

APPRENTICESHIPS FREQUENTLY ASKED QUESTIONS

May 2017



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ABOUT APPRENTICESHIPS

What is an apprenticeship?

An apprenticeship involves undertaking a job role which is accompanied by training and the development of technical / essential and transferable skills. It is a way for people of all ages to 'earn while they learn', and to achieve a qualification as part of this. Apprentices must be aged 16 or over and be in paid employment for the duration of their apprenticeship.

There is a national minimum wage rate that applies to apprentices aged 16 to 18 and those aged 19 or over who are in their first year. All other apprentices are entitled to the minimum wage for their age. Many employers however choose to pay the apprentice more than the minimum wage. For more information on the national minimum wage for apprentices click [here](#)

What are Trailblazers?

Trailblazers are employer-led apprenticeships developed to replace existing apprenticeship frameworks. Each apprenticeship is made up of a 'Standard' that includes the knowledge and skills and behaviours required for a specific job role. This is accompanied by an Assessment Plan which details how the apprenticeship must be assessed, and the quality assurance associated with this. CMI apprenticeships are all Trailblazer apprenticeships developed by employers led by Serco, in liaison with CMI and a number of Providers.

What will happen to existing apprenticeships?

New apprenticeships are being developed based upon the guidance given to Trailblazers and will be based upon the Standard developed by employers. As and when these are developed they will replace existing apprenticeship frameworks (though apprentices on existing apprenticeships will be allowed to complete). The Government has committed to withdrawing all of the old Apprenticeship Frameworks by 2020.

What is happening to apprenticeships in Scotland, Wales and Northern Ireland?

The new Trailblazer apprenticeships apply only to England. In Scotland, Wales and Northern Ireland the existing apprenticeships will continue to be offered. These are based upon National Occupational Standards (NOS). If an employer based in Scotland, Wales or Northern Ireland has apprentices whose work time is primarily based in England, that apprentice may be eligible for funding.

What other Trailblazer apprenticeships are available?

All Trailblazer apprenticeships which have been approved for delivery can be found on the Education and Skills Funding Agency's (ESFA) website [here](#)

All Trailblazer apprenticeships under development can be found on the Education and Skills Funding Agency's website [here](#)

How much will the training cost?

The cost of the training will depend on the price of any training, assessment and any qualifications included for each apprenticeship. Employers will negotiate bespoke training packages with their chosen Provider up to the funding cap set by Government (see the section on funding for more information)

Where the agreed price exceeds this cap, employers must pay the difference.

Who is responsible for the quality of apprenticeships?

With regards to the CMDA, the Quality Assurance Agency for Higher Education (QAA) regulates universities/ higher education providers. The Chartered Management Institute is responsible for the quality assurance around Chartered Manager. Employers are responsible for the quality of on the job training.

A new, independent employer-led body called the Institute for Apprenticeships will be responsible for ensuring the high quality of apprenticeships in England. The institute's role will also be to advise on setting funding caps, approving apprenticeship standards and assessment plans. It is now fully operational.

However, where Ofqual regulated qualifications are embedded within apprenticeship standards, Ofqual will continue to be responsible for regulating these. Where professional qualifications are included within apprenticeship standards, their regulation will remain with the professional body. Universities/ Higher Education Providers will continue to be regulated by the QAA.

What is a Degree Apprenticeship?

Degree Apprenticeships are the newest model being developed by employer-led trailblazers. Degree Apprenticeships involve employers, universities/ higher education providers and professional bodies in partnership, co-designing an apprenticeship to meet full occupational competency and with the inclusion of a degree that provides the full programme of training and assessment for the apprenticeship.

Apprentices are employed throughout, and spend part of their time at university and part with their employer; employers and universities will have flexibility to decide how best to structure this, e.g. via day release or block release.

Apprentices will complete a rigorous end assessment which tests both the wider occupational competence and academic learning required for success in that profession in this case incorporating a bachelor's degree.

How do the new Trailblazer apprenticeships compare to the old (SASE) apprenticeships?

