHIP PROGRAMME DELIVERY

The key to the success of our apprenticeship programmes is their flexible delivery models. We recognise the need for apprentices to be in the office as much as possible and so have developed delivery models to reflect this. Our programmes offer a mix of day-release, block delivery and online learning and the delivery mode will depend on the programme.

APPRENTICESHIP ASSESSMENTS

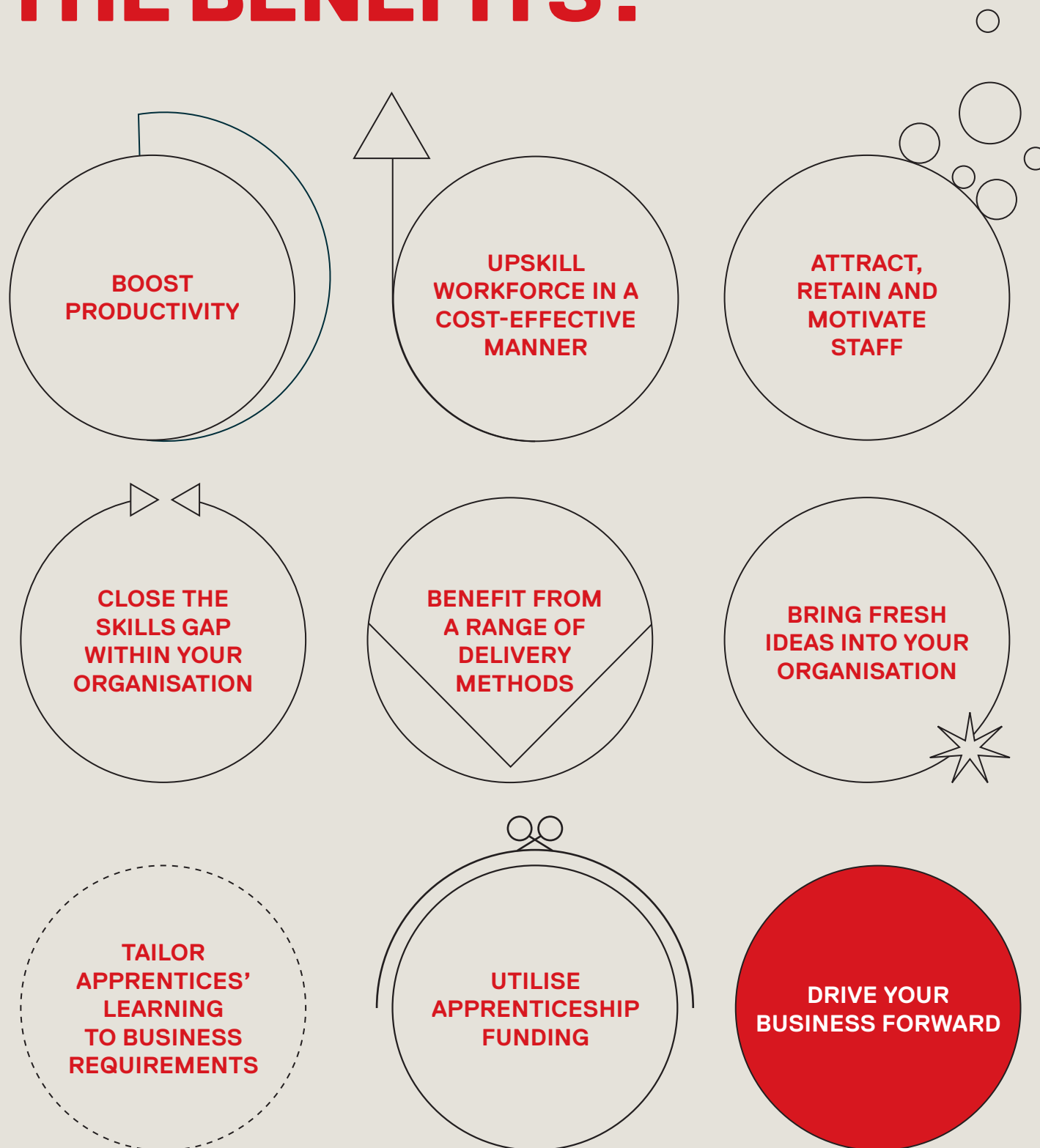
There will be a range of assessment methods depending on the programme. These may include examinations, essays and presentations. There will also be an End Point Assessment (EPA) which is a holistic and independent assessment of the knowledge, skills and behaviours which have been learnt throughout the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

