

Welcome to your UCEM Apprenticeship

Transcript

Welcome to UCEM. The purpose of this video is to explain generally what we mean by an apprenticeship, describe the major components and outline how we deliver it here.

How apprenticeships are managed is laid down by the Education Skills Funding Agency in their funding rules. Different versions of these are available for both employers and training providers. All apprenticeships delivered here at UCEM are employer-led standard trailblazer apprenticeships. The content of the programmes are determined by the knowledge, skills and behaviours requirements laid down in the individual apprenticeship standards. Copies of these can be found on the Institute for Apprenticeships website. In addition, further information can be found on our website or there are individual UCEM videos on the different programmes, outlining things such as the mandatory qualifications, programme timelines and assessment methods.

All apprenticeships are workplace learning programmes. The majority of the learning, up to 80 percent, takes place in the workplace. There is then the mandatory qualification, which here at UCEM is usually a BSc or Master's Degree. Then there is the maths and English requirement. And finally, your end-point assessment.

So, taking these components individually. As the majority of the work of the learning takes place in the workplace, it's very important that the apprentice is in the right job. That they work for an employer that can provide them with the necessary opportunities and experience to be successful on their programme. As this is so important, UCEM asks all employers that place apprentices with us to undertake an employer approval process. How we do that is covered in a separate video.

How the apprentice can learn at work includes things such as peer and client interaction, following industry processes and professional interaction. For the mandatory qualification, that is obviously delivered by us here at UCEM and includes people such as programme leaders, module leaders, tutors, support tutors, librarians, student engagement and wellbeing teams, amongst others. The academic content is delivered by our state-of-the-art virtual learning environment.

To assist an apprentice [to] complete their academic qualification, it is a requirement of the apprenticeship that they've given twenty percent of their contracted hours off to help them complete their academic studies. As this is an ESFA funding requirement, it will need to be evidenced as part of your apprenticeship programme.

With regard to the maths and English requirements, most apprentices start on programme with their Level 2 maths and English equivalent qualifications. These will need to be evidenced by the certificates. If an apprentice doesn't have these or cannot evidence them as part of the apprenticeship enrolment, then they will need to complete functional skills qualifications alongside their apprenticeship. This may be an additional cost for the employer and require extra off-the-job training hours.

Once an apprentice can evidence the learning in the workplace, has completed their mandatory qualification and provided their maths and English certificates, they are then ready to go through the Gateway. The Gateway is a tripartite assessment between the

employer, the apprentice and UCEM, which identifies that the apprentice is ready to go forward for their end-point assessment.

The end-point assessment can take various forms and differs greatly between the different apprenticeship programmes, so is covered in those separate videos I mentioned. It can be things such as a project, professional discussion, or completion of an academic model on the degree. Once the end-point assessment is finished, the apprenticeship has been successfully completed.

If you have any questions regarding this, please speak to your account manager in the business development team or speak to us here in apprenticeship admissions.