HULT
INTERNATIONAL
BUSINESS SCHOOL



Your guide to understanding apprenticeship terms

For employers, learners & line managers

Hult Apprenticeships
at Ashridge

Term	Definition	Notes
Academic Director	The person/member of faculty with overall responsibility for the design, development and delivery of the curriculum and content of the **apprenticeship program**, qualifications & modules.	
Academy 4 PM	The **End Point Assessment Organisation** for Hult Ashridge's Level 4 Associate Project Manager **apprenticeship standard.**	
Additional Learning Support	Either (1) additional support provided by **training providers** to support apprentices with additional learning needs; or (2) the funding provider to **training providers** by the government to fund this support.	https://www.gov.uk/guidance/apprenticeship-funding-rules#the-latest-rules-2019-to-2020
Apprentice *(also known as learner or student)*	An employee undertaking an **apprenticeship.**	
Apprenticeship	An apprenticeship is a job with training. This includes the training and **end point assessment** of the employee.	https://www.legislation.gov.uk/ukpga/2009/22/contents
Apprenticeship Agreement	An agreement between the **apprentice** and their employer, setting out the employment arrangements that apply to the **apprenticeship.** It must be signed by the learner, the employer, and a copy provided to the provider.	https://www.gov.uk/government/publications/apprenticeship-agreement-template
Apprenticeship Levy	The apprenticeship levy is a levy on English employers to fund apprenticeships. The levy is charged at the rate of 0.5% of an employer's pay bill, where the employer has a pay bill of £3m+	https://www.gov.uk/guidance/pay-apprenticeship-levy
Apprentice Support Team	The team responsible for supporting the **apprentice** pastorally, and in developing their portfolio of evidence and preparing for **End Point Assessment (EPA).**	
Apprenticeship Service Account *(known as digital account or DAS)*	The area on the **apprenticeship** service where employers can manage their funding and **apprentices,** view their account balance and plan their spending.	
Apprenticeship Standard *(also known as a standard)*	**Apprenticeship standards** that have been approved and published by the **Institute for Apprenticeships and Technical Education. Apprentices** can only be enrolled against an **apprenticeship standard** once it has been approved for delivery.	
Approved by delivery	An **apprenticeship standard** to be approved by the **Institute for Apprenticeships and Technical Education** – meaning that **apprentices** may start on the standard. To be approved, the occupational standard and **end point assessment** must be agreed and published, and the funding band allocated.	
Associate Project Manager	A **Level 4 apprenticeship** standard in project management.	
Baseline Assessment/ Skills Scan	An assessment of a prospective **apprentice,** carried out by the **training provider** before the start of their **apprenticeship.** The purpose is to establish the **apprentice's** starting point, which informs how much of the **apprenticeship** training content the **apprentice** requires. It also confirms that the chosen **apprenticeship** programme is appropriate for the **learner.**	https://www.gov.uk/government/publications/apprenticeships-recognition-of-prior-learning/apprenticeships-initial-assessment-to-recognise-prior-learning
British Values	**British values** have been written in response to some of the issues set out in the UK Prevent Strategy and are designed to underpin the principles of a democratic and free society such as: • Recognition and respect for the democratic process • Respect for the rule of law • Freedom of speech • Respect and tolerance of others	
Chartered Manager Degree Apprentice	An **apprenticeship standard** in leadership and management at **Level 6,** which includes a degree in business and management at Hult. It includes a BA (Hons) in Business and Management awarded by Coventry University.	https://www.instituteforapprenticeships.org/apprenticeship-standards/chartered-manager-degree/
Chartered Management Institute (CMI)	A chartered professional body for leadership and management. CMI acts as the **end point assessor** for Hult Ashridge's Level 6 and Level 7 leadership and management **apprenticeship standards.**	