Old Apprenticeship Framework	New Trailblazer Apprenticeship
Initial assessment of potential apprentice	Initial assessment of potential apprentice
Work-based learning and off the job training	Work-based learning and off the job training
<i>Mandatory qualifications e.g. NVQ, Technical Certificate English & Mathematics Employment Rights & Responsibilities Personal Learning & Thinking Skills</i>	<i>Technical qualifications not normally mandatory English & Mathematics qualifications required Assessment of behaviours</i>

What are the benefits of Apprenticeships?

Apprenticeships have a number of benefits for employers, apprentices, and Providers.

- Apprentices can acquire the skills they need to work and progress within certain roles

- Apprentices will be employed and paid a wage throughout, will gain a full apprenticeship certificate, and gain a head-start into their chosen profession compared with many of their counterparts
- Providers can strengthen links with local employers and offer an apprenticeship that meets employer needs
- Apprenticeships are a tried and tested way for employers to recruit new staff, re-train or up-skill existing staff
- Productivity is increased over time
- For levy paying employers – funds that are paid into the Digital Account can be used to upskill any accidental manager, however highly qualified,
- Training and assessment costs are presently co-funded by the government
- Employers that pay the levy will be able to use those funds to pay for apprenticeship training and assessment
- Employers that don't pay the levy (or levy paying employers who have used up their payments) will be required to contribute 10% of the cost of training and assessment for apprenticeships.

What apprenticeships do CMI offer?

CMI presently offer apprenticeships at three levels:

- Team Leader/ Supervisor (level 3)
- Operational/ Departmental Manager (level 5)
- Chartered Manager Degree Apprenticeship (level 6)

A level 7 apprenticeship for senior leaders is currently under development.

Does Recognised Prior Learning count towards apprenticeships?

The aim of an apprenticeship is to equip the apprentice with substantial new skills, not to accredit existing skills. That said, an apprenticeship programme may take account of RPL, however the length of any apprenticeship programme must be reduced to account for this (note that apprenticeships must be of at least one year duration). Funding must not be claimed for knowledge and skills that the apprentice already holds.

What is the 20% off-the-job funding rule?

As part of the funding rules, all apprenticeship programmes must include 20% off- the- job training. It is up employers to decide at what point during the apprenticeship the training is best delivered (for example, one day a week throughout, 1 week out of every 5, a proportion at the beginning, middle and end). This will depend on what is best for the organisation and the apprentice.

As defined in Apprenticeships (in England): Vision for 2020, the 'off-the-job training element' is defined as learning which is undertaken outside of the normal day to day working environment and leads towards the achievement of the apprenticeship. The apprentice should spend at least 20% of their time off-the-job.

What if an apprentice withdraws/ fails to finish, or can places be deferred?

If an apprentice withdraws the funding will stop for that apprentice from the point that they withdraw. If an apprentice wants or needs to take a break, funding will stop during the break in learning which may be resumed at a later date. The ESFA must be notified of this as a temporary withdrawal.

What is the Team Leader/ Supervisor Apprenticeship?

The Team Leader/ Supervisor apprenticeship is an exciting new work-based route towards developing Team Leaders/ Supervisors and includes:

- work-based learning, which means that the apprentice is in paid employment for the duration of their apprenticeship and receives on the job training and support

- business education through a Provider (with potential to lead to a CMI qualification)

Who is the Team Leader/ Supervisor Apprenticeship aimed at?

The apprenticeship is suitable for those who are, or wish to become, team leaders and/or supervisors. This includes individuals who are at the start of their career that wish to become team leaders/ supervisors as well as those aspiring or existing managers who may already have developed practical experience but who wish to develop their theoretical understanding of management skills further.

A team leader/ supervisor is a first line management role, with operational/ project responsibilities or responsibility for managing a team to deliver a clearly defined outcome. They provide direction, instructions and guidance to ensure the achievement of set goals. Working in the private, public or third sector and in all sizes of organisation, specific responsibilities will vary, but the knowledge, skills and behaviours needed will be the same whatever the role.

Key responsibilities are likely to include supporting, managing and developing team members, managing projects, planning and monitoring workloads and resources, delivering operational plans, resolving problems, and building relationships internally and externally.

Roles/Occupations may include Supervisor, Team Leader, Project Officer, Shift Supervisor, Foreperson, and Shift Manager.

What are the entry requirements?

