HULT
INTERNATIONAL
BUSINESS SCHOOL

Employer guide to Apprenticeships

Hult Apprenticeships
at Ashridge



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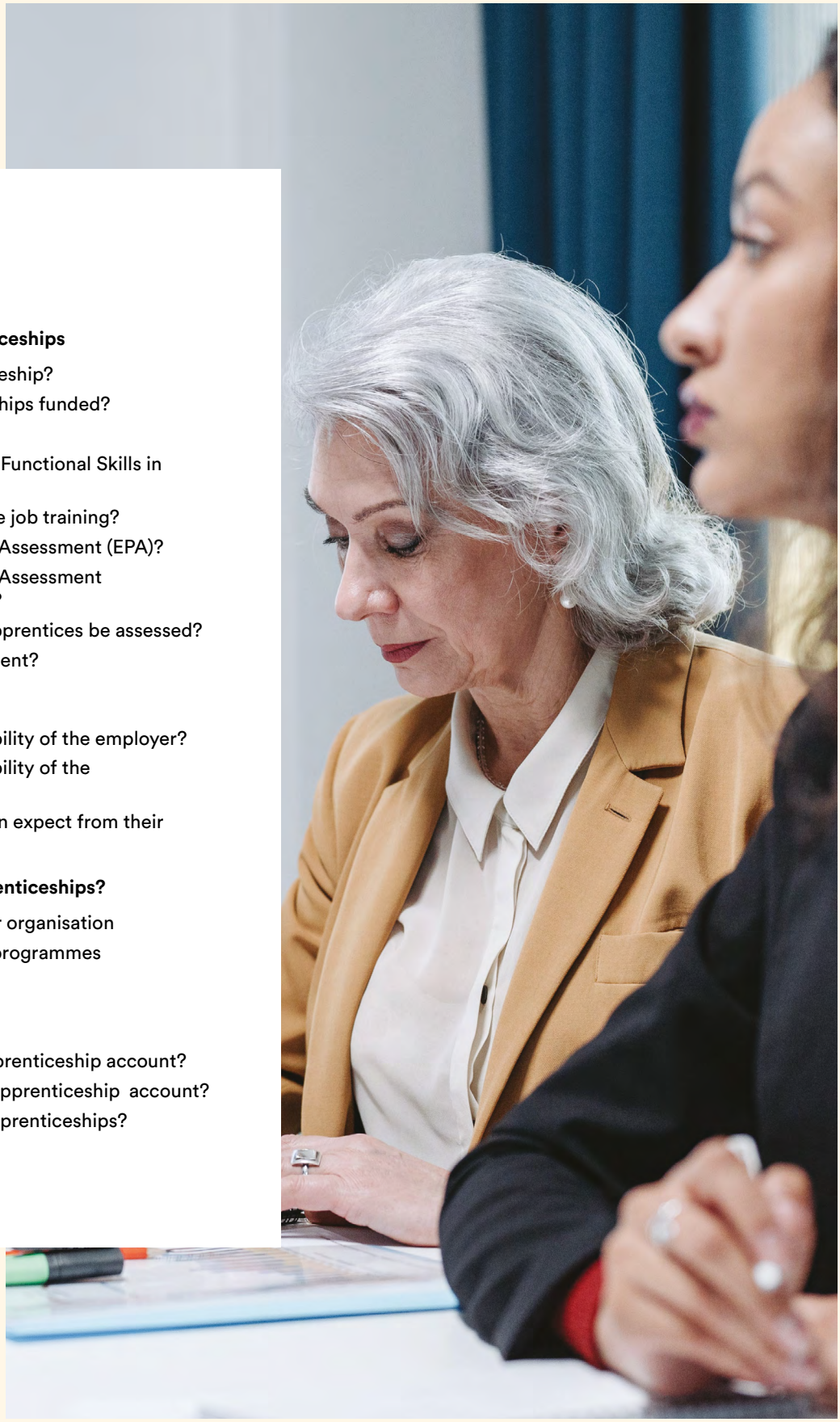
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What is an Apprenticeship?

Apprenticeships are ideal for addressing skills gaps and planning the workforce development needs of employees. Many apprentices who join Hult apprenticeships may already be established in their career. However, they may lack the knowledge, skills and behaviours needed to support the ever-changing landscape their organisations work within.

