HIGHER AND DEGREE APPRENTICESHIPS

A guide for employers
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DELIVERING APPRENTICESHIPS THAT FIT YOUR NEEDS

From spring 2017, apprenticeship funding in England is changing for all employers, large and small (see p8-p9).

The introduction of the apprenticeship levy is part of government plans to increase the number of apprenticeships to three million by 2020.

In this changing landscape, organisations have new apprenticeship opportunities – whether they are required to pay the levy or not.

Increasingly, employers recognise that taking on apprentices at higher and degree level is a cost-effective way to upskill your existing workforce, attract talented people, boost workplace diversity and fill skills gaps.

That’s where the University of Kent can help. We’ve been working with leading companies to deliver higher apprenticeships for more than five years. The launch of the Centre for Higher and Degree Apprenticeships in 2016 means we can build on that experience to develop a wider range of apprenticeships with national and local organisations (see p7).

Those apprenticeships are underpinned by our academic expertise. Kent is a leading UK university. We consistently receive top ratings in national surveys and tables for the quality of our teaching, research and student experience.

We can help your organisation with apprenticeships every step of the way, from initial advice and expert training through our academic programmes, to a fully managed service.

We look forward to working with you.

Dr Scott Wildman
Director, Centre for Higher and Degree Apprenticeships
University of Kent
EMPLOYING HIGHER AND DEGREE APPRENTICES

What is an apprenticeship?
There are rules governing what an apprenticeship is. The main ones are:
• the apprentice must be employed in a real job; they may be an existing employee or a new hire
• the apprentice must work towards achieving an approved apprenticeship standard or apprenticeship framework
• the apprenticeship training must last at least 12 months
• the apprentice must spend at least 20% of their time on off-the-job training.

Higher and degree apprenticeships are those that lead to the awarding of a qualification at Level 4 or 5 (certificate or foundation degree) up to Level 6 (honours degrees). In some cases, apprenticeships lead up to the award of a Level 7 (Master’s) qualification. It is likely that in the future, apprenticeships that lead up to an award at Level 8 (PhD) will also be available.

Organisational benefits
There are many advantages to employing apprentices, from attracting and developing staff to boosting quality.

Attract higher-calibre staff
Offering higher and degree apprenticeships can help your organisation attract staff from a wider talent pool, increasing workplace diversity, motivation and commitment. And apprentices ignite fresh enthusiasm and new ideas within the workplace.

Benefits for apprentices
Employing staff through your apprenticeship scheme can help you attract talented candidates who have chosen not to follow the traditional academic path. For apprentices, there are many benefits to combining studying at Kent with working for your organisation:
• gaining valuable skills and contacts, both at work and while studying, potentially putting them ahead in the job market
• having the opportunity to gain a higher-level qualification, such as a degree, from a leading UK university
• as they earn a wage and don’t have to pay university tuition fees, they have the opportunity to graduate with lower debt or no debt.

“Our apprentices do most of their learning online, and an advantage of working with Kent is that one of their tutors comes on site to support them.
“Apprentices bring innovation and creativity to our business and increase workforce diversity.”
Dr Katherine Barclay
Director, Academic Liaison
Pfizer UK

Develop existing employees
Current employees may be eligible to apply for apprenticeship roles so you can develop staff with potential and improve employee retention. Existing staff can develop their skills working with your apprentice – for example, by acting as a mentor.

Fill skills gaps
As you have input into our training programme, you can ensure that your apprentices develop the higher-level skills your business needs to improve business performance and growth.

Boost quality
In a Department for Business Innovation and Skills survey (2013), 72% of organisations employing apprentices said product or service quality had improved.
Our current higher and degree apprenticeships

Kent has a number of existing apprenticeships, with more under development.

<table>
<thead>
<tr>
<th>Name of apprenticeship</th>
<th>Level</th>
<th>Length</th>
<th>Related programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Scientist</td>
<td>Degree (4-6)</td>
<td>Five years</td>
<td>BSc (Hons) in Applied Bioscience or BSc (Hons) in Applied Chemical Sciences</td>
</tr>
<tr>
<td></td>
<td>Higher (4-5)</td>
<td>Three years</td>
<td>FdSc in Applied Bioscience or FdSc in Applied Chemical Sciences</td>
</tr>
<tr>
<td>Professional Accounting Taxation Technician</td>
<td>Higher (4)</td>
<td>18 months</td>
<td>Certificate in Finance and Accounting</td>
</tr>
<tr>
<td>Chartered Manager</td>
<td>Degree (4-6)</td>
<td>Three-five years</td>
<td>BSc (Hons) in Management</td>
</tr>
<tr>
<td>Operations/Departmental Manager</td>
<td>Higher (4-5)</td>
<td>Two-three years</td>
<td>FdSc in Management</td>
</tr>
<tr>
<td>Junior Management Consultant</td>
<td>Higher (4)</td>
<td>18 months</td>
<td>Certificate in Management</td>
</tr>
</tbody>
</table>

Our areas of expertise

These are the areas of expertise at the University that are aligned to apprenticeship standards. Please contact us for more details.