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Commitment Statement	An agreement between the apprentice, the employer and the training provider covering: the planned content and schedule for training; what is expected and offered by each party; and how to resolve queries and complaints.	
Department for Education	Government department responsible for childrens services and education, including **apprenticeships** and wider skills in England.	https://www.gov.uk/government/organisations/department-for-education
Education Inspection Framework	Document setting out how **Ofsted** inspects education in England, including **apprenticeships.**	https://www.gov.uk/government/publications/education-inspection-framework
Employer Framework Agreement	The contract between Hult and the employer. This is supplemented by a commitment statement and apprenticeship agreement.	
End Point Assessment	Independent assessment undertaken by an apprentice at the end of their training, confirming they can demonstrate the knowledge, skills and behaviours set out in the **Occupational Standard.**	https://www.apprenticeships.gov.uk/employers/end-point-assessments
End Point Assessment Organisation	An organisation on the **Register of End Point Assessment** Organisations. These organisations are selected by employers to carry out the **end point assessment** for their **apprentices.**	https://www.gov.uk/guidance/register-of-end-point-assessment-organisations
External Quality Assurance	External quality assurance monitors the **end point assessment** to ensure that it is fair, consistent and robust across **apprenticeship standards** and between **end point assessment organisations.**	https://www.instituteforapprenticeships.org/quality/external-quality-assurance/
Education and Skills Funding Agency	The agency for the Department for Education accountable for funding education and skills for children, young people and adults (including **apprenticeships**).	https://www.gov.uk/government/organisations/education-and-skills-funding-agency
Faculty	The teaching staff of **Hult** programmes, including programmes included within **apprenticeships.**	
Functional Skills	Either (1) the fundamental English and Maths skills that people need for their working and personal lives; or (2) a type of qualification that allows individuals to demonstrate that they have achieved functional skills to a required level.	https://www.gov.uk/government/collections/functional-skills-qualifications-requirements
Gateway Requirements	The requirements set out in the **apprenticeship standard assessment plan** that must be met by the **apprentice** prior to completing **end point assessment** of the **apprenticeship standard.** They include the completion of English and Maths qualifications (where applicable) and completion of any on-programme, mandatory qualifications along with satisfactory evidence as determined by the employer (in consultation with the training provider) that the apprentice has achieved the necessary **knowledge, skills and behaviours** set out in the **apprenticeship standard**.	
Higher and Degree Apprenticeships	An apprenticeship where the main learning is at Level 4 or above (including higher education qualifications).	
Higher Education Institution	An institution providing higher education, which may be a university, a higher education corporation or another institution. Most HEIs are part-funded by the government.	
Her Majesty's Inspector	Her Majesty's Inspectors lead Ofsted inspections of education (including **apprenticeship training providers**).	
Individual Learning Plan	A plan setting out how the **apprenticeship** programme will be tailored in light of the **apprentice's** development needs, included as part of the Commitment Statement.	
Individualised Learner Record	The main vehicle by which the government collects data on apprenticeships in England from training providers. The data is used widely, most notably by the government, to monitor policy implementation and the performance of the sector. It is also used by organisations that allocate funding for further education.	

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Institute for Apprenticeships and Technical Education *(also known as Institute for Apprenticeships)*	**IfATE** develop, approve and review apprenticeship standards. **IfATE** is sponsored by **The Department for Education** and led by a board of employers, business leaders and their representatives.	https://www.instituteforapprenticeships.org/
Institute for Leadership and Management (ILM)	A professional body for leadership and management. ILM acts as the **end point assessor** for Hult Ashridge's Level 5 leadership and management **apprenticeship standard.**	
Independent Training Provider (ITP)	An organisation on the **register of apprenticeship training providers** and appointed by an employer for the delivery of training as part of an **apprenticeship** programme.	
Integrated standard	An integrated standard is where the **end point assessment** is incorporated into the main learning aim (usually a degree or other qualification). In these cases there is no need for an addtional independent assessment - as it will be managed internally at arm's length from the programme.	
Knowledge, Skills and Behaviours (KSBs)	**An apprenticeship standard is defined in terms of the knowledge, skills and behaviours required to be competent in the relevant occupation. They are defined as follows:** **Knowledge** – the information, technical detail, and 'know-how' that someone needs to have and understand to successfully carry out the duties. Some knowledge will be **occupation**-specific, whereas some may be more generic. **Skills** – the practical application of knowledge needed to successfully undertake the duties. They are learnt through **on-** and/or **off-the-job** training or experience. **Behaviours** – mindsets, attitudes or approaches needed for competence. While these can be innate or instinctive, they can also be learned. Behaviours tend to be very transferable. They may be more similar across **apprenticeships** than knowledge and skills. For example, 'team worker', 'adaptable' and 'professional'.	
Level	A measure of the difficulty of a qualification. In England, Wales and Northern Ireland, some examples are: • Level 5: a foundation degree, higher national diploma (HND) or diploma of higher education (DipHE). • Level 6: a Bachelors degree, or a graduate certificate or diploma. • Level 7: a Masters degree, or a postgraduate certificate or diploma.	
Levy-paying Employer	An employer with an annual pay bill of over £3m and therefore required to pay into the **apprenticeship levy.** This levy fund is available to all employers in England to access **apprenticeship** funding.	
Local Enterprise Partnership	Partnership between local authorities and businesses, set up in 2011 by the Department for Business, Innovation and Skills to help determine local economic priorities and lead economic growth and job creation.	
Module	The component parts of an academic qualification. Each **module** carries a certain number of credits towards the qualification – e.g. degree.	
Module Leader	The faculty member responsible for the design and delivery of a **module.**	
Occupation	A recognised job role and the basis for an **apprenticeship standard.**	
Occupational Standard	A document that details what someone competent in the occupation does. The duties of the role and the knowledge, skills and behaviours required to do it. This is the basis for an **apprenticeship standard.**	

