



University of
CUMBRIA

SHAPE THE FUTURE OF YOUR WORKFORCE

AN EMPLOYER'S
GUIDE TO HIGHER
LEVEL AND DEGREE
APPRENTICESHIPS

WHY THE UNIVERSITY OF CUMBRIA?

Thank you for considering the University of Cumbria. We hope this guide is informative, and we look forward to collaborating with you, your apprentice(s) and your organisation. This is the start of what we are sure will be a rewarding journey for all involved. We are here to guide, advise and support you every step of the way. The aim of this handbook is to enhance your understanding of the apprenticeship end to end process, ensuring both you and your apprentice are well informed.

The University of Cumbria are one of the largest providers of higher level and degree apprenticeships in England. Our 2024 Ofsted inspection judged our provision as Good and the report also noted:

"Leaders have a clear rationale for their apprenticeship provision. They accurately identify the local, regional and national skills needs shortages, such as health, project management and forestry. Leaders carefully consider the needs of employers when developing new apprenticeships."

In 2022/23 we offered twelve apprentice programmes, taught over 2,000 apprentice learners, and supported about 350 employers to up-skill their workforce. Ofsted noted:

"Apprentices develop their character, confidence and resilience because of what they learn during their apprenticeship. Apprentices skilfully balance the pressures from their workplace and personal lives with their academic studies".

If you have any questions or would like to discuss your organisation's skills and training requirements, please contact our friendly team at appandempskills@cumbria.ac.uk or on **0845 606 1144**.

We look forward to working with you.

Paul Armstrong
Head of Apprenticeships and Employer Skills



UPSKILLING YOUR WORKFORCE THROUGH DEGREE APPRENTICESHIPS?

Organisations use apprenticeships in many ways to support their businesses. Some use this as an alternative to graduate entry, and sponsor college leavers as early career trainees, while others use apprenticeships to upskill their workforce where employees have prior learning and experience.

For example, Ambulance Trusts are using apprenticeships as a development opportunity for existing emergency medical technicians to enable them to become qualified Paramedics. As a result of this, the highly respected profession will be open to staff to continue to work on the front line whilst gaining a full BSc (Hons) in Paramedic Practice, joining in the second year of the programme based on proven prior learning and experience.

Alternatively, apprentices who have completed the Nursing Associate apprenticeship may progress on to the Registered Nurse Degree Apprenticeship to top-up their knowledge and qualification to become a fully qualified nurse. Or apprentices who have achieved the Level 4 Associate Project Manager apprenticeship could join the Project Manager Degree apprenticeship at Level 5 to become fully qualified Project Managers.

Higher Level and Degree Apprenticeships offer the ability to earn a salary while training for a professional role, without paying tuition fees. Apprenticeship programmes with the University of Cumbria allow individuals to work as an employee whilst studying a degree-level programme. Our apprenticeship courses combine academic study with practical on-the-job experience, with apprentices building their knowledge and applying this in the workplace, developing professional skills and behaviours.

Our recent 2024 Ofsted inspection found that:

“Apprentices develop substantial new knowledge, skills and behaviours, with deepening layers of complexity over time. As a result, apprentices develop the attributes they need to achieve their apprenticeship and to be successful in employment.”

Each of our L5 to L7 higher level and degree apprenticeships are linked to either a foundation degree, a bachelor’s degree, or a postgraduate award. They typically take between 1 and 5 years to complete and study can be anything from one day a week to blocks of learning.

| APPRENTICESHIP LEVEL | UNIVERSITY EQUIVALENT | |
|----------------------|------------------------------------|----------------------------------|
| LEVEL 7 | MASTERS DEGREE (MA, MSc, MPhil) | |
| LEVEL 6 | UNIVERSITY DEGREE | |
| LEVEL 5 | | FOUNDATION DEGREE (FDA, FDSC) |
| LEVEL 4 | | |

WHO ARE DEGREE APPRENTICESHIPS FOR?

