



# DMU Apprenticeships

## Employer Guide

Discover, Develop, Deliver.

**Q&A**  
ENTERPRISE  
AND BUSINESS  
SERVICES

“We use apprenticeships to help us grow our own talent in areas where we have identified future skills gaps – such as in Digital and Cyber Security at higher or degree levels. We also have a very high retention rate, with many apprentices staying and progressing throughout the company many years after their apprenticeship comes to an end.”

**Laura Harridence**

Quality Assurance Manager, BT

“DMU is really good at supporting their students and are always at the end of an email or video call to help and assist as needed.”

**Kerry Pipe**

Level 5 Hearing Aid Dispenser Apprentice, Specsavers

# DMU Apprenticeships

## Apprenticeship Overview

### What are apprenticeships?

**Apprenticeships are a government initiative developed to address the needs of today's business community. Designed by employers, they bring higher education to a workplace context. Employers are at the cutting edge of new programme development and De Montfort University (DMU) is working with organisations to develop high quality apprenticeship provision to meet the needs of today's employers.**

Apprentices will develop a combination of knowledge, skills and behaviours, aligned to academic and professional qualifications. Developing knowledge at university, they will return to the business where they will spend the majority of their time.

An apprenticeship is first and foremost a job with substantial training and the development of transferable skills. It is a way for people of all ages to earn while they learn, gaining a qualification and a real future. Apprentices will be:

- Aged 16 or over,
- In paid employment for the duration of their apprenticeship,
- Working a minimum of 30 hours per week.

They will combine working with studying for a work-based, academic or combined qualification.

The structure of University time can vary from a day release or blocks of time, this will depend on specific programmes and requirements of the employer. Programme durations vary from two to four years, depending on the programme undertaken.

Apprenticeships must last a minimum of one year and higher and degree apprenticeships will typically last longer. The Apprenticeship Standard will usually set out a typical expected duration.



## Why choose a DMU Apprenticeship?

**De Montfort University prides itself on being a university whose history is rooted in vocational education; training generations of workers for the skilled roles needed in local and national industries. Apprenticeships have reignited our ambition to deliver vocational education that addresses key skills gaps and meets employer needs. The university aims to support employers to upskill existing staff and recruit new talent. We build strong relationships with businesses to create programmes that enable apprentices to take on the challenges of today's working world.**

At DMU, creating and applying knowledge that supports economic development is part of our strategy and is integral to the dynamic culture of our institution. Our experience working with a vast network of organisations provides us the with market insight and expertise to deliver reliable learning that directly supports the career progression of staff and the needs of businesses today.

DMU has been given a Good rating by Ofsted for the quality of its apprenticeship programmes, with inspectors praising the expertise of lecturers and support for learners.

Ofsted inspectors praised the way DMU's degree apprenticeships were developed in conjunction with local employers to make sure students were getting the skills needed in industry. We have a strong track record in delivering work-based vocational education.

Our apprentices benefit from a unique and fulfilling learning experience, developing lifelong learning techniques and creating a habit of professional reflection.

DMU is here to support throughout the entire apprenticeship journey. We are here to make the process as smooth as

possible and can even help to advertise vacancies if looking to recruit new staff. We are passionate about what we do and committed to ensuring that employers and apprentices have the best possible experience with us.

## DMU's Enterprise and Business Services Team

**The Enterprise and Business Services (EBS) team at DMU is dedicated to supporting local and regional businesses. We focus on building relationships with organisations of all kinds, and play a pivotal role in diagnosing problems, identifying needs, and advising on the most appropriate solution. With a long and vibrant history of improving people's lives through education, the university helps organisations to nurture talent, drive innovation and strengthen their communities. The creation and application of knowledge is at the heart of DMU's belief that universities are uniquely placed to make a positive difference.**

Through pioneering community work, entrepreneurial research, teaching and knowledge engagement activities, DMU collaborates with partners to support growth and prosperity not only in Leicester but regionally, nationally and internationally. By providing opportunities to develop local enterprises, deliver Continuing Professional Development (CPD) and training, offer support for start-ups and share knowledge and research – DMU's Enterprise and Business Services team are the first port of call to connect businesses with academic and professional experts. As a team of experienced business professionals, we represent all aspects of the university, and would welcome the opportunity to discuss how to support your business.

