



UNIVERSITY OF  
LINCOLN

# Employee Apprenticeships Policy

Version 1 / September 2023

## Document Control

Owner:	Lisa Ross Organisational Development People Apprenticeships Advisor
Contact:	<a href="mailto:od@lincoln.ac.uk">od@lincoln.ac.uk</a>
Version number:	v1.0
Approval date:	30 <sup>th</sup> October 2023
Approved by:	Senior Leadership Team
Date of next review:	March 2024

## Contents

Section	Title	Page/s
1.	Policy Overview and Scope	3
2.	Policy Aims and Objectives	3
3.	What is an Apprenticeship?	3/4
4.	Employee Apprenticeships at University of Lincoln	4/5
5.	Commitment	5/6

## 1. Policy Overview and Scope

This Employee Apprenticeship Policy sets out the University's commitment to the current and future development of its people through Apprenticeships.

This policy applies to all colleagues, full and part time on a permanent or fixed contract that meets the duration of the chosen apprenticeship.

## 2. Policy Aims and Objectives

The main aim of the policy is to provide colleagues and managers with an outline of apprenticeships and includes considerations that are unique to this development option. Employee Apprenticeships are delivered in accordance with the University of Lincoln Apprenticeships and Skills Strategy aligned to our strategic plan 2022-27, with its vision to "embrace a high-performance culture where staff are supported and enabled to thrive and develop".

*Extract from:*

### [University of Lincoln Apprenticeships and Skills Strategy 2022-27](#)

Vision/ Mission

*"The University of Lincoln vision of co-creating meaningful, challenging, and life-enhancing educational experiences with our students is enforced by our belief that gaining skills through apprenticeships and educational programmes is a key aspect of personal development. Our apprenticeships and skills provision will support the needs of the individual learner and their employers and therefore the diverse and vibrant communities that are integral to our culture. Our values are embodied within our current and expanding apprenticeship and skills provision in which we support further education and higher-level learners and their employers to meet their skills needs through a programme of structured development aimed at promoting life-long learning."*

[Shared with Apprenticeships Quality Management and Oversight Group]

## 3. What is an Apprenticeship?

Apprenticeships are a combination of practical training and part-time study that can lead to a nationally recognised qualification. An apprenticeship must be agreed between the individual, the employee's manager, the selected training provider, and Organisational Development. All apprenticeships require:

- an apprentice to be contracted to a post within our university
- to be an existing employee or new recruit.
- the apprentice to work towards achieving knowledge, skills, and behaviours of an approved apprenticeship standard.

- training for a period of at least twelve months and one day with an end-point assessment planned.
- an apprentice contracted to 30 hours or more must spend a minimum of 20% of contracted working time on approved off-the-job training each week. On average this equates to a minimum of 6 hours per week and will be detailed in the apprentices Training Plan.
- an apprentice contracted to less than 30 hours per week will have the duration of their apprenticeship extended to fulfil the recommended off-the-job training requirements.

Apprenticeships are available in a huge variety of subjects at all educational levels, from GCSE level through to master's degree equivalents. There is a broad range of programmes available varying from generic business and management vocations through to developing specialist skills, all designed to help the individual grow within their current role.

We offer apprenticeship training through our Internal providers, Lincoln Academy of Learning and Teaching, Lincoln International Business School, and National Centre for Food Manufacturing. We have further provision available through approved external training providers to enable us to diversify and support the specific training and development needs of our people.

Further information on the roles and responsibilities of all parties, off-the-job training requirements and details on our current offering of apprenticeships can be located via the below links:

[Apprenticeship Guidance \(adobe.com\)](https://adobe.com)

[Apprenticeships – People, Performance and Culture \(lincoln.ac.uk\)](https://lincoln.ac.uk)

#### **4. Employee Apprenticeships at University of Lincoln**

As a University of Lincoln colleague, you can undertake an apprenticeship with the support of your department or division and line manager. The process may begin anytime. However, your annual review is the perfect opportunity to discuss how an apprenticeship could help you to develop in your current role or fill a skills gap within your department.

Apprenticeships do need to align with an individual's current job role, or their manager has to agree and provide opportunities for them to complete the apprenticeship. For example an administrator who wants to develop towards a managerial role may wish to apply for an Operations Departmental Manager Apprenticeship, in this instance their line manager must provide written confirmation that allows opportunities for them to engage with the management of people and projects will be made available to them, to ensure they gain the skills knowledge and behaviours of the apprenticeship standard.

Individual staff members should recognise how their role fits into that of their School or Department and how that then contributes to their local objectives and ultimately the wider Strategic Plan of the University of Lincoln.

The direct costs of the apprenticeship will be paid from the University's Apprenticeship Levy funds. That means there is no cost to the apprentice (and no reduction of salary) and no cost to the department. The University of Lincoln pays 0.5% of its payroll into the Apprenticeship Levy. These funds then become available for us to utilise on apprenticeships for eligible employees.

The apprentice remains on the same salary if they are an existing employee. If recruited into an apprentice role this will be negotiated and will comply with government regulations on a minimum apprentice wage for their age.

Please note the funds cannot be used to cover apprentices' wages, recruitment costs, travel or accommodation costs, supervisor's time to support an apprentice, or any other indirect costs.

The cost of End Point Assessment of the apprenticeship is included, however, if additional resits or retakes are required this cost may be directed to the budget holder of the employee.

## 5. Commitment

Successful applicants will receive funding for the duration of the apprenticeship; however, this will be subject to the apprentice's successful progression; continued eligibility for levy funding; continued employment at the University; continued performance and engagement in the University's review and appraisal processes.

Apprentices must engage and be able to evidence active learning (off-the-job training) at least every 4 weeks to comply with the government's ESFA apprenticeship funding rules. Training providers will periodically share individual apprentices' progress reports to enable Organisational Development to monitor engagement and ensure funding is being utilised appropriately.

In apprenticeship programmes training providers typically review progress every 10-12 weeks to continuously identify apprentice development needs and support requirements. Where the mentor participates in progress reviews it the responsibility of the apprentice to ensure that their line manager is kept updated on their progress.

Organisational Development (OD) must be advised of any changes in an individual's circumstances by the apprentice, line manager and/or training provider, as these may have an impact on funding and subsequently continuation on the apprenticeship. OD must be advised if they:

- make insufficient progress through the apprenticeship
- require a break in learning (interrupt their studies)
- wish to withdraw or are withdrawn from study
- leave University employment through their own choice
- do not complete the programme

There is an expectation that learners will progress and complete their studies within a specified period of time as documented in the apprenticeship agreement and training plan issued by their training provider.



Apprentices may request a break in learning (interruption) if there is an intention to return to the same apprenticeship. The decision to take a break in learning, the reason for the break and its expected duration must be agreed with all parties (the apprentice, line manager/OD and training provider). Reasons for a break in learning could include medical treatment, parental leave or leave for other personal reasons.

Apprentices must adhere to university regulations where an academic programme of study is within their apprenticeship.