



Apprenticeships

Degree and Higher Apprenticeship Employer Handbook

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1.0 INTRODUCTION

Thank you for choosing the University of East Anglia (UEA) to deliver Higher and Degree Apprenticeships to your staff. This guide provides general information for employers about the University and the apprenticeship programmes that we deliver. Separate information will be provided to apprentices as they enrol.

For any questions or further information about anything contained within this handbook, please contact apprenticeships@uea.ac.uk.

This handbook should be read in conjunction guidance issued by the government: [Employing an apprentice](#).

2.0 ROLES AND RESPONSIBILITIES

We will ask you to sign a [Training Plan](#) before your apprentice(s) start their course.

We will provide the content for this document for you to sign; should you have any questions or need any amendments you can liaise with us to discuss these.

The Training Plan outlines the expectations of all parties of an apprenticeship programme, meaning the apprentice, the employer, and the University. All three parties must work together for a successful apprenticeship. Below are the considered responsibilities of each of these parties to ensure full support for the apprentice and a successful outcome.

The apprentice agrees to:

- Provide the University and Employer all relevant information to assist in learner or programme eligibility checks.
- Comply with any policies and procedures as outlined in the training plan.
- Attend all required off-the-job training and workshops (or notify the University/employer, in advance where possible, of non-attendance).
- Complete coursework, assignments, and exams required to achieve the apprenticeship.
- Positively engage in the learning activities for each module, including independent study and research (to take place during working hours).
- Provide the University with evidence of off-the-job training.
- Prepare for, attend and contribute to the progress review meetings, agreeing on targets and objectives or progress of the apprenticeship.
- Confirm with the employer and the University when you have completed you are ready to take the End Point Assessment.
- Ensure your employer and/or the University is aware of any concerns or issues you have, including those relating to learning support, health, well-being or anything else that might impact on your apprenticeship and achievement.
- Report to the University any long-term absence from employment, and therefore the apprenticeship.

The employer agrees to:

- Work with the University to identify the most suitable apprenticeship standard for the apprentice.
- Support the University by providing information for the completion of the eligibility checks of the apprentice.
- Confirm agreement that the University has made appropriate checks, that:
 - They have agreed that the apprenticeship is the most appropriate learning programme for the individual.
 - The apprentice has an opportunity in the workplace and job role to gain the knowledge, skills and behaviours needed to achieve the apprenticeship.
 - The apprentice has the appropriate support and supervision to carry out their job role.

- Prior learning has been considered with the design of the programme.
- All off-the-job training can be completed during working hours.
- Agree on the fee for the apprenticeship programme, allowing for the apprentice's prior learning and is aware of the obligations regarding co-investment, or levy transfer.
- If required, an End Point Assessment organisation has been appointed (at least 6 months prior to the end of the programme).
- The training plan, as developed by the University, has been agreed, including:
 - Delivery of off-the-job training (where agreed and detailed in the training plan)
 - Ensuring the apprentice has opportunities to practise new skills in the workplace.
 - Assisting in collating employer held evidence of off-the-job training.
 - Contributing to progress reviews with the apprentice and University
 - Agreeing with the apprentice and University, when learning is complete, and the apprentice is ready to undertake the End Point Assessment.
- Work collegiately with the apprentice and University to address and resolve any complaints brought by the apprentice/University.
- Report any long-term absence from work for recording as Breaks in Learning.
- Confirm that their apprentice is not undertaking another apprenticeship or other Department for Education funded programme at the same time as the apprenticeship covered by their Training Plan, and that their apprentice has not been asked to contribute to the cost of their training and assessment for their apprenticeship (including through a student loan).

The University agrees to:

- Check the eligibility of the apprentice against the Apprenticeship Funding Rules.
- Conduct the following checks with the employer:
 - The employer was offered (where appropriate) the option of the free Recruit an Apprentice service.
 - The employer has a contract of service with the apprentice which is long enough to complete the apprenticeship successfully (including End Point Assessment).
 - The employer and the apprentice have signed an apprenticeship agreement.
 - The employer is paying the apprentice a lawful wage.
 - The employer has agreed that the apprenticeship is the most appropriate learning programme for the individual.
 - The employer agrees to release the apprentice for the off-the-job training that is required in the training plan.
 - The employer will allow the apprentice to complete their off-the-job training during working hours.
 - The employer will give the apprentice appropriate support and supervision.
- Devise a plan of training, for agreement by all three parties, taking account of the following:
 - An initial assessment of the learner's pre-existing knowledge, skills and behaviours, against those required to achieve the apprenticeship.
 - The learner's current English and maths working level.
 - Any learning support needs.
 - The minimum off-the-job training requirement.
- Negotiate a fee with the employer, including the following checks:
 - Additional payments/bursaries.
 - Relevant prior learning (which would reduce the duration of the programme and the negotiated price).
 - That the employer understands any obligations in relation to co-investment (where appropriate) and levy transfer.
- Provide an induction programme to the apprentice and the employer that explains the training plan.
- Manage/provide the off-the-job training as detailed in the training plan:
 - Provide appropriate learning materials to the apprentice.
 - Report apprentice engagement issues in line with the University's attendance and engagement policy.
 - Ensure the quality of delivery through regular observations of teaching and learning and apprentice/employer feedback.
- Provide any certification as agreed with the employer/apprentice and/or required by the apprenticeship.

- Lead the progress reviews with the apprentice and employer, ensuring these are booked and take place within each 3 months whilst the apprentice is on programme.
- Update the training plan in consultation with the employer and apprentice when required.
- Agree, with the apprentice and employer, when learning is complete, and the apprentice is ready to undertake the End Point Assessment (EPA).
- Complete any necessary processes (e.g., ILR) and upload data to the DfE as required to trigger funding.
- Make efforts to secure alternative employment for the apprentice if made redundant by the employer.
- Seek to resolve any complaints brought by the apprentice/employer.

3.0 THE UNIVERSITY OF EAST ANGLIA STRUCTURE

[About UEA](#). UEA was established in 1963, as of 2025 we have around 17,000 students studying with us. The University is divided into [four Faculties](#) and within each are several Schools of Study. Heads of School oversee management of resources, each programme of study also has a Course Director, and these are supported by module leads.

The Faculties and Schools are supported through central professional services, including a dedicated UEA Apprenticeships department. An Associate Dean Apprenticeships works across all Faculties supporting the delivery and quality assurance of apprenticeship programmes.

4.0 PROGRAMME STRUCTURE

All apprenticeship courses at UEA cover the knowledge, skills, and behaviours (KSB's) set out in the [apprenticeship standard](#) for that provision. Some standards have a mandatory qualification whilst others do not. The apprenticeship is considered complete once the apprentice has successfully undertaken the End Point Assessment.

The length of apprenticeships at UEA varies across programmes, the [course pages](#) on our website contain further information. The standard academic year runs from September to August. Starting points are structured around typical university timetabling for logistical and support reasons, in most cases this means start points in September/October or January/February. However, we will be happy to liaise with employers if there are good grounds to consider alternatives.

The School of Study will provide a timetable for the apprenticeship being undertaken. Approximate [Semester Dates](#) are available but note that apprenticeship courses sometimes vary slightly due to the nature of work/study arrangements.

Apprentices will complete studies through [Off-the-Job Training](#), consisting of taught content and assessed work-based learning. For some programmes there will be regulatory requirements (for example, placements in other work areas) and these will form part of the programme.

Each apprentice is enrolled as a student at the University and as such is bound by the [standard university terms and conditions](#).

5.0 RECRUITMENT AND SELECTION PROCESS

5.1 RECRUITMENT TO THE APPRENTICESHIP

Apprentices are employees and as such should follow the rules and procedures according to their terms and conditions of employment, including those relating to holiday entitlement.

Apprentices can be existing employees or new recruits. Entry requirements are listed on each [course page](#). If you plan to recruit new staff, please discuss timelines with us before advertising to allow sufficient time for interviews, selection and admission.

The UEA Apprenticeships department (in some cases with support from relevant schools of study within the university) will:

Liaise with you about positions to be filled, entry requirements, deadlines and placement of job advertisements.

Assist in checking advertisement content for accuracy (if required).

See that each vacancy is posted to findapprenticeship.service.gov.uk (if required).

Agree contractual terms with you for delivery of apprenticeships.

Where the apprenticeship has been procured as the result of an Invitation to Tender, both parties will be bound by the tender specification, and this will inform contractual and procurement processes.