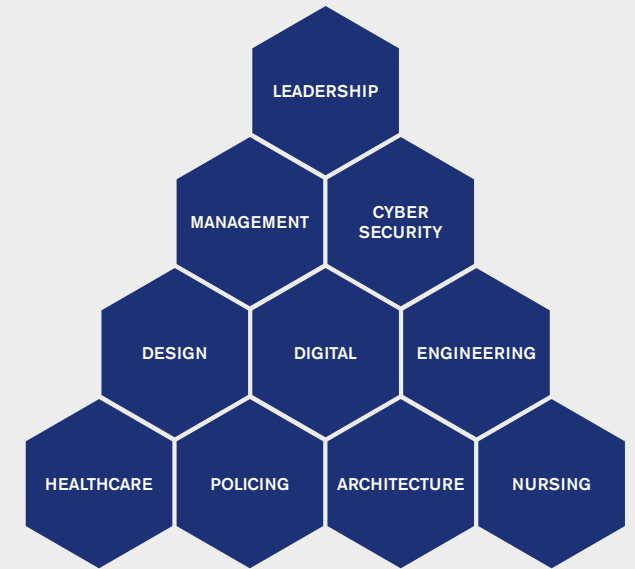






# DMU Apprenticeships

## Available Programmes



### What programmes are available?

At DMU, we offer apprenticeship programmes from Level 5 through to Level 7. We offer a wide range of apprenticeship programmes including Leadership and Management, Cyber Security and Digital Technology Solutions, Policing, Architecture, Hearing Aid Dispenser and more. You can view our current programmes here: [www.dmu.ac.uk/business/higher-degree-apprenticeships/available-apprenticeships](http://www.dmu.ac.uk/business/higher-degree-apprenticeships/available-apprenticeships)

As a University, we continue to develop our portfolio of apprenticeships from the available government occupational standards to meet employer needs. Available apprenticeship standards can be found here: [www.instituteforapprenticeships.org/apprenticeship-standards](http://www.instituteforapprenticeships.org/apprenticeship-standards)

As a University, we will work with businesses to evaluate new apprenticeship opportunities. To ensure our apprenticeships are of the best quality and meet the requirements of the business and the candidate, we provide a personalised application service to guarantee that our apprenticeship programmes are of the highest standard.

### What support is available for my business?

DMU will provide support to the employer and the apprentice throughout the apprenticeship journey and beyond. From initial enquiries to ongoing support, we are committed to ensuring all parties have the best possible experience. Apprentices will be enrolled as a university student and will have the same access to all of the campus services, facilities and support that is available.

# DMU Apprenticeships

## Business Benefits

What are the benefits for my business?



“Our Senior Leaders from a variety of clinical departments are benefiting from being able to access training and develop professional credibility through the programmes at DMU and by using our apprenticeship levy funds we are able to support learning and development opportunities that they would not have had access to before.”

**Liz Allison**

Training and Development Manager, University Hospitals of Leicester NHS Trust





# DMU Apprenticeships

## Employer Role

### What is my role as an employer?

We develop a close working relationship with our employer partners and support them from the start of the journey to the very end.

As an apprentice employer, your role is to:

- **Extend the learning environment** beyond the classroom. Providing the opportunity to turn theory and knowledge into practice, developing skills relevant to your organisation and achieving outputs with real business value.
- **Engage in regular progress reviews**, meeting with the apprentice, their line manager/mentor and DMU staff on a scheduled basis to discuss and review their individual learning plan and ensure achievement and progress.

- **Design a work schedule** which factors in a minimum of 20% for 'Off the job\*' hours for training and development, allowing apprentices sufficient time to gain beneficial knowledge and skills that can be bought back to the workplace.
- **Allow paid time for apprentices** to attend the University, in line with the requirements of the particular Apprenticeship. This may be via block learning or day release depending on the programme undertaken.
- **Identify a suitable workplace mentor** who will support the work and development of the apprentice and be the direct liaison with the University for learning and development.

\*Off-the-job (OTJ) training must make up at least 20% of the apprentice's normal working hours (paid hours excluding overtime) over the planned duration of the apprenticeship. This must be away from the apprentice's normal working duties and must teach new knowledge, skills and behaviours relevant to their specific apprenticeship.

