

Take the next step to business success



Employer brochure



UNIVERSITY OF
GREENWICH



Contents

- 4 What is an apprenticeship?
- 6 Why partner with the University of Greenwich?
- 8 Benefits to employers
- 9 Your guide to the Apprenticeship Levy
- 10 Your responsibilities as an employer
- 11 Eligibility for learners
- 12 Our programmes
- 13 Off-the-job training
- 13 End-point assessments
- 14 Your journey as an employer
- 16 Your learner's journey
- 19 Case study
- 20 Get in touch



What is an apprenticeship?

Apprenticeships let learners combine practical training in a job with studying. As an apprentice, they will:

- Be an employee who earns a wage and gets holiday pay and other employee benefits
- Work with experienced staff
- Gain specific skills for their job
- Get protected time for studying and training during their normal working week.

Who can apply for an apprenticeship?

Anyone over 18 can apply for an apprenticeship at the University of Greenwich. This can include employees within your organisation.

What is the difference between an apprenticeship and a degree apprenticeship?

A degree apprenticeship has a mandatory undergraduate or postgraduate qualification embedded within the apprenticeship standard.

Different levels of apprenticeship

Type of apprenticeship	Level	Equivalent education level
Intermediate	2	GCSE
Advanced	3	A-level
Higher	4, 5, 6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or Master's degree



Why partner with the University of Greenwich?

We are extremely proud of our accolades that make us unique and demonstrate our passion and commitment. Partner with us and be part of this journey.

- 38,000 students.
- Our ethnically diverse student base brings a wide range of voices and lived experiences. 54% of our new UK-domiciled full-time undergraduate students were BAME in the 2020/21 intake. This compares to a sector average of 32% using the same definitions.
- We champion social mobility. 57% of our new student intake comes from the 40% most deprived areas in the country.
- 20th worldwide in the category of reducing inequalities (The Times Higher Education Global Impact Rankings 2023).
- 5 Queen's Anniversary Prizes for Higher & Further Education.
- 1st Class rating by the People & Planet University League for our environmental and ethical performance.

The University of Greenwich has been providing higher education for over 130 years and is a public research university with four faculties: Liberal Arts and Sciences; Business School; Education, Health and Human Sciences; and Engineering and Science. It's part of the University Alliance group.

The university operates across three campuses: Greenwich and Avery Hill in London and Medway in Kent. Its renowned research has been globally recognised and endorsed by nine Times Higher Education Awards and five Queen's Anniversary Prizes for Higher & Further Education.

The University of Greenwich has been awarded Gold in a national scheme run by the Office for Students. The Teaching Excellence Framework 2023 encourages higher education providers to improve and deliver excellence in the areas that students care about the most.

Apprenticeship Achievements

75%

achievement rate - this is the percentage of apprentices who **successfully achieved their apprenticeship** with us. This is higher than the national achievement rate of 60%

99%

of our apprentices achieved a pass rate

86%

of employers said that providing the right training at the right time was a strength of the university apprenticeship delivery

We work in partnership with over

150

employers on our apprenticeship programmes

source: UK Government

No 4
in London:
**International
category**
(Whatuni Student Choice Awards 2023)

54%
of our **new students**
come from a **Black,
Asian and minority
ethnic** background
Source: Office for Students access and
participation data, 2022

One of the
Top 5
universities in the UK
for social mobility
Source: Institute for Fiscal Studies, 'Which
university degrees are best for intergenerational
mobility?' research report, November 2021

Study at a university with
**internationally
recognised
green credentials**
1st class rating
for our **environmental and
ethical performance**
(2023/24 People & Planet
University League)



**Large
diverse**
community of
38,000
students from over
170 countries

**Ranked
28th**
worldwide
for **reducing
inequalities**
(The Times Higher Education Impact Rankings 2024)

130⁺
taught postgraduate
degrees

**Over
half**
of our new students
come from some of the most
deprived areas in the country
Office for Students access and participation data, 2022



Benefits to employers

Why should your business consider an apprenticeship programme through the University of Greenwich?