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Operations/Departmental Manager	A **Level 5 apprenticeship** standard in leadership and management.	https://www.instituteforapprenticeships.org/apprenticeship-standards/operations-departmental-manager/
Office for Students	The independent regulator of higher education in England.	https://www.officeforstudents.org.uk/
Office for Standards in Education, Childrens Services and Skills *(Ofsted)*	Ofsted's role is to ensure that organisations providing education, training and care services in England do so to a high standard.	https://www.gov.uk/government/organisations/ofsted
Off-the-job training	Training that is not **on-the-job training** and is received by the **apprentice**, during their normal working hours, for the purpose of achieving the approved **apprenticeship standard** to which their **apprenticeship agreement** relates.	https://www.gov.uk/government/publications/apprenticeships-off-the-job-training
On-the-job training	Training received by the **apprentice** for the sole purpose of enabling them to perform their job. It does not specifically link to the **knowledge, skills and behaviours** set out in the **apprenticeship standard.** It does not count towards **apprentices'** minimum **off-the-job training** requirements.	
Practical Period of Training	The period for which the employer, provider and **apprentice** agree that the **apprentice** will work and receive training under their **apprenticeship agreement** (excluding **end point assessment**).	
Programme Director	The person with overall responsibility for the design, development and delivery of a programme.	
Program Team	Team responsible for the day to day running of the **apprenticeship programs**, including any qualific tion requirements. Headed by a Program Manager.	
Progress Assessor	The person responsible for conducting regular progress and tripartite reviews with **apprentices** and their line managers to help identify KSB development and discuss overall progression including on and off the training completion, and applying knowledge and learning in the workplace.	
Qualification Achievement Rates	Published, institution-level qualification achievement rates for the previous year.	https://www.gov.uk/government/publications/qualification-achievement-rates-qar-2019-to-2020
Quality Improvement Plan	Tool to implement and manage quality improvement, usually determined by an organisation's **self-assessment report.**	
Register of Apprenticeship Training Providers	A list of organisations that are eligible to receive government funding to training apprentices.	https://www.gov.uk/guidance/register-of-apprenticeship-training-providers
Register of End Point Assessment Organisations	A list of organisations eligible to conduct the independent end point assessment of apprentices.	https://www.gov.uk/guidance/register-of-end-point-assessment-organisations
Self-assessment Report	A document provided to Ofsted by the training provider to evaluate the quality of its apprenticeship training provision. It is usually provided annually.	
Senior Leader Apprenticeship	An **apprenticeship standard** in leadership and management **at Level 7.** This standard replaced the earlier **Senior Leader Masters Degree Apprenticeship**. At Hult, the SLA is delivered through two programmes: • Senior Leader Apprenticeship (Masters Business Administration) • Senior Leader Apprenticeship (Leadership and Management)	
Unique Learner Number	A 10-digit number used to match a learner's achievement to their other government-held learning records.	A 10-digit number used to match a learner's achievement to their other government-held records of their learning.
Virtual Learning Environment	A system used to deliver learning online – we use Canvas.	

The UK apprenticeship levy allows employers in England to access high quality learning and development opportunities for their employees. As a registered apprenticeship provider, we offer practical, relevant education, backed by rigorous academic research and taught by practitioner faculty who are well respected in their field.

Our ethos is to provide practical, relevant executive education and we are delighted to work with employers in England to deliver apprenticeships that are funded by the levy.

UKPRN 10008899

Proud to be a part of the triple-accredited Hult International Business School

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