Apprenticeship Programme Funding Guidelines

LJMU Staff Development Funding Guidelines

These guidelines apply to apprenticeship programmes only.

# Apprenticeship Programmes

Apprenticeship programmes that use an approved ESFA Apprenticeship Standard can be funded through LJMU’s Apprenticeship Levy. The university’s apprenticeship levy cannot be used for any other type of development programmes.

LJMU is the preferred Provider for apprenticeship programmes, viewable [here.](https://www.ljmu.ac.uk/study/degree-apprenticeships/courses) However, external providers can be considered for apprenticeship programmes that LJMU do not currently offer.

The Government’s online search portal provides details of apprenticeship programmes and providers:

<https://findapprenticeshiptraining.apprenticeships.education.gov.uk/Apprenticeship/Search>

Apprenticeship programmes must be related to an individual’s current role. This is because there needs to be enough opportunities in the staff member’s role to demonstrate the Professional Competencies (Core Knowledge, Skills and Behaviours stated in the Assessment Plan) required to complete the End-Point-Assessment for the apprenticeship. Programme Providers can confirm this.

Apprenticeships programmes must be for a minimum duration of 12 months. If the apprentice is part time and works for less than 30 hours a week, then the duration of the programme will be extended pro-rata to enable them to complete the necessary learning and assessment.

Apprentices must have an 80:20 split between their normal working duties and their 'off-the-job' training. This equates to 43 days/301 hours of training per year (for fulltime 35-hour LJMU staff).

'Off-the-job' training is training that is directly relevant to their Apprenticeship Standard. It involves the development of new knowledge, skills or behaviours and is undertaken within the apprentice’s usual working hours. This may be through taught classes, online learning, reflective practice portfolios, workplace projects, practical training and applying learning.

‘Off-the-job' training can be undertaken in the workplace, in classroom or from home via online learning. It is the activity rather than the location that determines whether the training meets the definition of ‘off-the-job’ training.

All apprentices must have a workplace mentor (usually their line manager) to report on the progress of the apprenticeship, providing support where appropriate. The Workplace Mentor is required to monitor progress of the apprenticeship on a monthly basis and report issues which may affect funding to Jason Boulter as soon as possible.

Typical apprenticeship assessments may include portfolios, projects, case studies, presentations and interviews.

The apprentice (staff member) and employer (LJMU) will sign an Apprenticeship Agreement (LJMU Staff Apprenticeship Agreement) before starting their programme to protect their right of an 80:20 split for ‘off-the-job’ training. At LJMU, the Staff Apprenticeship Agreement is submitted at the same time as the funding request.

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A Commitment Statement is signed between the apprentice, employer and Provider, to outline the structure of the apprenticeship and 'off-the-job' training for the duration of the apprenticeship, i.e. agreeing how the 20% ‘off-the-job’ training will be taken. The Provider handles this form.

# Funding Application Eligibility

Staff members are eligible to apply for apprenticeship levy funding for apprenticeship programmes if:

* The apprenticeship programme is relevant to the staff member’s role, development and career progression.
* There are enough opportunities within the staff member’s job role to demonstrate the Professional Competencies (Core Knowledge, Skills and Behaviours stated in the Assessment Plan) required to complete the apprenticeship End-Point-Assessment
* The staff member’s contract of employment exceeds the duration of the apprenticeship programme.
* There are no outstanding concerns regarding the staff member’s performance or conduct where alternative development may be more appropriate.
* The staff member confirms their commitment to complete the programme within the stated timeframe.
* The Line Manager and Director support the apprenticeship and are able to facilitate the 20% ‘off-the-job’ apprenticeship training time needed to complete the programme.
* Staff members must have a Level 2 English and Maths qualification or agree to achieve this during their apprenticeship, before the End-Point-Assessment date. Apprentices can attain these qualifications alongside their apprenticeship with the same or a different Provider. Level 2 English and Maths qualifications are government funded.

# Application Process

**Staff member speaks to line manager about**

**applying for the programme**

**If line manager supportive, staff member**

**speaks to relevant programme provider to**

**confirm suitability**

**Staff member fully completes application**

**form and LJMU Staff Apprenticeship**

**Agreement; contacting programme**

**Provider for necaessary information**

**Line manager checks application form is**

**fully completed. They sign, add supporting**

**statement and send to Director for review**

**Director reviews and signs if approves.**

**Sends back to line manager and staff**

**member**

**Completed application form and LJMU Staff**

**Apprenticeship Agreement is sent to Jason**

**Boulter for review**

**If approved, staff member, line manager**

**and relevant business partner are notified**

**via email**

**Staff member applies for their**

**apprenticeship programme**

**Staff member informs line manager and**

**Jason Boulter of apprenticeship**

**programme application result**

# Study Leave for Apprenticeship Programmes

Apprenticeship providers design their programmes so that the 20% ‘off-the-job’ training is sufficient for the apprentice to complete all necessary learning and related work/training. If apprentices want to spend further time completing their apprenticeship, they would be expected to undertake this in their own time.

Guidance or advice on apprenticeship programmes is available from Jason Boulter, Organisational Development Manager: j.boulter@ljmu.ac.uk.

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