



Employers' Guide

to Higher Level and Degree
Apprenticeships, the Levy and Funding

Enquiry centre

 0845 606 1144

 enquirycentre@cumbria.ac.uk

www.cumbria.ac.uk/HLAS

University of
Cumbria 

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Changes to government funding

In April 2017 the way the Government funds apprenticeships training in England for all employers changed, with the introduction of the apprenticeship levy for all UK employers based on their annual pay bill. The levy supports all post-16 apprenticeships in England, and provides funding that each employer can use to meet their individual needs. The funding is directly controlled by employers via the apprenticeship service, and firms will be able to get back more than they put in. This guide is aimed at providing you as an employer with the essential information that you should know about the changes, how they can benefit your business, and how we can help you make the most out of the new apprenticeship reforms.

Why the University of Cumbria?

The University of Cumbria is committed to delivering higher and degree level apprenticeships that successfully fill skills gaps and facilitate positive change and growth in a variety of sectors across the UK.

We have been part of several trailblazer groups, allowing us to be involved in the development of apprenticeship standards for various higher and degree apprenticeship programmes, working with employers along the way.

Our considerable range of academic expertise extends from leadership and management, to health and education, and our apprenticeship programmes have been designed in collaboration with employers, to ensure that apprentices are able to provide the high level skills your business needs in an increasingly competitive global market.

Our increasing portfolio of higher and degree level apprenticeship courses is built upon our years of experience in successfully equipping individuals with the skills needed to succeed in the workplace.

We welcome you to contact us and find out more about what we can offer your organisation.

☎ enquirycentre@cumbria.ac.uk

✉ 0845 606 1144

Elaine Flowers

Head of Educational Partnerships
and Lifelong Learning



I hope you will find this guide to Higher Level and Degree Apprenticeships useful to you and your organisation going forward. The government's reform of apprenticeships, and its aspiration to grow the number of apprentices in training during this parliament, is shaping how apprenticeships are being designed, developed, delivered and funded going forward. This guide aims to provide you with a brief oversight of these developments and explains how you will be able to gain further information, on what is currently a changing landscape.

What are higher level and degree apprenticeships?

Higher apprenticeships

Higher apprenticeships are the best combination of on the job training and studying for a higher level qualification. First and foremost, though, an apprenticeship is a job with substantial training and the development of transferable skills. It's a way to earn and learn, gaining a real qualification.

Degree apprenticeship

Any apprenticeship that also includes achievement of a full bachelor's or master's degree is referred to as a degree apprenticeship.



The new approach to apprenticeships signify some key shifts in the overall 'skills system', which has opportunities for employers who require a higher level skilled workforce

**Level
4, 5, 6, 7**

**Higher
Apprenticeship**

**First year degree course, HND,
HNC, Bachelor's Degree and
Master Degree**

**Level
3**

**Advanced
Apprenticeship**

A Level

BTEC National

**Level
2**

**Intermediate
Apprenticeship**

**GCSE grades
A* - C**

BTEC First

Who provides the off the job training?

The University of Cumbria is registered on the Approved Register of Apprentice Training Organisations (RoATO). <https://findapprenticeshiptraining.sfa.bis.gov.uk/Apprenticeship/Search>

Benefits for employers

What are the benefits of higher apprenticeships to the employer?

David Owen

HR Operations Manager



Since starting their higher apprenticeship, my staff member has increased their overall engagement within the team and the wider organisation in general. The sharing of knowledge within the peer group has also enabled them to bring new ideas and challenges to the operation of our team.

- Higher apprenticeships can develop existing staff skills as they work
- Higher level skills are vital to business performance and UK economic growth – through higher apprenticeships businesses can fill higher level skills gaps
- Apprentices develop higher-level skills and in so doing keep up-to-date with the latest techniques and technology increasing productivity
- Higher apprenticeships enable businesses to attract and retain new talent and through learning at work apprentices are able to develop specific knowledge and competencies that meet the unique needs of the business
- Employees can be funded to undertake an apprenticeship at the **same or lower level** than a qualification they already hold, if the apprenticeship will allow the individual to acquire **substantive new skills** and the content of the training is materially different from any prior training or a previous apprenticeship.

Benefits for apprentices

What are the benefits for apprentices?

