



Manchester
Metropolitan
University

DEGREE APPRENTICESHIPS

A GUIDE FOR EMPLOYERS

2020 - 2021

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YOUR GUIDE TO DEGREE APPRENTICESHIPS

WHAT ARE DEGREE APPRENTICESHIPS?

Introduced in 2015, Degree Apprenticeships are a government initiative to bring higher education to a workplace context. Apprentice students are able to achieve a full bachelors or masters degree while working within an organisation.

Apprentices are employed throughout the programme, and spend part of their time at university and the rest with their employer. This can be on a day release basis or in blocks of time, depending on the programme and requirements of the employer.

They can take between two to four years to complete, depending on the programme level.

WHY CHOOSE A DEGREE APPRENTICESHIP FOR YOUR EMPLOYEES?

Degree Apprenticeships are a proven route to boost skills and can be paid for through government funding or via the apprenticeship levy. You will have the opportunity to 'grow-your-own' talent, by nurturing an apprentice's development, while embedding your own culture and processes. You can engage with Degree Apprenticeships to either upskill existing staff, or bring in new talent.

They are a fantastic way to attract and retain ambitious employees looking to develop the necessary skills to progress their career and to take on roles of greater responsibility. With a Degree Apprenticeship, you will inject new energy and ideas into your organisation, and build the talent base required to achieve your organisation's goals.



BENEFITS FOR YOUR BUSINESS

From increasing diversity to continuity planning, apprenticeships offer a huge range of benefits for businesses.

ATTRACT NEW TALENT

A package of study and work attracts enthusiastic, talented and dedicated new employees, often in areas of strategic skills shortages.

HIGHER-LEVEL SKILLS

Degree Apprenticeships help develop high-level skills within the local and regional economy for both new recruits and through upskilling existing employees.

COMMUNITY

Your apprentices will join a network of over 38,000 students, including the 1,500 degree apprentices studying at Manchester Metropolitan. They will benefit from all of the support and facilities available at our £350 million, triple accredited Business School.

HIGH-QUALITY

With an academic education delivered by the UK's top University for Degree Apprenticeships*, our Degree Apprenticeship programmes have been recognised for excellence in both their development and delivery.

ENCOURAGE ENTERPRISE

Apprentices bring fresh insight back from their study days. They are encouraged to immediately apply their learning, allowing you to benefit from their entrepreneurial spirit and experience rapid impact.

IMPROVED PRODUCTIVITY

Degree Apprenticeships help to fix skills gaps in your organisation, with 75%** of employers with apprentices reporting an improvement in productivity.

RETAIN YOUR BEST TALENT

Degree Apprenticeships drive the career development of your highest performing employees, increasing retention and rewarding achievement.

EXCELLENT VALUE

With generous funding for SMEs and the ability to use apprenticeship levy payments for larger organisations, Degree Apprenticeships provide an excellent return on your investment.

*Rate My Apprenticeships Awards 2019 **research from the Department for Education (DfE)

PROUD OF OUR ACHIEVEMENTS

ALMOST
1/10

UK DEGREE
APPRENTICES ARE
AT MANCHESTER
METROPOLITAN
UNIVERSITY

1,500+
DEGREE
APPRENTICES

On 13 Apprenticeship Programmes

TOP UNIVERSITY
FOR DEGREE APPRENTICESHIPS
IN THE UK

Rate My Apprenticeship Awards 2019

COURSE
OF THE
YEAR

MASTER OF
BUSINESS
ADMINISTRATION
(MBA) DEGREE
APPRENTICESHIP
Manchester Met's
Students' Union
Teaching Awards

★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★
RATED
OUTSTANDING
BY OFSTED 2018

300+
EMPLOYERS

★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★
25+ APPRENTICES
RECOGNISED
AT REGIONAL
AND NATIONAL
AWARDS

AAC AWARDS 2020

DIGITAL
PROVIDER
OF THE
YEAR

94%
1ST OR 2.1
DEGREES
2019 – 2020

94%
★ ★ ★ ★ ★ ★ ★ ★ ★ ★
DISTINCTIONS
AND MERITS
AT END-POINT
ASSESSMENT

WHY WORK WITH US?

