

## HIGHER AND DEGREE APPRENTICESHIP FRAMEWORK

1. This framework outlines the requirements for the design and delivery of higher and degree apprenticeships, which are developed by the University or its partner institutions in conjunction



**Contract/Service Level Agreement (Letter of Engagement)**

10. There must be a written agreement which forms the contract for services between the two institutions in relation to the negotiated fees, set against the pricing matrix of the University including the cost of EPA which also needs to be included. The agreement must also include any adjustments to costs accounting for any RPL and also

for determining eligibility for admission to an apprenticeship programme and included in the evidence pack. This must include consideration of any knowledge, skills or behaviours gained via work experience and/or prior education or training. In accordance with the funding rules, the University is required to demonstrate that prior learning has been accounted for and that the content, duration and price of the apprenticeship is adjusted accordingly where the apprentice has prior learning necessary to achieve occupational competence.

15. Any relevant prior learning identified through the Skills Analysis Assessment process must using the information contained within the Skills Analysis form and associated evidence. Skills Analysis





28. Modes of delivery for apprenticeship programmes will vary according to employer need, and may include day release, block release or a blended learning approach involving a combination of face-to-face and virtual learning. In accordance with the funding rules, off-the-job training cannot be delivered solely via virtual learning unless there are exceptional mitigating circumstances, such as the COVID-19 pandemic. The structure and timing of delivery and duration of study will be approved at the point of validation and outlined in the Course Handbook.

### **Apprentice progress monitoring**

29. Progress review meetings must be held at least once every ten weeks to meet the 12-weekly window in the funding rules. Reviews may be more frequent as required if the apprentice has an additional learning requirement and/or is at risk, for whatever reason, of not meeting their

30. The meetings should involve a representative from the University (usually the Apprentice Practice Educator/Skills Coach, a personal tutor or a designated member of academic staff), the employer and the individual apprentice.

31. The meetings should be used to review all the components of an apprenticeship programme including safeguarding, PREVENT, British values, Citizenship and Sustainability, and should also include the provision of impartial careers advice and guidance on next steps.

32. The meetings should set academic targets based on feedback provided by the curriculum advice and guidance on a regular basis throughout the apprenticeship programme, in preparation for their End Point Assessment.