Higher and degree apprenticeships are suitable for both young people entering the workplace and experienced professionals seeking to further develop their careers. Apprentices must be employed by your organisation and can either be current employees or those newly recruited into the role.

A wide range of people are eligible for government apprenticeship funding - including people with prior qualifications and work experience.

ELIGIBLE CANDIDATES INCLUDE THOSE:



age 16 and above
(there's no upper age limit)



already employed or newly
recruited to a vacancy



with the right to work in
England and who will
spend at least 50% of their
working hours in England
during their apprenticeship
with eligible residency
status

DELIVERY

Our programmes are delivered in a range of ways, from online, on-campus or at your premises, and often via a blend of methods. All courses require a minimum of 6 hours a week engagement in active learning and development (although each programme is unique and may need more than the minimum), comprising a mixture of university-led sessions, and time in work shadowing, in placement, and developing skills with supervision and mentoring. Some programmes will require planned placements with professional supervision in practice, and other programmes may require placements in different settings. Others may require the employer to provide the right exposure to experience and opportunities for the apprentice to apply their skills in the workplace, evidenced through a portfolio.

Elements of our provision is delivered as a closed cohort for a particular employer, and this will reflect a contract to deliver regular intakes of apprentices via their planned training and development programme. Other programmes are delivered as open cohorts and welcome one or multiple

apprentices from any given sponsoring employer. The timing and nature of cohorts will change reflecting demands, so we will discuss this with you as we scope your requirements as an employer.

Our apprenticeship provision is typically delivered through an academic programme, whether this is a foundation degree, undergraduate degree, or postgraduate award. All apprenticeships have an End Point Assessment, which is the final stage of an apprenticeship and is an impartial assessment of whether your apprentice has developed the skills, knowledge and behaviours outlined in the apprenticeship standard. Some apprenticeships have an integrated End Point Assessment, and others are subject to external End Point Assessments. All of this will be explained to you and applicants, and is detailed in our course pages and brochures.

Each programme will have its own delivery plan which we will develop and refine to reflect each planned cohort. We will share and discuss each delivery plan with you and prospective applicants as we consider your training needs.

1: APPRENTICESHIP LEARNING



During their period of learning, apprentices follow a learning programme that may include taught sessions, workshops and self-study, among other options. Where the apprenticeship includes a degree or other qualification, apprentices may also be assessed for these qualifications.

As apprentices also continue in their day job during this time, they are encouraged to apply their learning in the workplace. Employers must allow their apprentices to spend at least six hours per week (equivalent) of their working hours on off-the-job training.

2: GATEWAY



Gateway takes place before end-point assessment (EPA) can start. The employer and training provider will review their apprentice's knowledge, skills and behaviours. The purpose of this is to see if they have met the minimum requirements of the apprenticeship set out in the apprenticeship standard and are ready to take the assessment.

3: END-POINT ASSESSMENT



End-point assessment is the culmination of the apprentice's learning journey and their opportunity to demonstrate what they have learned. An independent assessor is appointed, either from an EPA organisation or from within the University in the case of an integrated degree apprenticeship.

The independent assessor determines whether an apprentice meets the required standard for the apprenticeship. Apprentices must be successful in their EPA to receive their apprenticeship certificate.

BENEFITS

FOR EMPLOYERS

As a university we develop and deliver apprenticeships to meet local, regional, and national skills needs reflecting our academic heritage and expertise. The benefits of apprenticeship learning for organisations are well recognised, such as:

- Higher Level and Degree apprentices **develop valuable skills** as they work, whether that is an existing member of staff supported to upskill, or a new member of the team recruited into a role linked to a professional career and reflecting your organisational approach (applied and relevant).
- Higher-level skills are vital to business performance and UK economic growth – through higher apprenticeships businesses can **fill higher-level skills gaps**.
- Higher and degree apprenticeships **enable businesses to attract and retain new talent**, and through learning at work, apprentices can **develop specific knowledge** and competencies that meet the unique needs of the business. You potentially attract a wider pool of talent and support those with potential who may not have funded themselves through university.
- Employees can be funded to undertake an apprenticeship at the same or lower level than a qualification they already hold, if the apprenticeship will allow the individual to acquire substantive new skills and the content of the training is materially different from any prior training or an earlier apprenticeship.
- You can utilise your levy funding to pay for the training, or as a non-levy payer, secure between 95%-100% government funding depending on the age of the applicant and subject to the current funding rules. You may also be able to secure funding support from another organisation who has Levy funding available to transfer to you.
- Degree apprenticeships offer an alternative approach to graduate recruitment, allowing organisations to grow talent from existing or new recruits. This route offers a wider range of options for you and allows you to shape staff alongside the apprenticeship learning, so they become professionally competent, with strong understanding of the organisation and its culture.

BENEFITS

FOR APPRENTICES

Being an apprentice with the University of Cumbria offers the opportunity to be sponsored by your employer to obtain a qualification and professional outcome, with the following added benefits:

- Opportunity to **achieve graduate and postgraduate-level qualifications** whilst learning and earning as an employee.
- Have the same rights as all other employees, including pay, working hours, holidays and sickness entitlements.
- Chance to **gain professional accreditation** and/or membership of the appropriate professional body through most programmes.
- Achieve a higher-level qualification including either a foundation degree, degree, or postgraduate qualification with **no student debt**.
- Potentially enter the programme with recognition of prior learning, accelerating the individual starting point and reducing the net learning needed where earlier study, CPD (Continuous Professional Development) or work-based experience might exempt the need for further training.
- Build on existing career and learning to progress to the next stage, for example moving from Nurse Associate to a Registered Nurse or Associate Project Manager to Project Manager.
- Opportunity to gain a degree for those who have not followed a traditional academic path, whilst developing applied learning in work and developing a peer group of learners and professionals.
- Our learning resources, support and guidance is all accessible online and remotely off campus, so you get all the support you need regardless of where you are based.
- You get a highly skilled, research-informed teaching team shaping your professional development through well-structured apprenticeship programmes.
- You have the opportunity to celebrate and graduate at Carlisle Cathedral once you have successfully completed your apprenticeship.



EMPLOYER ROLES AND RESPONSIBILITIES

The funding rules are complex, but in summary as an employer of an apprentice, you must:

- Pay the apprentice a **legal wage** both in the workplace and when attending formal teaching sessions.
- Employ the apprentice for the **full duration of the apprenticeship** including the End Point Assessment through to a permanent contract or fixed term contract for the full duration of the apprenticeship programme (including End Point Assessment).
- **Adhere to funding rules** including signing a legal agreement and compliance documents in line with Education and Skills Funding Agency (ESFA) rules.
- Employ the apprentice in a **suitable role** that allows them to develop the skills, knowledge and behaviours set out in the relevant apprenticeship standard.
- Allow the apprentice to **complete their training in paid working time** and pay them during their involvement in training.



- Allow the apprentice to spend at least an average of **6 hours per week** for the duration of the apprenticeship in activity involved in learning and development (referred to as off-the-job learning).
- Provide **suitable supervision and mentoring** in the workplace.
- Engage in **regular tripartite reviews of the apprentice's progress** with you, the apprentice and a university representative, signing off the record once completed.
- **Not ask the apprentice to contribute to the cost** of their apprenticeship. This also includes not reclaiming funds for any apprentices who leave early or move to another employer.
- **Provide suitable experience in practice**, whether formal placement or project-based experience to meet the needs of the apprenticeship.