*Please refer to our Maths and English Entry requirements document for more information (you can find this in the back of this guide).



WHAT ARE THE BENEFITS?



OFF-THE-JOB TRAINING

Apprenticeships must last a minimum of 12 months and involve at least 6 hours off-the-job training. This 6 hours off-the-job training requirement is measured over the course of an apprenticeship (as opposed to over an academic year). The off-the-job training is an essential part of an apprenticeship and therefore must take place during employed time.

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:

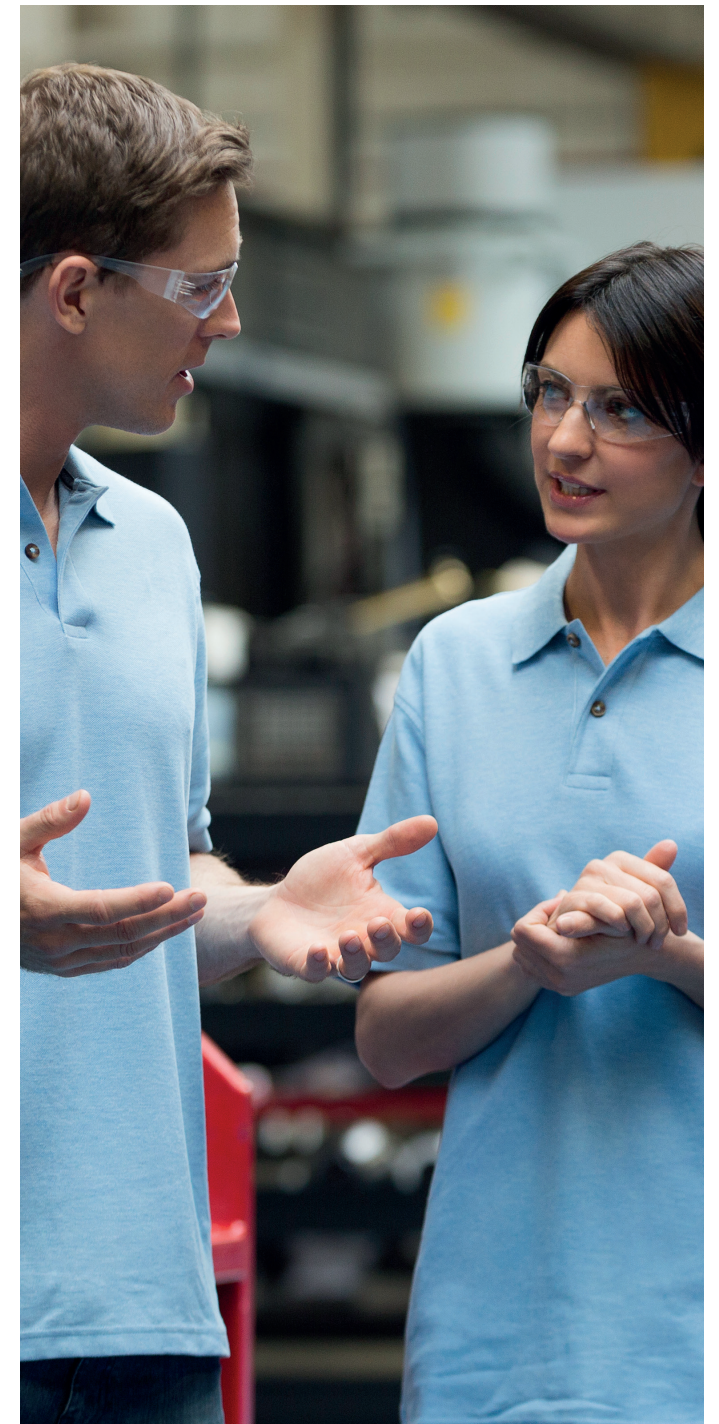
- ✓ The teaching of theory (lectures, simulation exercises, online learning etc.)
- ✓ Practical training (shadowing, mentoring, industry visits, attendance at conferences)
- ✓ Learning support and time spent writing assignments