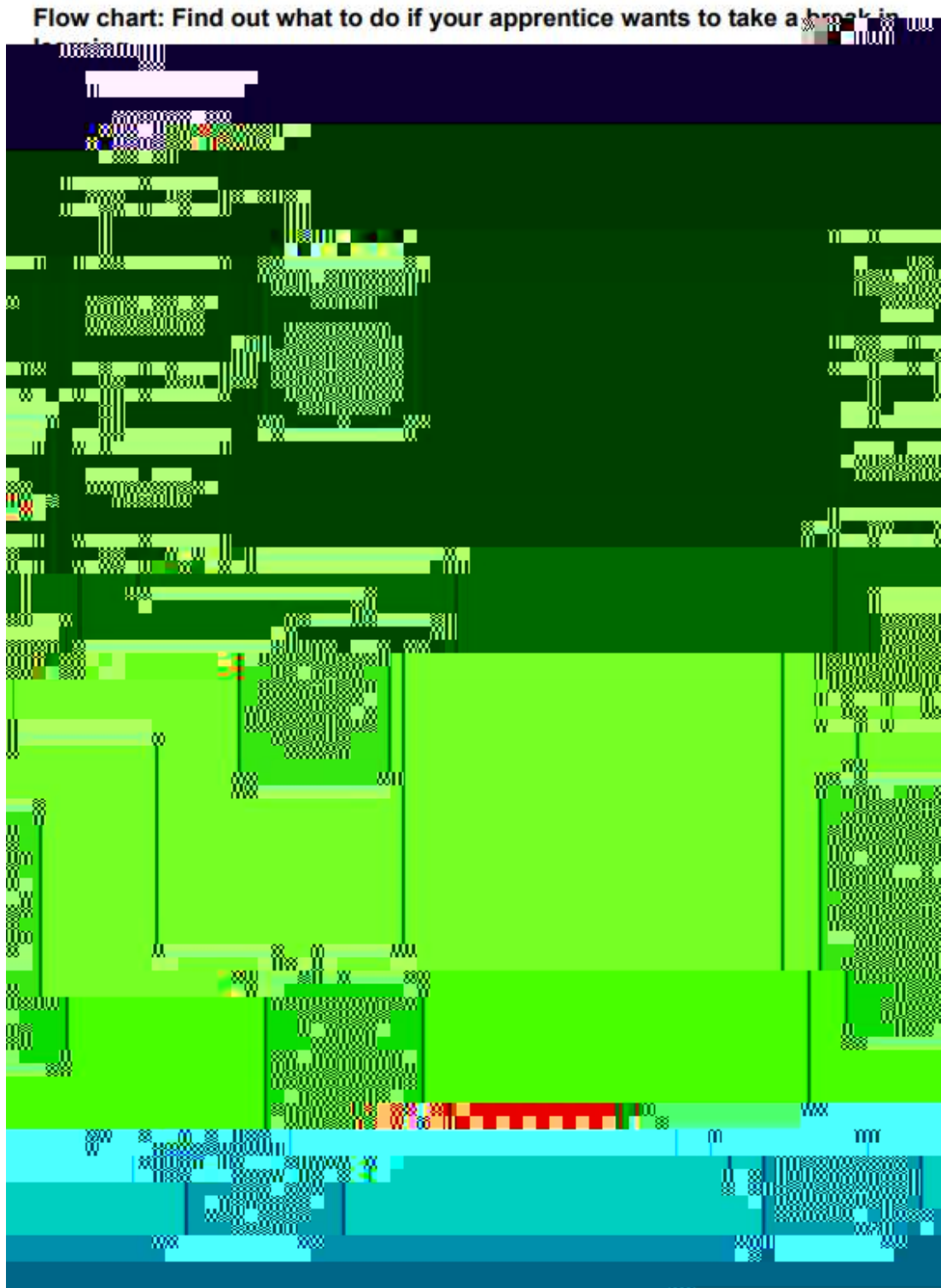
33. All reviews must include a review of progress against the relevant Apprenticeship Standard and Training Plan, including ensuring that the apprentice is on target to meet the minimum off-the-job training requirement , line manager or personal contact details) should also be discussed, recorded on the review form, and shared with the ILR Manager and Student Records team. A formal record of these meetings must be maintained within the evidence pack.

34. APTM provides an effective mechanism for setting targets, reviewing progress and tracking off-the-job training.



be clear points of contact and channels of communication between the University and the

with funding for any re-sits based on the agreement between the University and the employer as set out in the Written Agreement.