A number of our apprentices have no formal academic qualifications, and that is OK. Apprenticeships are for anyone, as long as they can demonstrate that the apprenticeship will provide a minimum of 50% new learning and they will be supported by their employer.

As an apprentice their learning is based on the knowledge, skills and behaviours as set out in each standard. Learning will take place during 6 hours of their working hours as they contextualise and apply what they learn, giving them a great opportunity to demonstrate the impact in their team and wider organisation. The learning gained through their apprenticeship can provide excellent career opportunities as they develop.

To be funded employers must allow apprentices the equivalent of 6 hours of the working time to complete their apprenticeship. This is know as Off the Job Training or OTJ time.

Who can access the Apprenticeship Levy?

Every employer in England can access the apprenticeship levy, whether they pay into it or not. Employers with a wage bill of £3million contribute 0.5% paid directly into the levy. Employers who do not pay into the levy can still access the funds. They will be asked to make a small contribution to the cost of the training. The employer pays 5% directly to their chosen training provider, and the government will pay 95%.



How are Apprenticeships funded?

Apprenticeships are funded by the government through the apprenticeship levy. Additional funding is available for any apprentice, irrespective of their level of seniority to undertake functional skills if they do not hold a GCSE or equivalent in Maths and/or English grade C or above.

The apprenticeship service is a government online service which will allow you to set up and manage your apprenticeships.

All apprenticeships in England must be managed through the apprenticeship service and you will need to set up an account in order to use the service, which can be done online at *www.gov.uk/guidance/manage-apprenticeship-funds*

Via the apprenticeship service account, the government will pay the main provider 80% of the negotiated price up to the maximum value of the funding band, in equal monthly installments according to the planned duration of the apprenticeship regardless of how training is scheduled over the duration of the apprenticeship. The deductions from your apprenticeship service account will mirror these payments where funds are available.

To be funded from your apprenticeship service account, the data entered into the apprenticeship service account must correspond with the information submitted by the main provider to the government each month through the ILR (Individual Learner Record). Payments to your chosen main provider will only be made if these details match.

Who can be funded?



You can only use funds in your apprenticeship service account, or government-employer co-investment, for those who are eligible. You must give the main provider evidence of the individual's eligibility.

To use funds in your apprenticeship service account or government-employer co-investment, the individual must:

- Be an employee with a contract on the PAYE payroll with the employer (or connected company or charity) which is long enough to complete the apprenticeship successfully (including the end-point assessment), this does not include individuals who are self-employed.
- Be an employee on the first day of their apprenticeship and as a minimum at least be paid a wage consistent with the law for the time they are in work, in off-the-job training and when studying English and Maths.
- Be able to complete the apprenticeship within the time they have available.
- Have a job role (or roles) with the employer that provides the opportunity for them to gain the knowledge, skills and behaviours needed to achieve their apprenticeship.
- Have appropriate support and supervision on the job, by the line manager, to carry out their job role.
- Spend at least 50% of their working hours in England over the duration of the apprenticeship. When determining eligibility at the start of the apprenticeship, you must be confident that the apprentice will spend at least 50% of their working hours in England over the duration of the apprenticeship. For working hours to be counted in the 50% limit, they must be regular, planned, and known at the start of the apprenticeship.
- Have the right to work in England.
- Have an eligible residency status for at least the previous 3 years which can be evidenced to the main provider and the Education Skills Funding Agency (ESFA) *(see Annex A in the Employer Funding Rules). To learn more follow the link here.*

What is Level 2 basic functional skills in English and Maths?

The Education and Skills Funding Agency (ESFA) funding rules require all applicants who wish to undertake a Level 3 or above apprenticeship to hold or to achieve an approved Level 2 in English and Maths before they can successfully complete an apprenticeship. This is a statutory requirement.

Apprentices, irrespective of their level of seniority will need undertake functional skills if they do not hold a GCSE or equivalent in Maths and/ or English grade C or above, or are unable to provide copies of original certificates of their Maths and or English grades at application stage. Hult can support individuals where this applies through our partner organisation.