Individual employers will set the selection criteria for their apprentices though most will be expected to hold 5 GCSEs at grade C or higher. Prior experience may also be considered. Apprentices should also have achieved qualifications in English and mathematics at a minimum of level 2 or equivalent. Where this is not the case, apprentices must complete these by the end of the Apprenticeship.

How long will it take to complete the Team Leader/ Supervisor Apprenticeship?

This Apprenticeship will typically take 12-18 months years to complete, but can take longer or shorter depending on the prior experience of the individual and the specification of the employer.

NB - apprenticeships must take a minimum 12 months of learning.

Which Providers will be able to deliver the Team Leader/ Supervisor Apprenticeship?

To be able to deliver an apprenticeship a provider must be registered on the Education and Skills Funding Agency's Register of Apprentice Training Providers (RoATP).

What is the funding cap for the Team Leader/ Supervisor Apprenticeship?

See the Table in the funding section below.

How is the Team Leader/ Supervisor Apprenticeship assessed?

All Trailblazer apprenticeships are required to have an end-point assessment that is carried out by an independent body. Apprentices must pass the end-point assessment in order to achieve the apprenticeship certificate.

The end-point assessment for the Team Leader/ Supervisor Apprenticeship involves a review of the apprentice's portfolio of evidence which is collated during their work/ study time; an externally set knowledge test; and an interview/ competency based discussion relating to the apprentice's Continual Professional Development Log.

How is the Team Leader/ Supervisor Apprenticeship quality assured?

A new independent body, led by employers, called the Institute for Apprenticeships (IfA) will regulate the quality of apprenticeships within the context of reaching 3 million starts by 2020.

The IfA's role will be to advise on setting funding caps, and approving apprenticeship standards and assessment plans. Established in 2016, the IfA is now fully operational.

Is the Team Leader/ Supervisor Apprenticeship certificated?

Yes – apprentices that successfully complete all parts of the Apprenticeship will receive a full apprenticeship certificate. This will be in addition to any qualifications that are taken as part of the apprenticeship.

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ABOUT THE OPERATIONAL/ DEPARTMENTAL MANAGER APPRENTICESHIP

What is the Operational/ Departmental Manager Apprenticeship?

The Operational/ Departmental Manager apprenticeship is an exciting new work-based route towards developing Operational/ Departmental Manager and includes:

- work-based learning, which means that the apprentice is in paid employment for the duration of their apprenticeship and receives on the job training and support
- business education through a Provider (with potential to lead to a CMI qualification)

Who is the Operational/ Departmental Manager Apprenticeship aimed at?

The apprenticeship is suitable for those who are, or wish to become, Operational/ Departmental Managers. This includes individuals who are at the start of their career that wish to become Operational/ Departmental Managers. Also those aspiring or existing managers who may already have developed practical experience but who wish to develop their theoretical understanding of management skills further.

An operations/departmental manager is someone who manages teams and/or projects, and achieves operational or departmental goals and objectives, as part of the delivery of the organisations strategy. They are accountable to a more senior manager or business owner. Working in the private, public or third sector and in all sizes of organisation, specific responsibilities and job titles will vary, but the knowledge, skills and behaviours needed will be the same.

Key responsibilities may include creating and delivering operational plans, managing projects, leading and managing teams, managing change, financial and resource management, talent management, coaching and mentoring.

Roles may include: Operations Manager, Regional Manager, Divisional Manager, Department Manager and specialist managers.

What are the entry requirements?

Individual employers will set the selection criteria for their apprentices though most will be expected to hold 5 GCSEs at grade C or higher. Prior experience may also be considered. Apprentices should also have achieved qualifications in English and mathematics at a minimum of level 2 or equivalent. Where this is not the case, apprentices must complete these by the end of the Apprenticeship. It is also recommended that the apprentice is supported to become digitally literate where this is important to their role.

How long will it take to complete the Operational/ Departmental Manager Apprenticeship?

This Apprenticeship will typically take 2½ years to complete, but can take less depending on the prior experience of the individual and the specification of the employer.

NB - apprenticeships must take a minimum 12 months of learning.

Which Providers will be able to deliver the Operational/ Departmental Manager Apprenticeship?