Where the apprenticeship is procured via a procurement framework, both parties will be bound by the terms of that framework and contractual elements will be prescribed by the terms of the framework.

As an employer you have some specific responsibilities relating to employing apprentices which include:

Provide a contract (or variation of contract) that reflects the fact that they are undertaking an apprenticeship, the expected length of that apprenticeship and the specific conditions of employment. This includes paying the apprentice for the time taken to undertake their studies with UEA, work-based learning, time on placement or other time spent undertaking anything else necessary to complete the apprenticeship programme.

No conditions may be imposed on apprentices regarding the repayment of any part of the apprenticeship costs if the apprentice resigns, is made redundant or has their employment terminated at any point during the programme or in the future.

No conditions may be imposed on apprentices to state in a contract (or variation of contract) that they must remain in your employment after the completion of the apprenticeship.

Apprentice working hours should not exceed the [Maximum Working Weekly Hours](#), including time taken studying with UEA.

Employers must provide any necessary Personal Protective Equipment to allow the apprentice to carry out all their duties, at no charge to the apprentice.

Employers must pay any additional travel expenses incurred by apprentices in the pursuit of their apprenticeship (e.g. travel to placement or UEA).

5.2 INTERVIEWING AND ADMISSIONS TO UEA

Employers lead the recruitment process. Where recruiting new staff as apprentices, you may advertise through any usual recruitment channels (UEA can also add to the Find An Apprenticeship service, if required). Where upskilling current staff, expressions of interest can be used to identify candidates. UEA can provide information in relation to entry requirements to assist in shortlisting. Evidence of entry requirements having been met will be checked by UEA as part of the admissions process.

Shortlisting and/or interviewing can be carried out jointly (UEA and employers) or individually following the employers' usual routes and then by UEA. This will include the apprentice completing an Initial Needs Assessment (INA) and confirmation that all [eligibility requirements](#) for study of an apprenticeship have been met.

UEA will ask for various details and data to proceed with enrolling students into the university and ensuring the apprentice and employer are adequately setup to enable apprenticeship funding claims through the Department for Education.

Please ensure that applicants who have completed other apprenticeships prior to enrolling on a course at UEA have completed their End Point Assessment and have been listed as completed on the Apprenticeship Service (DAS).

UEA will ask apprentices and employers to complete and agree to Training Plans and Apprenticeship Agreements once their place is confirmed. Apprentices will be guided through [student registration processes](#).

5.3 ACCREDITATION / RECOGNITION OF PRIOR LEARNING (APL / RPL)

Apprentices will be asked to complete an Initial Needs Assessment (INA), part of which will be to ascertain if there is prior learning that can be accredited. The INA will either be carried out as part of the interview process or sent via email for completion following an interview. Recognition of prior learning (RPL) may be used to gain advanced entry or module exemptions.

UEA will also use tools such as the Learner Record Service to assess previous qualifications completed by applicants. The Course Director will liaise with you regarding any applicants who may need consideration for APL/RPL and the arrangements for capturing evidence of this learning.

There will be a price reduction and a reduction in the amount of Off-the-Job Teaching hours that the apprentice will need to complete in any cases where APL/RPL is applied.

6.0 INDUCTION OF NEW APPRENTICES

6.1 INDUCTION

Schools of Study within UEA will prepare and provide an induction pack for apprentices including teaching timetables, information relating to the course, the school of study and the university.

6.2 ASSIGNING APPRENTICESHIP ADVISERS

Each apprentice will be allocated an Apprenticeship Adviser. This person fulfils a role similar to a personal tutor. The Apprenticeship Adviser will work with the apprentice and with the employer throughout the programme, providing continuity and a single point of contact for academic and administrative matters relating to the individual apprentice. The responsibilities of the Apprenticeship Adviser include the following:

- Pastoral support (the normal 'personal tutor' role) including regular contact with the apprentice.
- Visiting each apprentice regularly and meeting you both to carry out formal progress reviews (scheduled at least every 3 calendar months).
- Contacting the apprentice regularly to discuss progress and any other academic requirements.
- Liaising with you for any other purpose.

6.3 SELECTING EMPLOYER MENTORS

We will ask you to nominate an 'Employer Mentor' for each apprentice. This individual should preferably not be the apprentice's line manager. The Employer Mentor should meet the apprentice regularly to discuss progress in their apprenticeship and should be empowered to act on behalf of the apprentice both as an advocate in the workplace and with the University. This mentor will attend the

formal Progress Reviews, record their comments at review and support the apprentice in setting and achieving personal targets, goals, and objectives.