- Arts, culture and heritage
- Charity fundraising
- Cyber security
- Clinical research
- Digital technology
- Healthcare
- Outside broadcasting
- Policing
- Project management
- Regulatory strategy
- Retail management
- Social work
- Software development
- Solicitor
- Substance misuse management

About the Centre

The University of Kent has been delivering higher apprenticeships since 2011, working with industry-leading employers including Pfizer, GSK, AstraZeneca, Novartis and Unilever.

Kent launched the Centre for Higher and Degree Apprenticeships in 2016, capitalising on this experience. The Centre works in partnership with regional and national employers to develop apprenticeships tailored to their needs.

We can help and advise employers every step of the way from an initial discussion to providing fully managed apprenticeships.

After we have discussed your training needs, we can explain apprenticeships in general terms and advise on specific apprenticeship standards. If appropriate, we can also advise on the development of new standards.

We can also help devise a tailored programme of study that complements activity in your workplace, underpinned by our leading academic programmes.

Additionally, we can assist with everything from advertising your vacancies on our website and helping with recruitment, to providing support with contracts. Our fully managed apprenticeship service covers everything from sign-up to independent end-assessment.
We have included here some of the most common queries employers are likely to have. For more information, and the latest advice and guidance, please see the government website www.gov.uk and search for ‘apprenticeships’.

Q1: When do the changes take effect?
Levy-paying employers will start to contribute to the apprenticeship levy from 6 April 2017. The government’s funding changes for all employers will take effect from 1 May 2017.

Q2: Who do the changes affect?
All employers with a workforce in England.

Q3: Which organisations have to pay the levy?
Employers with a pay bill of more than £3 million will pay the levy from 6 April 2017. Employers who are connected to other companies or charities for Employment Allowance, which in total have an annual pay bill of more than £3 million, will also pay the levy.

For levy-paying employers, the government will use data that it already holds about the home addresses of your employees to calculate what proportion of your pay bill is paid to employees living in England.

Q4: What can I spend my apprenticeship funds on?
Generally, funds in your apprenticeship service account (for levy-paying employers) and government funding can only be spent on apprenticeship training and end-point assessment.

This must be with an approved training provider and assessment organisation. It can’t be spent on associated costs or on wider organisational training. However, additional government support is available for certain categories of apprentice – see Q11.

For levy-paying employers

Q5: When do I start paying the levy?
Eligible employers will have to start paying the levy from 6 April 2017.

Q6: How much do I have to pay?
For details of how the levy is calculated, see: www.gov.uk/guidance/pay-apprenticeship-levy

Q7: How do I pay the levy?
You will need to pay the Apprenticeship Levy each month through the PAYE process in the same way you pay income tax or National Insurance contributions.

Q8: How do I access my funds?
Once you have declared the levy to HMRC, you will be able to access funding for apprenticeships through a new apprenticeship service account.

You will also be able to access an online apprenticeship service to select an appropriate standard, choose a training organisation such as the University of Kent, and advertise vacancies.
Q9: What government funds are available to our organisation?
The government will apply a 10% top-up to the funds in your account for apprenticeship training in England. So for every £1 you contribute, you will have £1.10 to spend. Additional funding is available for certain categories of apprentice – see Q11.

For non-levy-paying employers
Q10: What government funding is my organisation entitled to?
The government will pay 90% of apprenticeship training costs, up to the maximum amount of government funding available for that apprenticeship. Your organisation pays the remaining 10% directly to the provider and you will be able to spread the cost over the lifetime of the apprenticeship. The government refers to this arrangement as co-investment. You must choose a government-approved training provider and assessor in order to receive funding. Additional funds are available for certain categories of apprentice – see Q11.

For all employers
Q11: What additional funding is available?
For organisations with fewer than 50 employees, the government will pay 100% of training costs for apprentices aged between 16 and 18. The government will also provide an additional £1,000 per person to help meet the extra costs of taking on these younger apprentices. Additional funding is available to organisations who employ apprentices aged 19 to 24 who have been in care or who have a Local Authority Education, Health and Care plan.

Note
Government rules and guidance on apprenticeships are regularly updated and so the information in this booklet is subject to change. You are advised to check the latest information at www.gov.uk by searching for ‘apprenticeships’, or contact us (see p10).
USEFUL LINKS AND CONTACTS

Contact the Centre for Higher and Degree Apprenticeships
Get in touch with our dynamic team for support and advice on all aspects of employing, training and assessing an apprentice.

E: apprenticeships@kent.ac.uk
T: 01634 888459 or 888467
www.kent.ac.uk/apprenticeships

Centre for Higher and Degree Apprenticeships,
University of Kent,
Clocktower Building,
Chatham Historic Dockyard,
Chatham,
Kent, ME4 4TE

For employers
Government information
www.gov.uk and search for ‘apprenticeships’

Government hotline for apprenticeship employers
E: nationalhelpdesk@apprenticeships.gov.uk
T: 08000 150 600

For apprentices
General information
www.gov.uk/apprenticeships-guide/overview

National apprenticeship vacancies
www.findapprenticeship.service.gov.uk

Sources
Some of the information in this booklet has been taken, or adapted from www.gov.uk under the Open Government Licence v3.0
WANT TO FIND OUT MORE?

Contact us on:
T: +44 (0)1634 888459 or 888467
E: apprenticeships@kent.ac.uk
www.kent.ac.uk/apprenticeships