**UCL**

**[INSERT APPRENTICESHIP PROGRAMME TITLE]**

**EMPLOYER HANDBOOK**

**[academic year]**

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| **In this template, text in red indicates where you will need to add or amend content to reflect your programme.** |

**This handbook was compiled on [insert date] and the information presented
is correct as of that date**

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# Introduction

Thank you for selecting the UCL to send your apprentices to complete the [insert Programme Title] [degree] apprenticeship programme.

The [insert Programme Title] is offered within the [insert Department] in the [insert Faculty name]. [You may like to insert more details about the activities and aims of your Department/Faculty here].

This handbook is designed to provide information for employers about the degree apprenticeship programme and how it is delivered and managed. Apprentices are also provided with a programme handbook.

You can find details of all UCL policies and procedures on the UCL website at: <https://www.ucl.ac.uk/academic-manual/>

Useful contacts

Below is a list of people who are involved in delivering and supporting the programme, along with their contact details:

| **Job Title / Name** | **Telephone number and****email address** |
| --- | --- |
| **Head of Department, [Insert Department Name]**[Insert Name] |  |
| **Business Development Manager (Apprenticeships)**[Insert Name] |  |
| **Programme Leader**[Insert Name] |  |
| **Programme Team members**[Insert Names] |  |
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| **Programme Administrator**[Insert Name] |  |
| **[Any other relevant staff]**[Insert Name] |  |

# Recruitment, admission and induction of apprentices

**Recruitment and selection process**

Apprentices must be paid employees of your organisation: they may either be existing employees or new employees who you recruit specifically to undertake the apprenticeship programme. If you plan to recruit new employees, please recruit apprentices by [month] prior to the commencement of the programme, so that there is sufficient time for UCL to complete the selection and admissions process.

Your main point of contact for developing a contract with the UCL and the recruitment of apprentices will be XXXXXXXXXX. They will liaise with you regarding contractual terms, entry requirements for the programme, submitting details of candidates to UCL for consideration for admission to the programme. [Amend as appropriate, and include any further details regarding the admissions process, e.g. completion of application forms, communication with applicants, visa process (where relevant), completion of registration forms].

**Entry requirements**

UCL requires apprentices to have already achieved Level 2 English and Maths at GCSE grade C or above (or equivalent) as part of our standard entry requirements. There will be further entry requirements based on the degree apprenticeship standard that you wish your employee to follow.

## Recognition of Prior Learning (RPL)

Some apprentices may be able to use previous study at a similar level, or experience gained through work or other settings, against certain modules on this programme. [Insert a discussion of common applicable RPL opportunities available to students on this programme]

Apprentices are advised to contact the Programme Leader if they wish to explore this further. They will be required to submit evidence to support their application for recognition of prior learning through the admissions process.

**Induction arrangements**

[Add summary of arrangements for apprentice induction, including identification of personal tutor, workplace mentor/supervisor, etc. Also include details of any parallel induction processes for employers]

You will be required to sign a Training Plan for each apprentice, which is a tripartite agreement between the apprentice, employer and UCL outlining each party’s obligations with regard to the apprenticeship programme. This will be held by UCL in accordance with the requirements of the Education and Skills Funding Agency (ESFA).

[Add details of any further data collection processes]

# Funding arrangements

Apprenticeships will normally be funded via the Apprenticeship Levy and/or Government co-funding. The fee for the apprenticeship can be discussed with XXXXXX, and employers should note that the agreed fee must also cover the End Point Assessment (EPA). Funding is normally released from the Apprenticeship Levy to UCL on a monthly basis for the duration of the apprenticeship. A schedule of payments will be agreed between the employer and the UCL for any additional payments to be made by the employer (for example co-funding payments).

Employers with access to the Digital Apprenticeship Service should link with the UCL by following these steps:

1. Go to your Digital Apprenticeship Service account: <https://manage-apprenticeships.service.gov.uk/>
2. Click the “Apprentices” tab and then “Add an Apprentice.”
3. Click “Start Now” and you will then need to enter UCL’s UK Provider reference number which is **XXXXX.** You will then need to confirm that it is UCL you wish to select as the main provider of the apprenticeship.
4. In the ‘Apprentices’ section, you can begin adding your apprentices, which will be passed to the UCL for review and approval
5. You can ask UCL to add the apprentices on your behalf, which you can select in the ‘add an apprentice’ form. If you do this, you will still have to approve any apprentices added by UCL before any funding is released.

A detailed youtube film is available, which provides a walkthrough of how to manage your Digital Account: <https://www.youtube.com/watch?v=XDYEtj16E38>.

UCL will apply for additional payments from the Government for eligible apprentices (aged between 16 and 18 years old; or aged 19-24 with an Education or Health and Care plan) and will arrange to make the payments back to the employer.