7.0 TEACHING ADMINISTRATION

7.1 TIME ALLOWANCE FOR APPRENTICES – OFF-THE-JOB TRAINING (OTJT)

UEA will work with you to ensure that the delivery pattern for each apprenticeship best meets the needs of you, the employer and meets all applicable regulatory requirements. This means that delivery patterns may vary by cohort.

Off-the-job training (OTJT) is a requirement of all apprenticeships.

OTJT includes any component of learning of knowledge, skills and behaviours of the apprenticeship, and all such training must be undertaken within normal working hours (the hours for which the apprentice would normally be paid, excluding overtime).

UEA will help you to agree a suitable routine with your apprentice(s) to ensure course delivery requirements can be met.

[Apprenticeship funding rules](#) state that any apprentice that started a course prior to August 2025 must be allocated a minimum of 20% of their contracted hours (capped at 30 hours per week for funding purposes only and minus statutory leave) towards OTJT. This is based on the number of contracted hours over the period of the apprenticeship.

Any apprentice that started/starts a course from August 2025 onwards will have a defined minimum number of OTJT hours based on the rules for the apprenticeship standard they are studying, but this isn't related to the duration of the course or contracted hours.

In both cases (pre or post Aug 2025 start points), for some courses there will be a requirement for a higher number/proportion of working hours to be allocated to OTJT than the minimum. This may be for course delivery reasons or for professional or statutory regulatory body reasons.

Planned OTJT hours will be outlined within Training Plans and Apprenticeship Agreements, apprentices and employers will be asked to sign to commit to this before starting the course. It's important that you support your apprentice(s) throughout the duration of the course to meet this requirement. Should you have any questions please ensure you raise these before apprentices are enrolled on any course.

OTJT will need to be recorded and submitted to the university by apprentices, and we will ask you as the employer to verify this. It's important that evidence of OTJT is accurately maintained throughout the apprenticeship. The apprentice may also choose to undertake extra study in their own time, but this cannot ever make up for any OTJT.

7.2 COURSE STRUCTURE & MODULE OPTIONS

Learning and programme outcomes outline the specific knowledge, skills and behaviours which apprentices need to demonstrate to achieve each module, as well as the broader knowledge, skills and behaviours an apprentice must demonstrate to achieve the award on completion of the course.

Each apprenticeship programme will include a range of modules; some courses include only mandatory modules; some courses allow apprentices to choose from a selection of optional modules. In programmes containing optional modules, the University will advise apprentices when they need to select elective modules and will check each apprentice's elective choice.

We encourage you to discuss module options with your apprentice(s) and share any questions or feedback with the course team.

7.3 TIMING OF TEACHING

Teaching will include some timetabled activities that happen at a specific time each week as well as activities that can happen at any time (for example, self-directed study).

It may be necessary to schedule some teaching in the evening or at weekends; advance notice will be given to apprentices where this delivery pattern is employed. This is most usual for those apprentices who work to a shift pattern and/or where there is a need to attend placements as part of the regulatory bodies' requirements.

7.4 ON-THE-JOB TRAINING (WORK-BASED LEARNING)

At the start of each year, UEA Advisers will contact relevant Employer Mentors to discuss the role and responsibilities for the apprentice in the coming year. Apprentices will be expected to meet learning outcomes in their work-based learning environment.

The workplace mentor should ensure the apprentice is fully supported and that the Knowledge, Skills and Behaviours they are developing meet business needs.

Apprentices must document their work and achievements (course teams will outline how to do this), and the apprentice's portfolio of work will be reviewed regularly against their objectives as part of their programme of study.

7.5 ASSESSMENTS & EXAMINATIONS

Course teams will outline assessment methods and deadlines for submissions/schedules for examinations.

UEA regulations apply to submission deadlines, penalties may apply to instances of late submission, exceeding word limits, or other breaches of policy. Please support apprentices and ensure they have time to complete their assessments.

Submission dates can only be amended if there is a valid and evidenced reason to do so. Structured university processes apply in instances where extensions or changes to deadlines may need to be requested. Apprentices will be advised during their induction how the University rules and regulations relate to them. Apprentices can obtain further information on this via the [Student Information Zone](#), their student handbook or by contacting their Course Team.