# DMU Apprenticeships

## Funding Information



**Apprenticeship opportunities are available for all businesses irrespective of size. Whether you are a small company or a large multi-national, you can certainly recruit via apprenticeships, as well as upskill your workforce.**

### What is the apprenticeship levy?

The apprenticeship levy requires employers in England with an annual payroll over £3 million to pay a levy of 0.5% of their payroll into a Digital Account. Employers have access to this digital account once payments have been declared to HMRC.

To reclaim this money, employers must use it to invest in apprenticeship training. The Government will top up the employer's account with a 10% bonus, so effectively employers will draw £1.10 for every £1.00 put in that can be spent on training. However, levy funds expire after 24 months on a rolling basis.

### What if my business does not pay into the levy?

Businesses that do not pay the apprenticeship levy will pay a maximum of 5% towards the cost of training an apprentice and the government will cover 95% of the total cost, this is known as co-investment. You will need a Digital Apprenticeship Service account to reserve funds.

This also applies to levy-paying firms who do not have enough levy funds in their account to cover the full cost of training an apprentice.

Find out more about funding:  
[www.gov.uk/guidance/manage-apprenticeship-funds](http://www.gov.uk/guidance/manage-apprenticeship-funds)

### Can I share funds with another employer?

Employers who pay the apprenticeship levy and have unused apprenticeship funds can choose to transfer 25%

of their levy to any employer through the apprenticeship service. Transfers can be made to any employer, including;

- Employers in your supply chain (small and large employers)
- Employers in your industry
- Apprenticeship Training Agency (ATA)
- Regional partners

Levy-paying employers who would like to transfer funds to another employer must agree individual apprenticeships that will be funded with the employer receiving the funds. Employers that receive transferred funds will only be able to use this for training and assessment for apprenticeship standards.

### What are the funding bands?

The apprenticeship funding system includes 30 funding bands, with the bands ranging from £1,500 to £27,000.

Employers are expected to negotiate a price for their apprentice's training and assessment, in the knowledge that the funding band sets the maximum that the Government is prepared to contribute towards off-the-job training and assessment for each apprenticeship.

The upper limit of the band represents the maximum amount of funds an employer who pays into the levy can use towards the apprenticeship. It also represents the maximum amount the government will co-invest for non-levy payers.

The Institute for Apprenticeships and Technical Education reviews existing standards, including the appropriate funding band, on a regular basis. More information can be found here: [www.gov.uk/government/publications/apprenticeship-funding-bands](http://www.gov.uk/government/publications/apprenticeship-funding-bands)