CLOSE LINKS WITH EMPLOYERS

Manchester Metropolitan University is one of the most popular universities in the UK, educating over 38,000 students each year. As a university, we take our responsibility for creating work-ready graduates very seriously and pride ourselves on our close links to industry and business. This philosophy has always informed our course creation and delivery, ensuring that graduates are equipped with the skills businesses require.

We work with over 300 of the UK's leading large employers and SMEs, including AstraZeneca, Barclays, Shop Direct and McDonald's, and hold a 90% Employer Satisfaction rating (ESFA, 2019).

We offer all our employers an excellent package of:

- + dedicated account management;
- + recruitment support;
- + up-to-date funding and finance advice;
- + regular reporting;
- + in-depth skills and behaviours development.



“I am deeply honoured to have won the ‘Higher/Degree Apprentice of the Year’ award. I would like to thank Manchester Metropolitan for their continued support throughout my studies.”

Aaron Oreschnik
PizzaHut Restaurants
(second from right)

INDUSTRY-LEADING

We have used our expertise to gain an industry-leading role in Degree Apprenticeship creation and delivery, working with employers across the north-west and nationally. The Degree Apprenticeship programmes at Manchester Metropolitan have been developed with employers, for employers.

TRIPLE ACCREDITED

The Business School has been recognised by EQUIS, AMBA and AACSB, putting the Business School into an elite group of schools worldwide which hold the “triple crown” of accreditations – and is testament to the School’s high standards of teaching and research, which are at the heart of its mission to transform lives, businesses and communities.

AWARD-WINNING

Manchester Metropolitan was voted the top university in the UK for Degree Apprenticeships at the Rate My Apprenticeship Awards 2019. The University was also named ‘Digital Provider of the Year’ at the AAC Awards 2020.

In 2018, the University was a winner of the ‘UK Apprenticeship Award’ at the Educate North Awards, and was also nominated at the 2018 Times Higher Education Management and Leadership Awards for our Employer Engagement. Ofsted rated the University as an ‘outstanding’ provider of further education and skills education following an inspection in November 2018.

Our apprentices also regularly win, or are nominated for, national and regional awards. Aaron Oreschnik

(above, second from right) and Sarah Herdan (above, left) won ‘Higher/Degree Apprentice of the Year’ and ‘Apprenticeship Champion of the Year’ awards respectively, at the north-west final of the National Apprenticeship Awards in 2019. Jessie Stow (not pictured) also won ‘Higher/Degree Apprentice of the Year’ and ‘Rising Star of the Year’, east of England region.

Our apprentices have also been commended in a number of other awards throughout 2019 including: Chemical Sciences Apprentice of the Year winner, Virgin Star Awards ‘MegaRed’ award winner, National Rail Staff Awards winner, Lloyds Banking Group Transformer Awards winner, and Barclays Global Tech Awards winner, along with many other nominations.

WE'RE HERE TO SUPPORT YOU

In order to create an environment where apprentices will achieve successful outcomes, both academically and within their organisations, the University provides support for apprentices, organisations, line managers and mentors.

FOR APPRENTICES

Skills Coaches

A dedicated Skills Coach to provide pastoral support.

Functional Skills

Provision of Functional Skills, if required.

Full access to all University support services

This includes disability services, wellbeing, 24-hour library, IT services and sports facilities.

Personal Learning Plan

Additional learning support requirements identified and met.

FOR EMPLOYERS

The Apprenticeships Team is available to support employers by:

- + providing recruitment support, including online, at events and through schools/colleges liaison;
- + working in partnership to tailor content and delivery;
- + holding meetings with your staff to understand your operational challenges and training needs;

- + assigning your organisation a dedicated account manager, which provides a single point of contact with the University;
- + conducting regular formal and informal reviews;
- + sending regular reports of attendance and progress.