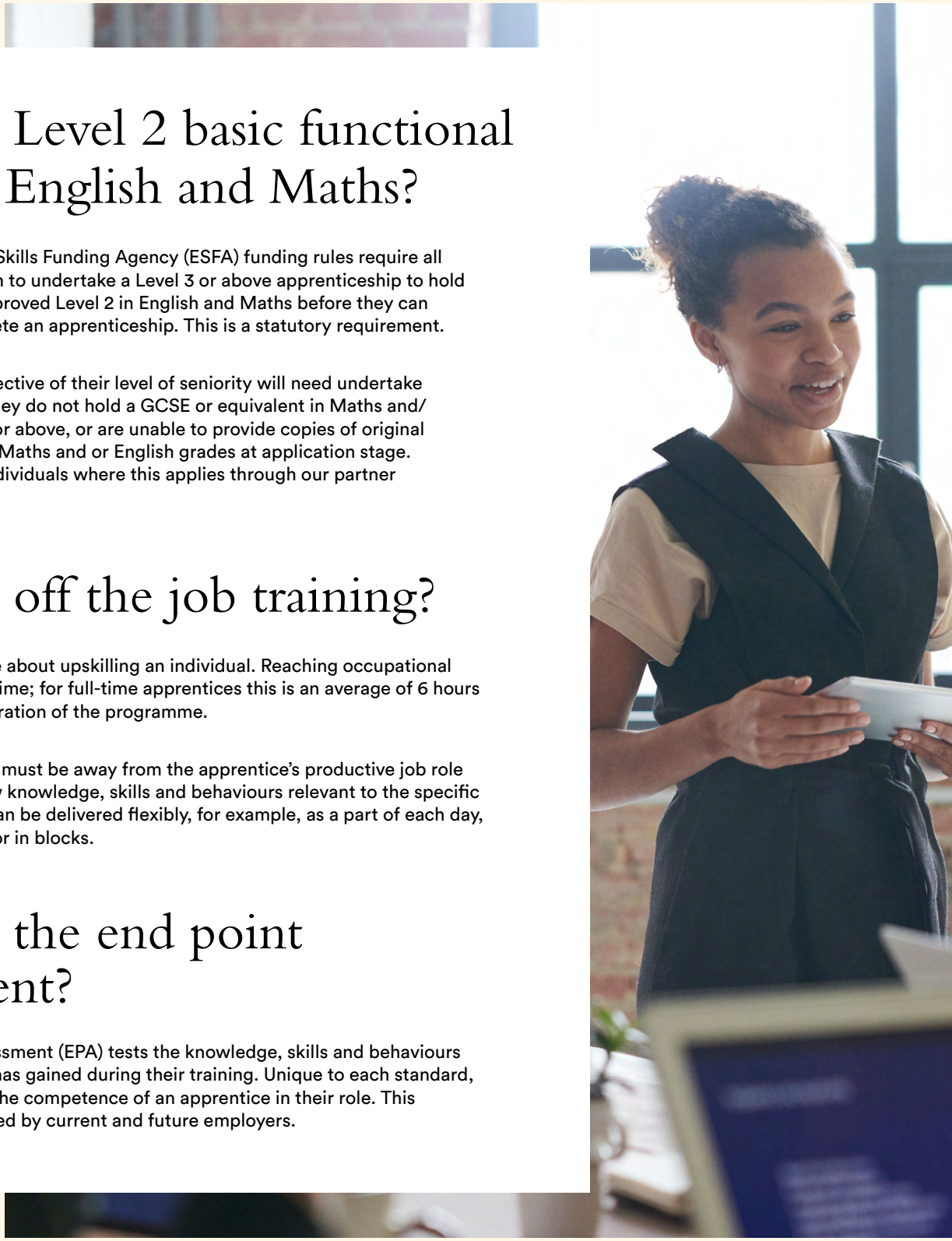
What is off the job training?

Apprenticeships are about upskilling an individual. Reaching occupational competency takes time; for full-time apprentices this is an average of 6 hours per week for the duration of the programme.

Off-the-job training must be away from the apprentice's productive job role and must teach new knowledge, skills and behaviours relevant to the specific apprenticeship. It can be delivered flexibly, for example, as a part of each day, one day per week, or in blocks.

What is the end point assessment?