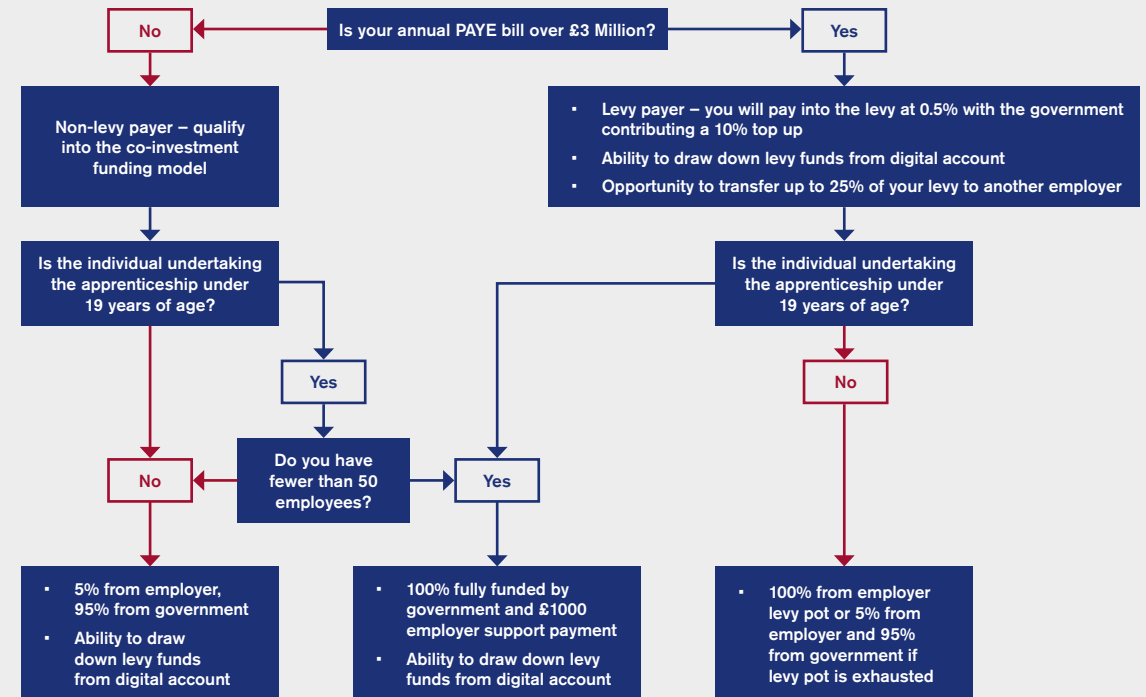




# DMU Apprenticeships

## Funding Details

How does funding work?





# DMU Apprenticeships

## Entry Requirements



### What are the apprentice entry requirements?

**Apprenticeship standards are designed by employers to meet the criteria for specific industry roles. Suitable apprenticeships are available for individuals at every stage of their career journey.**

Each apprenticeship's entry criteria will reflect the role and the programme requirements, to guarantee that it supports new knowledge and skills for the candidate and meets the business needs.

For apprenticeship in England, individuals should:

- have been a resident in the UK for the past 3 years
- be a UK or EEA Citizen
- have 50% of their working hours spent in England
- be working a minimum of 30 hours or more per week

- be employed in a role that is suited to the apprenticeship
- be aged 16 or over and not in full time education
- have the right to work in England
- meet academic programme entry criteria

To support successful apprenticeships, employers will be:

- committed to employer engagement and supporting the apprentice for the duration of the apprenticeship
- able to identify a suitable workplace mentor
- supportive of the apprentice's progression and development and attend the progress review meetings
- ensuring that the apprentice spends a minimum of 20% of their working time completing off the job training which is relevant to their apprenticeship
- providing opportunities for the apprentice to demonstrate competency

### How are the programmes delivered?

We understand the need for apprenticeship programmes to be flexible in terms of their delivery model to meet the needs of working professionals. We have therefore developed delivery methods to reflect this. Our programmes range from blended learning (face to face and distance learning), day-release and block delivery. The delivery mode will vary depending on the apprenticeship programme.

### How are apprenticeships assessed?

Assessments will vary depending on the programme and each apprenticeships assessment plan. Apprentice assessments incorporate workplace projects, and case studies, allowing the apprentices to combine their academic learning with vocational skills. This may also include examinations, essays and presentations.

At the end of the apprenticeship, there will be an End Point Assessment (EPA). This is a summative assessment for

apprentices to demonstrate all that they have learnt and achieved on programme. It is designed by employers to evidence apprentice's capability in their role and to be an objective and impartial assessment of their knowledge, skills and behaviours that they have learnt throughout their apprenticeship.

Apprentices, employers and DMU staff will confirm before apprentices move forwards into their EPA that they are ready to complete the assessment. They'll check all the required certificates are in place (including English and Maths GCSEs) and make sure that the apprentice is prepared and confident to progress to EPA.



# DMU Apprenticeships

## Off the Job Training

### What is off the job training?

**20% of an apprentice's working hours are dedicated to 'off-the-job' training. This can relate to the learning, developing and evidencing of new knowledge and skills that directly relates to the apprenticeship. Taking place during their normal contracted working hours, it includes their time at university, and any opportunity to practice new apprenticeship learning in the workplace.**

### It can include:

- Learning support and time spent writing assessments/assignments
- Practical training, shadowing, mentoring
- Industry visits and participation in competitions
- Opportunities to practice new apprenticeship skills in their daily duties
- The teaching of theory (for example, lectures, role playing, simulation exercises, online learning, and manufacturer training)

### This does not include:

- Training to acquire knowledge, skills and behaviours that are not required by the apprenticeship
- Progress reviews or on-programme assessment reviews
- Training which takes place outside the apprentice's normal working hours, including overtime
- English and Maths training, up to and including level 2, does not count towards the minimum 20% off-the-job training requirement; where required this must be delivered in addition to the minimum requirement