FOR LINE MANAGERS AND MENTORS

Support is offered through regular reviews to set, monitor and review objectives and targets. All apprentice managers and mentors can attend a half-day workshop, which will cover topics including:

- + an introduction to our Apprenticeships Unit;
- + programme structure, content, delivery and assessment;
- + the role of a manager or mentor;
- + Negotiated Projects and the Business Portfolio;
- + supporting apprentice learners;
- + ensuring confidentiality of projects and assessments.



WHO WE WORK WITH

Our Degree Apprenticeships are co-designed, co-delivered, co-assessed and co-evaluated alongside our employers.

We are privileged to work with over 300 of the most exciting and progressive organisations in the UK, whose commitment to offering opportunities and developing talent spans both public and private sectors and ranges from SMEs to multi-national companies.

The breadth of our partnerships include:



OUR DEGREE APPRENTICESHIPS

Apprenticeship Standard	Entry Requirements	Number of years	University days per year [^]
ADVANCED CLINICAL PRACTITIONER MASTERS DEGREE APPRENTICESHIP			
Advanced Clinical Practitioner	Registration with a statutory or regulatory body – HCPC, NMC or GPhC	2-year (days per year are variable)	40 Y1 20 Y2
		3-year (days per year are variable)	30 Y1 20 Y2 10 Y3
ARCHITECT MASTERS DEGREE APPRENTICESHIP*			
Architect	2:1 UK honours degree in architecture and ARB Part 1	4	TBC
CHARTERED MANAGER DEGREE APPRENTICESHIP			
Pathway: Business Management			
Chartered Manager	104 UCAS points	4	25 Y1 24 Y2, 3, 4
Pathway: Fast-Track			
Chartered Manager	Relevant experience and an appropriate level 4 or 5 qualification	2.5	12
Pathway: Health and Social Care			
Chartered Manager	Varies according to qualifications/experience	2	13 Y1 12 Y2
Pathway: Retail			
Chartered Manager	104 UCAS points	4	12

[^]Employers must allow apprentices to undertake development tasks associated with their apprenticeship for 20% of their contracted working hours. This time will include University study days, as well as other eligible activities.

Apprenticeship Standard	Entry Requirements	Number of years	University days per year [^]
DIGITAL & TECHNOLOGY SOLUTIONS DEGREE APPRENTICESHIP			
Pathways*: Cyber Security Analyst Data Analyst IT Consultant Software Engineer Software Engineer (Mainframe)			
Digital & Technology Solutions Professional	104 UCAS points	4	33 Y1 28 Y2, 3, 4
DIGITAL & TECHNOLOGY SOLUTIONS MASTERS APPRENTICESHIP			
Pathways*: IT Strategist Software Engineer Data Analyst IT Project Management Cyber Security			
Digital & Technology Solutions Specialist	Varies subject to specialism	2	17
DIGITAL MARKETER DEGREE APPRENTICESHIP			
Digital Marketer	104 UCAS points	4	25 Y1 24 Y2, 3, 4
DIGITAL USER EXPERIENCE (UX) DEGREE APPRENTICESHIP			
Digital User Experience (UX) Professional	104 UCAS points	4	24
HEALTHCARE SCIENCE PRACTITIONER DEGREE APPRENTICESHIP			
Healthcare Science Practitioner	120 UCAS points inc. minimum grade C Biology A-Level	3	TBC
LABORATORY SCIENTIST DEGREE APPRENTICESHIP			
Laboratory Scientist	104 UCAS points inc. minimum grade C Chemistry A-Level	4	9 Y1 5 Y2, 3, 4
MBA			
Senior Leader Masters	2:2 in any subject and at least three years senior management experience	2	16
RETAIL LEADERSHIP DEGREE APPRENTICESHIP			
Retail Leadership	104 UCAS points	4	12
SOCIAL WORKER DEGREE APPRENTICESHIP			
Social Worker	104 UCAS points	3	30

In the event that the standard entry requirements cannot be met, non-standard entry routes are also available. Please contact us for more information.

*Specialisms may vary subject to demand.