The end-point assessment (EPA) tests the knowledge, skills and behaviours that an apprentice has gained during their training. Unique to each standard, EPA demonstrates the competence of an apprentice in their role. This competence is valued by current and future employers.





What is an end point assessment organisation?

An end point assessment organisation (EPAO) is a third-party organisation, separate from the employer and training provider, that conducts the final assessment of the apprentice and determines the final grade. The employer makes the final decision about which EPAO is chosen.

End Point Assessments will vary depending on the programme and each apprenticeship's assessment plan. Assessment may include project work, portfolios, reports, professional discussions and presentations.

How else will your Apprentices be assessed?

Each module will have an assessment element (including, project work, reports, quizzes and discussions) to demonstrate understanding of the learning outcomes of the module and contextualisation to the apprentices' work

Together, we will monitor the impact the new knowledge, skills and behaviours is having on apprentices, through the completion of pre-and-post-module skills gap analysis documents to demonstrate the distance travelled.

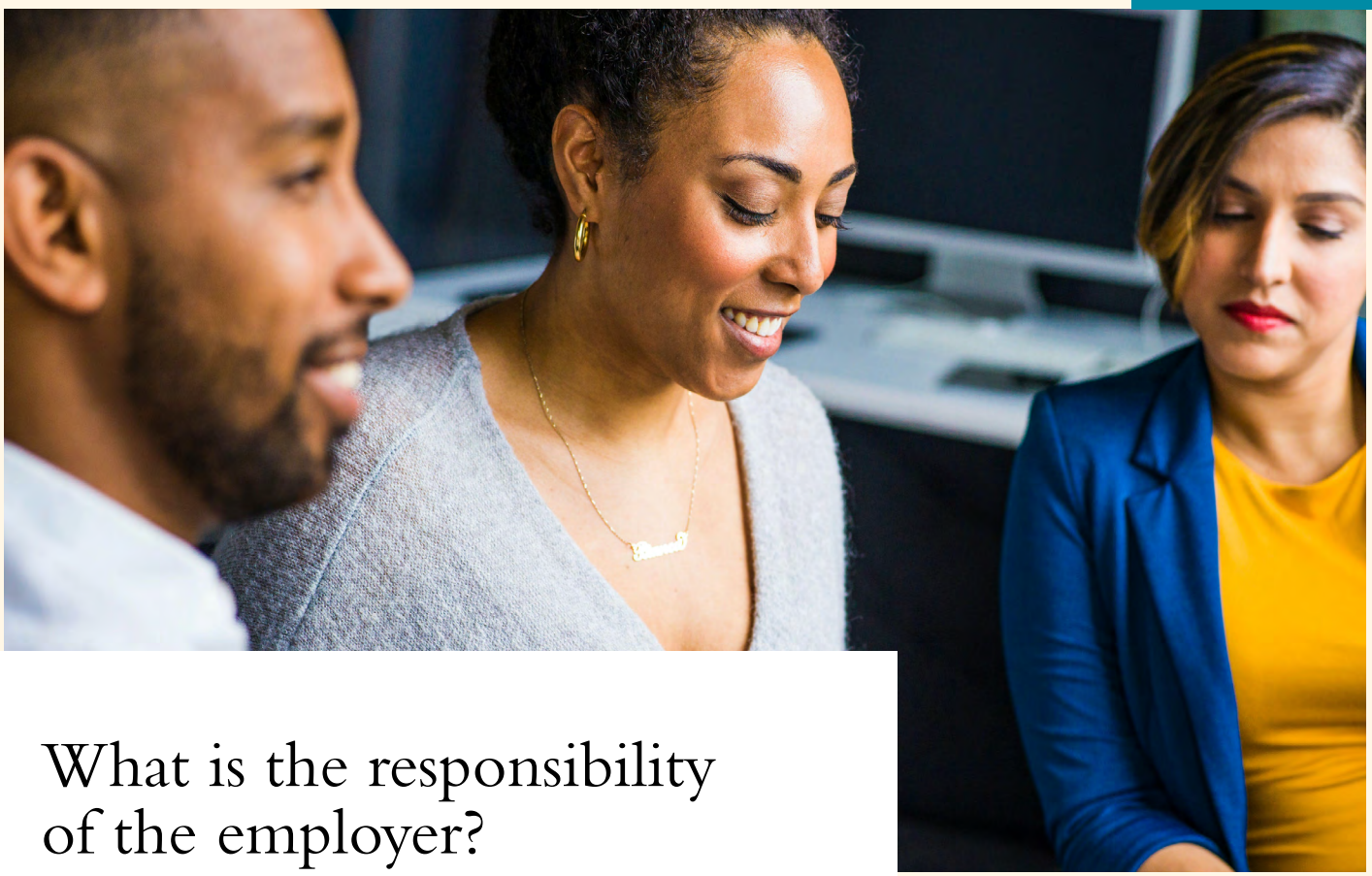
Throughout their apprenticeship programme, we will discuss the appprentices' progress and agree targets to stretch and challenge learning, to maximise their potential.