To be able to deliver an apprenticeship a provider must be registered on the Education and Skills Funding Agency's Register of Apprentice Training Providers (RoATP).

What is the funding cap for the Operational/ Departmental Manager Apprenticeship?

See the Table in the funding section below.

How is the Operational/ Departmental Manager Apprenticeship assessed?

All Trailblazer apprenticeships are required to have an end-point assessment that is carried out by an independent body. Apprentices must pass the end-point assessment in order to achieve the apprenticeship certificate.

The end-point assessment for the Operational/ Departmental Manager Apprenticeship involves a review of the apprentice's portfolio of evidence which is collated during their work/ study time; an externally set knowledge test; presentation of a work-based project and question/ answer session and an interview/ competency based discussion relating to the apprentice's Continual Professional Development Log.

How is the Operational/ Departmental Manager Apprenticeship quality assured?

A new independent body, led by employers, called the Institute for Apprenticeships (IfA) will regulate the quality of apprenticeships within the context of reaching 3 million starts by 2020. The IfA's role will be to advise on setting funding caps, and approving apprenticeship standards and assessment plans. Established in 2016, the IfA is now fully operational.

Is the Operational/ Departmental Manager Apprenticeship certificated?

Yes – apprentices that successfully complete all parts of the Apprenticeship will receive a full apprenticeship certificate. This will be in addition to any qualifications that are taken as part of the apprenticeship.

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ABOUT THE CHARTERED MANAGER DEGREE APPRENTICESHIP

What is the Chartered Manager Degree Apprenticeship?

This Degree Apprenticeship is an exciting new work-based route towards developing professionally competent Chartered Managers.

The Chartered Manager Degree Apprenticeship includes three parts:

- work-based learning which means that the apprentice is in paid employment for the duration of their apprenticeship and receives on the job training and support
- business education through a University/ Higher Education Provider leading to a relevant degree (to the value of 360 credits) that maps 100% to the published Chartered Manager Degree Apprenticeship Standards
- through both of the above, apprentices are able to acquire the knowledge and skills, and prepare for the assessment, for Chartered Manager status

Who is the Chartered Manager Degree Apprenticeship aimed at?

The Chartered Manager Degree Apprenticeship is suitable for those at the start of their career – including school leavers – as well as those who may already have developed practical experience but who wish to develop further - 'accidental managers'.

What are the entry requirements?

Individual employers will set the selection criteria for their apprentices though most will be expected to hold 'A' levels or equivalent relevant level 3 qualifications. Prior experience may also be considered. Potential apprentices should also have achieved qualifications in English and mathematics at a minimum of level 2 or equivalent, and be able to demonstrate ICT skills at this level. Where this is not the case, apprentices must complete these by the end of the Chartered Manager Degree Apprenticeship.

How long will it take to complete the Chartered Manager Degree Apprenticeship?

The Chartered Manager Degree Apprenticeship can take up to four years to complete, but can take less depending on the prior experience of the individual and the specification of the

employer. Experienced managers may be able to complete in around 2 years. Some Universities/ Higher Education Providers offer a 'fast track' model to accommodate experienced managers.

Which Universities/ Higher Education Providers will be able to deliver the Chartered Manager Degree Apprenticeship?

To be able to deliver an apprenticeship a provider must be registered on the Education and Skills Funding Agency's Register of Apprentice Training Providers (RoATP). There are already a number of higher education institutions currently offering the Chartered Manager Degree Apprenticeship to employers. You can find these on CMI's [website](#)

What is the funding cap for the Chartered Manager Degree Apprenticeship?

See the Table in the funding section below.

How is the Chartered Manager Degree Apprenticeship assessed?

All Trailblazer apprenticeships are required to have an end-point assessment that is carried out by an independent body. Apprentices must pass the end-point assessment in order to achieve the apprenticeship certificate.

The end-point assessment for the Chartered Manager Degree Apprenticeship involves a review of the apprentice's portfolio of evidence which is collated during their work/ study time; a review of a work-based project; and a final presentation and interview by a small panel comprising the end-point assessor and representatives from the employer and University/ Higher Education Provider. Note that there are no examinations required.

Before progressing to the end-point assessment the apprentice must have achieved the degree that is included within their apprenticeship.

How is the Chartered Manager Degree Apprenticeship quality assured?

