

# WELCOME TO THE APPRENTICESHIP HUB

**At the University of Wolverhampton we have been providing students with the opportunities presented by a first class education for over 180 years.**

The Apprenticeship Hub is the next step in our investment in the future of our students and the regional economy, providing employers at the heart of our services the solution to maximising their apprenticeship ambitions.





## What we offer

In response to the development of Degree Apprenticeships and the Apprenticeship Levy, plus strong interest from local employers, we are offering Higher and Degree Apprenticeships to aid the development of higher level professional and technical skills.

## Our aim is to:

- create apprenticeship opportunities
- upskill existing employees to address skills gaps
- develop new talent with new employees
- drive the growth in the local skills base for employers' current and future needs.

We are working with a network of colleges and training providers to offer employers apprenticeships at all levels, as well as supporting individuals into apprenticeships and their progression into higher level job roles.

The following Higher and Degree Apprenticeships are available at University of Wolverhampton

From May 2017 will be in:	
Higher Apprenticeship in Construction Management	L5
Chartered Manager Degree Apprenticeship	L6

From September 2017 will be:	
Chartered Legal Executive	L6
Digital and Technology Solutions Professional	L6
Design and Development Engineer	L6
Manufacturing Engineer	L6
Chartered Surveyor	L6

\*There are a number of Degree Apprenticeships in development that we will be offering once approved for delivery by Government. These will cover occupations in the Public Sector, Health/Social Care, Construction and Civil Engineering sectors. See our website for details.

## How we can help

The Apprenticeship Hub is a one-stop destination for employers, parents, and apprentices.

You can access valuable resources and support, including details on available apprenticeship programmes covering a wide variety of trades and professions.

We also offer presentation and meeting space for businesses, career advisors, school/college teachers and more to help raise the profile of apprenticeships in the region.

Located on Molineux Street, City Campus Molineux, you can drop in or book an appointment to find out more about how an apprenticeship could benefit you or your business.

To get in touch, tel: **01902 323 127**  
or email: **apprenticeshiphub@wlv.ac.uk**  
**wlv.ac.uk/apprenticeships**

# HIGHER AND DEGREE APPRENTICESHIPS: A GUIDE FOR APPRENTICES

**Are you looking to combine training and skills  
development with on-the-job experience?  
An apprenticeship is for you.**

At the University of Wolverhampton, as well as progression from Intermediate and Advanced Apprenticeships, we offer Higher and Degree Apprenticeships so you can gain higher level skills to further your career.





## What are Higher and Degree Apprenticeships?

**Higher Apprenticeships** are all apprenticeships which include the achievement of academic and vocational qualifications from certificate of higher education/HNC level (NVQ Level 4) and above.

If you choose a **Degree Apprenticeship**, you will achieve a full Bachelor's or Master's degree (NVQ Levels 6 and 7) as a core component of the apprenticeship.



## What are the benefits?

As an apprentice studying with us, you will:

- earn while you learn: you'll be employed and paid at least the national minimum apprenticeship wage
- develop in-demand workplace skills for a defined professional role
- get a head-start with an employer who wants to invest in your future
- begin your journey to membership of a professional body
- benefit from our state-of-the-art facilities, multi-million pound investment and student learning opportunities, commended by the Quality Assurance Agency in 2015.

**89%** OF APPRENTICES ARE SATISFIED WITH THE QUALITY OF TRAINING.\*

**85%** OF APPRENTICES REPORTED THEIR ABILITY TO DO THEIR JOB HAD IMPROVED.\*

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## How is a Higher or Degree Apprenticeship delivered?

Our apprenticeships are a combination of learning on and off the job, at the highest level. It brings workplace training, your programme of study and your full-time job together.

## Do I need to be employed?

Yes, you'll be employed for the duration and will normally work at least 30 hours per week.

## How long does it take to complete?

The duration of a Higher or Degree Apprenticeship can vary, between one to six years.

## How much does it cost?

A Higher or Degree Apprenticeship won't cost you, the apprentice, anything – your employer and the government cover the costs of your training and assessment.

## How do I find out more?

Our Apprenticeship Hub is a one-stop destination where you can access valuable resources, support and information on our apprenticeship programmes. Drop in or book an appointment and find out where an apprenticeship could take you in the future.



# HIGHER AND DEGREE APPRENTICESHIPS: A GUIDE FOR EMPLOYERS

**Are you looking to upskill employees or attract new talent? Bring real benefits, including higher level professional and technical skills, into your business with Higher and Degree Apprenticeships.**

Our Apprenticeships are closing the skills gaps faced by employers, through work-based learning with training costs co-funded by the government.



## What are Higher and Degree Apprenticeships?

These Apprenticeships include the achievement of academic and vocational qualifications and learning up to Bachelor and Master's degree levels.

## What are the benefits for my business?

The Apprenticeship model has a number of benefits for employers. You can:

- develop a highly skilled, professional workforce
- train and upskill your current employees
- attract new talent, including high-calibre school-leavers
- create opportunities for progression within your organisation
- draw from a talent pool when employees leave or retire
- improve staff morale and experience.

