COLLABORATE TO GROW

DEGREE APPRENTICESHIPS
EMPLOYER GUIDE

WARWICK
THE UNIVERSITY OF WARWICK
The collaborative solution to your skills gap

Warwick is a leading university, somewhere forward-looking and ambitious, where the starting point is always ‘anything is possible’.

We’ve been at the forefront of university-business collaboration for the entirety of our 50+ years, and the impact of our world-class research reaches far beyond academia. We’re pushing our region’s productivity further than ever through our intellectual investment in industry-leading companies. We’re making a positive impact on skills development, ensuring that the education of the next generation meets the needs of industry – particularly through our two WMG Academies for Young Engineers in Coventry and Solihull. Now we’re channeling our passion into championing Degree Apprenticeships.

As the highest ranking university in the Midlands Engine region, we consistently reach the top ten in national league tables and were ranked 7th in the most recent Research Excellence Framework. This gives you the reassurance that our degrees are of a reliable and guaranteed quality.

Our aim is to help solve regional and national employment needs. We’ll develop our relationships with business, both private and public sector, ignite new ones, and will provide alternative educational pathways and student experiences.

We want to make a difference to your staff, and your business.

“Studying at Warwick I have found the lecturers are really helpful. They go out of their way to try and help you. As it’s a distance learning course we really need that support and they’re always there by telephone or email to help us get the best marks possible.”

WMG Student
Degree Apprentice

Why Degree Apprenticeships?

Degree Apprenticeships combine the best aspects of higher education and vocational training, providing a compelling incentive for you to maximise return on your levy investment.

Degree Apprenticeships are co-designed by employers and higher education institutions, meaning apprentices will graduate with the right mix of academic knowledge and practical skills to thrive in the working world. Degree Apprenticeships are an important driver for social mobility and they’re increasingly popular as they offer a tuition fee free route to degree-level study, whilst earning a salary.

Degree apprenticeships offer you the opportunity to co-design the content of the degree, to meet existing skills requirements and plan for the future. They create alternative pathways to recruit emerging talent into your organisation, and are an effective means of upskilling existing staff, providing genuine opportunities for career progression.

If you partner with us you’ll be rewarded with graduates who will learn to think independently. They’ll be work-ready and will complete their apprenticeship with a rounded skill set.

Apprenticeships will increase productivity, improve service delivery and have a positive impact on staff loyalty. We care about the relationship we have with your company and shared ambitious vision will see our partnership become increasingly fruitful.

Apprentice retention rates can exceed 80%

97% of apprentices said their ability to do their job had improved

National Apprenticeship Service 2017
GOV.UK 2017
We already run successful Degree Apprenticeship courses and we have more on the way. We’re working with employers like you, and academic departments across the University, to develop a wide range of programmes for different industry sectors.

If you choose a course that’s already been designed, you can be assured that the academic content has been developed in collaboration with employers to make it meet the needs of industry in the context of a rapidly-evolving commercial marketplace. If you partner with us to develop a new course, then you’ll be able to input into the development of module content, course structure and delivery to shape a programme suitable for your requirements.

Your apprentices will first and foremost be full-time employees of the company, gaining skills on the job through an integrated, work-based programme of learning. For a minimum of 20% of their time, they will undertake formal tuition. Your apprentices will be taught through a mix of face-to-face and interactive online learning, work-based projects and independent study. They should apply this learning to their role throughout the apprenticeship.

Our campus gives your apprentices a wide range of places to study, work, relax and play. With over 150 nationalities on campus, they’ll have exposure to different people, cultures and thinking. And, amongst those people, are academics who are regarded as the very best in their field.

Current courses
- Applied Engineering Programme (BEng)
- Dyson Engineering Degree (BEng)
- Postgraduate Engineer (PGDip)

Courses planned to start in 2018/2019 (subject to approval)
- Senior Leader
- Chemistry
- Civil Engineering and Infrastructure
- Digital Technologies Solutions Professional including Cyber Security
- Healthcare Practitioner
- Social Work

If your area of interest is not listed please get in touch to find out about our latest developments.

Our courses

Degree Apprenticeship:
A Degree Apprenticeship is a job with training, working to degree level standards and based on an industry-approved apprenticeship 'Standard'.

Degree Apprenticeship Standard:
Each of our courses are mapped to an apprenticeship 'Standard'. The Standards set out what apprentices will learn, the required outcomes in terms of knowledge, skills and behaviours, baseline entry requirements, the assessment plan for the end-point assessment (see below), the typical duration of the course and the maximum funding that can be drawn down from the levy to pay for the course. Standards are developed by employers supported by university subject specialists.