The Quality Assurance Agency (QAA) is responsible for the quality of degrees offered as part of apprenticeships. The end-point assessment body is responsible for the quality of assessors, ensuring that a consistent standard is achieved and maintained.

A new independent body, led by employers, called the Institute for Apprenticeships is in the process of being established. It will regulate the quality of apprenticeships within the context of reaching 3 million starts in 2020. The institute's role will be to advise on setting funding caps, and approving apprenticeship standards and assessment plans. It will be established in 2016 and is now fully operational.

Is the Chartered Manager Degree Apprenticeship certificated?

Yes – apprentices that successfully complete all parts of the Chartered Manager Degree Apprenticeship will receive a full apprenticeship certificate. This will be in addition to their degree certificate.

What is a Chartered Manager?

A Chartered Manager is someone who can take responsibility for people, projects, operations and/or services to deliver long term organisational success, with the professional recognition of their ability to deliver impact, behave ethically and demonstrate their commitment to continual learning and development. It has been developed by employers, led by Serco, working with both the Chartered Management Institute and the Chartered Association of Business Schools.

Is Chartered Manager included in the apprenticeship?

The reforms to the apprenticeship system seek to ensure that employers work with professional bodies, so that apprentices are able to gain professional recognition where possible. As part of the Chartered Manager Degree Apprenticeship apprentices are able to

gain the knowledge and skills that a Chartered Manager needs, and to be assessed for Chartered Manager status, however this is optional.

What are the benefits of being a Chartered Manager?

83% of managers say that they are better managers after achieving chartered status. Chartered managers deliver £391,443 in added value to their organisation (*Source: Management Excellence, May 2015*).

What is the Chartered Management Institute's role?

The Chartered Management Institute has worked with the employer group to ensure it is fully aligned to the standards of professional recognition provided by the Chartered Manager accreditation.

The Government supports the achievement of professional recognition on completion of an apprenticeship. Employers are encouraged to align apprenticeships with professional body requirements and to incorporate the achievement of professional membership and professional standards within the apprenticeship.

What is the Chartered Management Institute doing to support apprentices in achieving Chartered Manager status?

Apprentices must be registered as Associate Members with Chartered Management Institute at the start of their programme. This will give them access to resources through ManagementDirect – the Chartered Management Institute's on-line portal.

Will the Chartered Manager Degree Apprenticeship dilute standards for Chartered Manager?

Not at all. Apprentices will be subject to the same assessments and must demonstrate the same levels of competence and professional standards as any other individual seeking Chartered Manager status.

How does the Chartered Manager Degree Apprenticeship lead to Chartered Management Institute membership?

Apprentices are registered as affiliate members of the Chartered Management Institute (CMI) at the beginning of their programme. This ensures that apprentices are able to access the benefits of Affiliate Membership as soon as possible, including access to on-line resources through the CMI's on-line portal Management Direct.

After the end of the apprenticeship, it will be the choice of the individual and their employer as to whether they wish to maintain their membership of CMI as a Chartered Member. If they choose not to become members, they would retain their Chartered Manager Degree and Apprenticeship qualification, but would not be able to continue to use the CMI's designatory letters (CMgr), unless they are members and committed to staying up-to-date through their CPD activities and adherence to the CMI's Code of Professional Practice.

For successful candidates who wish to continue to progress their career, they can later apply to become Chartered Fellows of CMI, when they have had 10 years of management experience, at least three of those being at a senior and strategic level within their organisation.

How do I get involved as an apprentice?

If you want to become an apprentice for any of CMI's apprenticeships) there are a number of ways that you can do this.

- Search for an apprenticeship, and register your details so that you can get alerts about new apprenticeships [here](#)

- Contact employers that you would like to work with directly. They may not already offer apprenticeships but they may well consider becoming involved with apprenticeships
- Find out what Providers offer the apprenticeship that you're interested in. These could be colleges, private training providers or universities, Providers may have relationships with particular companies that take apprentices so may be able to assist in placements. Those currently offering apprenticeships can be found on the Chartered Management Institute's website.

As a potential apprentice you can find some really useful information [here](#)

I have already done an apprenticeship – can I do another?