# DMU Apprenticeships

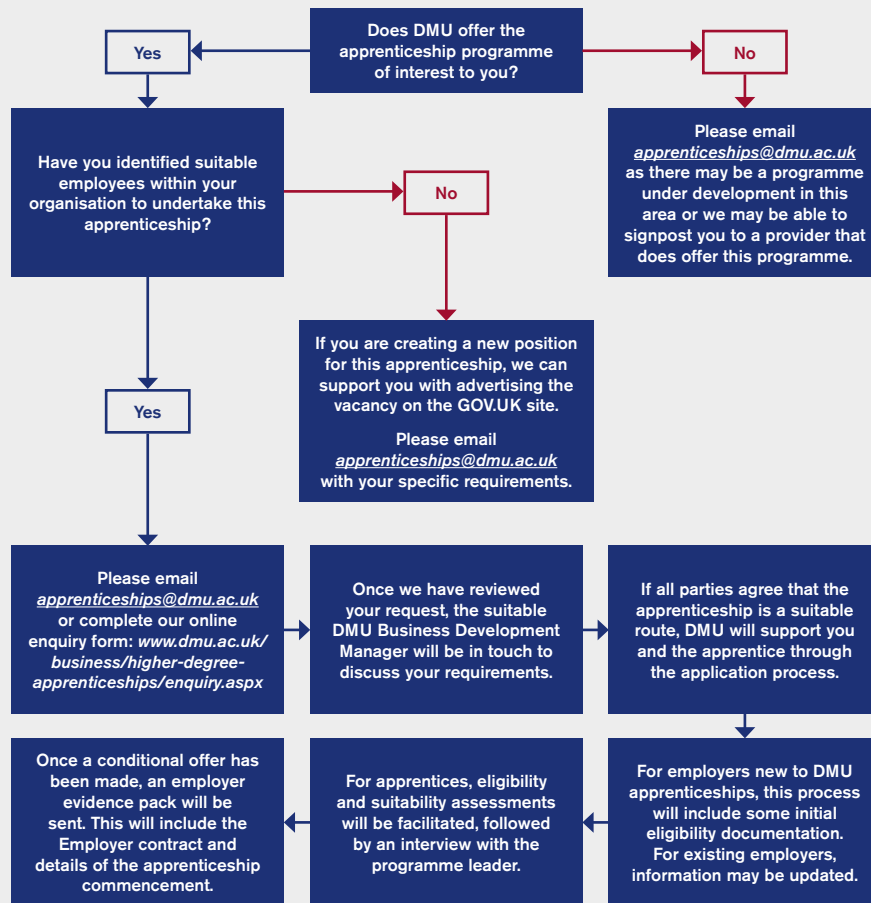
## End-to-End Support

### How to identify a suitable apprenticeship for candidates and businesses:

**Step 1:** Identify any skills gaps within your organisation and consider which apprenticeship programme would best suit your business needs to close this gap

**Step 2:** Identify a suitable apprenticeship from the Institute for Apprenticeships, that meets the needs of the apprentice role: [www.instituteforapprenticeships.org/apprenticeship-standards](http://www.instituteforapprenticeships.org/apprenticeship-standards)

**Step 3:** Consider whether it is most suitable to upskill your current staff or to recruit new staff



“My studies at University are helping me to develop my creative problem solving, so in the workplace I can take a step back from the projects I’m working on and see areas that need work.”

