

# Bath Spa University Framework for Degree and Higher Level Apprenticeships

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## 1. Introduction

- 1.1 “An apprenticeship is a job, in a skilled occupation, that requires substantial and sustained training, leading to the achievement of an apprenticeship standard and the development of transferable skills to progress careers” (BIS/DfE).
- 1.2 Employers work with professional bodies to form Trailblazer groups (recognised by government) to develop nationally recognised apprenticeship standards. These are succinct documents that define the knowledge, skills and behaviours for occupations and set out the high level assessment plans.
- 1.3 An apprentice is a student who is in paid employment for the duration of their apprenticeship and who has in place an Apprenticeship Agreement with their employer. The apprentice will combine working with studying at University to achieve an undergraduate or postgraduate degree as part of an Apprenticeship.
- 1.4 Degree and Higher Level Apprenticeships are developed in partnership with employers and professional bodies to ensure they meet professional and business requirements.

## **2. Programmes and Awards**

- 2.1 This Bath Spa University Apprenticeship Framework applies to all programmes that lead to the completion of an Apprenticeship Standard.
- 2.2 The University will only offer Apprenticeship Standards that contain an underlying academic programme with prescribed higher education qualification at Levels 4-8.

## **3. Entry Requirements and Admissions**

- 3.1 Entrants should meet the entry requirements for the appropriate Apprenticeship Standard as approved by the Institute for Apprenticeships. In addition, individual programmes may state additional entry requirements with the agreement of employers.
- 3.2 Where required by the appropriate Apprenticeship Standard or by the individual employer, entrants must satisfy additional requirements throughout their apprenticeship, for example in relation to criminal convictions and the protection of vulnerable persons.
- 3.3 All apprentices are required to be in full-time employment (as defined in the Apprenticeship Standards Funding Rules) and therefore must have right-to-work status.
- 3.4 The admissions procedures will be agreed by the employer and the University and will reflect the principles of fair admission.

## **4. Programme Structure**

- 4.1 The programme must cover all elements of the Apprenticeship Standard and last a minimum of 12 months.
- 4.2 The credits and levels for different undergraduate and postgraduate awards are set out in the University’s Qualifications and Credit Framework.

- 4.3 All apprenticeship programmes require off-the-job training to account for at least 20% of the apprentice's employed time over the course of the apprenticeship (not over the course of the academic year). The off-the-job training must take place during the apprentice's employed time, or normal contracted work hours.
- 4.4 Apprenticeship programmes will provide the minimum 20% off-the-job training using a day release model, block release model, or a combination of both. This will be agreed by the employer and the University.
- 4.6 Module sizes and timing will align with the University's Undergraduate Academic Framework or the University's Taught Postgraduate Framework, depending on the level of the apprenticeship.
- 4.7 Apprenticeship programmes will normally deliver two modules, aligned to the relevant framework, per trimester or semester.
- 4.8 Normally, the number of directed learning hours per module will be the same as the credit weighting of the module (e.g. a 20-credit module will normally have 20 directed learning hours).
- 4.9 Modules can be Core (these must be taken and passed by all apprentices), or Optional. Core and optional modules count towards the credit the learner must pass to complete the apprenticeship and be awarded the higher education qualification.

## **5. Module Assessment and Attendance**

- 5.1 The pass mark for all modules will align with the Undergraduate Academic Framework or Taught Postgraduate Framework, depending on the level of study.
- 5.2 All assessments within a module must achieve the pass mark in order for the module to be passed. Failure in one assessment cannot be compensated by a higher mark on another assessment within the module, nor can success in one module compensate for failure of another one.
- 5.3 Where an item has been failed, the mark for any assessment item that is passed following reassessment will be capped at the pass mark. The module mark will not be capped unless as a consequence of comprising only one assessment item weighted at 100%.
- 5.4 Apprentices are expected to attend all training sessions. If attendance is not possible due to illness, the apprentice must inform both their employer and the University before the session in line with the employer's sickness policy. Employers may authorise in advance requests from apprentices to be absent from a University training session for the same reasons that they would authorise an employee to be absent from work.

## **6. Progression**

- 6.1 The progression requirements for apprenticeships will align with the Undergraduate Academic Framework or Taught Postgraduate Framework, depending on the level of study.

## **7. Programme Assessment and Completion**

- 7.1 The apprenticeship programme must prepare apprentices for the end-point assessment, as defined by the appropriate Apprenticeship Standard (as per para 3.1). If the end-point assessment requires the involvement of an independent end-point assessment organisation, such an organisation must be on the Register of Apprenticeship Assessment Organisations.
- 7.2 Completion of the apprenticeship requires successful completion of the end-point assessment. For non-integrated degree-level apprenticeships, this is separate to the award of a University degree.
- 7.4 Extensions to registration will be dependent upon the programme of study undertaken by the student remaining current and the agreement of the employer.

## **8. Changes of Circumstances**

- 8.1 Changes of circumstances are possible during the apprenticeship. These include changes to the employer, their apprentice or the arrangements between the two, or changes to the lead provider and/or their contracted providers. Arrangements for a change in circumstances must follow the ESFA's Apprenticeship Standards funding rules.