# About the programme

**Overview**

[Insert a brief general introduction to the programme, including a link to the relevant apprenticeship standard. Summarise the key benefits of the programme from an employer’s perspective. Where relevant, include details of any professional recognition that students will be eligible for upon successful completion of the programme, including confirmation of whether any further steps are required in addition to meeting the requirements for a UCL (award]

The [higher/degree] apprenticeship is a [x] year programme, with each academic year running from [month] to [month]. Teaching is delivered across [two semesters, or amend as appropriate], each of [x] weeks’ duration. [Add here any specific dates that employers need to be aware of, e.g. exam periods, assessment boards, reading weeks].

Apprentices normally complete [xx] credits of study each academic year, broken down into a number of individual modules (usually worth 15, 30, 45 or 60 credits each). Apprentices need to plan to undertake about 10 hours (including scheduled classes, work-based learning and independent study) for each 1 credit (e.g. 300 hours for a 30 credit module. It is a funding requirement of apprenticeships that apprentices should spend at least 6 hours per week of their contracted hours in *off-the-job* training. This can include training delivered at UCL, away from the workplace, or in the workplace but not as part of their normal working duties. Training must be directly relevant to the Apprenticeship Standard, and could include the teaching of theory, practical teaching, shadowing, practice development, learning support or time writing assignments. It cannot include time spent undertaking progress reviews, on-programme assessments, or training which takes place outside the apprentice’s paid working hours.

Teaching takes place through [lectures, seminars, workshop activities, online learning, work-based learning, off-campus trips …], supported by a comprehensive programme of tutorial support. Learning materials and module information is available to students via the Virtual Learning Environment (VLE), which is known as Moodle. Our approach to learning and teaching will encourage apprentices to become self-motivated, independent learners capable of directing their own study, whilst maintaining the academic rigour and quality expected of undergraduate study.

[Insert summary of a typical week of study for an apprentice, e.g. when and where will scheduled study take place, what amount of time will be devoted to work-based learning, and what additional independent study should be expected.] Please note that this is intended to provide a general indication of the typical student experience, and the division of time between different activities will vary over the duration of the programme. It can be helpful if you agree a suitable weekly routine with your apprentices.

## Programme learning outcomes

Our expectations of what apprentices will gain from studying this programme are presented in terms of learning outcomes*.* These are statements defining specific knowledge, abilities and skills which apprentices will need to demonstrate to successfully complete the programme.

On successful completion of this programme, a student will be able to:

[List learning outcomes (final level of study only)]

## Programme structure

This programme includes two [amend as appropriate] types of module:

* Mandatory modules: these are modules that apprentices must take and pass in order to meet the requirements for the award.
* Optional modules: These are modules that apprentices can select to complete as part of their studies. Where available, they will be required to complete a specific number of optional modules from a prescribed list as set out in the programme structure.

The modules that apprentices will study each year are presented below:

| **Module title** | **Level** | **Credits** | **Module type** | **Delivery point** |
| --- | --- | --- | --- | --- |
| **Year 1** |
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| **Total credits** |  |  |  |

**Work-based learning**

[Add information and guidance for employers on elements of the programme that will be undertaken via work-based learning]

**Assessment**

[Provide an introduction to the types of assessment tasks that apprentices will be expected to complete, including details of the End Point Assessment process]

A summary of the assessment tasks that apprentices will be required to complete, including associated deadlines for submission, is provided below. We would be grateful for your support in giving apprentices time to complete assessment tasks. Extensions to submission deadlines can only be granted where there are extenuating circumstances (you can find out more in the UCL’s [Extenuating Circumstances Policy](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/6-extenuating-circumstances/extenuating)).

| **Module title** | **Component number** | **Assessment type** | **Word count / duration** | **[Date / week] due** |
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| **Year 1** |
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## Progress monitoring and workplace visits

[Provide a summary of how student progress and attainment will be monitored, and associated support mechanisms where any concerns are identified. Include details of how progress and attainment will be communicated to employers]

[Add information on any arrangements for workplace visits by members of the programme team]

**Withdrawal from the programme**

We understand that circumstances can change and that there may be a need to withdraw an apprentice from the programme for a variety of reasons. If you find yourself in this situation, please contact the Programme Leader as soon as possible to discuss this.

**Further information**

If you have any questions or concerns about the programme, please do not hesitate to contact the Programme Leader [add contact details].

Employers should refer to the Education and Skills Funding Agency’s ‘*Apprenticeship Funding: Rules and Guidance for Employers’*, which is available at:

<https://www.gov.uk/guidance/apprenticeship-funding-rules-for-employers>