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 6 hours off-the-job by way of an apprenticeship timesheet.



FUNDING BANDS

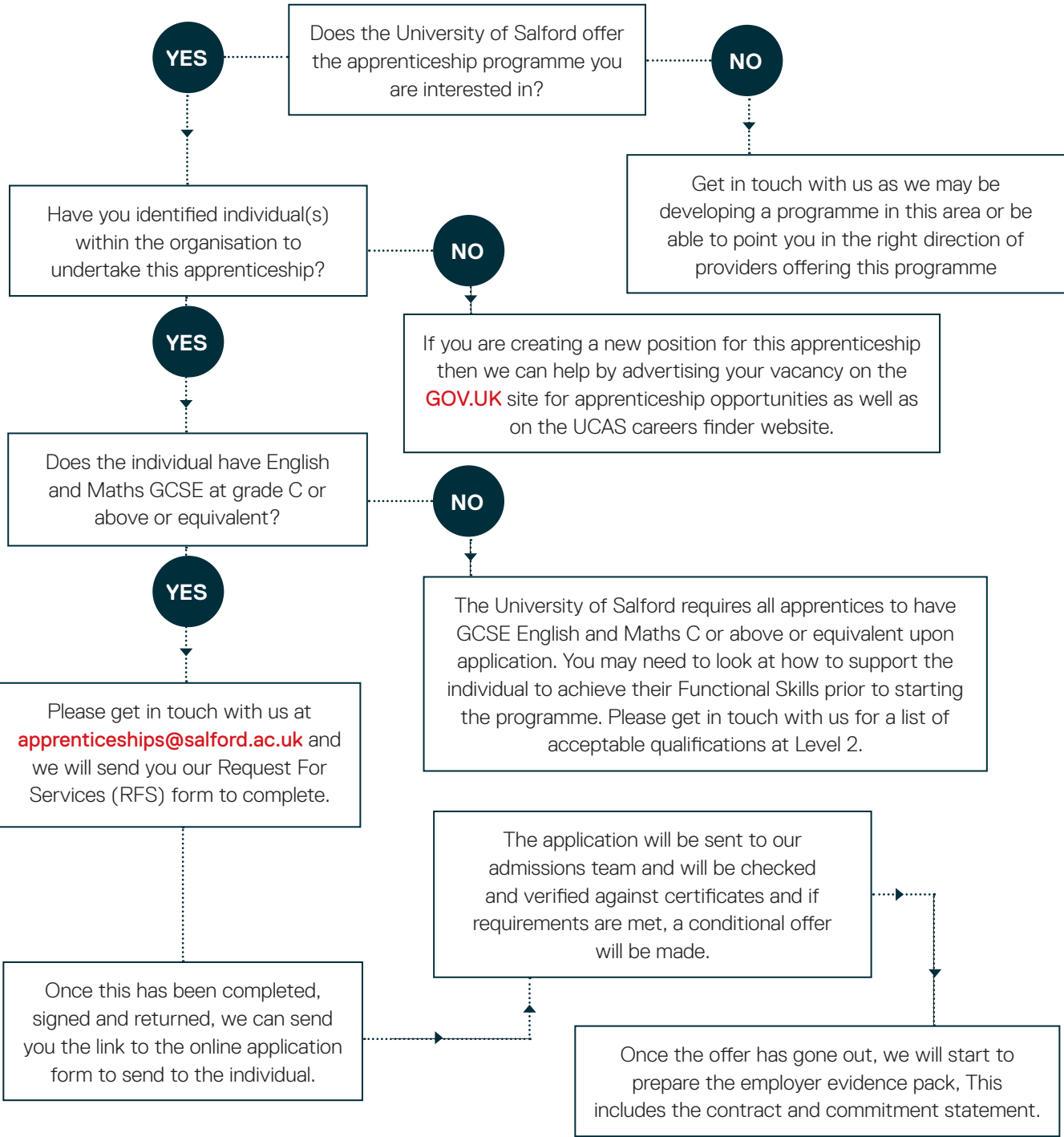
All apprenticeship standards have a funding band attached to them. There are 30 funding bands with the upper limit of the bands ranging from £1,500 to £27,000. The upper limit of the band represents the maximum amount of funds an employer who pays into the levy can use towards the apprenticeship. It 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