Adrienne

Administration Manager studying a Higher Apprenticeship in Leadership and Management at Level 5



As a manager with a range of responsibilities, the course is aligned to all elements of my role and helps develop and improve my skills and understanding. We have an opportunity to learn new skills such as strategic planning, and by learning new skills, it gives me confidence that I have more to offer my employer.

Higher apprenticeships allow individuals to study towards a higher level qualification while remaining in employment and earning a salary.

Apprentices benefit from:

- Opportunity to achieve graduate and postgraduate-level qualifications whilst learning and earning in a business
- Recent reports estimate that completing a Level 4 higher apprenticeship could result in increased lifetime earnings of around £150,000*
- Chance to gain professional accreditation and membership
- Opportunity to move their career forward and gain professional skills
- Achieve a higher level qualification equivalent to a degree with no debt via student loans.

*University Education, Is this the best route into employment? AAT and Cebr, Feb 2013.

Apprenticeship Levy

Key Facts

- The levy will be paid by employers with a pay bill in excess of £3m
- The levy will be 0.5% of the employer's pay bill, with an allowance of £15,000
- Non-levy paying employers, and employers who have spent all of their levy, can benefit from funding of up to 90% of the cost of training and assessment
- Employers in England who pay the levy and are committed to apprenticeship training will receive a 10% top-up of funds to spend on apprenticeships
- Employers will have the responsibility to calculate, report and pay the Levy to HMRC alongside their usual PAYE payments
- Funds will expire after 24 months.



The Apprenticeship Service (AS)

Any employer wishing to have an apprenticeship paid for by Education and Skills Funding Agency (ESFA) needs to register on the Apprenticeship Service.

<https://manage-apprenticeships.service.gov.uk>

You will need your company's HMRC Government Gateway login details from your payroll department to register. You will be able to use the Apprenticeship Service website to do the following:

- Estimate and manage the funds held in your digital account
- Advertise apprenticeship vacancies in your company
- Find individuals looking for an apprenticeship
- Find training providers

- Find assessment organisations
- Enter the details of existing employees that you want to support for an apprenticeship (You may delegate this to the training provider if desired)
- Agree payments to the provider delivering training to your apprentices.

Any apprentices you fund using the Education and Skills Funding Agency (ESFA) must work in England for at least 50% of the time.

Whilst the Apprenticeship Service is live for levy paying employers, non-levy paying employers will move on to the Apprenticeship Service (AS) at a later date.

More detailed guidance on how to register on the Apprenticeship Service website has been placed on the University of Cumbria Apprenticeship Hub. www.cumbria.ac.uk/HLAS.