For a full explanation of employer responsibilities please visit our website:
cumbria.ac.uk/business/apprenticeships/employers
You can also access more information via:
apprenticeships.gov.uk/employers

WHAT TO EXPECT FROM THE UNIVERSITY OF CUMBRIA

- Your apprentice will be taught by a team of professionals who are experts in their field.
- Your learners will be taught through an apprenticeship programme aligned to a university award, which may be as mandated in the apprenticeship standard, or included by the university for added value benefit. This ensures all learners have a well-structured programme, supported by a proven approach and professional support.
- A personal tutor / work-based tutor who is assigned to your apprentice.
- Regular reviews with yourself, your apprentice, and their tripartite review tutor to assess your apprentice's progress.
- A study skills support team to develop academic skills.
- Disability services team to support learners with a disability or support need.
- A dedicated apprenticeships and professional development team who are on hand to help with any questions that may arise.
- You will have access to APTEM, our apprenticeship management system, allowing you to check your apprentice's progress, both as a line manager and senior manager or training lead.
- We host regular employer forums for employers to meet and discuss topics relevant to the apprenticeship programmes with our friendly and experienced teams.
- Delivery of high-quality apprenticeship programmes, with a commitment to continuous improvement and quality assurance.
- A named account manager who will support you as an employer.
- Collaboration through events such as employer forums, networks and knowledge exchange.
- Support for sending and receiving levy transfers – ensuring best use of unspent apprenticeship funds.
- The opportunity to engage with the University of Cumbria via a variety of procurement frameworks, which reduces or removes the need for public sector bodies to complete detailed tendering processes.
- Support to navigate and optimise the government portal – Digital Apprenticeship Service (DAS) - to help you manage apprenticeship funding.

APPLICATION PROCESS

Apprenticeship applications can be received once we have received sponsoring endorsement by you as the employer, confirming your apprentice's contract of employment and your apprentice's role in the organisation. Then you would follow the process as outlined below.

1. You contact us to express an interest in supporting an apprentice to complete a degree apprenticeship.
2. We send you an onboarding form to complete.
3. You complete the form and return it to us as soon as possible.
4. The details are uploaded to APTM. This is the platform used by the university, employers and apprentices from application through to End Point Assessment (EPA).
5. The applicant is sent a link inviting them to apply for their chosen course. Once completed the application is checked against our Admissions and ESFA eligibility.
6. The apprentice's managers and mentors named on the form have APTM accounts created and are sent activation links that will allow them to check the apprentice's progress.
7. Once checked and assessed as eligible, the applicant is sent joining instructions which will provide access to our university systems.
8. The applicant is now a student with the University of Cumbria.

We encourage you to apply early to avoid the natural peak in applications in the run-up to cohort start dates. Our business team will discuss desirable lead time and particular needs your organisation may have too. The diagram below shows our broad approach to onboarding, with the aim of having full applications completed in our system at least 15 weeks before the planned cohort start date.

| Activity | Description | Time to programme start |
|---|--|----------------------------------|
| Launch your organisation's nomination process | Employer run internal nomination activities to promote and recruit potential apprentices. | ASAP but min. 20 weeks |
| Nomination list | Employer sends on-boarding form where applicants/line manager details are provided. | 16 - 18 weeks |
| Application completed | Each applicant has completed their online application. | 15 weeks |
| Formal offer sent to successful applicants | Training Plan prepared and issued for signature by applicant and employer. | 5 - 7 weeks |
| Offer completed | Documents signed in APTM. | 5 - 7 weeks |
| Digital Apprenticeship Service | The employer and the University of Cumbria work together to register apprentices on Digital Apprenticeship Services. | 5 - 6 weeks |
| Enrolment & Registration | Learners will be moved from application to delivery in APTM and sent a link to register as a learner. | 5 - 7 weeks |
| Programme launches | Induction session, followed by first formal day in learning. | Programme Start |
| Line Manager online seminar | We organise an online seminar for line managers of incoming apprentices to improve understanding of the apprenticeship and they can provide effective support. | Week 1 - 2 of programme delivery |

APPLICATION PROCESS

Our apprenticeships have different entry requirements, and an individual must meet a range of criteria to ensure the programme is a good fit for them. To assess eligibility for funding, we ask individual applicants for information or evidence to support their application, which typically includes:

- Evidence of their highest qualification and/or transcript.
- Experience to date and suitability for the apprenticeship via a personal statement.
- Professional qualification/memberships.
- Baseline assessment via a skills radar asking for self-assessment against the knowledge, skills and behaviours of the apprenticeship standard.
- Evidence of L2 English and Maths.
(GCSE at Grade 9-4 or A*-C or published equivalent)
- Clarity on job role, job description and contract of employment.
- Proof of identity (e.g. Passport or driving licence).
- For non-UK nationals, proof of their right to work and study in the UK.

