

# Apprenticeships - a manager's guide

## Why consider apprenticeships?

Apprenticeships are an alternative way to build your team. An apprenticeship is a real job with training allowing the apprentice to achieve a nationally recognised qualification whilst earning a salary. Apprenticeships can:

- Enable us to grow our own talent and build a loyal and qualified workforce;
- Help tackle skill shortages;
- Attract enthusiastic talent with fresh ideas;
- Be tailored to specific job roles, making them flexible to your team's / department's needs;
- Provide you with the skilled workers you need for the future;
- Increase employee satisfaction and loyalty and help reduce staff turnover; and
- Be free – the university (in most circumstances) can draw down the levy to cover the cost of the apprenticeship.



## What Apprenticeships are available?

Apprenticeships cover 15,000 different job roles across 170 industries. To find what specific apprenticeships are available, log on to the government website.

### Aston University also offer 'Degree Apprenticeships' which include:

- Digital and Technology Solutions
- Chartered Manager Degree Apprenticeship
- Manufacturing Engineer Degree Apprenticeship
- Research Scientist MRes Degree Apprenticeship

For a full list of apprenticeships at Aston visit <https://www.aston.ac.uk/staff-public/hr/development/apprenticeships>

## Did you know... Apprenticeships are available to both new and existing staff?

New apprentices employed by the University will be paid as per the Apprenticeship Pay Scales which equates to 80% of the University salary scales. There is no set grade for apprentices and we advise you to share your plans with your HR Business Partner who will also be able to undertake a Job Evaluation of the role to establish the grade.

For more information visit the Apprenticeships page or email [orgdev@aston.ac.uk](mailto:orgdev@aston.ac.uk)

## How does 'Off-the-job' training work?

Apprenticeships are work-based programmes. Off-the-job training is a form of training that can take place in the workplace or away from it, and can be formal or informal training. It must be separate from the productive / normal day-job. The training is required to help the apprentice become fully occupationally competent in the workplace.

Over the course of their apprenticeship, apprentices (new employees and existing staff) are entitled to have on aggregate at least 20% (subject to maximum of 6 hours) of their working week allocated to their study and this must be supported by their manager. Apprentices have to keep a record of off-the-job training completed.

Off-the-job learning must impart new learning to the individual, which will help them to achieve the required knowledge, skills and behaviours set out in their apprenticeship.

Please remember, the off the job hours can be utilised in different ways and can vary week to week. For example:

- One day a week;
- Two half days a week; or
- A couple of hours a day.

## How does off-the-job training work when an employee is on holiday?

When calculating the required amount of off-the-job training, employee's statutory leave entitlement should be deducted (pro-rata for part time workers). It should be clear how the amount of off-the-job training required has been worked out and it must be recorded in employee's evidence pack.