**Lillie Bamford**

Level 7 Architect Degree Apprentice, Pick Everard

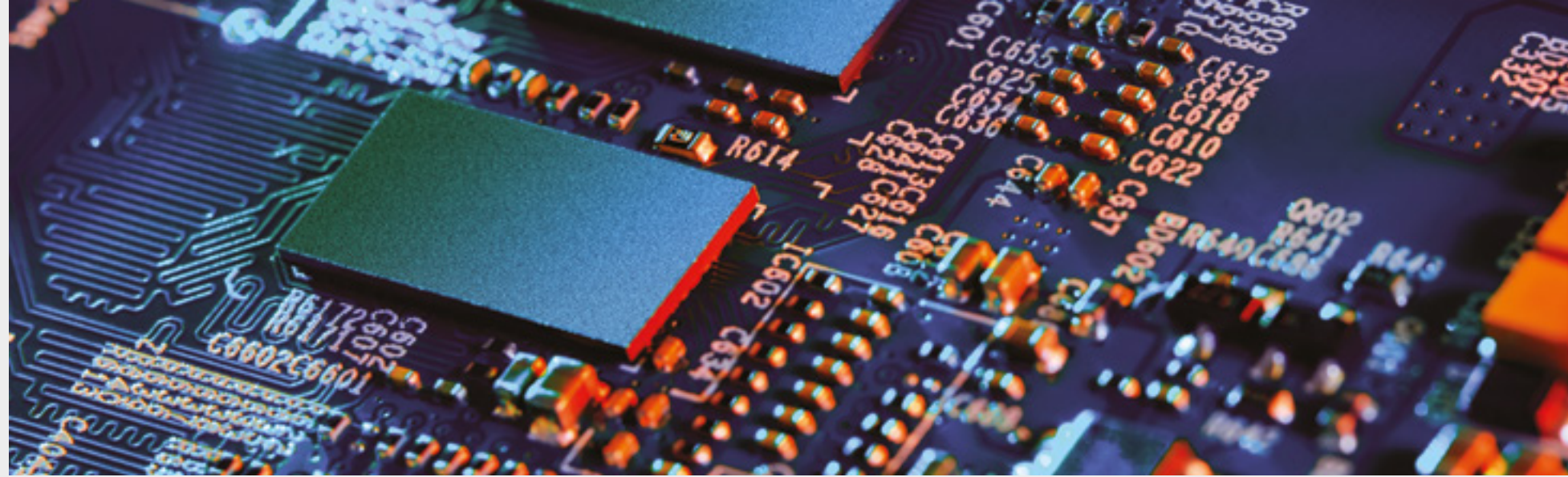
“This apprenticeship has given me the opportunity to learn from all angles, whether it be new learning at the university, developing my soft skills, or learning an entirely new work process at IBM.”

**Janmeet Singh**

Level 6 Digital and Technology Solutions Professional Apprentice, IBM

# DMU Apprenticeships

## Glossary of Terms



### **Co-investment:**

Sharing the cost of training and assessing apprentices with the government. The following types of employers will pay co-investment:

- non-levy payers
- levy payers who have run out of levy funds

Employers pay 5% towards the cost of apprenticeship training. The government will pay the rest (95%).

### **Digital Account Service (DAS):**

The area on the apprenticeship service website where employers can manage their funding and apprentices, view their account balance and plan their spending.

### **End point assessment:**

A summative assessment that takes place at the end of an apprenticeship, to make sure apprentices have reached the necessary level to be awarded an apprenticeship.

### **Funding bands:**

The financial range that the government will contribute towards the cost of delivering training and assessment for an apprenticeship standard. The maximum ranges from £1,500 to £27,000 and is the most that the government will contribute, including amounts that can be taken from a levy-paying employer's apprenticeship service account.

### **Knowledge, skills and behaviours (KSBs):**

These are set out in all apprenticeship standards; apprentices are required to learn them to be occupationally competent. KSBs are taught in off-the-job training and tested in the end-point assessment.

### **Levy paying employer:**

An employer, or group of connected employers, with a collective annual pay bill of over £3 million who therefore pay the levy (0.5% of annual wage bill).

### **Non-levy paying employer:**

An employer, or group of connected employers, with a collective annual pay bill of less than £3 million who therefore do not pay the levy.

### **Off the job (OTJ) training:**

Learning of new knowledge, skills and behaviours relevant to the apprenticeship, that are completed within working hours. Apprentices must spend at least 20% of their contracted hours doing OTJ training.

### **Trailblazer groups:**

Groups of 15-20 employers who develop and design new apprenticeship standards to meet competencies of the job role and sector business needs

### **Transfer of funds:**

When levy-paying employers transfer any unused apprenticeship funds in their account to other employers.





## Get in touch

If you have any questions about how De Montfort University can work in partnership with your business, get in touch.

**De Montfort University**  
**The Gateway**  
**Leicester**  
**LE1 9BH**  
**UK**

**T:** +44 (0)116 207 8455

**E:** [apprenticeships@dmu.ac.uk](mailto:apprenticeships@dmu.ac.uk)

**W:** [www.dmu.ac.uk/apprenticeships](http://www.dmu.ac.uk/apprenticeships)

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