



UNIVERSITY OF
CHICHESTER

CELEBRATING
180 YEARS
OF HIGHER
EDUCATION

Quick Guide to Degree Apprenticeships

AN INTRODUCTION FOR EMPLOYERS



chi.ac.uk/apprentice



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At the Chartered Management Institute we really value our partnership with the University of Chichester, working together to upskill our workforce for the new challenges and opportunities we are facing in the digital era.

Matt Brian, Relationship Manager at the Chartered Management Institute (CMI)

Welcome

to the University of Chichester

As one of the leading providers of Higher and Degree Apprenticeships, the University of Chichester was an early advocate for apprenticeship programmes and began delivery in 2016.

We have over 200 apprentices with over 120 employers currently enrolled in partnership with the University. We deliver a wide range of different degree apprenticeships in Business and Leadership, Digital, Engineering, Social Work and Teaching, and are continually looking to expand this*.

Our dedicated Apprenticeship Team

Our Apprenticeship Team is made up of specialists on hand to support and work with you throughout the process. Our experts can help you navigate the apprenticeship funding pathway and the Digital Apprenticeship Service, complete a skills audit to identify the best apprenticeships for your business and explain the full process from end to end. During the apprenticeship, there is the opportunity to meet with the University to offer individual guidance, share progress updates and provide a channel for shared feedback.



** Subject to Government approval and University of Chichester validation*



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Working with the University of Chichester has brought benefits to us in three ways:

- *Our apprentice has been given a brilliant opportunity to restart his learning*
- *Medisort is accessing new ideas and thoughts*
- *The broad idea of learning has been introduced to the whole team*

Stuart Brittle, Managing Director, Medisort

The benefits of an apprenticeship for employers

Higher and Degree Apprenticeships offer numerous benefits for employers and their staff:

Cost effective

Use the apprenticeship levy to develop your staff, as required.

Upskill your existing workforce

Apprenticeships can be undertaken by both new or existing staff.

Help retain your staff

By committing to apprenticeship study you can be sure that your staff member is also keen to commit to your business for the future.

Offered at a range of levels

From GCSE equivalent right through to masters level.

For all industries

Our apprenticeship portfolio includes programmes that are relevant across all industries, while also delivering sector specific courses to enhance productivity and industry knowledge.

Relevant to today's workplace

Apprenticeship standards are written by Trailblazer groups of employers, who work together to ensure available apprenticeships reflect the needs of industry.

Time effective

Apprentices typically study on campus one day per week and work in a related job role four days per week, providing an unrivalled combination of theoretical study and development in the workplace. For those studying on the Senior Leader Masters programme our innovative delivery model is taught one day per month. Other delivery options, including block release, are always an option – we listen and are flexible to industry needs.

Tailored support from the University of Chichester

Our dedicated Apprenticeship Team are here to support you every step of the way.

Work with us

The University of Chichester has focused on providing professional opportunities for well over a century.

We have a dedicated Apprenticeship Team who are highly experienced in helping businesses to grow. The university have support available through a Mentoring in the Workplace course and you have the opportunity to access additional benefits for your business including CPD, consultancy, coaching and research partnerships.

Our teaching is EXCELLENT:

- Silver Award, Teaching Excellence Framework
- Five QS Stars Rating for Teaching
- We are one of the top 30 universities in the UK (*Guardian University Guide 2021*)

Our students are HAPPY:

- 15th for student satisfaction (*Complete University Guide 2020*)

Our environment is a COMMUNITY:

- £47 million invested in estates, facilities and equipment in the last three years
- 5th in the UK for student support (*WhatUni? Student Choice Awards 2019*)

Our students are EMPLOYABLE:

- 96.5% of our leavers are in work and/or study after graduating (*Graduate Outcomes Survey 2017/2018*)

A government study found that 84% of employers offering apprenticeships planned to continue offering apprenticeships in the future.
Apprenticeships evaluation 2017





Five apprenticeship myths

1. An apprenticeship has to be a new member of staff

Apprenticeships are open to existing or new members of staff. Our Apprenticeship Team can support you in finding the correct course for your team member, or in advertising a vacancy externally.

