



**NAME OF POLICY:** Staff Apprenticeships Policy

## **1 INTRODUCTION**

This policy outlines the framework for St Mary's Staff Apprenticeships, which are designed to provide hands-on learning and career development opportunities for St Mary's employees. This policy clarifies the expectations, responsibilities, and procedures for employees on an apprenticeship.

### **1.1 Purpose**

The purpose of this policy is to:

- 1.1.1 support employees in their professional development through our Staff Apprenticeships
- 1.1.2 establish guidelines for participation, conduct, and successful completion of an apprenticeship
- 1.1.3 outline responsibilities of employees, line managers, and the Learning and People Development (L&PD) team in supporting the apprenticeship journey
- 1.1.4 detail eligibility criteria and the application steps and for employees interested in an apprenticeship
- 1.1.5 clarify the process of withdrawing from or failing to complete an apprenticeship.

### **1.2 Scope**

This policy applies to:

- 1.2.1 any St Mary's employee on or wishing to join an apprenticeship
- 1.2.2 line managers responsible for employees on or wishing to join an apprenticeship
- 1.2.3 all staff ensuring inclusivity as set out in St Mary's University's commitment to equality, diversity and inclusion
- 1.2.4 all staff regardless of whether they are full-time, part-time or on a fixed-term contract. It does not apply to agency workers, casual staff, Hourly Paid Academics (HPAs), or self-employed contractors.

## **2 Roles and Responsibilities**

The Head of L&PD has strategic oversight of this policy, and queries should be referred to [learninganddevelopment@stmarys.ac.uk](mailto:learninganddevelopment@stmarys.ac.uk).

### **2.1 Employee (Learner)**

Employees undertaking an apprenticeship are responsible for:

- 2.1.1 balancing work duties with off-the-job learning
- 2.1.2 attending all required classes, workshops, and assessments as outlined by the training provider
- 2.1.3 maintaining regular communication with their line manager and L&PD regarding their progress
- 2.1.4 complying with St Mary's policies and the training provider's expectations
- 2.1.5 delivering high-quality work during the apprenticeship
- 2.1.6 successfully completing all required elements of the apprenticeship within the given time frames.

### **2.2 Line Manager**

Line managers are responsible for:

- 2.2.1 viewing the virtual '[Apprenticeships Roadshows](#)' prior to their employee's application
- 2.2.2 providing guidance, support, and mentorship to the learner
- 2.2.3 allowing and encouraging time for independent study and at least 6 hours per week of off-the-job training as required
- 2.2.4 supporting the learner's development, including release for training and development, objective setting, and enhancing the learner's skills and experience as required
- 2.2.5 holding regular 121 meetings to provide feedback on the learner's progress
- 2.2.6 attending progress review meetings with the providers as required
- 2.2.7 notifying L&PD if the learner is falling behind or unable to complete components of the apprenticeship.

## **2.3 Learning and People Development**

The L&PD team is responsible for:

- 2.3.1 ensuring the employee meets the eligibility criteria for the apprenticeship
- 2.3.2 managing the application process
- 2.3.3 monitoring the learner's progress and liaising with the training provider as necessary
- 2.3.4 conducting ad-hoc meetings with both the learner and their line manager to provide support
- 2.3.5 evaluating the quality of apprenticeships provided.

## **3 Related Policies and Procedures**

Apprenticeship funding rules: August 2024 to July 2025

## **4 Eligibility**

To be eligible for an apprenticeship, employees must:

- 4.1 hold a permanent or fixed-term contract (FTC) at St Mary's University (the FTC must cover the apprenticeship duration, including end-point assessment).
- 4.2 successfully pass their probation at the time of application submission and be in good standing
- 4.3 not be under any formal University procedures
- 4.4 have lived in UK / EEA for the last 3 years
- 4.5 have the right to work in the UK for the duration of the apprenticeship
- 4.6 not already be in education/training
- 4.7 live in England or work in England for 50% of the time
- 4.8 be in a relevant role where they can achieve the exposure necessary to be successful
- 4.9 have basic proficiency in Maths and English, which can be demonstrated either through GCSE qualifications at level 4 or above (it is the learner's responsibility to evidence these), or by taking separate short courses in Functional Skills. The Training Provider may ask you to complete brief Maths and English assessments as part of the application process.
- 4.10 demonstrate a commitment to the apprenticeship
- 4.11 meet any specific requirements set by the apprenticeship training provider.