The government have dedicated webpages on recruiting an apprentice, you can find more information via this link too:

[gov.uk/employing-an-apprentice](https://www.gov.uk/employing-an-apprentice)

FUNCTIONAL SKILLS

Maths and English (specifically English Language for some programmes) GCSE grade A*-C/9-4 or approved alternative qualification is a mandatory entry requirement for our apprenticeship programmes and must be obtained before entry. If an applicant does not hold these qualifications, they must successfully complete Level 2 Functional Skills in Maths and English before entry.

If an applicant does not have these qualifications and is over 19, they are able to study for free if they contact City and Guilds [cityandguilds.com](https://www.cityandguilds.com) who will advise on a local provider.

Alternatively, an applicant may pay to study and sit the exam either online or in person. It is important to check if a training provider is reputable. Please see the following for more details:

[gov.uk/find-a-regulated-qualification](https://www.gov.uk/find-a-regulated-qualification)

[gov.uk/check-awarding-body-recognised](https://www.gov.uk/check-awarding-body-recognised)

OFF THE JOB HOURS

Whilst the ESFA require an apprentice to complete an average of 6 hours per week of off-the-job (OTJ) learning during an apprenticeship, each apprenticeship programme will have different off-the-job hour (OTJH) requirements that exceed this figure depending on the professional settings. In addition to the managed learning delivered by the University of Cumbria as the training provider, the apprentice will continue to learn in work, developing skills and professional behaviours under supervision. If you are registered on an apprenticeship with a professional, statutory, or regulatory body registration, such as the Nursing and Midwifery Council (NMC), you might have formal placement with set OTJH requirements.

Outside regulated professions, the type of work-based learning undertaken will vary depending on the programme and the apprentice's workplace. Work based learning involves activities that could include projects, taking on new responsibilities, work shadowing or working in different

departments/sections aligned to modules of learning and associated assessment. To count as OTJH, the activity must teach new knowledge, skills and behaviours, be directly relevant to the apprenticeship standard, and must take place in the apprentice's normal working hours.

Our delivery plans guide the expected OTJHs, and these are reflected in a learners APTM Dashboard, showing planned (target) hours and monthly forecast of outturn as monthly hours are evidence and uploaded.

The work based OTJ training element is tailored to meet the needs of the individual, the employer, and the apprenticeship standard. The contracted hours of the applicant will also affect the percentage of OTJHs needed, so some apprentices on the same cohort may have different target hours.

END POINT ASSESSMENT

End-point assessment (EPA) is an independent assessment that takes place at the end of the apprenticeship training. This is to test that the apprentice is competent in their occupation. All apprentices must complete an EPA. There are a variety of assessment methods to test apprentices' competency. For example, the EPA for some programmes is the final conferment from the University Academic Awards Board, with no further project or work for the apprentice. For other programmes there will be a stand-alone process with assessments designed by employers in the sector. Such EPAs typically include:

- A practical test or workplace observation of the skills learnt during an apprenticeship.
- An industry project and presentation.
- A review of their portfolio along with a professional discussion.

The apprentice and employer will receive a full explanation of the End Point Assessment on commencement of the programme and be coached on how they need to work towards and prepare for their End Point Assessment. This may include completing practice assessment documents or developing their portfolio.