What is your commitment?

The apprentice must be employed by you, for a period which is long enough for the apprentice to complete the apprenticeship successfully (including the end-point assessment).

There must be evidence that the apprentice has an apprenticeship agreement with you at the start of, and for the duration of their apprenticeship.

Before the apprenticeship practical period starts and before the apprenticeship agreement is signed, you, the apprentice and the main provider must have contributed to and signed a copy of the training plan. This must set out the training that will be delivered in the practical period and how all three parties (apprentice, employer, and main provider) will support the achievement of the apprenticeship.



What is the responsibility of the employer?

Apprenticeships provide an opportunity for employers to grow their own talent. The employer provides an apprentice with real-life work experience and the support of a structured learning framework driven by the training provider.

As the employer you are required to:

- Identify/recruit talent suitable for the apprenticeship
- Ensure the apprentice undertakes real, productive work which gives them opportunities to access, develop, practice, and evidence the knowledge, skills and behaviours required to meet the standard
- Allow the apprentice to attend external off-the-job training and assessments as part of their paid working hours
- Provide the apprentice with appropriate support and supervision on the job, to carry out their job role
- Line managers take part in 12 weekly Tripartite reviews with apprentices and the provider
- Liaise with the training provider and choose the assessment organisation
- Ensure that the apprenticeship lasts for a minimum of 12 months, and that the apprentice is employed for the full duration of their apprenticeship (including the time required for the end-point assessment)
- Confirm, at the gateway, that the apprentice is occupationally competent (according to the standard)
- Attend a minimum of three employer reviews with the main provider every year of the apprenticeship to receive feedback on progress and to provide an update to the main provider in terms of the training structure you as have put in place to ensure the successful completion of the apprenticeship and end point assessment.



What is the responsibility of the main training provider?

To support an employee(s) through an Apprenticeship you will need to choose a training provider and an assessment organisation.

The training provider is responsible for:

- Developing a training programme and ensuring that this maps to the relevant standard, and a delivery mode that meets the needs of your organisation
- Reviewing the initial skills scans to ensure that apprentices are supported and stretched as part of their apprenticeship
- Regularly schedule progress reviews with apprentices
- Regularly schedule tripartite reviews with the apprentice, their line manager and main provider
- Contracting with an independent end-point assessment organisation on your behalf
- Working with employers to ensure that the impact of the apprenticeship is measured
- How well the training provider communicates with you and the quality of the materials they show you about how they work
- Providing additional support for apprentices with special educational needs
- Working with employers to promote Safeguarding, Prevent, Impartial Careers advise and British Values as part of the apprenticeship.

What Apprentices can expect from their learning journey?

All Apprenticeship programmes are designed to cover all the knowledge, skills and behaviours required.

The delivery of each module varies, however, without exception, each apprenticeship will combine:

- Faculty-led live sessions
- Webinars
- Peer-to-peer discussion
- Work-based learning
- Contextualisation
- Application of learning
- Self-direct learning (via MyCourses)
- Modular Skills Gap Analysis
- Functional Skills support if required.
- Research activities
- Modular assignments
- Reflection exercises
- Building portfolios of evidence
- For Level 6 and 7 apprenticeships only - a work-based project with faculty supervision
- End point assessment (EPA) with support and guidance.



How we support your organisation

Your dedicated Client Relationship Manager

A first point of contact for employers and apprentices. CRM's are responsible for ensuring that all parties are kept informed of all developments for the lifecycle of the apprenticeship by working closely with employers, programme and delivery teams.

