



# APPRENTICESHIP

## Guide 2022/23

This guide is correct at the time of writing and may be subject to change.

Throughout your studies, to ensure you have the most up to date information, you should always consult your programme handbook information, held on the Virtual Learning Environment/Blackboard.

For up to date information on university academic and student regulations always consult the DMU website.

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## 1. Overview of the Apprenticeship guide

This document is designed to guide you through the details of an apprenticeship programme to ensure you have every opportunity to succeed.

An Apprenticeship programme is a work-based programme that combines full time employment and a study element. Apprenticeships offer the opportunity to develop highly industry related skills whilst working towards a qualification. Apprentices are employed for a minimum of 30 hours per week within the workplace and will spend dedicated time in off-the-job training.

This guide provides useful information about Apprenticeships, what you can expect from an apprenticeship, regulatory information and an explanation of some of the terms you may see or hear as an Apprentice. At appropriate stages during the Apprenticeship, you will be given Programme and Module Handbooks, which will provide you with details about your specific qualification. To benefit from the full range of information, you should use all resources together.

### How to use this Guide

Access the links embedded in this guide to take you to the current up to date information on the relevant websites. For information relating to your programme, please refer to the Programme handbook supplied with your programme (this should be available on blackboard).

You can use the immersive reader tool, by viewing this in MS Word. If you'd like more information on how to use immersive read, [click here](#)

## 2. Introduction to Apprenticeships

Higher and Degree Apprenticeship programmes are designed to allow Apprentices to achieve both the university qualification and meet the requirements of the Apprenticeship standards.

As an Apprentice you will split your time between "off the job learning" which includes your university study and "on the job learning" in the workplace doing your day to day role and tasks. You will be employed throughout your Apprenticeship – as you learn and earn you will gain a qualification and receive real on-the-job experience in your chosen profession.

As part of your Apprenticeship you will be required to undertake an End-Point Assessment (EPA) which is the culmination of your on and off the job learning and enables you to showcase the Knowledge, Skills and Behaviours you have gained during the Apprenticeship.

### What are the Benefits of Apprenticeships?

Apprenticeships have a number of benefits for employers, prospective apprentices, and universities.

- As an apprentice you will be employed and paid a wage throughout, will gain a qualification, and gain a head-start into their chosen profession compared with many of their counterparts.

- Your Apprenticeship combines academic study with work-based activities, adding value to the learning experience by providing opportunities for apprentices to evidence theory in practical industry contexts.
- Throughout your Apprenticeship, you will receive support from a network of professionals at DMU and in the workplace.
- On completion of the programme, the apprentice will have a CV benefitting from a professional qualification and sector relevant work history.
- For your employers they can use apprenticeships to attract new talent or develop existing staff who are keen to earn a qualification in a work-based environment. It will allow them to acquire the knowledge and skills they need where the training costs, including any built-in qualification, are co-funded by the Government.

### 3. Requirements of the Apprenticeship Standard

What is an Apprenticeship Standard?

- A written standard approved by the Institute for Apprenticeships and Technical Education (IfATE), which fully defines the occupation in terms of the responsibilities and tasks involved and the Skills, Knowledge and Behaviours required to achieve occupational competence.
- The apprenticeship standard provides entry to a recognised occupation which can be transferred to other relevant employers and is sufficiently skilled to require employment and training of at least a year's duration with a minimum of 20% of the time in Off the Job training (6 hours per week for the duration of your programme on average).

Some apprenticeship programmes may require more than 20% Off the Job training. Your programme leader will inform you of the requirements for your specific apprenticeship and these can also be found within section six of the Apprenticeship programme handbook.

An Apprenticeship Standard comprises the following sections:

- **Knowledge**

Through formal learning and applied according to business environment •

- **Skills**

Acquired and demonstrated through continuous professional development within your apprenticeship and in the workplace.

- **Behaviours**

Developed and exhibited at DMU and the workplace

Details of the Knowledge, Skills and Behaviours (KSB's) that you need to demonstrate as part of your specific apprenticeship will be detailed in the Apprenticeship Programme handbook.

