

Employee Apprenticeship Procedures v1 14/07/2025 SA

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V1.1	New procedure



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EMPLOYEE APPRENTICESHIP PROCEDURES

Introduction

This document outlines the framework for supporting and managing apprenticeship opportunities for existing employees of Liverpool Hope University. It aims to promote professional development, support career progression, and ensure the university continues to develop a skilled and capable workforce.

Scope

This document applies to all permanent and fixed-term employees of Liverpool Hope University who meet the eligibility criteria for apprenticeship programs.

This document outlines the framework for Liverpool Hope employee apprenticeships, which are designed to provide professional development via educational hands-on learning and career development opportunities for Liverpool Hope existing employees. Employees interested in pursuing an apprenticeship must discuss their interest with their line manager.

Purpose

The purpose of this document is to:

- support employees in their professional development through our Staff Apprenticeships procedures
- establish guidelines for participation, conduct, and successful completion of an apprenticeship
- detail eligibility criteria and the application steps and for employees interested in an apprenticeship
- outline responsibilities of employees, line managers and the staff development advisor in supporting the apprenticeship journey
- clarify the process of withdrawing from or failing to complete an apprenticeship.

Eligibility Criteria

Current members of staff undertaking an apprenticeship remain on the same terms and conditions, salary and contract.

Employees must meet the following criteria to be considered for an apprenticeship:

- For individuals on fixed-term contracts, the contract must cover the apprenticeship duration, including the endpoint assessment.
- Be aged 16 or over and not already in full-time education.
- The apprenticeship must provide new learning (i.e., it should not duplicate existing qualifications previously gained i.e. if they have a degree in Accountancy, they can't complete a qualification at the same level in accountancy, it has to be a higher-level qualification or a different subject
- The role must allow sufficient time (minimum 20% of working hours) to complete
- An apprentice can be on a fixed-term contract, but the contract must normally be long enough to cover the full apprenticeship programme and end-point assessment.

Funding and Costs

- Apprenticeships are typically funded through the Apprenticeship Levy. In cases where additional costs arise (e.g. pre agreed travel if required, exam fees, materials), these will not be covered by the apprenticeship levy. These will be funded by the Departmental budget (if available) otherwise by the employee, this should be agreed before the course starts.

Time Off and Study Requirements

- Employees are entitled to a minimum of 20% of their contracted hours to complete off-the-job training. This may include classroom sessions, online learning, assignments, and assessment preparation.
- Study time must be agreed in advance with the line manager and recorded appropriately.

The line manager of the apprentice will:

- The line manager in consultation with the staff development adviser will assess the suitability of the apprenticeship in relation to the role, departmental needs, and the individual's development plan. Agree and sign the employee's application form to confirm that the employee can complete the apprenticeship.
- ensure that they are given their 20% (minimum) off-the-job time to complete their studies
- monitor the performance of the apprentice and manage them in line with university policies and procedures i.e. probation/performance review scheme.
- inform the apprenticeship provider and the staff development advisor of any issues which may affect completion of the apprenticeship qualification in the agreed timescale

Apprentice

The apprentice is expected to:

- adhere to your terms and conditions of employment in line with the policies and procedures of the University
- complete the apprenticeship standard and meet deadlines for work submissions set by the training provider
- pay the cost of professions subscriptions where membership is not mandatory to undertake the apprenticeship
- pay the cost of professions subscriptions (if required) once the apprenticeship has been completed
- meet regularly with the assessor
- advise their line manager, or the assessor, where they experience issues concerning the course or their studies and work with the training provider to resolve any issues
- Failure to participate in, or complete, the apprenticeship without a valid reason may be considered a breach of your contractual obligations and could result in potential disciplinary procedures.

People Services

The Staff Development Adviser will:

- Help identify and procure a suitable apprenticeship provider
- administer the apprenticeship levy funding and manage the government digital dashboard
- liaise with the apprenticeship provider to monitor the progress of an apprentice and provide quality assurance

Equality, Diversity, and Inclusion

All apprenticeship opportunities are offered in accordance with the university's commitment to equality, diversity, and inclusion. Reasonable adjustments will be made to support employees with disabilities or specific needs.