FROM IDEA TO APPLICATION

You will firstly need to identify any skills gaps within your organisation and which apprenticeship programme would best suit your needs to close this gap. The apprenticeship will need to be aligned to an approved apprenticeship standard and you will need to decide whether to upskill current staff within your organisation or to recruit new staff.



Once you have selected to work with a particular training provider, the details of the apprenticeship delivery will be formalised in an employer evidence pack. The University of Salford will hold and maintain an employer evidence pack for each employer and apprentice(s) associated with that employer.

EMPLOYER EVIDENCE PACK

The evidence pack contains a copy of the Apprenticeship Training Services Agreement (Contract) which we need employers to sign and return to the university in order to confirm/formalise our relationship through the Apprenticeship Service (Digital Account).

DEGREE APPRENTICESHIP EVIDENCE PACK LIST

- 1 / Request for Services (RFS) Form - the evidence pack will include a copy of the signed RFS form drawn up at the very initial stage of the apprenticeship process
- 2 / Apprenticeship Training Services Agreement (Contract)
- 3 / Training Plan (Agreement between the Apprentice, the Employer and the Training Provider)
The Training Plan summarises the schedule, roles and responsibilities, and funding that supports the successful completion of this apprenticeship. This is a working document which will be updated during the apprenticeship.
The Training Plan is intended to inform the regular tri-partite reviews between training provider, employer and apprentice parties that take place during the lifetime of the apprenticeship.
- 4 / Apprenticeship Agreement (Agreement between Employer and Apprentice)
Employer should send a signed copy of the Apprenticeship Agreement to the Training Provider
- 5 / Ministers Welcome Letter (Letter from the Minister to each new Apprentice)
- 6 / Health and Safety (One H&S audit required per organisation and per apprentice - a copy of the employers Liability Insurance is required when returning these documents)
- 7 / Progress Review Meetings (This includes a copy of the apprentice timesheet, which is used to track the 6 hours Off The Job (OTJ) training and quarterly progress review template which is used to record progress review meetings)
- 8 / Customer Account Request Form (Used to set employer up as a customer on our finance system so employers can pay any co-investment/non levy contributions)
- 9 / Supplier Set up Form (Used to set up Employers as suppliers of the university on our finance system, so that the university can pay the employer apprenticeship incentives such as the Small Employers (Under 50 staff) incentive or 16 - 18 Additional Payments)
- 10 / Change of Circumstances Form (Used to record any changes in circumstances such as change of contact details, break in learning/interruption of studies, redundancy, dismissal, transfer/withdrawal)

“It is vastly important for all employers and those who want to be ready for changes and challenges that this industry is going to bring to look into up-skilling their workforce via the degree apprenticeship route.”

Nahim Yakub Housing Services Manager,
Halo Housing

Find out more about 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 3063**

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



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