CONTRACTING

A formal agreement between the apprentice, their employer and the University of Cumbria is made through the following ESFA mandated compliance documents:

- Learner Training Plan (a tripartite agreement between the learner, the employer and the university, covering: the planned content and schedule for training; what is expected and offered by each party; and how to resolve queries or complaints).
- Apprenticeship Agreement (an agreement between the apprentice and the employer, setting out the employment arrangements that apply to the apprenticeship).
- Contract between the University of Cumbria and the employer, detailing the obligations and commitment for all parties.

The apprentice commitment includes:

- Attending scheduled learning sessions in full and being on time.
- Undertaking and documenting off the job learning.
- Preparing assignments and work-based projects.
- Developing portfolio or evidence of work-based competencies for EPA.
- Undertaking an EPA.

LEARNING SUPPORT

We provide a supportive environment on and off our campuses, allowing all individuals to flourish. We offer a variety of services to help those with a disability or Specific Learning Difficulties (SpLD) to access their chosen course. You can find out more on our website cumbria.ac.uk/studentssupport

We ask applicants to declare any known or suspected learning or health needs at application so we can screen and plan for individual learning needs. Where learners do not declare anything at entry, we actively encourage and refer learners for on-programme support where we feel they may need additional support.

More broadly our library services have supportive tools to help high level learning, study skills and our dedicated Head Start digital learning course available to all apprentices via our APTM Management Software. Our regular tripartite reviews will also discuss and support learning needs, making referrals and offering support where our tutors feel there might be a need.

SUPPORTING DIGITAL LEARNING

We have developed a suite of Digital Badges to support wide use of digital technology in work. Badges are designed to be used at the start, mid programme and towards the end of the course to help learners upskill their digital capabilities.

Our course delivery, assessment and testing will also upskill learners in the use of technology so that they are equipped with the most up-to-date knowledge and tools, and encouraged to apply these in their day-to-day job.

CAREER DEVELOPMENT AND OUTCOMES

We recognise that most apprentices will progress into an established role without the need for careers advice to seek a job, however we recognise that apprentices do want support and we tailor our careers support to recognise the following:

- Skills for applying for a full-time role (securing a permanent role through interview) at the end of your apprenticeship.
- Sector specific careers advice and guidance to help understand the range of future progression opportunities that may be available because of the apprenticeship programme, including specialist roles.

- Enhancing soft skills in leadership and development to progress beyond professional qualifications at the end of the apprenticeship.
- Making the most of professional body membership as a student and on completion of the apprenticeship. Many professional bodies have a wealth of professional support tools to enhance professional development.

Our learners typically progress within the expected timescales. In 2022/23, 81% of our learners achieved their apprenticeship, and overall, 76% of our learners achieved a 2:1 or first class degree. We work with learners to achieve the grades and outcomes that are right for them, with focus on being professionally qualified and competent as the overriding priority.

FUNDING FOR APPRENTICESHIPS AND THE LEVY

The Government Apprenticeship Levy was introduced to help companies offer more apprenticeship programmes. Regardless of sector, all employers with a payroll of over £3 million per annum (around 2% of UK businesses) are required to pay the Apprenticeship Levy. All other employers can access between 95-100% Government funding to support apprenticeship learning.

The funding regulations may change, for up-to-date information, please visit the latest Apprenticeship Funding Rules gov.uk/government/publications/apprenticeship-funding

FUNDING AN APPRENTICESHIP FOR LEVY PAYERS

Visit the National Apprenticeship Service website apprenticeships.gov.uk/employers/funding-an-apprenticeship-levy-payers for further details on using your Apprenticeship Levy, what incentive payments are available for hiring a new apprentice, details on paying your apprentice and National Insurance contributions, and how to support small businesses by transferring your unused funds.

FUNDING AN APPRENTICESHIP FOR NON-LEVY EMPLOYERS

For more information about non-levy employers, visit the National Apprenticeship Service website apprenticeships.gov.uk/employers/funding-an-apprenticeship-non-levy. They can help with further details on how much it costs, what incentive payments are available for hiring a new apprentice, details on paying your apprentice and National Insurance contributions, and how to find a business to fund your apprenticeship costs.

