

**University of
Northampton**

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**Higher & Degree
Apprenticeships**

INFORMATION FOR EMPLOYERS

WELCOME TO THE EMPLOYERS GUIDE TO **HIGHER & DEGREE** **APPRENTICESHIPS**

Welcome to the University of Northampton where we are dedicated to supporting aspiration, creating opportunities and delivering impact.

The University of Northampton apprenticeships embrace the growing development for vocational higher education in England by offering higher and degree apprenticeships specifically designed by industry to respond to high level skills gaps.

We are one of the youngest universities in the UK but we are already leading the way in adding value to society, which we call social impact. We have won multiple awards for our work in this area, among others, but what matters the most to us is ensuring that our students and graduates have the opportunity to make their mark on the world too.

We want to break the mould of what Higher Education can be. This has led us to build a whole new University from the ground up that is designed to reflect the way that you actually learn rather than the way you are expected to learn.



**Understand the
apprenticeship
levy**



**Get to know the
benefits of
apprenticeships**



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programmes we
offer**

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If you would like to find out more about
higher and degree apprenticeships, scan the
QR code:



INTRODUCTION

Offering a Higher and Degree Apprenticeship scheme is a great way for organisations to support their staff and their professional development, as well as attract new talent. Our work-based programmes enable organisations to develop their employees within specific job roles. Their learning will fit around work commitments with flexible approaches, such as block release, distance or blended learning.

BENEFITS TO YOUR ORGANISATION

Employers of all sizes from any sector can access apprenticeships and they are a proven way to train your workforce whilst making your organisation more productive and competitive.

Increase productivity

Develop the knowledge, skills and confidence to help achieve business objectives and thus making the workplace more productive.

Attract fresh talent

Attract talented and enthusiastic individuals to join and contribute to your business.



Minimise staff turnover

Investing in staff development leading to improved staff loyalty and increase in staff retention.

Reduce skill shortages

Fill skill gaps by providing apprentices with relevant skills your business needs.

APPRENTICESHIP LEVY

WHAT IS THE LEVY?

To fund the increase in apprenticeships, the Government introduced an apprenticeship levy in April 2017. The levy amounts to a 0.5% tax on the wage bill for employers whose salary costs are £3 million or more each year.

Employers paying the levy are able to access their funding through the digital apprenticeship service to pay the provider of their choice. Funds will expire 24 months after they enter your apprenticeship service account unless you spend them on apprenticeship training with a training provider, such as the University of Northampton.

EMPLOYERS THAT DON'T PAY THE LEVY

Small businesses with a pay bill of less than £3 million will have 95% of the training fees for apprentices paid on their behalf by government funding.

The government will ask you to make a 5% contribution to the cost of this training and government will pay the rest, up to the maximum amount of government funding available for that apprenticeship. As both you and the government make a payment, this is called 'co-investment'.

If you would like to maximise the benefits of Higher and Degree level apprenticeships in your organisation and ensure you are putting your levy funds to the best use possible, email us on **apprenticeships@northampton.ac.uk** for an unbiased consultation.

OUR OFFERING

The University of Northampton apprenticeship programmes are aligned with your organisational needs by offering staff the chance to gain an academic qualification whilst being employed full-time. Our apprenticeship offering can be defined in three easy-to-access services as shown in the diagram below.

Existing employees and new apprenticeships

Our apprenticeships are created with your business in mind! They have been carefully designed in collaboration with employers to help you attract new talent and develop your existing workforce, thus enabling you to improve overall performance and productivity and fill any higher-level skill gaps.

Developing new apprenticeships

Employers are at the forefront of the development of apprenticeships, ensuring workplace skills align with industry needs. Professional bodies help with routes to professional registration, while training providers contribute delivery ideas and readiness. The University of Northampton adheres to these standards, providing business-relevant skills and qualifications. We assist in developing apprenticeship programs to access local talent and skills.

Apprenticeship advice and

We have a dedicated Apprenticeship Team who can provide advice and guidance on any apprenticeship queries you may have. Simply email us on **apprenticeships@northampton.ac.uk** and we will be happy to help you.

EMPLOYERS COMMITMENT

Off The Job Hours

The requirements of the apprenticeship course, including the amount of planned off the job hours will be confirmed in the Training Plan document, provided at the start of the course. Apprentices must spend a minimum of 20% of their working hours working towards their apprenticeship. However, at higher and degree level, in most cases, it will be more than 20%. Apprentices must record their off the job hours and they must be completed during normal working hours.

Working in Partnership

Apprenticeships work best when training providers and employers work together. We will work in partnership with yourselves and the apprentice to provide support throughout the apprenticeship journey. The programme and apprenticeship teams at UON will aid you in defining your requirements and training needs including how to get the most out of your levy. Part of this includes regular tripartite meetings to discuss apprentice progress, goals and updates.

Supporting Your Apprentice

Apprentices succeed when they are supported. There are many ways to support your apprentice throughout the programme, but a few suggestions include, finding development opportunities, celebrating successes, mentoring and supporting their wellbeing. By employing an apprentice or a colleague starting an apprenticeship you are agreeing to the Department for Education rules (available online).

FREQUENTLY ASKED QUESTIONS

Do you only offer apprenticeships to businesses in Northamptonshire?

No. Many of our apprenticeship programmes are available nationwide and we are always happy to discuss delivery modules with employers.

Who is eligible to be an apprentice?

Apprentices must be employed for a minimum of 30 hours per week. Degree apprenticeships can be used to recruit new staff to your business or to upskill existing staff. Apprentices must also have the right to live and work in the UK.