## 5 Application Procedure

Employees interested in applying for an apprenticeship must:

### 5.1 Complete the Staff Apprenticeship Application Form (Appendix A).

Please note:

- The learner and their line manager are **required** to watch the virtual Apprenticeships Roadshow available on SMILE and will have to indicate this in the Application Form. This is to ensure that both parties are aware of the level of commitment required for the apprenticeship and their responsibilities in ensuring successful completion of the apprenticeship.
- Two levels of authorisation must be obtained: one from the applicant's line manager and one from the Dean/Director/Head of School. Applications without both required authorisations will not be accepted.
- This form must be completed using DocuSign. It is the applicant's responsibility to ensure both levels of authorisation are completed before the application window closes. This can be tracked in the applicant's DocuSign account.

5.2 The L&PD team will review the application. If the application has been successful, it will be passed onto the training provider for further review. If it is not successful, the applicant will be notified of this and the reasons for this.

5.3 If the provider does not approve the application, the applicant will be notified of this and the reasons for this.

5.4 If the provider approves of the application, the applicant will meet with the provider to undergo a skills scan to further determine their suitability for the apprenticeship.

## 6 Support

St Mary's is committed to supporting all employees throughout their apprenticeship by:

- 6.1 offering mentorship, coaching, or additional learning resources to assist the learner where necessary
- 6.2 encouraging regular feedback and check-ins to ensure the employee is progressing well.

## **7 10. Breaks in Learning and Withdrawing from the Apprenticeship**

- 7.1 If a learner wishes to take a break in learning (BIL), the following procedure must be followed:
- 7.1.1 The learner must speak to the provider expressing their intention to take a BIL. This provides an opportunity to share the reasons behind the request, discuss support options, and the length of the break.
  - 7.1.2 The learner contacts L&PD at [learninganddevelopment@stmarys.ac.uk](mailto:learninganddevelopment@stmarys.ac.uk) to request a BIL. L&PD may also ask to have a discussion around the reasons for the BIL before final approval.
  - 7.1.3 Once approved, the learner goes on a BIL and their continuation of the apprenticeship will be reviewed upon the end of the BIL.
- 7.2 If a learner wishes to withdraw from the apprenticeship, the following procedure must be followed:
- 7.2.1 Complete the Apprenticeship Withdrawal Form.
  - 7.2.2 Attend a request-to-withdraw meeting with the L&PD team to discuss the reasons behind withdrawal.
  - 7.2.3 Following the meeting, the L&PD team will confirm whether the request to withdraw is approved. The possible outcomes are:
    - The L&PD team does not accept withdrawal, and there is a support plan in place to assist the learner going forward.
    - The L&PD team approves the withdrawal. Please note that if the learner chooses to withdraw there may be a financial penalty to be incurred by their department. Additionally, voluntary withdrawal may lead to ineligibility for future training opportunities.

## **8 REVIEW, APPROVAL AND PUBLICATION**

- 8.1 This policy will be reviewed every three years.
- 8.2 This policy will be reviewed by the L&PD team and HRD.
- 8.3 This policy will be located in the L&PD pages of the website.

## **9 DOCUMENT CONTROL INFORMATION**

<b>Document Name</b>	Staff Apprenticeships Policy
<b>Executive Owner</b>	Felicity Morath, Head of Learning & People Development, HR
<b>Version Number</b>	1
<b>Approval Date</b>	14/November/2024
<b>Approved By</b>	Felicity Morath

<b>Date of Commencement</b>	14/November/2024
<b>Date of Last Review</b>	14/November/2024
<b>Date for Next Review</b>	14/November/2027
<b>Related University Policy Documents</b>	N/A

## St Mary’s University Staff Apprenticeships Application Form

**Section A – to be completed by the Applicant**

<b>Employee Name:</b>	
<b>Job Title:</b>	
<b>Department/ Faculty:</b>	
<b>Contact Number:</b>	
<b>Work Email Address:</b>	
<b>Personal Email Address:</b> <small>This is required to allow you to access the system at any time</small>	
<b>Apprenticeship:</b>	<input type="checkbox"/> Level 3 Business Administrator <input type="checkbox"/> Level 3 Team Leader <input type="checkbox"/> Level 4 Data Analyst <input type="checkbox"/> Level 4 Associate Project Manager <input type="checkbox"/> Level 5 Operations/ Departmental Manager <input type="checkbox"/> Level 5 Coaching Professional <input type="checkbox"/> Level 7 Senior Leader
<b>Work Details</b>	
<b>Start date of employment:</b>	
<b>Contract Type:</b>	<input type="checkbox"/> Permanent <input type="checkbox"/> Fixed-Term End date: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
<b>FTE (working hours a week):</b>	
<b>Length of time in the type of role you are currently in (including previous employment):</b>	

## Supporting Information

**Briefly explain the responsibilities in your current role.** For example, line management (formally or informally)/ project/budget responsibilities.  
**(150 words max)**

**In your supporting statement please comment on:**

- what new skills, behaviours, and knowledge you hope to gain from the Apprenticeship
- how the Apprenticeship will enable you contribute to achieving both your goals and the strategic vision of St Mary's

**(300 words max)**



Please comment on how you will achieve the **minimum 6 off-the-job hours** per week (for example, putting aside 1-2 hours each day for independent study).