EMPLOYER CASE STUDY

At United Utilities we have an active talent strategy, where one of our priorities is to develop future managers and leaders to create a strong succession plan. We see Degree Apprenticeships as a way to develop our talent and have included the Chartered Manager Degree Apprenticeship as part of our Aspiring Managers programme.

The degree programme has been really appealing for our current employees. We ran an internal process to identify people in our business who aspired to be a future manager and ended up with a very good group of seven. We believe they all have the capability for great futures at the organisation and we have very high aspirations for them.

We have had commitment from the top with sponsorship from our Managing Director and support for participants to attend the education blocks at Manchester Metropolitan to complete their qualification.

Our participants have the task of managing their time to complete their studies as well as their day job. They also know that they need to put in some of their own time, so it is a challenge, but the prize at the end is a degree so it is more than worth it for them and the organisation.

We have had lots of engagement from the apprentice students and have a great relationship with Manchester Metropolitan in terms of making the whole thing come together. It is good feedback all round and it has been a really positive experience.

Julie Newton
United Utilities



“We have had lots of engagement from the apprentices and have a great relationship with Manchester Metropolitan.”

Julie Newton
United Utilities

APPRENTICESHIP FUNDING EXPLAINED

Apprenticeship opportunities are available to everyone, whether you are a small or large business.

The amount of funding you will be eligible to receive is dependent on the size of your company's payroll (PAYE). There is one system for smaller businesses, with a wage bill below £3 million, and a different system, the apprenticeship levy, for organisations with a wage bill above £3 million.

BUSINESSES WITH AN ANNUAL PAYROLL BELOW £3 MILLION

Businesses that do not pay the apprenticeship levy will pay a maximum of 5% towards the cost of training an apprentice.

This also applies to levy-paying firms who do not have enough levy funds in their account to cover the full cost of training an apprentice.

EXTRA FINANCIAL SUPPORT FOR SMALL BUSINESSES

The Government has recognised the role smaller employers make by employing apprentices under 19-years-of-age. Therefore, businesses with fewer than 50 employees will not have to pay towards the cost of training an apprentice under the age of 19. The Government will pay 100% of training fees.

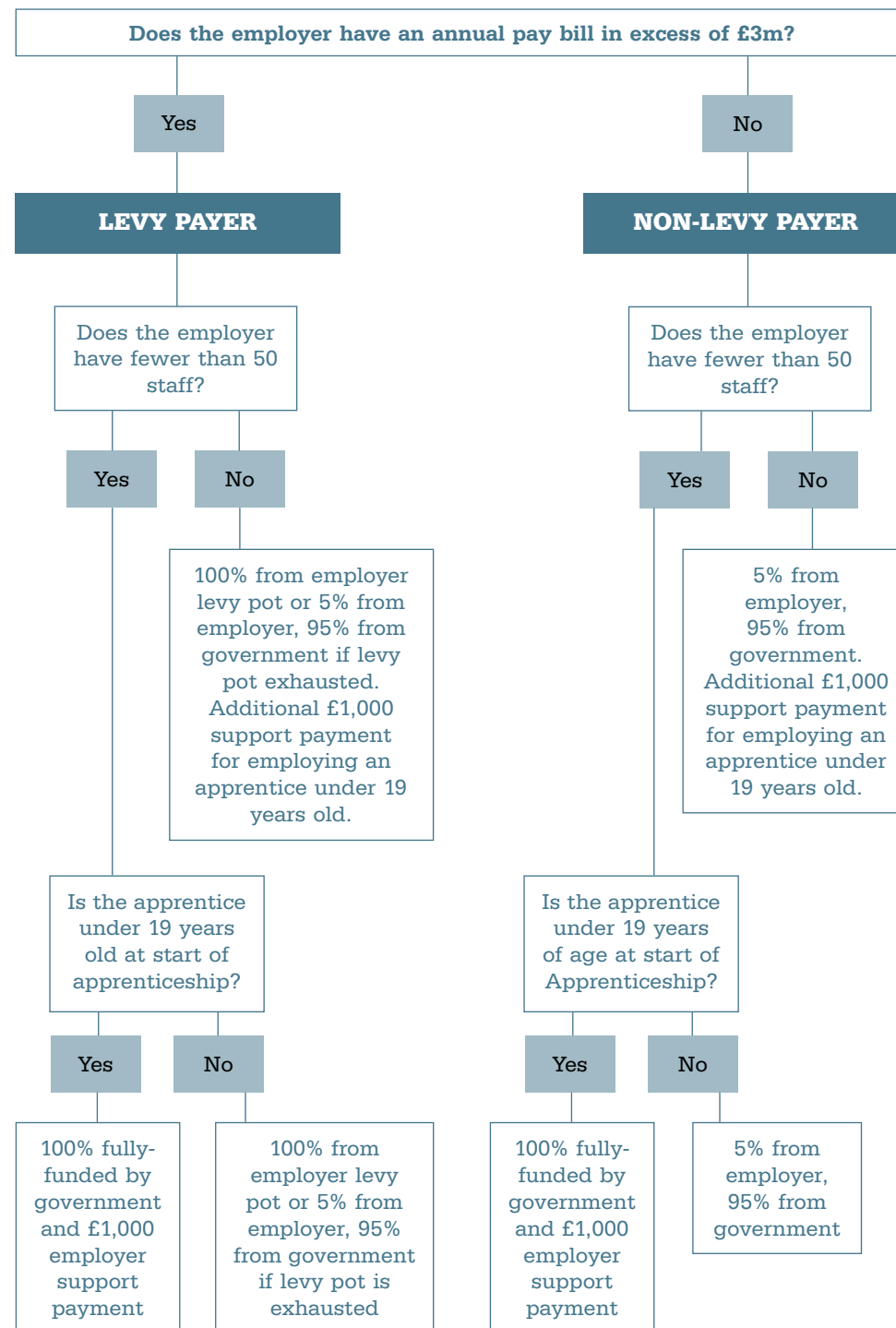
BUSINESSES WITH AN ANNUAL PAYROLL ABOVE £3 MILLION