### 4. Working as an Apprentice - the Job

The Training Programme

- You will be undertaking a challenging and stretching training and learning programme developed and delivered with the active involvement of the employer(s), which uses a range of on and off the job training methods to develop your knowledge, skills and behaviours.
- You should have a motivating and supportive employer and colleagues who provide you with coaching and mentoring support and aid you as your progress in continuous assessment during the apprenticeship programme
- You will receive an extended period of On and Off the Job training (at least twelve months duration with a minimum of 6 hours per week of the time in Off the Job training) which develops not only the knowledge and skills required but also the additional transferable skills which will allow you as an apprentice to deal with new employers, situations, problems and equipment as your career progresses.

### The Job

- You should be Employed in a job with legal and contractually acceptable terms and conditions, for at least 30 hours a week and be paid at least apprenticeship national minimum wage for your age group.
- Your job role, together with the off the job training, provides opportunities to cover the full occupational profile and learning all the, knowledge, skills and behaviours required.

### Off the Job Training

- Off the Job hours (OTJH) is protected time to allow you to develop the Knowledge, Skills and Behaviours needed for your chosen qualification. It is time for you to undertake training or learning that is outside of your normal day to day work duties.
- These hours must take place within your normal contracted working hours.
- The quantity of OTJH that you are required to evidence as a minimum is calculated based on your contracted hours and length of programme, your number of hours can be found in your Individual Learner Plan (ILP).
- OTJH training is determined by the activity rather than the location and could include:
  - classes and workshops,
  - lectures, ○ online learning, ○ webinars, ○ research, ○ simulation exercises, ○ job shadowing,
  - writing assessments

The OTJH learning can be studied at your place of work or at an external location.

Please note that quarterly progress reviews, working towards Functional Skills Qualifications and on programme assessment activities, do not count towards OTJH learning. [Click on the link](#) which gives an overview.

## 5. Assessment

The details of how your apprenticeship will be assessed and match to the assessment plan is detailed in your Apprenticeship Programme handbook.

There are a number of elements that make up assessment for your Apprenticeship Standard, which may include some of the following:

- Award assessment (i.e. formal assessment of the award modules)
- Formative 'on-programme' assessment, (assessments that do not contribute to the award, but provided an opportunity to develop and apply new skills and knowledge)
- A work-based project (part of the award and an important element of the apprenticeship's 'end-assessment')
- A summative 'End-Point Assessment'. (Which includes a review of the work-based project and the evidence produced as part of the 'on-programme' assessment.)

During the delivery and assessment of the Apprenticeship there will be quarterly progress reviews (sometimes known as tripartite meetings) between your employer, training provider and you, the apprentice. A formal annual review of your progress should also be held.

### Academic Assessments

Each of the modules has formal assessments, which contribute to your final mark (i.e. classification) of the degree. These may be in the form of coursework, report, exam, presentation or other type of assessment. The details of these assessments are contained in an Assessment Brief in the respective Module specification documents. You will receive a mark for these assessments.

### Formative 'On-Programme' Assessments

The word 'formative' means that these tasks do not have a mark that contributes to the overall classification of the degree or the academic qualification. However, these tasks do form part of the End-Point Assessment, where they form part of the **e-portfolio**.

You will undertake a series of formative assessments during your Apprenticeship, which will be a combination of naturally occurring workplace activities related to the Apprenticeship Standard and specific formative tasks set to reinforce aspects of the Apprenticeship Standard.

### E-Portfolio

The E-Portfolio comprises a combination of 'Degree Assessments' and 'Formative Assessments', together with demonstration of all of the knowledge, skills and behaviours as outlined in the apprenticeship standard. You are required to spend a minimum of 20% of your contracted hours demonstrating the new knowledge, skills and behaviours required for the apprenticeship standard.

The assessments listed above will result in a portfolio of evidence that will contain evidence of the knowledge and understanding, skills and behaviours that you have acquired and, their application. It will demonstrate your very best work, showcasing your achievements and capabilities and where you may have exceeded the requirements of the role.