The Programme Director and Academic Director

Have overall responsibility for the Apprenticeship Programmes, ensuring compliance with all apprenticeship standard, levy, EPA and programme regulation requirements. The Directors lead dedicated teams who manage the day to day running of the programmes and support of apprentices and employers:

- **The Programme Management Team**
  Responsible for smooth delivery of the programme
- **The Apprentice Support Team**
  Responsible for continuity of support for every Apprentice & Employer
- **Progress Assessors**
  Progress Assessors support apprentices through their learning journey with pastoral support, monitoring progress and setting milestones
- **The Academic Team**
  Responsible for the quality of the delivery, drawing on extensive business management experience as well as in-depth psychology and human behaviour knowledge.

In selecting our faculty, we make sure to choose expert facilitators with the most relevant backgrounds.



Our Apprenticeship programmes

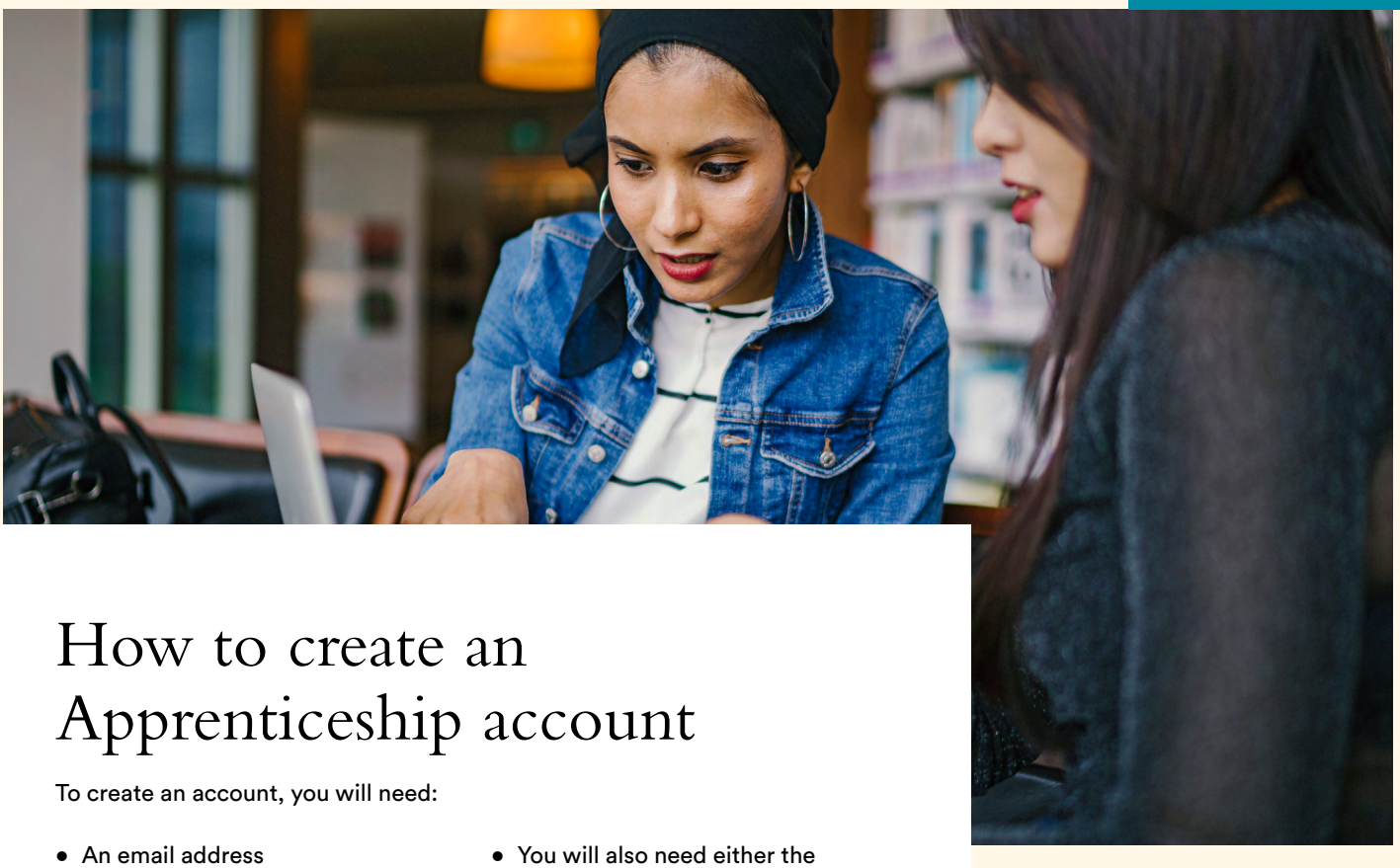
Hult Apprenticeships are very different from traditional business schools and executive education providers. We design our apprenticeships to be practical, highly relevant and above all focused on real issues faced in organisations today. Drawing on our faculty's extensive experience we deliver programmes that combine academic credentials with real world experience.