How is the apprenticeship programme delivered?

A degree apprenticeship combines University academic study with on-the-job training. The University apprenticeships are delivered in a flexible way, with options including day sessions, block delivery and online training.

How long will the apprenticeship last?

At our University, apprenticeships last between two and four years, depending on the programme.

What is an apprenticeship agreement and why do I need one?

It is a mandatory requirement that all apprentices have an apprenticeship agreement. The apprenticeship agreement is a three-way partnership which sets out the responsibilities between the employer, the training provider and the apprentice.

What support will my organisation receive?

The University of Northampton will help your organisation to identify a Higher and Degree Apprenticeship programme to meet the requirements of your business. We will also guide you through the contractual and operational aspects of the apprenticeships system including the funding rules.

IMPORTANCE OF EQUALITY, DIVERSITY AND INCLUSION

At the University of Northampton, we are dedicated to fostering a vibrant, ethical, and sustainable environment for work, study, and living, where equality, diversity, and inclusion are deeply valued.

The EDI team ensures that fairness is at the core of everything we do, encompassing the protected characteristics. As an employer, you should also focus on EDI to create an inclusive and equitable workplace.

ATTRACTING DIVERSE TALENT

When hiring new employees, make sure you review the job description and promotional material to attract a diverse range of candidates. Consider these questions:

- Are all 'essential' criteria truly necessary for the job?
- Do any criteria reflect biases about the 'type of person' for the role?
- Could additional criteria broaden the candidate pool?
- Do you include inclusion-related criteria as essential requirements?
Examples: 'ability to inspire diverse students', 'commitment to diversity and inclusion'.
- Does the language describe behaviours rather than stereotypes (e.g., 'results-driven', 'people-person')?
- Is the terminology accessible to external applicants, avoiding 'insider language'?
- Are your web pages welcoming to all backgrounds? Would marginalised groups feel they belong?

If you would like to know more how the University of Northampton is prioritising equality, diversity and inclusion, scan the QR code:



EMPLOYERS WE HAVE WORKED WITH

We work with a diverse range of employers. We have worked with over 160 employers and that number continues to grow by the year alongside our apprenticeship courses. Below are just a few examples you may have heard of...

Avara Foods

Hertfordshire County Council

Ayrshire Metals Limited

Cambridgeshire County Council

Babcock Integrated Technology Ltd

Cable Management Warehouse Ltd

Central Bedfordshire Council

Essentra Components
Limited

Bedford Borough Council

Digital Manufacturing Centre Ltd

GKN Aerospace Services Limited

Cadent Gas Limited

"The experience has been hugely positive. The level of education delivered is excellent and interacting with staff at the university has been easy to do, they help me as an employer navigate the apprenticeship pathway."

Martin O'Dowd, Head of Physical Healthcare, St Andrews Healthcare

NHS

Shaw Trust

Rolls Royce

PJ Care Ltd

Milton Keynes Council

Mercedes-Benz Grand Prix Ltd

Machinery World Ltd

Network Rail Infrastructure Limited

North Northamptonshire County Council

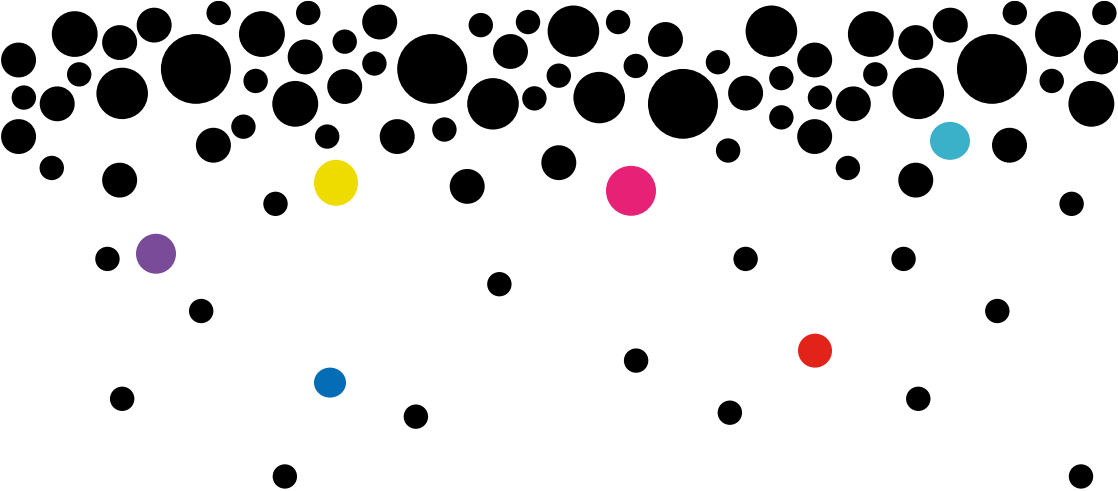
"The victims who encounter a Police Constable Degree Apprenticeship (PCDA) graduate will be more likely to have a better experience with an officer who has a wider knowledge in policing."

Damian Hiscocks, Force Training Manager, Northamptonshire Police

Midland Aerospace Limited

Peterborough City Council

West Northamptonshire Council



**Scan the QR code to see the current
apprenticeship courses we offer.**



Contact Us

If you have any questions or would like to find out more about any of our apprenticeships, please visit our website:

apprenticeships.northampton.ac.uk

or email us on: **apprenticeships@northampton.ac.uk**