CONSIDERING THE COSTS OF SUPPORTING AN APPRENTICE

Sponsoring a learner onto a higher level or degree apprenticeship can vary by apprenticeship programme, the nature of its delivery and bring different challenges for employers. As we consider your training needs, we will highlight factors you need to take into consideration.

To help you we have created a financial checklist of potential costs below for you to use.

| | |
|--|----------|
| Do you need to pay the 5% co-contribution? | £ |
| Recruitment costs (where relevant) | £ |
| Travel expenses for an apprentice attending in-person learning | £ |
| Laptop or computer hardware to support learning | £ |
| PPE or uniform or technical kit for the role | £ |
| Salary (and costs) for the apprentice | £ |
| New role (would you provide a vehicle?) | £ |
| Other considerations | £ |
| Total Estimated Budget | £ |

SIMPLE STEPS TO START EMPLOYING APPRENTICES

Step 1 - Planning

Think about ways that you could use apprenticeships to bring new skills into your business either by recruiting someone new or developing existing employees. How will an apprentice contribute to the training needs of your organisation?

Step 2 - Service Website

Use the occupational-maps.instituteforapprenticeships.org to see what standards and apprenticeships are available that may benefit your business. Different providers will offer different programmes, and you can use a link from the apprenticeship standard to explore options. Employers should be aware that training providers will have different approaches to delivery, some may suit your needs better than others.

Step 3 - Contact Us

If you think our provision has potential to meet your training needs, please contact us to chat with our dedicated apprenticeships team about how we can help you and your organisation. We will discuss your training needs and ensure our programme meets your requirements.

Email us at appandempskills@cumbria.ac.uk

Step 4 - Register

All employers manage their apprenticeships through the gov.uk/guidance/manage-apprenticeship-funds.

Whether you pay the Apprenticeship Levy or not, you need to have an account to access funds. We can help in setting up your Apprenticeship Service Account if you need it.

Step 5 - Onboarding

Once you are happy to go ahead, we will send you an onboarding form. Once this is completed and returned, we provide you with a link for your employee to apply for the apprenticeship through APTM.

Step 6 - Funding and Eligibility Checks

The apprentice application will be assessed against the ESFA guidelines to ensure it meets the eligibility criteria for funding, and to ensure the applicant meets the admissions entry criteria.

Step 7 - If all the above steps are successful, we will ask you to complete contract documents

For more information on this process, please visit the cumbria.ac.uk/business/apprenticeships/employers

GLOSSARY OF TERMS

Apprenticeship Standard: Every apprenticeship programme has a standard which sets out the main purpose of the apprenticeship. This includes the expected knowledge, skills, and behaviours that the apprentice should achieve which link to their job roles.

EPA - End Point Assessment: The final stage of the apprenticeship programme, the purpose of which is to confirm that the apprentice has learned and achieved the knowledge, skills and behaviours required by the apprenticeship standard.

ESFA - Education and Skills Funding Agency: an agency of the Department for Education (DfE) who are responsible for funding education and skills providers in England. Their guidelines must be followed for an apprenticeship to receive funding.

IfATE - Institute for Apprenticeships and Technical Education who are an Arm's Length Body of the Department for Education who work with employers to develop, approve, review and revise apprenticeships and technical qualifications.

Levy Transfer - Large employers that pay the levy can choose to transfer up to 50% of their levy funds each year to other businesses, to pay for their apprenticeship training and assessment
[gov.uk/pay-apprenticeship-levy](https://www.gov.uk/pay-apprenticeship-levy)

Off-the-Job Hours - The time an apprentice will spend learning during paid hours. This time must not be spent doing their day-to-day job.

TPR - Tripartite Review - the review meeting between the university, apprentice, and their employer.

TPRA - Tripartite Review Advisor, provides a link between the employer, apprentice, and the university.



Contact:

Email: appandempskills@cumbria.ac.uk

Call: 08456061144

Visit: cumbria.ac.uk/apprenticeships

