

HULT
INTERNATIONAL
BUSINESS SCHOOL

Apprenticeship Guide

Hult Apprenticeships
at Ashridge

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 your learning is based on the knowledge, skills and behaviours as set out in each standard. A great deal of your learning will take place at work as you contextualise and apply what you learn, giving you a great opportunity to demonstrate the impact in your team and wider organisation. The learning gained through your apprenticeship can provide excellent career opportunities as you develop.

As part of the commitment to apprenticeships employers will grant you 20% of your working time dedicated to the learning and outcomes of your chosen apprenticeship, related to your learning.

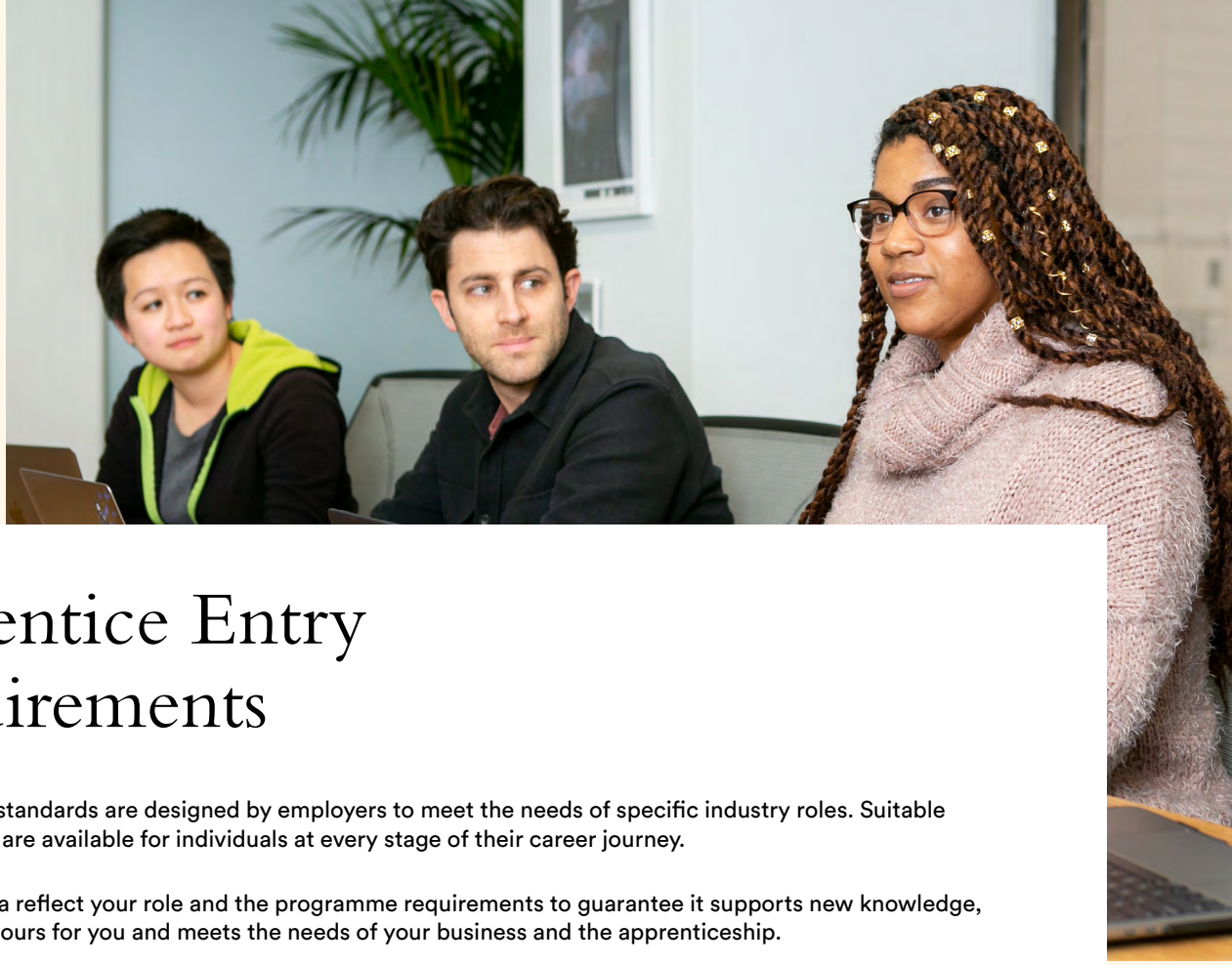
How is your Apprenticeship funded?

