



# Apprenticeships: A Quick Guide for Managers

## 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)
- follow an approved apprenticeship standard, which can be found [here](#)
- are funded by the Apprenticeship Levy
- are run by University approved training providers [here](#)
- last for a minimum of a year
- must involve 20% off-the-job learning
- include an End Point Assessment
- apprenticeships are sometimes run as University-wide cohorts
- must be relevant to the apprentices job role to demonstrate learning at work
- 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
- can undertake an apprenticeship at any level as long as they do not already have a higher-level qualification in the same subject
- must have a contract with the University that lasts as long as the apprenticeship
- must meet the governments [funding eligibility criteria](#)

### **Next Steps for Existing Staff:**

1. read the 'Guide for Managers' [Here](#)
2. understand how to support apprentices with 20% off the job learning, the guide to off-the-job learning can be found [Here](#)
3. identify relevant apprenticeship [here](#)
4. locate and liaise with approved training providers – [Approved List](#)
5. once apprenticeship is agreed meet with training provider and the apprentice to agree and sign a Commitment Statement
6. notify PPD of employee details, apprenticeship standard, costs and start dates to enable PPD to access levy funds

### **Next Steps for New Apprenticeship Position:**

1. obtain internal sign off for new apprenticeship position
2. follow steps 1-4 above
3. notify PPD of planned recruitment
4. follow recruitment [flowchart](#) and [salary guidance](#)
5. liaise with training provider to support advertising and applications
6. advertise position and appoint apprentice
7. follow steps 5&6 above

**For further information and guidance, please visit:**  
[www.apprenticeships.admin.cam.ac.uk](http://www.apprenticeships.admin.cam.ac.uk) or email  
[Apprenticeships@admin.cam.ac.uk](mailto:Apprenticeships@admin.cam.ac.uk)