Apprentices may be required as part of their course to sit exam-based assessments (examinations, course tests, OSCE's, presentations, practical assessments, group work). UEA Assessments and Quality Office (AQO) oversee and plan central examination processes and will publicise dates of examinations each year once they are set. It is important that apprentices are released from any work duties to undertake examinations at the required times.

7.6 PROGRESS REVIEWS & MONITORING – INFORMAL AND FORMAL REPORTING

UEA advisers will speak to apprentices regularly to discuss progress and issues. Where necessary, they will liaise with employer mentors, Course Directors or other key contacts to support the apprentice to find solutions to any issues or support them in their development.

Regular and formal Progress Reviews will be undertaken with the apprentice, adviser and employer mentor. These can be face to face or virtual. A report will be circulated to all parties on completion, signed by the adviser and apprentice, and a copy will be held on file for the apprentice.

The Progress Review meetings are an opportunity to

- Support apprentices with personal development.

- Check progress against agreed actions, and acquisition of the knowledge, skills, and behaviours (KSBs) of the apprenticeship standard.
- Assist with setting goals and targets to achieve objectives (linked to upcoming course content and the apprenticeship standard KSBs) and help to provide action plans on how to achieve these.
- Be a key contact point between the apprentice, the course director, the central UEA Apprenticeships team and you (employer).
- Ensure you (employer) is up to date with progress and any concerns or issues are raised.
- Offer support where needed or signpost to relevant help/advice.

For cohorts that started prior to Sep 2024: Progress reviews will be scheduled to take place at least 4 times per year, minimum every 12 weeks.

For cohorts starting Sep 2024 onwards: Progress reviews will be scheduled at least every 3 calendar months. For example, if a progress review takes place on 1 August 2025, the next review must take place on or before 30 November 2025.

It is important that progress reviews are undertaken within the timeframes outlined above, should there be any issues with scheduling, your support in assisting advisers to find appropriate dates and times will be required.

7.7 ENGLISH AND MATHS

All UEA apprenticeship programmes have entry requirements outlined on the [course pages](#). Apprentices must evidence that they have achieved the specified requirements before being permitted access to the programme. Where apprentices either do not have or cannot evidence these qualifications they will be required to obtain acceptable evidence prior to enrolment.

Further eligibility information is available on [UEA Apprenticeships Apply](#).

UEA does not offer English and/or maths study as part of any apprenticeship courses.

7.8 END POINT ASSESSMENT

The End Point Assessment (EPA) is a compulsory final stage of all apprenticeships. Apprentices must remain in employment and supported through to completion. UEA will liaise with you to ensure that the EPA takes place in a timely manner.

Apprentices will need to pass through 'gateway' before undertaking their EPA. 'Gateway' is a term used to signify the point at which the university, the employer and the apprentice agree that they have completed/acquired all of the requisite Knowledge, Skills and Behaviour of the course and are ready for their final assessment. Depending on the apprenticeship standard, it may be necessary to have completed all components of an academic award (issued by the university) to pass gateway, or this may be handled in an integrated fashion alongside EPA.

UEA will liaise with you as apprentices progress towards EPA to ensure you are able to support this process in full.

8.0 LIAISING WITH EMPLOYERS

8.1 CONTACT DETAILS

The appropriate University staff will liaise with employers via the Employer Mentors and/ or another contact point you provide. If your contact details change, please notify the UEA Apprenticeships Team (apprenticeships@uea.ac.uk) who will disseminate the information within the University.

8.2 APPRENTICE CHANGE IN CIRCUMSTANCES

Break in Learning or Withdrawal

Under DfE rules any period of inactivity in learning that covers a whole calendar month may require a break in learning, whether the apprentice is attending work or not. If you wish to withdraw an apprentice or if they require a break in learning, please contact the Apprenticeships Team as soon as possible to discuss and manage this process both from an Apprenticeship Service perspective and to comply with UEA regulations.

Redundancy

If an apprentice is made redundant, the employer should inform the UEA Apprenticeships Team as soon as redundancy has been confirmed. The employer should provide the University with a copy of the redundancy notice, which should indicate the day the apprentice became or will become redundant. The University will ensure its records show the redundancy information for DfE reporting.