You may also include the following in your E-Portfolio:

## Work-Based Activities

These will be a combination of naturally occurring workplace activities and specific formative tasks set to reinforce aspects of the Degree Apprenticeship Standard for these pieces of evidence to count they must have occurred within your normal contracted hours.



- Workplace Reports
- Learning Support
- Time spent writing assessments/assignments
- Preparatory research and reading related to apprenticeship
- Practical exercises
- Shadowing and mentoring
- Conference attendance related to the apprenticeship
- Industry visits
- Competitions relevant to apprenticeship
- Projects
- Minutes
- Appraisals against performance objectives
- Development plans
- Records of observation of performance and professional discussions
- Personal reflective log
- Feedback on behaviours via contact with others
- Teamwork - manager's report
- Emails
- Customer comments
- Peer review

DMU Tutors and dedicated apprenticeship staff will assist you to develop this portfolio to ensure that it is complete and that it covers the totality of the Standard.



## Work-Based Projects

Your apprenticeship may include a Work-Based Project

The work-based project is a substantial piece of work to be undertaken towards the end of the Degree Apprenticeship during the final year. The project must bring together elements of learning from different parts of the programme and show evidence of accumulated knowledge and understanding of KSB's, and the application of these within their organisation. The project must meet the Standard and demonstrate the approach taken to the planning and completion of the project.

Because of the significance of the project, the employer and DMU must work together with you to agree a project that is achievable within the employer's business constraints whilst meeting the needs of the Standard. The project should be conducted as part of your normal work. The employer should make allowances, in terms of time and resource, for the project to be undertaken. Any elements which need to be undertaken outside of normal work should be agreed between the you, the Employer and DMU so that Apprentices are not disadvantaged in any way from performing your job and meeting the requirements of the project.

Full details and requirements of any Work-based project will be detailed within your Programme handbook.

## End-point Assessment and Certification

The employer, you and DMU must all confirm and agree that you have completed and passed all elements of the "on programme" learning, are fully competent and ready to undertake a formal End-point Assessment (EPA) at the end of the apprenticeship programme. This is referred to as passing the "Gateway", once established an End Point Assessment Organisation (EPAO) conducts the End-point Assessment.

An apprenticeship programme is not complete until you as the apprentice have undertaken your EPA and have passed.

For integrated apprenticeships the EPA element is included within your award and achievement of the EPA is directly linked to your award, one cannot be awarded without completion of the other. Further details will be given during the programme.

- You must have achieved an appropriate level of English and maths, any digital skills required and other specified components of the Apprenticeship, signed off by the employer, before you can progress to End Point Assessment.
- The EPA is a demanding independent assessment at the end of the apprenticeship, carried out by a registered apprenticeship assessment organisation, which meets the Institute's requirements for quality, set out in its guidance on external quality assurance
- Certification of your apprenticeship is awarded by the Institute of Apprenticeships on completion of the whole apprenticeship. Recruiting employers and apprentices use this trusted record of employability as a licence for the occupation and to access related professional status (if a Professional Regulatory Body oversee the industry).

## End Point Assessors

Independent End-Point Assessors are responsible for assessing apprentices during End-Point Assessment (EPA) for apprenticeship standards in England.

They are professionally experienced individuals who are independent from you and the programme team and will mark your end point assessment. Independent End-Point Assessors should have no interaction with any of the delivery of teaching and learning, as a result you will be asked to confirm there is no conflict of interest between you and the assessor prior to sitting the EPA.

The End Point Assessment will take place at DMU or the workplace (depending on suitability) and will be based upon the requirements made by the IfATE for your [Apprenticeship Standard](#).

## 6. The Format of your Apprenticeship

Your apprenticeship will fit into one of these categories, depending on how your End-Point Assessment is designed.

### **Non-Integrated**

The completion of your award is an integral part of the Apprenticeship Standard and this will be completed before the final elements of the Apprenticeship have been finished. You will be required to complete your EPA, following completion of any academic modules.