Mode of delivery:
We can deliver our courses in different ways including day release, where your apprentices would be engaged in study one day a week, or block release, where apprentices would take time off the job periodically e.g. in one- or two-week blocks. All courses include both face-to-face and online learning.

FUNCTIONAL SKILLS
For those apprentices who need to work towards additional Level 2 or 3 qualifications in English and Maths, our Centre for Lifelong Learning is here to help. Using established diagnostic tools, we can help to construct an Individualised Learning Plan and set SMART targets to fill skills gaps for each apprentice. We will deliver the curriculum through a range of online and face-to-face resources, and focus on individual needs, thereby helping apprentices to achieve the required standard.

End Point Assessment (EPA):
All apprentices have to do an end-point assessment to complete their qualification i.e. the apprenticeship is not yet complete at the end of the degree. The EPA is designed to test whether the apprentice has gained the skills, knowledge and behaviours outlined in the apprenticeship standard.

Off-the-job training:
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 usual place of work but must not be delivered as part of their normal working duties. The 20% threshold is the minimum amount of time that should be spent undertaking off-the-job training during an apprenticeship.

Degree Apprenticeship lever:
If your annual payroll is over £3m then you’ll be paying the apprenticeship levy at a rate of 0.5% of your monthly PAYE, less a £15k allowance. This is held by the Government in a digital fund for you to use to pay for apprenticeship training. The Government adds 10% to each monthly payment – meaning you get back more than you put in.

Tripartite meetings:
Face to face tripartite meetings must take place between the employer, University and the apprentice at least every three months to review and monitor progress against the apprentice’s individual learning plan. This ensures that the learner is receiving the right support from both you and the University.

Key terms

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The apprenticeship journey

From your initial enquiry, to the completion of your apprenticeship, we’re here to help. We’ll support you throughout your journey to ensure you know what obligations you have to meet and when.

Employer eligibility

If you want to offer an apprenticeship, the following rules apply:

- You must have a genuine job and be able to offer an employment contract long enough for the apprentice to successfully complete their apprenticeship.
- The job role must enable the apprentice to apply the knowledge, skills and behaviours set out in the apprenticeship standard.
- The apprentice must have appropriate support from within the organisation to carry out their job role.
- A minimum of 20% of the apprentice’s time must be spent off-the-job training.
- The cost of an apprentice’s wages must be met by you.
- You must have a genuine job and be able to offer an employment contract long enough for the apprentice to successfully complete their apprenticeship.
- The job role must enable the apprentice to apply the knowledge, skills and behaviours set out in the apprenticeship standard.
- The apprentice must have appropriate support from within the organisation to carry out their job role.
- A minimum of 20% of the apprentice’s time must be spent off-the-job training.
- The cost of an apprentice’s wages must be met by you.

“WMG is the perfect partner to help develop our engineering community, and I am delighted that so many of our employees will be able to study for a degree at one of the UK’s leading academic institutions.”

Professor Dr Ralf Speth
Chief Executive Officer
Jaguar Land Rover

Key milestones on your Degree Apprenticeship journey

1. Identify your skills gaps.
2. Work with us to identify matching apprenticeship standards and ascertain whether we can offer the right programmes for you.
3. Decide whether to recruit emerging talent, upskill existing staff or combine the two.
4. Initial assessment and eligibility check for prospective apprentices.
5. Agree a price for delivery of your apprenticeships and complete appropriate agreements.
6. Work with your teams to develop apprentice roles, responsibilities and support structures.
7. Course begins.
8. We will work closely with you throughout the programme, including regular progress reviews (tripartite meetings).
9. Your apprentices complete their degree.
10. Apprentices undertake their End Point Assessment (EPA) in order to complete their apprenticeship.

“One of the biggest benefits of doing the Degree Apprenticeship at the University of Warwick is that it’s a Russell Group university. It’s internationally known and if you go anywhere with a degree from this university everyone is going to realise how prestigious it actually is.”

WMG Student
Degree Apprentice

FEEDBACK

Feedback will be collected and evaluations conducted at various points throughout the course to make sure we’re meeting both your needs and the needs of your apprentices. We’ll also provide you with regular updates on your apprentices’ progress.
UNLOCK YOUR TALENT

“Apprenticeships are a vital UK-wide vehicle for employer investment in their workforce, enabling employers to develop the skills and behaviours that they need, as well as offering opportunities for those already in work and those entering it for the first time.”

HM Government Industrial Strategy: Building a Britain Fit for the Future

Start a conversation with our Degree Apprenticeships team:
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The University of Warwick
Coventry
CV4 8UW

warwick.ac.uk/degreeapprenticeships

The information contained in this document was correct at the time of going to print.