Apprenticeships are funded by the government through the apprenticeship levy. Employers with a wage bill of £3million contribute 0.5% paid directly into the levy. Those whose wage bill is less than £3million will be able to draw from the apprenticeship levy fund and contribute 5% for the apprenticeship.

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.

Follow the link for detailed descriptions of the levy funding: *https://www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work*





Apprentice Entry Requirements

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

The entry criteria reflect your role and the programme requirements to guarantee it supports new knowledge, skills and behaviours for you and meets the needs of your business and the apprenticeship.

All Apprentices must:

- Have the right to work in England
- Have been resident in England for a minimum of 3 years
- Spend at least 50% of working hours in England
- Be employed in a role that is suited to the apprenticeship
- Be aged 16 or over and not in full time education

Hult Apprenticeship commitment

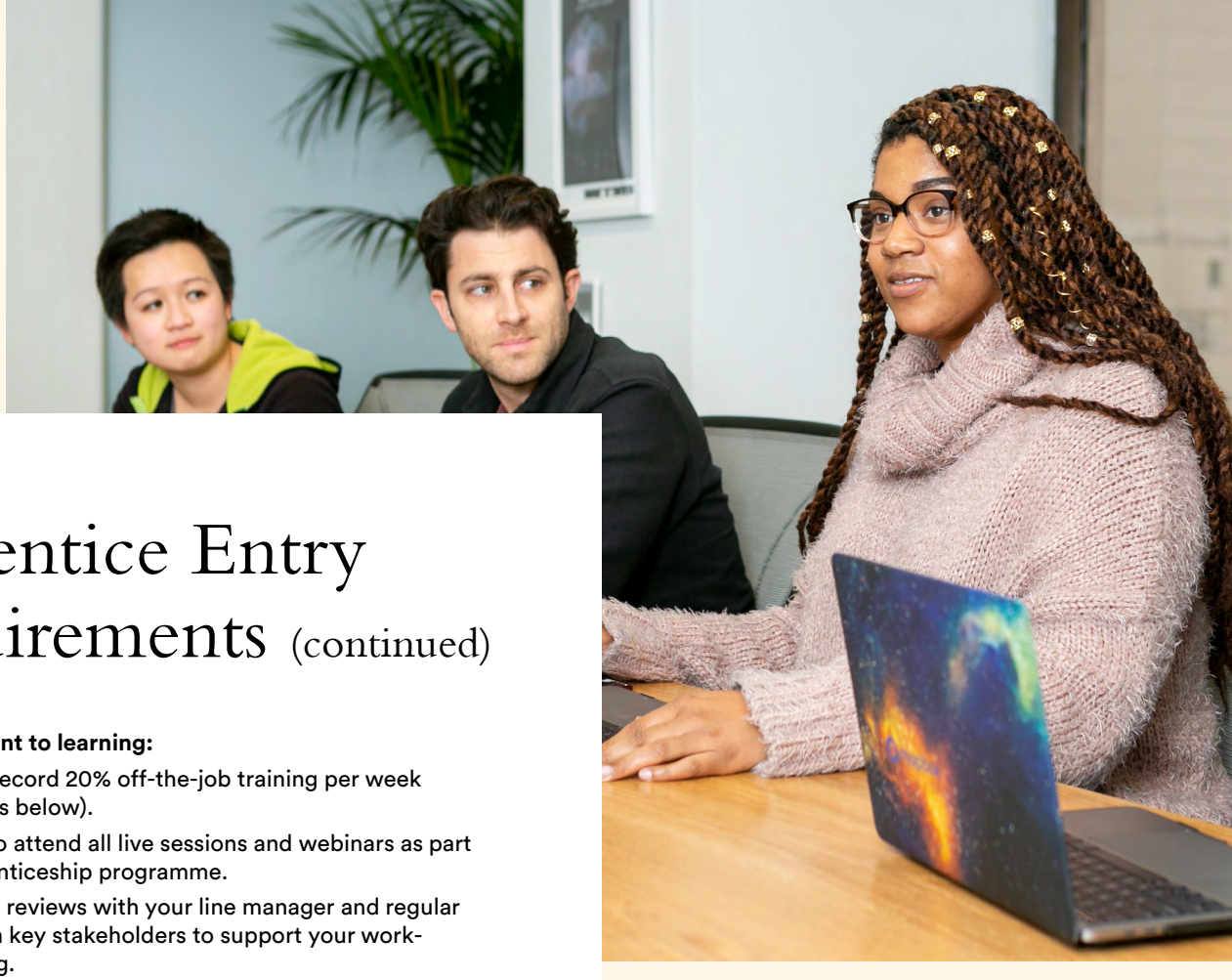
Hult is committed to helping you succeed; to teach you the knowledge, skills and behaviours associated with your apprenticeship; prepare you for your End Point Assessment and provide advice and guidance relating to your assessment. Additional support is available for anyone with additional learning needs.