The University will make reasonable efforts to support the apprentice in finding another employer. However, if a new employer cannot be found within 12 weeks of the apprentice being made redundant and they are more than six months or 25% from the end date of their apprenticeship they will be withdrawn from the apprenticeship.

If the apprentice is made redundant within six months of the end date of the practical period specified in the Apprenticeship Agreement, they may continue the programme without being employed under a written Apprenticeship Agreement (with the DfE continuing to fund the remaining costs of the price negotiated between the employer and the University up to the funding band maximum). However, it will be necessary to determine whether the course can still be delivered. This will be reviewed on an individual basis in all cases.

Apprentice Resignation

If an apprentice resigns from their job and training and assessment is no longer being delivered, DfE funding will cease. The employer must notify the University promptly of the apprentice's resignation. UEA can maintain accurate and up-to-date records for DfE reporting purposes.

9.0 FORMAL FEEDBACK

There will be a number of opportunities for apprentices to provide the University with informal feedback regarding their programme. The University also has a formal Quality Review process for all courses (e.g., module evaluations). As an employer of apprentices, you may also be asked by other agencies, for example DfE and Ofsted, to provide your views on how the programme is progressing and how it should develop.

9.1 COMPLIMENTS AND COMPLAINTS

We welcome any feedback. In the first instance please email apprenticeships@uea.ac.uk or the UEA adviser who works with your apprentice. Should you have any concerns that it is not possible to resolve informally, please view our [Statements and Policies page](#) for our Employer Complaints Policy. Apprentices can access use the [Student Academic Appeals and Complaints Procedure](#), or the [Non-Academic Complaints Regulations](#) for anything not directly related to the course.

10.0 FUNDING

Apprenticeship courses at UEA are supported by the government's Department for Education (DfE) and as such, are bound by their [funding rules](#). UEA can accept apprentices from:

- Levy paying employers.
- Levy transfer employers.

- Co-investment employers.

[DfE Employer's Guide to Apprenticeships – YouTube Channel](#)

10.1 LEVY PAYING EMPLOYERS

UEA Apprenticeships team will ask you to confirm that you wish to support named apprentices using your levy as part of enrolment processes. Once contracts have been issued and agreed, UEA Apprenticeships Team will contact you to request that you enter your apprentices onto the Apprenticeship Service (DAS) prior to them starting on programme. If you wish to grant permission for UEA to do this, you should contact the UEA Apprenticeships Team to discuss the information that you will need to provide for this to be completed on your behalf. In this instance, you will need to log into the [Apprenticeship Service](#) to confirm the details and approve them.

10.2 LEVY TRANSFER

If you are intending to fund apprenticeships by levy transfer, UEA Apprenticeships Team will ask you to indicate this as part of enrolment processing. This must be agreed, and the transfer made prior to the start of the apprenticeship. Where this is not complete, UEA reserves the right to charge you for initial training or to remove the learner from the apprenticeship.

Please note that you will need to apply to HMRC for a Gateway account to access a levy transfer in advance of the apprenticeship starting. This can take up to 3 weeks to be granted; this process needs to be started well in advance of the apprenticeship start date. Once this has been granted, please inform the UEA Apprenticeships Team. If you require further information or support in this process, please contact apprenticeships@uea.ac.uk.

10.3 CO-INVESTMENT

If you are intending to fund apprenticeships by co-investment, UEA Apprenticeships Team will ask you to indicate this as part of enrolment processing.

The co-investment rates for apprenticeships in England will change from 5% to 25% starting from 1st August 2026. This change applies to employers who do not pay into the apprenticeship levy and chose this method of funding or who have exhausted their levy funds and will affect the cost of apprenticeship training and assessment. of funding or who have exhausted their levy funds and will affect the cost of apprenticeship training and assessment. of funding or who have exhausted their levy funds and will affect the cost of apprenticeship training and assessment. of funding or who have exhausted their levy funds and will affect the cost of apprenticeship training and assessment. The government will continue to fund the remaining costs up to the funding band maximum. Employers must ensure they have sufficient levy funds to cover the full duration of each apprentice's programme. This does not apply for apprentices aged 16-24 years old; the full apprenticeship funding will be supported by the government.