2. Apprenticeships are for school-leavers

Students at the University of Chichester need to be 18 years or older when they first start their course but there is no upper age limit – it is never too late to become an apprentice.

3. There is no incentive to hire an apprentice

In some circumstances you can receive an incentive payment of £1,000 when you recruit an apprentice. This is dependent on your type of business, and the apprentice you support. You are also gaining a committed member of your team.

4. It's expensive to hire an apprentice

While the apprenticeship levy can be used to cover training costs, the salary and associated costs must be covered by you as the employer. Apprentices should be paid a salary that is appropriate for the role they are carrying out, and the level of responsibility they hold.

5. They will be away from the workplace too much

The amount of time the apprentice needs at the training provider varies across programmes. At the University of Chichester most apprentices learn on campus with us for one day per week during term time.

Aspects of an apprenticeship

What makes an apprenticeship?

There are three parts to all apprenticeships, which are completed while the apprentice is in a relevant job role. These are:

1. A programme of study/degree: the apprentice is required to spend at least 20% of their time in off-the-job training directly relevant to the apprenticeship standard. This can include their taught university sessions, time spent on writing assignments, reading, mentoring or shadowing
2. A paid job linked to the area of study
3. An assessment at the end of the programme of study (referred to as the End Point Assessment)

Levels of an apprenticeship:

Apprenticeship type	Level	Equivalent education level when completed
Intermediate	Level 2	5 GCSE passes at grades A* to C
Advanced	Level 3	A level pass
Higher	Level 4, 5	Foundation degree
Degree	Level 6, 7	Bachelor or masters degree

Apprenticeship requirements

Who can be an apprentice?

Apprenticeships are open to people of all ages and at all stages of their career who would benefit from, and have the desire to acquire new knowledge and skills.

Academic and eligibility requirements

There are certain criteria the apprentice must meet in order to be eligible for an apprenticeship, these can be found at chi.ac.uk/apprenticeships

Recruiting an apprentice

Our dedicated Apprenticeship Team can help you advertise your vacancy, source CVs and shortlist candidates via the National Apprenticeship Service. This free service will help you to create a compelling apprenticeship vacancy, post online and shortlist the right applications for interview.

What's required from an employer?

Employers are required to support apprentices around their terms of employment but also support them to achieve their apprenticeship by releasing them to study. You will need to provide a work environment in which the apprentice can gain all the required skills and experience to complete their

apprenticeship successfully and meet the work-based learning requirements, as stated in the apprenticeship standard.

Finance

Companies with a payroll of £3million or more are already paying into the Apprenticeship Levy at a rate of 0.5% each month directly to HMRC via PAYE. These funds can then be used to pay your chosen training provider to deliver the programme of study associated with the apprenticeship standard you have chosen.

For those businesses who do not pay into the Apprenticeship Levy apprenticeships can still be accessed just in a slightly different way. Our Apprenticeship Team will be able to advise further depending on your specific circumstances. Please be aware the salary and associated costs of your apprentice must be covered by the company, and this cannot be paid from the Apprenticeship Levy.

Your journey to delivering an apprenticeship with us

Our Apprenticeship Team can support you at every step of the way, from identifying your skills gaps through to the final End Point Assessment prior to graduation.

Steps to offering an apprenticeship:

1. Work with the University of Chichester to explore the training needs within your organisation, looking at recruitment, retention, skills gaps and succession planning
2. Identify the need for an apprentice(s) with the Apprenticeship Team
3. Create a new job role or identify internal eligible staff, ensuring that the eligibility criteria for the programme are met
4. Create a formal agreement with the University of Chichester to become your training provider
5. Your apprentice formally applies for a place and is accepted subject to qualification checks, apprenticeship contract completion and residency checks
6. The Employer, Training Provider and Apprentice sign a contract, commitment statement and apprenticeship agreement to outline roles and responsibilities for the duration of the apprenticeship
7. The apprentice commences their apprenticeship
8. Tripartite reviews are run twice per academic year with the apprentice, employer, and member of the apprenticeship team
9. The apprentice successfully completes all assessments, ensuring they are achieving competence in the Knowledge, Skills and Behaviours outlined in the Apprenticeship Standard
10. The apprentice completes their programme of study which acts as a “gateway” to their End Point Assessment