Our commitment to apprentices goes further than teaching and the learning outcomes. We will also provide in-depth learning on British Values, Safeguarding and Prevent and provide impartial advice relating to your career development and growth.

Employers' commitment to your Apprenticeship:

- Your line manager will work with you to ensure that you can contextualise and apply your learning.
- Supported by Hult your line manager will be provided with details of the modules relating to your apprenticeship, the learning outcomes, assessment plans and other valuable information to help them to support you.
- Provide access to Senior Leaders or Mentors, to provide the valuable insights and stake holder engagement relevant to your learning outcomes.
- Attend regular reviews with Hult to report on progress, development needs and support requirements.
- Your line manager will be required to attend regular tripartite reviews with you and your progress assessor, in addition to regular internal progress reviews with you.
- Support 20% off the job training and to ensure you report your hours as you progress.
- Help you to gather evidence for your portfolio.
- Support you with work based projects and assignments.
- Help you prepare for your end point assessment.
- Provide opportunities for you to demonstrate competencies gained as result of your apprenticeship learning.

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Apprentice Entry Requirements (continued)

Your commitment to learning:

- Achieve and record 20% off-the-job training per week (further details below).
- Be available to attend all live sessions and webinars as part of your apprenticeship programme.
- Have monthly reviews with your line manager and regular meetings with key stakeholders to support your work-based learning.
- Attend regular progress meetings with your Hult progress assessor.
- Attend regular tripartite reviews with your line manager and progress assessors.
- Complete pre-and post-module skills scans to support your learning outcomes and demonstrate the distance traveled throughout your apprenticeship.
- Generate a portfolio of evidence throughout in preparation for your end point assessment.
- Submit your assignments on time for marking.

Signed Commitment Statement

Under the rules of the apprenticeship funding you, your employer, your line manager and Hult must sign a commitment statement. This must include information on the planned content and schedule for training: what is expected and offered by your employer, Hult and you; and how to solve any queries or complaints.

Apprenticeship Agreement

Additionally, you will sign an Apprenticeship Agreement with your employer. This is an official document setting out the skill, trade or occupation for which the apprentice is being trained; the qualifying Apprenticeship standard that the apprentice is following; the dates during which the apprenticeship is expected to take place; and the amount of off the job training that the apprentice is to receive. The agreement will be completed with you and employer at the start of your apprenticeship.





What is 20% Off-The-Job (OTJ) Training?