Our apprenticeships are designed to give apprentices the knowledge, self-awareness, skills, and behaviours needed to make an impact – professionally, personally, and in society. Apprentices and employers embark on a highly practical and immersive learning journey. Building confidence, delivering results, transforming careers whilst achieving a professional Apprenticeship.

Limitless learning

In response to Covid-19 we have invested in two Limitless learning teaching rooms. This hybrid teaching technology supports face to face and online learning simultaneously.

We want to provide every opportunity for apprentices to succeed and engage in live sessions to develop their knowledge, skills and behaviours.



How to create an Apprenticeship account

To create an account, you will need:

- An email address
- Permission to add your PAYE schemes to the account
- Permission to accept the employer agreement on behalf of your organisation
- You will also need either the Government Gateway login for your organisation, or your accounts office reference number (AORN) and employer PAYE scheme reference number.

Why you need an Apprenticeship account

By creating an apprenticeship service account, you'll be able to:

- Access and manage apprenticeship funding
- Set up and approve apprentices
- Advertise roles on the 'Find an apprenticeship' service
- Approve training costs
- Check payments to training providers
- Give training providers permission to carry out some tasks on your behalf
- Give feedback on apprenticeship training



Why Hult for your Apprenticeships?

We are executive education experts with the ambition to help working professionals and organisations to develop the awareness and skills needed to stay relevant today and in the future.

With our progressive and humanistic approach, we believe that the best learning happens through doing. A philosophy we share with Hult International Business School to be the most Relevant Business School and the first triple-accredited business school in the US.

We know that employers are now more than ever turning to apprenticeships to support the learning and development needs of their employees. Studies have shown that the landscape for businesses to thrive is changing and creating challenging skills gaps across all sectors. Through our own research and working with organisations we selected the apprenticeships that address some of these shortages. Our aim is to develop our apprenticeships in-line with the workforce development needs and succession planning for apprentices and their employers through apprenticeship design, content and delivery.

Our focus is on practical learning, because we know that knowledge through theory alone is not enough. Everything we do is powered by research, which means we constantly review and update our apprenticeship programme content to stay relevant. Something we have been doing as a business school for over 60 years.

We want you to thrive in today's modern workplace, so when you join an apprenticeship programme with us, prepare to be hands on. Whether you're studying a project management apprenticeship or a senior leader apprenticeship you'll receive the support and guidance of our practitioner expert faculty.

Our faculty is what makes us different to other apprenticeship providers. They are the heart and mind of the education experience. They have real, lived experience of business and boardrooms, as well as a commitment to academic rigour and research.

We work in partnership with you to ensure that apprentices receive the support and opportunities to apply learning and we provide a safe space for that learning to take place. Depending on the apprenticeship you choose, our faculty will challenge apprentices to solve real-world business problems, coach teams or undertake their own research. Everything we teach is backed by research and supported by, our programme teams, and faculty supervisors.

Our apprenticeship programmes are designed to give your employees the knowledge, skills and behaviours they need to make an impact - for your organisation and personally. Embark on a highly practical and immersive learning journey that builds confidence and transforms careers. Contact us today to get started with professional apprenticeships from Hult Qualifications and Apprenticeships.

Contact Us

Hult is dedicated to supporting employers make the most of their apprenticeship levy, whether its talent assessment, programme mapping, onboarding, and enrolment we're with you every step of the way.

Call
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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.

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