Or

### **Integrated**

The completion of your EPA is directly linked to the Apprenticeship Standard which means completion of the award will be confirmed once your final Apprenticeship EPA elements are completed.

Or

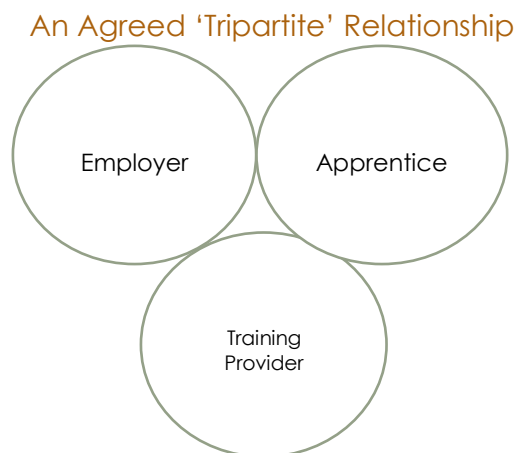
### **Integrated Aligned**

The Apprenticeship Standard incorporates the requirements of a statutory regulated profession meaning that by completing your qualification and meeting the statutory body requirements you will complete EPA.

Further details about what you will need to do for your End-Point Assessment can be found within your Apprenticeship programme handbook.

## 7. Your Apprenticeship – how it works with your employer and training provider

DMU wants you to have a high-quality experience as an Apprentice. As part of this your Apprenticeship is built upon the following:



This is between the Apprentice, Employer and Training provider who each have their own significant part to play. These are outlined below:

## **The Employer**

- Has the intention and capability to employ the Apprentice to enable completion of their Apprenticeship including End-Point Assessment with a view to them securing their longer-term future within the organisation
- Facilitates the Apprentices' training needs and provides support to the Apprentice in the workplace
- Plays an active role in completing an initial assessment of the Apprentice's starting point in relation to the Apprenticeship Standard, relating to prior experiences and future opportunities the apprentices job role can provide.

## **The Apprentice**

- Has the motivation to learn and work diligently to complete their apprenticeship, including End-Point Assessment
- Is provided training and is supported on behalf of their employer by a registered training provider, college or university
- Undertakes an initial assessment of their accredited and experiential prior learning against the Standard and how this relates to their job role

## **The Training Provider**

- Provides the Apprentice and Employer with an Apprenticeship Agreement, Commitment Statement and an Individual Learner Plan (ILP), that set out the training programme and further detailed information about each parties' responsibilities
- Reviews initial assessment of the Apprentice's accredited and experiential prior learning, against the standard and ensures that the apprentices job role will enable them to gain sufficient and on the job experience of the required Knowledge, Skills and Behaviours.
- Provides a minimum of 6 hours "off the job" training which provides the apprentice the ability to meet the EPA Gateway requirements for their Apprenticeship Standard.

## 8. Support

### Who will support me during my Apprenticeship?

There are various roles that will support you during your apprenticeship, some of these are based at DMU and others are based within your own workplace.

#### Workplace Mentor

Workplace mentoring is when experienced employees support you with any work-based questions or issues. Mentors are there to make sure that you are learning in a safe and productive environment and that your experience is a positive one.

During your induction at DMU, you'll be asked to discuss with your employer, to identify a suitable workplace mentor. It doesn't have to be a direct supervisor but should be someone with the ability to understand the job role and the apprenticeship to help fully support you.

Workplace mentors can help to monitor your progress as well as communicate with lecturers and support staff. They will also be encouraged to make connections with other mentors. Mentors will be invited to inductions, your quarterly reviews as well as additional quality assurance events at DMU.

Workplace mentors will have access to the e-portfolio system and be able to support you during work-based projects. They're not responsible for keeping up to date with evidencing learning but can help you to find new ways to build evidence that will demonstrate how you are learning new skills.