During your apprenticeship you are required to spend at least 20% of your time during your normal working hours (excluding any overtime), dedicated to your apprenticeship learning. The 20% can be calculated by undertaking numerous activities, for example:

- Attending live teaching sessions
- Webinars
- Job shadowing
- Mentoring
- Attending meetings
- Project work
- Writing assignments
- Reflective journals
- Revision
- Attending employer run training sessions relevant to your apprenticeship

For further information please refer to this guide:
https://www.gov.uk/government/publications/apprenticeships-off-the-job-training

Apprentice reviews

To support and review your progress during your apprenticeship, you will be required to attend progress reviews as well as tripartite reviews along with your line manager. These reviews enable an open dialogue to ensure that you are receiving and recording the 20% off-the-job training. Additionally, we review your targets and assignment feedback. We are also interested in how you are applying your learning and the impact it is having in your job role.

Progress reviews provide a safe space for an open discussion.



Apprentice Orientation

To prepare you for your apprenticeship with Hult you will attend an orientation. The purpose of the orientation is to provide you with an overview of the systems you will be using, including how to access course content through *My Courses*; how to record you 20% off the job training through *Pebble Pad*; how to access our *Library Services* and how to register for your webinars and live sessions.

If you are to complete functional skills in Maths and/or English you will be provided with details of how you will be supported and by whom. We will also detail where to go for support and the all important contact information, to ensure that you are fully prepared for your apprenticeship learning journey.

You will also be provided with information relating to safeguarding and prevent and how to contact Hult. You will be provided with details of how to access further educational needs support.

What to expect from your Apprenticeship 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 will your Apprenticeship be assessed?

Throughout your programme, Hult will discuss your progress and agree targets to stretch and challenge your learning to maximise your potential.

- End Point Assessments will vary depending on the programme and each apprenticeship's End Point Assessment plan
- Modular Assessment may include project work, portfolios, reports, assessments, professional discussions and presentations
- Together, we will monitor the impact you achieve as a result of your learning, through the completion of Program SkillsScan and pre-and-post-module skills gap analysis documents to demonstrate the distance travelled as a result of your learning.

Systems access to support your Apprenticeship:

To support your learning, you will be provided with your own student email address to access the following systems via Single Sign On (SSO)

- MyCourses (Canvas) learning management platform. You will gain access to the teaching materials, recordings and suggested reading lists for your module
- MyHult – an app that provides direct access on your phone to key events, tasks, documents and your schedule
- Worldcat library resources
- Zoom registrations for your live online sessions.

Prior to starting your apprenticeship, you will be given access to Skills for Study – a practical tool to help you to prepare. It includes:

- Getting ready for academic study
- Reading and note-making
- Writing skills
- Critical thinking skills
- Referencing and understanding plagiarism

To support your further we will provide you with access to a simple to use platform, Pebble Pad, for recording your mandatory 20% off-the-job training hours and build your evidence-based portfolio in preparation for your end point assessment.





Limitless Learning

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 you to succeed and engage in live sessions to develop your knowledge, skills and behaviours.

End Point Assessment (EPA)

In order to complete your Apprenticeship, you will have your skills, knowledge and behaviours evaluated at the taking an external end point assessment. Each apprenticeship standard has its own 'Assessment Plan' which details the requirements of the End Point Assessment and the and the criteria required to successfully achieve your apprenticeship, resulting in a Pass, Merit or Distinction as detailed in the standard.

Apprentices, employers and Hult will agree jointly that you are ready to move onto their EPA by passing the gateway stage.

Apprenticeship gateway

Gateway takes place before an EPA can start. Along with your employer and Hult you will review your knowledge, skills and behaviours to see if you have met the requirements of the apprenticeship set out in the apprenticeship standard as evidenced in the End Point Assessment Portfolio.

You should also be ready toto complete the assessment requirements, such as a professional discussion and presentation of the work based project. To meet the requirements set out in the apprenticeship standard as an apprentice you need to:

- display occupational competency
- have evidence of or passed functional skill levels in English and Maths
- complete the mandatory training
- take any qualifications set out in the standard
- meet the minimum duration for your apprenticeship training

Contact Us

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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