Our apprenticeships allow you to train and retain high-quality employees who can drive your business forward. By enrolling an apprentice on a nationally accredited programme with us, you will:

- Grow and retain your own talent, upskilling where you need it most
- Supercharge your productivity – businesses that offer apprenticeships can see significant increases in productivity and innovation
- Help shape your business's future with tailored training
- Use your Apprenticeship Levy and reduce your recruitment costs
- Equip apprentices with the specific knowledge, skills and behaviours they need to do their job successfully
- Boost your reputation in your industry as a forward-thinking employer and make your business an even more attractive destination for job seekers
- Be confident that your apprentices are studying at an award-winning university with world-class facilities
- Diversify your team and drive positive social mobility.

We will act as a trusted partner to help you recruit the right apprentice and promote the programme to learners. Throughout the process and programme, we will offer you comprehensive and ongoing support to meet your needs and help ensure each apprentice succeeds.



Your guide to the Apprenticeship Levy

What is the Apprenticeship Levy?

In 2017, the UK government initiated the Apprenticeship Levy for all employers who pay an annual wage bill of over £3 million. These employers must pay 0.5% of their payroll each month as a levy tax. This payment can only be used to pay for training apprentices.

Is extra support available?

Sometimes employers pay into the levy but their funds do not cover the full apprenticeship training costs. In these cases, they can get extra support up to a set level. The government will pay 95% of the additional costs, and the employer will 'co-invest' 5%. If the cost of the training exceeds the amount in your levy account, your organisation will need to pay.

Is funding available for SMEs?

Government funding is available for SMEs that do not pay the levy. However, you may be required to co-invest 5% of the levy cost. We provide guided support to businesses to take them through the levy funding available to them, so please contact us.

What are levy transfers?

If you are a large employer who pays the Apprenticeship Levy, you can choose to transfer up to 50% of your levy funds each year to other businesses. These businesses can then use these levy funds to pay for their apprenticeship training and assessment.

With a levy transfer, you can decide which apprenticeships and businesses you would like to support. It is a great way to help other businesses, people and local areas to succeed.

Is there help to pay other costs?

Employers can get £1,000 to support an apprentice in the workplace if the apprentice is one of the following:

- 16 to 18 years old
- 19 to 25 years old with an education, health and care plan
- 19 to 25 years old with a background of being in care.

Can you tell me about the Apprenticeship Levy in more detail?

If you are an employer and would like to know more about the Apprenticeship Levy, please contact us today at apprenticeships@greenwich.ac.uk.

Your responsibilities as an employer

We encourage employers to be fully engaged in the apprenticeship programme and provide guided support to ensure that you meet your responsibilities.

You must:

- Provide the apprentice with a genuine job
- Pay them a fair wage that is at least consistent with the law
- Make sure that the apprentice works with experienced staff
- Allocate them a workplace mentor
- Ensure the apprentice gains job-specific skills and can demonstrate them
- Give the apprentice time for protected off-the-job training during their normal working hours
- Make sure they can access all aspects of the apprenticeship standard they are studying
- Attend 12 weekly progress reviews
- Engage with the training provider on your apprentice's progress throughout the programme.





Eligibility for learners

To be eligible for an apprenticeship, your learner must:

- Need the knowledge, skills and behaviours that an apprenticeship will provide for their role
- Have the transferable skills and readiness to study at undergraduate level
- Meet both the university's entry requirements for the programme that they are applying for and the eligibility criteria set out in the Education and Skills Funding Agency rules
- Have an employment contract that covers the whole programme, including the end-point assessment
- Not be in full-time education when the apprenticeship starts
- Have the right to live and work in the UK.