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**Education History**

<b>Highest qualification achieved</b> (if applicable please specify title and level)							
<b>GCSE English and Mathematics certificates</b> If certificates cannot be provided or you achieved below a grade C/4, you will be supported to complete Functional Skills as part of any Apprenticeship programme.	Please confirm that you can provide the following certificates: <table border="1" style="margin-left: 20px;"> <tr> <td><b>English</b></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>Mathematics</b></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>None</b></td> <td><input type="checkbox"/></td> </tr> </table>	<b>English</b>	<input type="checkbox"/>	<b>Mathematics</b>	<input type="checkbox"/>	<b>None</b>	<input type="checkbox"/>
<b>English</b>	<input type="checkbox"/>						
<b>Mathematics</b>	<input type="checkbox"/>						
<b>None</b>	<input type="checkbox"/>						
Please specify if you have any prior learning in the field of the Apprenticeship you are applying for.							
Are you currently completing any other study programme or Apprenticeship?	<input type="checkbox"/> Yes <input type="checkbox"/> No						

**Additional Support**

Have you ever been diagnosed with, or been concerned that you may have a learning difference?  Please give details to enable us to support you.	
Do you consider yourself to have any other disabilities?	

**Eligibility**

Please confirm that you meet the following criteria:

<input type="checkbox"/>	I have viewed the <a href="#">Roadshow</a> for the relevant Apprenticeship and understand the time commitment to the Apprenticeship.
<input type="checkbox"/>	I have passed my probation and am not under any formal University procedures.
<input type="checkbox"/>	I have been a resident in the UK or European Economic Area for the last 3 years.
<input type="checkbox"/>	I have the right to work in the UK for the duration of the Apprenticeship.
<input type="checkbox"/>	I live in England or work in England for 50% of the time.

Please note that by signing this form you agree to the Terms and Conditions set out in the Apprenticeship Policy, particularly 7.2, which outlines the terms for withdrawing from the Apprenticeship.

<b>Signature:</b>		<b>Date:</b>	
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**Section B – to be completed by the Line Manager.**

<b>Line Manager Name:</b>	
<b>Job Title:</b>	
<b>Email Address:</b>	
<b>Contact Number:</b>	
<b>Please comment on how this Apprenticeship is suitable for your team member.</b>	
<b>Please comment on how your employee will achieve the minimum 6 <a href="#">off-the-job hours</a> per week (for example, putting aside 1-2 hours each day for independent study)</b>	
<b>Please confirm the following:</b>	
<input type="checkbox"/>	I have watched the <a href="#">Roadshow</a> for the relevant Apprenticeship and agree to provide the support that is necessary for my staff member to successfully complete the apprenticeship, including: <ul style="list-style-type: none"> <li>allowing time for independent study and at least 6 hours per week off-the-job training</li> <li>providing my staff member opportunities for the appropriate exposure to meet their learning objectives.</li> </ul>
<input type="checkbox"/>	I have considered the impact of the at least 6 off-the-job hours per week on both the employee and the department, and confirm that the department can accommodate this arrangement.
<input type="checkbox"/>	I will hold regular 121 meetings to provide feedback on my staff member's progress.
<input type="checkbox"/>	I will attend progress review meetings with the staff member and their coach, as required.
<input type="checkbox"/>	I understand that my department may be required to repay part or all of the costs that are incurred if the staff member withdraws from the Apprenticeship.
Please note that by signing this form you agree to the Terms and Conditions set out in the Apprenticeship Policy, particularly 2.2, which outlines <i>the line manager's</i> responsibilities.	
<b>Signature:</b>	<b>Date:</b>

**Section C – to be completed by the Director/Dean/ Head of School.**

<b>Director/Dean/Head Name</b>			
<b>Please provide any additional comments to support this application.</b>			
<b>Signature:</b>		<b>Date:</b>	

**Section D – to be completed by Learning & People Development.**

<b>Applicant Details</b>	
<b>Approved</b>	
<b>Costs of Apprenticeship</b>	
<b>Any additional costs</b>	