Apprenticeships at the University of Chichester

Apprenticeship	Level	Qualification
Chartered Manager	6	BA (Hons) Management degree
Digital and Technology Solutions Professional (Business Analyst)	6	BSc (Hons) Digital and Technology Solutions (Business Analyst) degree
Digital and Technology Solutions Professional (Software Engineer)	6	BSc (Hons) Digital and Technology Solutions (Software Engineer) degree
Digital Marketer	6	BSc (Hons) Digital Marketing degree
Electrical/Electronic Technical Support Engineer	6	BEng Electronic and Electrical Engineering degree
Manufacturing Engineering	6	BEng Mechanical Engineering degree
Postgraduate Teaching Apprenticeship	6	Qualified Teacher Status (QTS) with optional PGCE
Senior Leader Masters	7	Option to study for an MBA (Master of Business Administration)
Social Worker	6	BA (Hons) Social Work

Future apprenticeships with the University of Chichester

We are currently developing a range of Level 6 and Level 7 apprenticeships in areas including:

- Postgraduate Engineering
- Postgraduate Digital
- Health
- Creative Digital Design

If there are apprenticeships you are interested in, but do not see listed above, please contact us for more information and to confirm our estimated delivery start date.

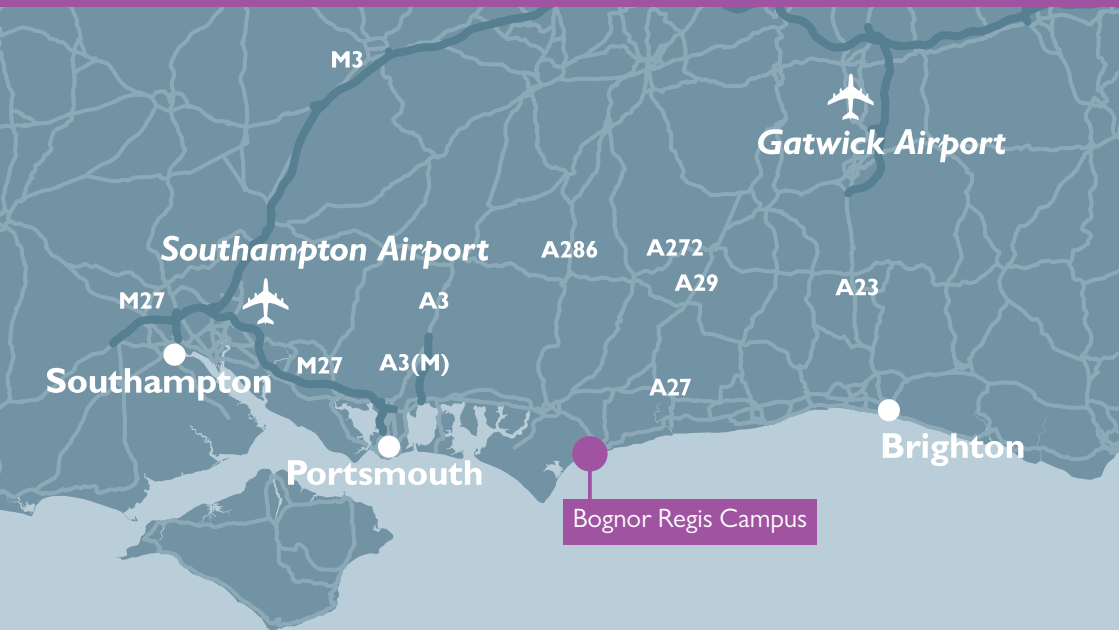
Get in touch

We want to help you make the most of the apprenticeship levy, build your workforce for the future, and answer any questions you may have about apprenticeships. For advice, guidance and what to do next, contact the Apprenticeship Team.

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