Degree Apprenticeships at the University of Hertfordshire:

**Employers - frequently asked questions**

**Q: What is a Degree Apprenticeship?**
A: Higher and degree apprenticeships were introduced to provide employers with the high level skills most critical for growth. The Government’s ambition is for it to become the norm for young people to achieve their career goals by going into an apprenticeship or to university – or in the case of some higher and degree apprenticeships – doing both.

Developed by employers for employers, higher and degree apprenticeships enable businesses to train more of their employees in the high-level industry specific skills that are critical for growth in the UK and internationally.

**Q: Which levels are available?**
A: Higher and degree apprenticeships include a range of qualifications at a number of levels from the equivalent of a foundation degree to a bachelor’s degree and even master’s degree level in some sectors.

**Q: Who would be best suited to a Degree Apprenticeship?**
A: Individuals of all ages who are in full-time employment, including school or college leavers, who wish to combine work with study for a Higher Education qualification and progress their career.

**Q: How is a Degree Apprenticeship delivered?**
A: A tailored learning environment is created by combining workplace training with a programme of education designed to meet current and future challenges. This could include attending lectures and workshops at the university and completing on-line or distance learning. Each apprentice will be assigned a workplace tutor by the university, to ensure that they are fully supported to achieve their full apprenticeship successfully.

**Q: Are there entry requirements?**
A: Consultation takes place with employers regarding assessing the eligibility of candidates. Once the most appropriate study mode, cost, duration, entry point, location etc. are mutually agreed, apprentices are enrolled on the relevant programme. An important part of the programme is based on the work the apprentice is undertaking in the workplace. The workplace tutor will liaise with the apprentice and their supervisor/mentor to ensure that appropriate learning outcomes are understood and agreed.

**Q: What benefits does a Degree Apprenticeship provide?**
A: The apprentice will start adding value to their organisation straight away and although there are fees related to the costs of training, the new government funding available through the government means that there will be no cost to the individual apprentice. Their employer could be entitled to access significant incentives to support with any fees.

**Q: Is there an age limit for apprentices?**
A: There are no age restrictions and no difference in funding according to age, except for the employer’s eligibility for certain incentive payments (see*). It is possible that candidates who already have a degree-level qualification may be eligible for funding. Please speak to us for further advice on this.

**Q: How much will it cost me as an employer to take part?**
A: All apprentices will receive a wage from their employer throughout the duration of the programme. Apprentices are employees and as such are subject to the usual terms of employment. Apprentices are protected by a national minimum wage. However, in order to attract good quality candidates it is recommended that a salary commensurate with the level of the role is offered. There are various salary models that we can share with you, that will help to attract suitable applications whilst maintaining the motivation of your apprentice.

The cost of training will be met by both the employer and the government. Government contributions are calculated as follows:

- For every £1 spent by the employer the government will pay £2 (up to a maximum of £18,000);
- There are various incentives that employers may be able to access. These are subject to meeting standard criteria as set out by the government.

The levy will be 0.5% for employers with an annual payroll bill greater than £3m. Employers will be able to offset their levy contributions by funding apprenticeships on an approved standard. Further information on the apprenticeship levy, allowances and the outcome of a Government consultation is available on www.gov.uk.

**Q: What is the apprenticeship levy and how will it affect my organisation?**
A: There are plans to introduce an apprenticeship levy from April 2017. The levy will be 0.5% for employers with an annual payroll bill greater than £3m. Employers will be able to offset their levy contributions by funding apprenticeships on an approved standard. Further information on the apprenticeship levy, allowances and the outcome of a Government consultation is available on www.gov.uk.

**Q: What is my commitment as an employer?**
A: The role of the employer will be to extend the learning beyond the classroom, by giving apprentices a
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varied work programme, which allows the opportunity to turn theory into practice, develop skills relevant to the organisation and achieve outputs with real business value. There is also the requirement to provide a mentor who will oversee their work and coordinate projects with the University workplace tutor.

You must also employ the apprentice on a contract of employment that covers as a minimum, the duration of the apprenticeship programme.

Q: Can I offer an apprenticeship to an existing member of staff?

A: Yes, existing staff can commence a Degree Apprenticeship if the employer can demonstrate that by doing so it will enhance their job role and support them to sustain employment. The University will be able to consider and assess their current experience and prior qualifications through two methods:
• Accreditation of Prior Certified Learning (APCL);
• Accreditation of Prior Experiential Learning (APEL).

Q: Can I recruit students from abroad?

A: There are specific rules about learner eligibility. An individual may have some rights to work in England, for example on a student visa, but they may not be eligible for government funding for education or skills training. A person who was born a UK citizen OR is settled in the UK and who has been ordinarily resident for the three years preceding the start of the programme (and whose main purpose for residence was not to receive full-time education during any part of the three-year period), will be eligible. For more specific queries regarding eligibility, please contact the frontline service (detailed below).

The University can work alongside employers to promote upcoming vacancies, assess candidates and also verify eligibility of existing employees for entry qualifications. It is important that this partnership is strong, as the individual will need to meet the university’s entry requirements, in order to be accepted onto the apprenticeship programme.