The apprenticeship levy applies, at a rate of 0.5% to all organisations with a payroll of above £3 million per year. The amount a company contributes is held in a digital account and can only be redeemed against the cost of apprenticeships.

ADDITIONAL SUPPORT PAYMENTS FOR ALL BUSINESSES

There will be an additional sum of £1,000 paid to employers of any size for taking on an apprentice under 19-years-of-age, a person leaving care or for enrolling an apprentice with additional needs.

Follow the flowchart to determine the funding position of your business.





Fujitsu are committed to the continuing development of our employees and recognise the value the Senior Leadership MBA apprenticeship delivers to our organisation.

The cohort bring their learning back into the business on a regular basis, ensuring that the benefits of their new skills and behaviours are immediately felt within the organisation.

Fujitsu has already seen the benefits of the MBA, including improved stakeholder management and utilisation of active listening to improve communication at all levels. We look forward to seeing what further benefits the programme can bring to both the individuals and to the business.

Gill Saunders
Apprenticeship Levy Consultant
Fujitsu

YOUR ROLE AS AN APPRENTICESHIP EMPLOYER

We develop a close working relationship with our employer partners and support them during the process to create apprenticeship opportunities.

AS AN APPRENTICE EMPLOYER, YOUR ROLE IS TO:

- + **Extend the learning environment** beyond the classroom. This will involve giving apprentices a varied work programme, which allows them the opportunity to turn theory into practice, develop skills relevant to your organisation and achieve outputs with real business value.
- + **Provide the usual terms and conditions of employment** for your apprentices. We expect apprentices to work at least 30 hours per week and to be offered a minimum salary of £12,000 per year, although many organisations pay significantly more.
- + **Work with us to design a flexible work schedule**, which incorporates a minimum of 20% off the job for training. You will also be informed in advance of any assignment deadlines, so these can be taken into account.
- + **Allow paid time for apprentices to attend the University** when required, in keeping with the requirements of the particular Degree Apprenticeship. This could be through block learning or day release.
- + **Provide a line manager or mentor** who will oversee the work and development of the apprentice and who can coordinate projects and learning with the University tutor. Manchester Metropolitan provides a half-day workshop for members of staff taking on this role.