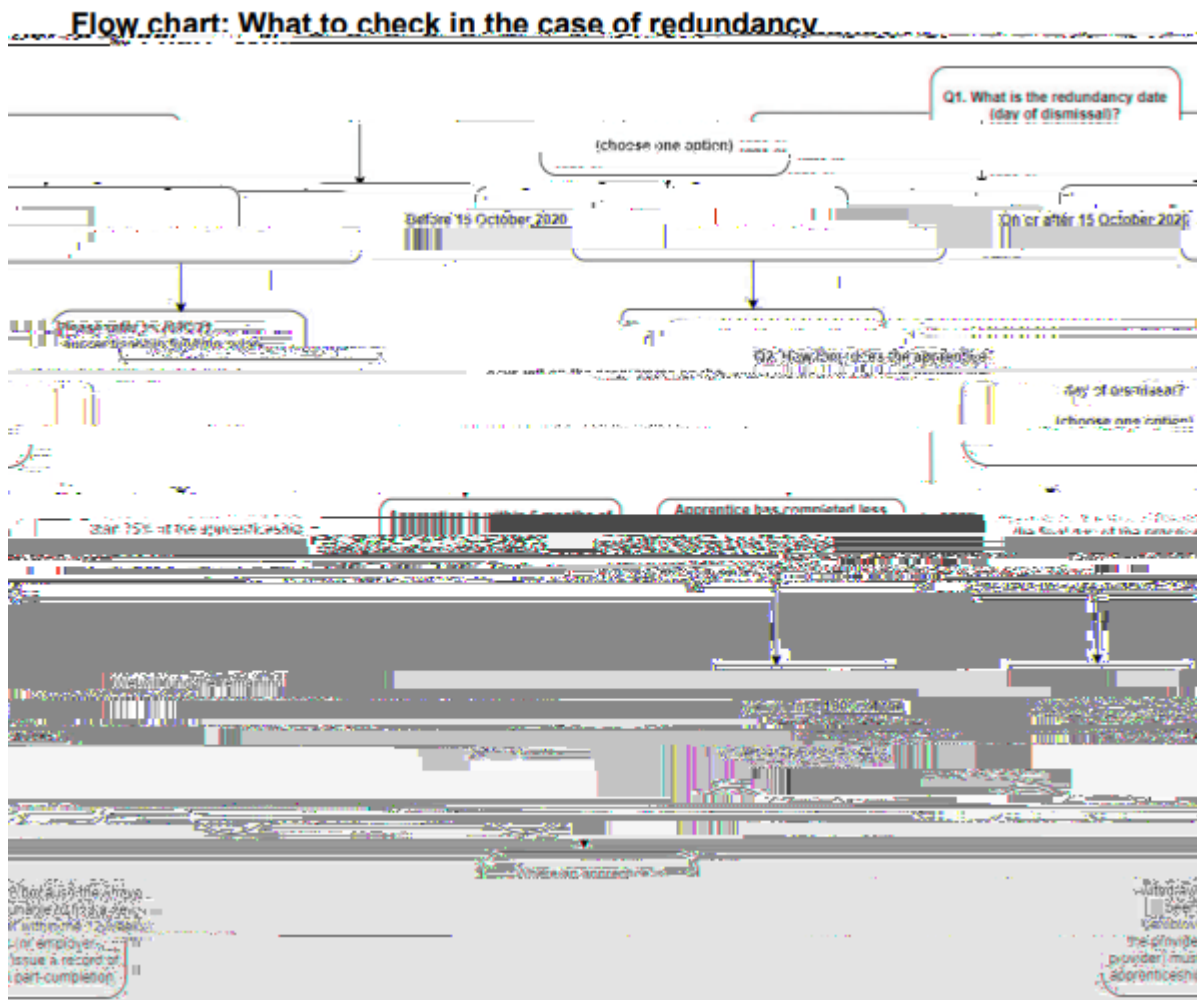


### **Withdrawals and changes to employment**

43. An apprentice must be employed continuously for the duration of the apprenticeship. If their employment is terminated, the individual cannot continue with their off-the-job training (with the exception of redundancy).

44. When employment or an apprenticeship agreement has ended (resignation, dismissal or any other action by the apprentice or the employer that results in the apprenticeship agreement ending, with the exception of redundancy) and new employment has commenced within 30 days, a withdrawal does not need to be recorded. If new employment has not commenced within 30 days, the University must record the apprentice as on a break in learning. Where the apprentice does not re-start with a new employer after 12 weeks, the University must withdraw the apprentice to ensure funds are not paid when the apprentice is not employed.

45. Apprentices who have their apprenticeship agreement terminated by reason of redundancy who, on the day of dismissal, are within six months of the final day of their practical period, or if they have completed at least 75% of the practical period specified in the apprenticeship agreement, may continue their apprenticeship training without being employed under an apprenticeship without being employed prentice as on a break in B0 g0 G[a]TJEA61(w)5(ho)3( )61(ha)3(v871 )TJ000e g a



48. Where a change of circumstance means that training and/or assessment is no longer being delivered, no further funds from the ESFA will be made available. If an apprentice leaves without completing their apprenticeship, the last date of learning will be the last date the University has evidence that the apprentice was engaged in learning that formed part of their apprenticeship programme. This can be evidenced by conducting a formal exit interview with the apprentice and their employer, with a record of the interview maintained in the evidence pack.

49. Where an apprentice is enrolled on an apprenticeship programme where additional responsibilities are placed upon them regarding their professional suitability, as outlined in the codes of practice of the relevant PSRB, failure to meet these requirements may lead to the involvement in the decision-making process as outlined in the [Fitness to Practise Procedure](#). Serious, proven allegations may result in the withdrawal of the apprentice from the apprenticeship programme because they are unfit to practise. Evidence of the reason(s) for withdrawal, as