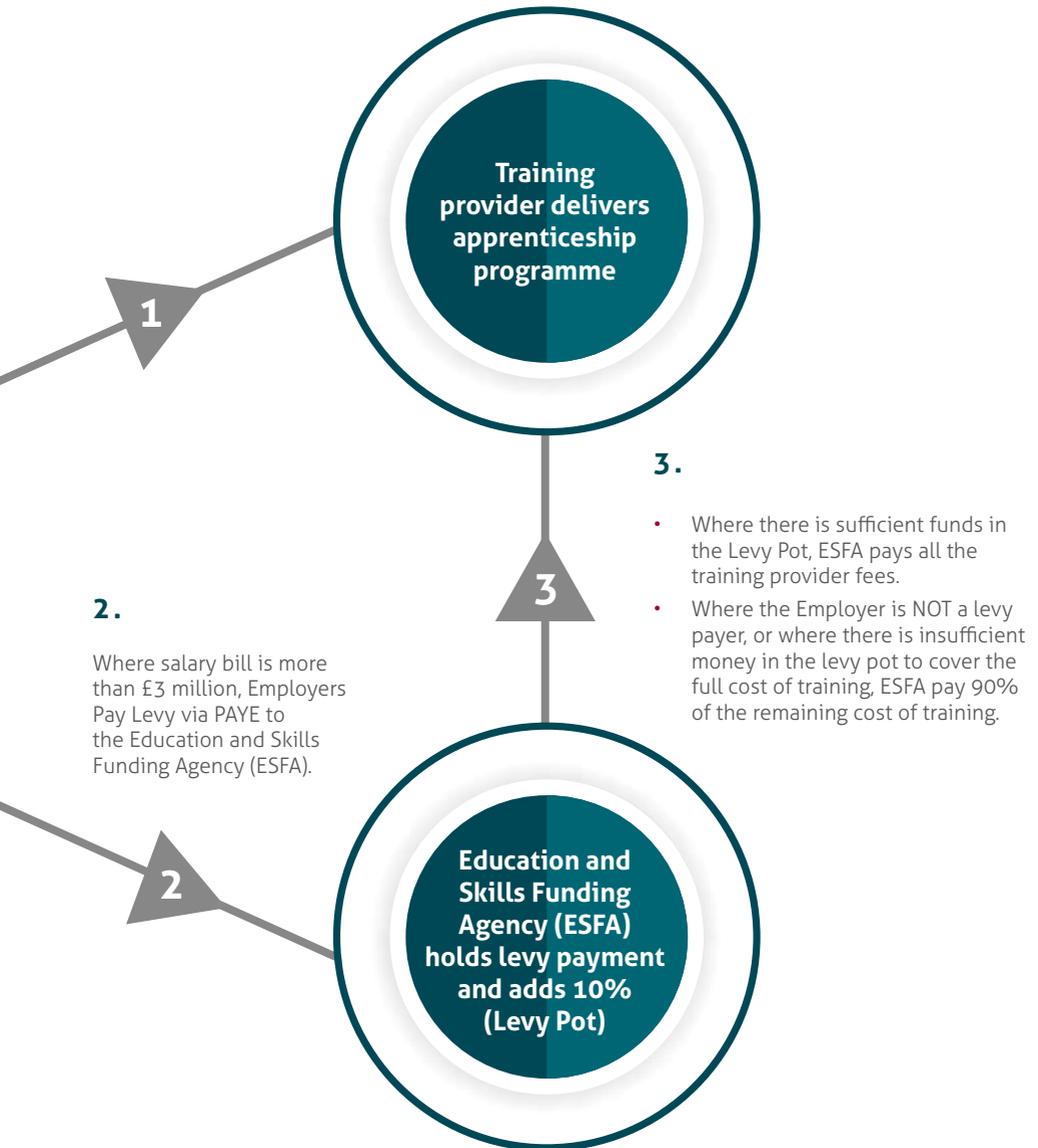
How the funding system will work?

1.

- Employer registers on the Apprenticeship Service
- Employer selects a training provider from the Register of approved Apprentice Training Organisations, agrees price of Apprenticeship and signs commitment
- If the employer is a non-levy payer or has used all their levy pot they pay 10% of the cost of training to the provider.



NOTE! – Whilst funds paid into an Employers' digital account are ring-fenced to pay for apprentice training for its employees, the funds belong to the government and are subject to ESFA rules and conditions. They cannot be used to pay apprentice salaries or travel costs and cannot be paid back to the employer by the training provider unless the employer is a registered employer-provider with ESFA and is delivering part of the apprenticeship training.





Support for employers

The university has a range of support mechanisms in the form of training and short courses to enable employers to feel equipped to guide apprentices through their learning journey such as **Coaching and Mentorship** courses.

We can also offer **training needs assessments** along with a **Psychometric Assessment Service** in order to help establish the best ways for your organisation to benefit from the new apprenticeship reforms.

Our apprenticeship tutors will also be there to support you as an employer through regular progress meetings throughout the apprenticeship programme.