The 25% fees will be invoiced directly to the employer and must be paid in part/full within 3 months of the apprentice starting on programme. If the 25% is not paid in part/full by this time, UEA reserves the right to remove the learner from the apprenticeship. UEA will accept the 25% in full or split annually over the duration of the programme, we will not accept monthly instalments. Please contact UEA Apprenticeships Team prior to employing an apprentice using this funding method.

The DfE has further YouTube videos to support you:

[Create an Apprenticeship Service Account](#)

[Reserve apprenticeship funds](#)

[Advertise Apprentice opportunities](#)

10.4 APPRENTICESHIP FEES

Apprenticeship fees are fixed by programme and will be clearly detailed in the contract between the University and the employer. Fees are paid through the Apprenticeship Service by utilising the apprenticeship levy. Details of fees can be accessed in advance of engagement by contacting the UEA Apprenticeships Team. Where apprenticeships are procured using a tender the price will be as stated in the tender. Where the length of the apprenticeship is reduced to meet any accreditation of prior learning, the cost will be reduced and communicated to you via the UEA Apprenticeships Team.

Where End Point Assessment Organisations are not in place or confirmed at the beginning of an apprenticeship, a price will be agreed based on the percentage suggested in the apprenticeship standard and the overall cost will be adjusted appropriately when a price is established. At this point you may need to make adjustments to the cost on the Apprenticeship Service (DAS).

10.5 ADDITIONAL PAYMENTS

Incentive payments are available to employers where certain criteria are met: [Get funding for apprenticeship training](#)

UEA will provide further guidance on incentive payments should any of your apprentices be eligible and the Apprenticeships Team are happy to discuss this in more detail prior to recruitment. You will be asked to provide bank details that incentive payments can be made into at the point of contracting.

11 SAFEGUARDING, PREVENT AND BRITISH VALUES

UEA has a legal duty to provide a safe environment for all students including apprentices, staff, and visitors. The [UEA Safeguarding Policy](#) details how this is managed and the procedures in place for handling or raising any safeguarding concerns.

Safeguarding and Prevent are significant aspects of the apprentices' learning and will be addressed during their induction. Apprentices will have the opportunity to return to these subjects throughout the apprenticeship, looking at safeguarding from different perspectives and in their area of work.

All apprentices will be introduced to the concept of British Values, and these will be embedded throughout their course to provide opportunity to inform and influence the behaviours and attitudes at university, at work and in day-to-day life. The British Values are:

- Democracy.
- The rule of law.
- Individual liberty.
- Mutual respect.
- Tolerance of different faiths and beliefs.

All staff at the University participate in mandatory Safeguarding and Prevent training to ensure that they are fully up to date with requirements and developments.

As an employer, you also have a duty of care for the wellbeing and safeguarding of your apprentice while in the workplace. In addition to the normal duty of care that an employer has towards any employee, there is an enhanced responsibility for ensuring that the apprentice is not at risk of harassment, discrimination, or abuse.

All employers must take responsibility for the apprentice's safety at work, in line with the workplace policies and procedures.

USEFUL INFORMATION

1. [DfE Apprenticeship Funding Rules](#)
2. Apprenticeship standards via the [Skills England website](#)

GLOSSARY OF TERMS

- Department for Education (DfE) - the government body which manages apprenticeships and funding, including the Funding Rules (apprenticeships were previously managed by the Education, Skills & Funding Agency, or ESFA, but this is now defunct).
- Office for Standards in Education (Ofsted) - the government body that inspects the quality of apprenticeships being delivered by providers.
- On-the-Job Training - training undertaken by the apprentice while at work.
- Off-the-Job Training (OTJT) - training undertaken by the apprentice while released from work for study.
- Prevent strategy - safeguards people at risk of radicalisation in a similar way to safeguarding processes designed to protect people from gangs, drug abuse, neglect, and physical and sexual abuse. Prevent is one part of the government's overall counter-terrorism strategy, CONTEST.
- Skills England - the agency which oversees and monitors all apprenticeship standards, now sponsored by the DfE (previously was the Institute for Apprenticeships & Technical Education, or IFATE).

APPENDIX 1 – UEA APPRENTICESHIP STATEMENTS & POLICIES

UEA Apprenticeships Statements and Policies:

<https://www.uea.ac.uk/apprenticeships/apprenticeship-statements-and-policies>