FREQUENTLY ASKED QUESTIONS

HOW MUCH DO I HAVE TO PAY A DEGREE APPRENTICE?

Apprentices are protected by a national minimum wage, however, we ask that employers commit to a salary of at least £12,000 per year. Those enrolling as existing members of staff would normally continue to receive the same benefits.

DO YOU ONLY PROVIDE APPRENTICESHIPS FOR BUSINESSES IN THE MANCHESTER AREA?

No. All of our programmes are available to employers based in England. We are constantly developing our delivery to meet the needs of employers. Please get in touch with us to discuss your own requirements.

DO I HAVE TO PAY MY APPRENTICE WHEN THEY ARE ATTENDING UNIVERSITY SESSIONS?

Yes. All apprentices have the right to paid time off for training, equating to a minimum of 20% of their contracted hours. This time should be used for the development of new knowledge, skills and behaviours, and will need to be evidenced as part of the apprenticeship assessment.

HOW MANY DAYS ARE APPRENTICES AWAY FROM THE WORKPLACE FOR DURING THEIR APPRENTICESHIP?

This varies by Apprenticeship and the delivery method chosen. Please visit our website for the latest details mmu.ac.uk/apprenticeships.

ARE YOU DEVELOPING NEW DEGREE APPRENTICESHIP PROGRAMMES?

Yes, we are working hard with employers and industry partners, to expand our range of Degree Apprenticeships. Please contact us if you have a specific need.

CAN PART-TIME EMPLOYEES JOIN AN APPRENTICESHIP PROGRAMME?

In order to complete a Degree Apprenticeship programme employees should be working a minimum of 30 hours per week.



YOUR NEXT STEPS

If you're interested in recruiting a new Degree Apprentice or upskilling your current staff, we can help.

UPSKILLING YOUR CURRENT STAFF

Upskilling your current staff is a great way to utilise your apprenticeship levy and develop your employees. Once you have identified the staff you wish to upskill, alongside the Degree Apprenticeship to place them on, please contact us using the details below to discuss the next steps and application process.

RECRUITING A NEW DEGREE APPRENTICE

Apprenticeships are a great solution for bringing new skills to your existing workforce, but are also a great way to provide an injection of enthusiastic and enterprising talent.

apprenticeships@mmu.ac.uk
0161 247 3720
mmu.ac.uk/apprenticeships



There are a number of ways we can help you recruit new talent:

OPEN EVENINGS

Our Apprenticeship open evenings, which run approximately three times a year, provide employers with a great opportunity to make direct connections with potential candidates. The exhibition at our open evenings is a lively space, where interested applicants will be looking for information about you as an employer and your available roles.

ASSESSMENT CENTRES

We will support you to run assessment centres, where you can observe and interact with a pool of candidates, while they complete task-based activities, individually and in groups. This service is complimentary to our employer partner organisations.

ONLINE

We would recommend that you:

- + advertise Degree Apprenticeship roles on your own website and through your normal channels, and follow the usual recruitment process that you would for any other vacancy.

We will:

- + add all of our employer partner opportunities on to the Manchester Metropolitan Apprenticeships website;
- + send out details of your vacancies to our database of more than 1,500 registered candidates via email alerts;
- + share your vacancies through Manchester Metropolitan's Degree Apprenticeship social media channels;
- + list your vacancy on the National Apprenticeship Service website – the most widely used portal for apprenticeships nationwide.

OTHER OPTIONS

There are also many other third party recruitment tools available for advertising your roles and we would be happy to discuss these options with you.

Get in touch

If you think Degree Apprenticeships could work for your organisation, please get in touch. We will be happy to provide further information or guide you through the next steps. Just contact us using the details below.

Apprenticeship Unit
apprenticeships@mmu.ac.uk
0161 247 3720
mmu.ac.uk/apprenticeships

 @mmuapprentice
 MMUApprenticeships
 manmetuni
 Degree Apprenticeships at Manchester
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 Manchester Met Business School