



Apprenticeships: A Quick Guide for Apprentices

Apprenticeships:

- offer the opportunity to learn new knowledge, skills and behaviours
- are open to newly recruited and existing staff
- range from Level 2 (GCSE level) to Level 7 (Masters Level)
- are funded by the Apprenticeship Levy
- are run by University approved training providers
- last for a minimum of a year
- must involve 20% off-the-job learning
- include an End Point Assessment
- offer a strong foundation to develop

Apprentices:

- recruited as an apprentice are appointed on apprentice salary points
- who are existing staff remain on their current salary
- job roles must support their chosen apprenticeship programme
- must be committed to completing all elements of their apprenticeship programme
- must have the support of their line manager
- should be supported by a workplace mentor

For further information and guidance, please visit:

apprenticeships.admin.cam.ac.uk





Interested in completing an apprenticeship?

What you need to know

- A full list of approved apprenticeship standards can be found [here](#).
- You can undertake an apprenticeship at any level as long as you do not already have a higher-level qualification in the same subject.
- You must have a contract with the University that lasts as long as the apprenticeship.
- You must meet the governments [funding eligibility criteria](#).
- The apprenticeship must be relevant to your job role as you must be able to demonstrate your learning at work.
- Your apprenticeship must be delivered by a University approved training provider. A list of providers can be found [here](#).
- You may be able to complete your apprenticeship as part of a University-wide cohort
- PPD coordinate the funding for all apprenticeships

Next Steps:

- Gain agreement with your line manager
- Identify a suitable apprenticeship standard
- Contact PPD to agree an approved apprenticeship provider
- Complete a relevant expression of interest form, available from PPD
- Liaise with the training provider and carry out a skills assessment
- Once approved meet with training provider and your line manager to agree and sign a Commitment Statement
- Agree a start date and commence apprenticeship

**For further information, please email the
Apprenticeship Team at
Apprenticeships@admin.cam.ac.uk**