Our programmes



Learners can choose from a range of apprenticeships. They include:

Adult nursing	Laboratory science	Pharmaceutical sciences
Advanced clinical practitioner	Learning disabilities nursing	Physiotherapy
Chemistry	Mental health nursing	Product design and development engineering
Children's nursing	Midwifery	Quantity surveying
Construction site management	Nursing associate	Science industry process and plant engineering
Digital and technology solutions	Operating department practitioner	Senior leader
Embedded electronic systems design and development	Paramedic	Speech and language therapy





Off-the-job training

Off-the-job training is an essential part of an apprenticeship. It is protected learning time that you give your learner during their normal working hours. You must pay the learner for this time.

The training helps the learner to achieve the required knowledge, skills and behaviours set out in the apprenticeship standard. It is delivered in the classroom and developed in the workplace, through activities such as mentoring, shadowing and industry visits.

End-point assessments

The final stage of your learner's apprenticeship is the end-point assessment. This assesses whether they have achieved the knowledge, skills and behaviours outlined in their apprenticeship standard.

Your journey as an employer



1

1. Identify your business needs

Begin by looking closely at your current workforce and assessing where an apprenticeship could help fill skills gaps. Consider how apprenticeships could support your short-, medium- and long-term business strategies. Our team can help you with this, as we have years of experience you can call upon.

2

2. Research and planning

Speak to our team about how apprenticeships could help your business. We can discuss:

- What apprenticeships are
- How they are funded and how you can utilise your Apprenticeship Levy
- How they work in practice
- The courses we offer and the apprenticeship standards they are mapped to.

3

3. Recruitment

You can then start to recruit the best candidates for an apprenticeship. This can include both new and current employees. Our team can help advise you on this process.

4

4. Coordinate with our team

From the start of the programme, we will outline the apprenticeship standard the apprentice is expected to meet. We will use this as the basis for planning their training and learning. We will also explain how we will work with you during the apprenticeship programme and end-point assessment.



Your learner's journey







Case study

A great way to future proof your business and keep everyone motivated

Working in the ever-evolving construction sector, United Living's commercial manager Steven Huggett knows exactly how vital apprenticeships can be to business success.

The construction industry is always changing. We are now doing a lot more design and build projects, which involves a more highly skilled workforce than we've had to employ in the past. Finding high-quality individuals to meet these new industry demands is a challenge. The extensive skills shortage across the industry causes problems. Finding, retaining and motivating the right people is difficult.

Apprenticeships are invaluable

This is where University of Greenwich apprenticeships prove invaluable. Through these apprenticeships, people feel that the company has invested a lot of time and effort and really care. We have a policy of trying to internally promote where we can. And by taking on good quality apprentices, we can allow them to progress through the business. It's good for all aspects of the business and helps us keep our workforce really motivated.

Close links with the University of Greenwich

Steven is proud to be a University of Greenwich graduate, along with a number of his United Living colleagues. He was keen to highlight the close working relationship between the two organisations. The University of Greenwich has been really good for both United Living as a business and for our individual apprentices. We have regular meetings with the university, and we always get good feedback on how our apprentices are progressing. It's a really easy process.

Aligned with our values and goals

United Living have a clear sense of their values and goals and it's crucial that all staff are aligned with them. This is another big advantage of apprenticeships. You know from day one that you're getting someone who will be a natural fit with other team members, and who can really add something positive.

A good example of a successful apprenticeship

Our apprentice Charlie is a really good example of how successful apprenticeships can be. Since joining us, he's already been promoted a couple of times and is advancing through the business. Charlie's now running and managing projects all by himself, which is a great testament to him.



How to make the most of apprenticeships

They're a great idea. Apprenticeships allow us to future proof our business. So, take some time to think about where you want your business to be in the future and what kind of people you need to take you there. Imagine the difference you could make by taking on staff that are keen and enthusiastic, and then giving them the space and support to develop and succeed.

Steven Huggett

Commercial Manager, Property Services,
United Living

Get in touch



Take your next step to business success.
Begin your apprenticeship journey with the University of Greenwich.

Email us today at apprenticeships@greenwich.ac.uk