With strong employer links in the region, at the University of Wolverhampton we are experienced in developing solutions for business. Our specialist facilities and support include the Apprenticeship Hub, your one-stop destination for advice and information on all of our available apprenticeships.

This, together with a commendation from the Quality Assurance Agency for our enhancement of student learning opportunities, means you can be confident our Apprenticeships will deliver.

# 82%

**OF APPRENTICE EMPLOYERS  
ARE SATISFIED WITH THE  
QUALITY OF TRAINING.\***

\*Ipsos MORI survey of UK apprentice employers, January-March 2014



## How is a Higher or Degree Apprenticeship delivered?

Apprenticeships are a mixture of on-the job and classroom-based learning – usually, an apprentice will spend around 80% of their time in the workplace.

University tutors will work with you to agree the focus of work-based projects, ensuring they impact directly and positively on the business. For existing employees, significant new knowledge and skills will be acquired through the apprenticeship.

Delivery is flexible; contact us to discuss requirements and find out how we can help to deliver the Apprenticeship model that's right for you.

## What is the commitment for my business?

To benefit from the skills and knowledge brought into your business from higher level Apprenticeships, there are a few things you must agree to do.

For example, you must pay at least the minimum wage for an apprentice (which varies by age) and the Apprenticeship must last for a minimum of 12 months. Find out more about requirements at the Apprenticeship Hub.

## How much does it cost?

The cost of a Higher or Degree Apprenticeship varies depending on the course and the mode of delivery.

### **For employers with a payroll below £3 million:**

The Government will pay 90% of the cost of the apprenticeship training and assessment for apprentices of any age, for employers who will not be paying the apprenticeship levy. You may also be eligible for extra employer incentives.

### **For employers with a payroll above £3 million:**

From May 2017 employers will be able to use their Apprenticeship Levy contributions towards the cost of the apprenticeship using their digital account. We will agree a payment schedule and discuss funding availability before you start your apprenticeships and ensure the cost to your business is clear upfront.

If you employ an apprentice under the age of 25, you may no longer have to pay employer Class 1 National Insurance contributions on their earnings up to the new Apprentice Upper Secondary Threshold.

## How do I find out more?

To find out more about how apprenticeships can help your business, contact us at the Apprenticeship Hub.

To get in touch, tel: **01902 321 000**  
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# THE APPRENTICESHIP LEVY: HOW IT WORKS

**Are you a UK employer with an  
annual pay bill over £3 million?**

From April 2017, the way the government funds apprenticeships is changing. The new Apprenticeship Levy will require you to make an investment in Apprenticeships, from which you can benefit by training existing employees or new recruits and bringing high level professional and technical skills into your business.





## Here's what you need to know:

- The levy will be charged at a rate of 0.5% of your yearly pay bill.
- You will only pay the levy if your pay bill exceeds £3 million in a given year.
- Your pay bill will be based on the total amount of earnings subject to Class 1 secondary National Insurance Contributions (NICs).
- You will pay the levy to HM Revenue and Customs (HMRC) through the Pay as You Earn (PAYE) process.
- You will have a levy allowance of £15,000 per year to offset against the levy you pay.
- You will receive a monthly 10% top-up from the government to funds you have for spending on Apprenticeship training.
- If you are part of a group of connected companies, you will only be able to use one £15,000 allowance.
- If you already contribute to an existing industry levy scheme, you will still be required to pay the Apprenticeship Levy if your pay bill is over £3 million.

Once you have paid the levy to HMRC, you'll be able to access funding for apprenticeships (including training and assessment) through a new Digital Apprenticeship Service, an online account which you will be able to register for from January 2017.

Every Apprenticeship standard and framework will be placed in a funding band, which will define the maximum amount that can be used towards training and assessments costs over the length of each Apprenticeship.

You may also be eligible for extra employer incentive payments, including for successful completion, taking on 16-18 year-olds and if you are an SME.\*

### **For employers with a payroll below £3 million:**

The Government will pay 90% of the cost of the apprenticeship training and assessment for apprentices of any age, for employers who will not be paying the apprenticeship levy. You may also be

\*The Government is announcing new funding methods for April 2017 and so changes will apply.



eligible for extra employer incentives.

### **For employers with a payroll above £3 million:**

From May 2017 employers will be able to use their Apprenticeship Levy contributions towards the cost of the apprenticeship using their digital account. We will agree a payment schedule and discuss funding availability before you start your apprenticeships and ensure the cost to your business is clear upfront.

## Need advice? Visit the Apprenticeship Hub

To find out more about the Apprenticeship Levy and the benefits of apprenticeships for your organisation, get in touch with us at the Apprenticeship Hub.

We can help you to plan your Apprenticeship programme ahead of the changes and begin to develop your workforce through our range of Higher and Degree Apprenticeships.

As more details about the Levy are announced, we'll be able to update you so you have all the information you need on funding, eligibility and more.

We're here to help your business get the most out of apprenticeships, so get in touch with us for further guidance.



To get in touch, tel: **02902 321 000**  
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