Claire O'Hara

Technology Delivery Leader

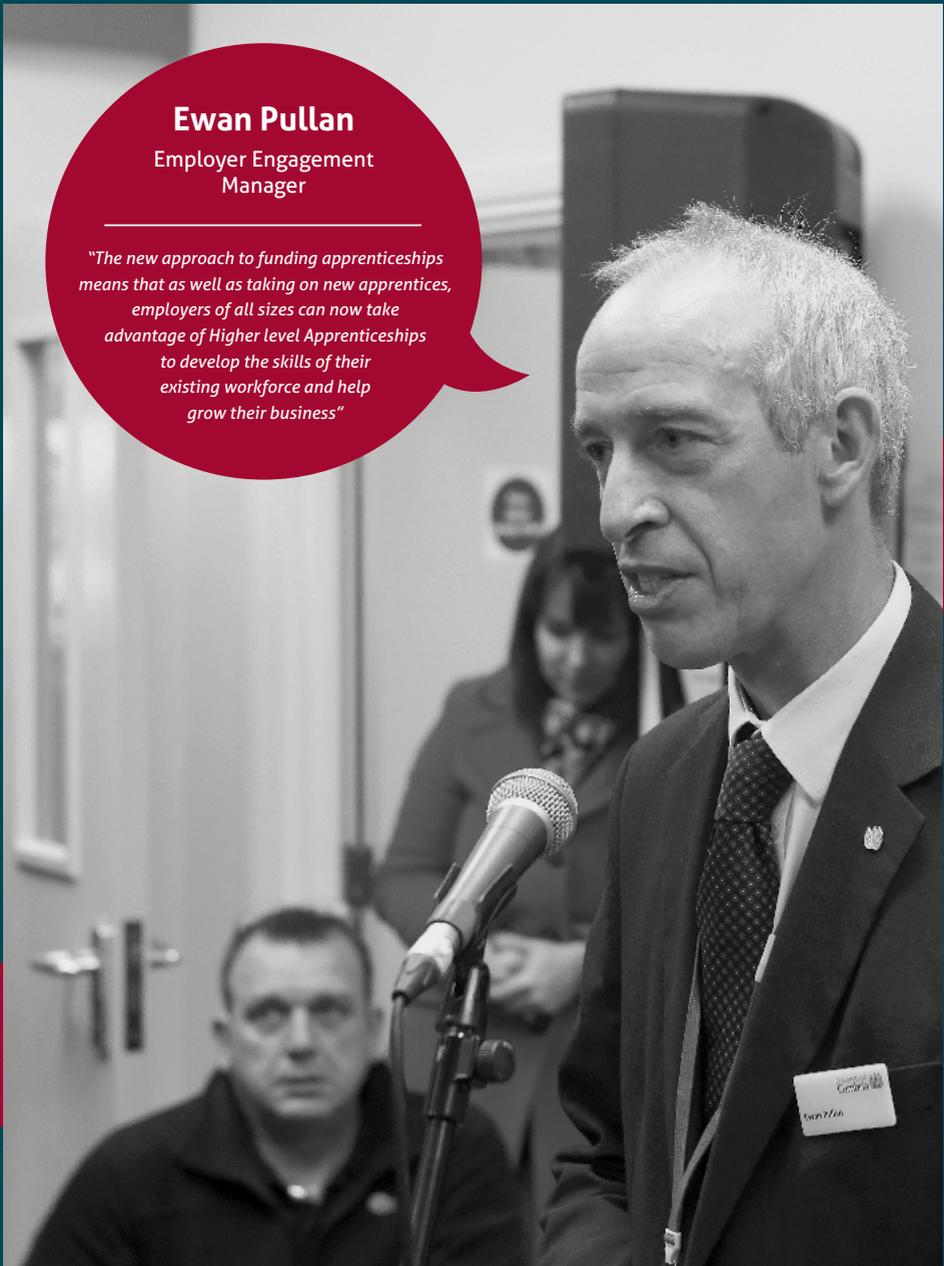


Since starting their higher apprenticeship, my staff member has increased their overall engagement within the team and the wider organisation in general. The sharing of knowledge within the peer group has also enabled them to bring new ideas and challenges to the operation of our team.

Ewan Pullan

Employer Engagement
Manager

"The new approach to funding apprenticeships means that as well as taking on new apprentices, employers of all sizes can now take advantage of Higher level Apprenticeships to develop the skills of their existing workforce and help grow their business"



What employers need to do to take advantage of the new approach to apprenticeships?



Follow our four simple steps...

one



Register

If you are a levy paying organisation register on the Apprenticeship Service website. No funds can be paid for your apprentices unless your company is registered.

two



Start planning

Think about ways that you could use apprenticeships to bring new skills into your business either by recruiting someone new or developing existing employees.

three



Service website

Use the Apprenticeship Service website to see what standards and apprenticeships are available that might benefit your business.

four



Contact us

Contact the University of Cumbria to talk to someone about how we can help you and your organisation.

Further information

Please contact the enquiry centre on:

 enquirycentre@cumbria.ac.uk

 0845 606 1144

Enterprise and Business Development contact:

 apprenticeships@cumbria.ac.uk

Further Information

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