



# BISHOP GROSSETESTE UNIVERSITY

# APPRENTICESHIPS

# FAQs

## APPRENTICES

### What are Apprenticeships?

Apprenticeships are work-based training programmes that are designed to help employers train people for specific job roles. At the same time, apprentices have the benefit of earning whilst they learn, training towards a nationally recognised apprenticeship standard.

### Who can do an apprenticeship?

Anyone in England aged 16 years old and above. There is no upper age limit. There are no formal qualifications needed to do an apprenticeship, although each apprenticeship standard differs with regard to entry requirements. It is important that the knowledge, skills and behaviours (KSBs) covered by the apprenticeship standard relate to your job role.

### How is the learning delivered?

We currently use a blended approach for delivering teaching and learning, with some sessions delivered on campus and others remotely. The learning on the apprenticeship will be broken down into individual modules or units.

### How am I assessed?

Throughout the apprenticeship you are required to complete an assessment for each module or unit. Module assessments include written assignments, presentations, or reports. At the end of your on-programme learning duration of the apprenticeship, you will be required to complete your End Point Assessment (EPA). The format of the EPA varies depending on the apprenticeship you study. EPA assessment methods can include professional discussions, projects, presentations and a portfolio of evidence.

## Will I need to do Functional Skills?

All apprenticeships in England require the apprentice to achieve Functional Skills in English and Maths at level 2 by Gateway. This is unless you have any recognised previous qualifications which can be used as an exemption. The list of acceptable qualifications can be found here [English and maths requirements in apprenticeship standards at level 2 and above - GOV.UK \(www.gov.uk\)](#) Functional Skills can be delivered alongside your apprenticeship and do not constitute as an entry requirement.

## What can I do with an apprenticeship?

An apprenticeship gives you the required knowledge, skills and behaviours (KSBs) to successfully fulfil the requirements of your job role.

You may wish to use your new KSBs to be the best in your role or alternatively progress into a new role within your sector.

## What is off the job training?

Off the job training is an ESFA requirement. Essentially 20% of your working week should be dedicated to enhancing the knowledge, skills and behaviours covered in your apprenticeship standard.

Activities can include,

- Attending learning sessions
- Assignment completion
- Subject reading
- Research
- Pod casts, webinars or conferences
- Shadowing or mentoring a colleague
- Review meetings with your manager
- Training sessions
- Observations

## Will I need to record my off-the-job training (OJT) hours?

Yes. Bishop Grosseteste University will provide you with an OJT logbook so you can record all the training hours and a brief description of the activities you have undertaken.

## Do I need a mentor?

Yes. A mentor is an essential part of your apprenticeship journey. They will provide support throughout your learning journey and signpost learning opportunities with your job role and organisation.

## Who should my mentor be?

Your mentor might be your line manager, but this is not necessarily always the case. Ideally your mentor should have some knowledge and experience of the learning outcomes in the apprenticeship standard and have good understanding of your job role. They should be able to support you through a variety of ways across the apprenticeship, by attending review meetings with you and the Apprenticeship Development Officer, provide clear honest feedback, set clear targets, discuss project ideas, and provide witness testimonies which highlight your knowledge, skills and behaviours in the workplace setting.

# EMPLOYERS

## I am a small non-levy paying employer, how much will the apprenticeship cost?

5% of the overall cost. The government will pay the remaining 95%.

Levy paying employers (those with an annual wage bill over £3million) pay into an Apprenticeship Levy. These funds can then be used to pay for apprenticeship training.

## How do I pay for an apprenticeship?

From 1st April 2021, all apprenticeships will be managed and funded through the Apprenticeship Service so you will need to ensure you have an apprenticeship service account. The link here takes you to a series of helpful videos to get you started: [Using the apprenticeship service - YouTube](#)

## Are graduates eligible for apprenticeships?

Yes. As long as it's a different subject/sector or above degree level.

A degree is a Level 6 qualification. As such, a graduate can study a suitable Level 7 apprenticeship or take a Level 2-6 apprenticeship as long as they are learning 'substantive new skills'.

For example: an English Literature Graduate could start a Level 3 Mechanical Engineering Apprenticeship. This means you can entice graduates to your organisation and put them through an apprenticeship to learn your particular industry inside out.

## Are current employees eligible for apprenticeship training?

Yes. The government will support apprenticeship training for all.

## What are the benefits of taking on a new apprentice?

There are often financial incentives for hiring a new apprentice. The link here will take you to the latest guidance: [Incentive payments for hiring a new apprentice - GOV.UK \(www.gov.uk\)](#)

## How can I support my apprentice with their learning?

Your apprentice will require a mentor for the duration of their apprenticeship. Although this might be their line manager, that isn't always necessarily the case but it is important you allocate someone who will:

- Provide support and guidance
- Listen to concerns and issues raised
- Work with the apprentice to set goals and targets
- Share knowledge and experience

Contact us for our useful guide on the role of a mentor.

## What is off the job training?

An apprentice must be allocated at least 20% of their paid time to off-the-job training. This is your investment. As an apprenticeship lasts at least a year and can often be far longer, depending on the individual programme chosen, you should be sure you are committed to this type of long-term staff training.

## How is the programme structured?

Apprenticeship learning is delivered through the completion of learning modules. During the duration of the apprenticeship, all learning modules must be completed. Once the duration of the programme is completed and all requirements achieved, the apprentice will go through 'gateway' and on to their end point assessment (EPA)