#### Apprenticeship Engagement Officer

DMU provides each faculty an apprenticeship engagement officer, whose role it is to directly communicate with your employer. The apprenticeship engagement officer will be involved throughout your programme and may be present at your quarterly reviews and regular engagement sessions. They will also serve as a supportive link between DMU apprenticeship staff and your employer.

#### Apprenticeship Compliance Officer

DMU provides each faculty an apprenticeship compliance officer, whose role it is to directly communicate with your employer. The apprenticeship compliance officer will be involved throughout your programme and may be present at your quarterly reviews and regular engagement sessions.

## 9. Frequently Asked Questions (FAQs)

### What should I do if I am ill or absent for scheduled learning days at DMU?

If you are unable to attend a workshop/seminar/lecture for any reason (such as illness), you must notify the relevant Module Tutor/Leader, preferably by email and in advance. On your return to the university, you must check your module blackboard sites and see your module tutors to discuss any work that you have missed.

NB. For successful completion of your apprenticeship, all scheduled learning must be represented in your e-portfolio. Missed sessions should be reflected in additional material/assessments.

### Will you notify my employer if I am absent from DMU learning days?

Yes, but you should also follow your organisations reporting absence policy as well as informing the university. If you miss any of the scheduled learning at DMU, a record will be kept and we will contact your employer, as their levy funding is supporting your apprenticeship. Any learning that you are absent from will have to be made up (additional assessments/evidence). An action plan may be proposed between your employer and DMU.

### How do I notify the university of any changes in my personal details (e.g. term-time address)?

As well as letting the Faculty Student Advice Centre know of any changes in your personal/contact details during the year, it is very important to inform your apprenticeship programme admin of any changes. Not informing the apprenticeship administrator may affect the funding available for your apprenticeship. For every change in personal details/address. You can contact the Faculty Student Advice Centre in person to complete a change of Contact Details form available from the Faculty Student Advice Centre or Via myDMU.

### What should I do if I lose my Student ID card?

If you lose or have your Student ID card stolen, you will have to pay for a replacement (approximately £10). Replacement Student ID cards can be obtained from the ASK Desk in The Student Gateway in the Gateway building.

### What should I do if I cannot log into myDMU, student email or other university online systems?

If you have any problems accessing your DMU account, please contact the Computer Technicians in the computer rooms or in the library, or IT support:

☎ <http://www.dmu.ac.uk/about-dmu/professional-services/information-technology-andmedia-services/service-desk.aspx>

[itmsservicedesk@dmu.ac.uk](mailto:itmsservicedesk@dmu.ac.uk)

0116 250 6050

### What should I do if I need advice about personal issues?

Your first point of contact if you are experiencing personal issues that are having an impact on your studies is your Personal Tutor. However, your Personal Tutor is not a trained counsellor, and therefore if you have serious personal issues, the Faculty Student Advice Centre may be more appropriate, as its staff can point you in the direction of more specific support

### What should I do if I am thinking of pausing my studies?

If you have a concern about pausing your studies, first discuss this with your employer and perhaps raise it at the following quarterly review. If you and your employer are in agreement, speak to the programme leader.

NB. It is important that you inform the programme leader and admin staff before you take a Break in Learning (BIL) or miss any scheduled learning.

You can then agree upon a realistic time frame for your Break in Learning with your employer and the programme leader. An action plan will be created to help support your return to learning to successfully complete your apprenticeship. During your Break in Learning, we'll need to stay in contact with you and your employer, to help support you returning to your studies.

### What should I do if I am thinking of withdrawing from my studies?

As with a Break in Learning, first speak to your employer and discuss your options. This can also be raised at the quarterly reviews. Your Workplace Mentor and Academic Tutor might also be able to help support your decision. It is important that you discuss this choice with the Programme Leader and admin, as your information submitted to the government will need to be amended. This conversation must take place before you withdraw from your studies. Remember that withdrawing from your studies may also affect your employment with your organisation.

If you change employer it is important that you discuss this with the Programme Leader and the admin team, so that we can work with your new employer, ensure that the new role is suitable, complete the necessary documentation and ensure your status with your employer and on your Apprenticeship.