Yes you can, provided you are learning substantial new skills. This apprenticeship may be at the same level, a higher level or even a lower level as the one that you've already done...

How do I register as a member with CMI?

CMI and your training provider/ university will organise your membership (CMDA apprentices). For levels 3 and 5 you'll need to contact CMI.

How do I access CMI online resources?

You will/should have received a welcome email from CMI containing your unique username and password. Please use these to login to your [CMI account](#). From here you can update your details and also access ManagementDirect, CMI's online knowledge portal. You will be classified as an 'Affiliate' member of CMI for the duration of your apprenticeship.

What happens if I experience any issues logging in?

Simply contact CMI through the 'Help' button and someone will be in touch as soon as possible.

What happens if I don't receive my welcome email?

Please contact your training provider/ university course administrator who will contact CMI on your behalf to resolve this quickly and efficiently.

What will I be able to access?

You will have access to a wealth of online resources including ManagementDirect, CMI Mentoring, exclusive webinars as well as a host of networking events held around the country.

How do I find dedicated resources to the Chartered Manager Degree Apprenticeship (CMDA)?

When you login to ManagementDirect (MD) you will see a 'Course Requirements' button on the homepage. Simply click on this and you will be directed to the page which holds the CMDA framework. All the relevant content in MD is linked to this framework, so you are never more than a couple of clicks away from the information required.

Who are CMI, how are they linked to my apprenticeship and how can I find out more?

[CMI](#) are the leading professional body in Management and Leadership, they are the only organisation able to award [Chartered Manager](#) status. CMI played a major part in developing the [CMDA](#) standard with employers and education providers.

Where can I find out what membership benefits and services are available from CMI?

Please click on the following link which highlights the range of membership benefits and services available:

<http://www.managers.org.uk/individuals/become-a-member>

Where can I find out more about the Chartered Manager Degree Apprenticeship?

Please click on the following link for further information:

<http://www.managers.org.uk/management-apprenticeships/apprenticeships/level-6-chartered-manager-degree-apprenticeship>

Will I still have access to CMI membership benefits and services after I have successfully completed my CMDA?

As part of the CMDA programme you will receive a further 12 months membership once you become a Chartered Manager (e.g. towards the end of your programme). After this period you will be responsible for maintaining your membership of CMI.

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INFORMATION FOR EMPLOYERS

What's in it for the employers?

CMI's Apprenticeships have been designed by employers for employers. The Standards contain the knowledge and the skills that employers want and need for managers within their business.

According to the latest research, on average Chartered Managers each add £391K of value to their employers. The apprenticeships will allow employers to up-skill existing managers, and also attract new talent to acquire the skills they need.

How do I get involved as an employer?

If you are a small employer, or new to apprenticeships and want to get involved, perhaps even just try this out to see if it's for you, then you may want to use an Apprenticeship Training Agency (ATA). These can find an apprentice for you and deal with the employment, training and assessment side of things on your behalf, though a fee would be payable to the agency. The National Apprenticeship Service (NAS) can provide further details [here](#)

You need to identify the apprenticeship that you want to deliver - you can find information about what Standards are approved and ready for delivery [here](#)

You must familiarise yourself with the Standard for the apprenticeship. You must also familiarise yourself with the Assessment Plan and understand your role within this including any on-programme assessment and the end-point assessment.

You need to select a Training Provider/HEI to work with that offers the apprenticeship – for the CMDA you can find these listed on CMI's [website](#).

You may wish to become an apprenticeship provider yourself, in which case you must apply to be on the RoATP through the Education and Skills Funding Agency's on-line portal 'Bravo'.

If your local Training Provider/HEI is not listed you could contact them direct and encourage them to join the RoATP and offer the apprenticeship(s) you're interested in.

You will need to make a formal agreement with the apprentice. A template can be found [here](#)

There is a lot of information to support employers with apprenticeships [here](#)

How will apprentices be recruited?

Employers will be responsible for recruitment. They can choose to advertise vacancies on the Apprenticeship Vacancies site run by the National Apprenticeships Service (NAS). However, employers may choose to advertise their apprenticeship vacancies independently, or offer them to existing members of their workforce to provide career development opportunities.

It is likely that some employers and Training Providers/HEI's will work together on recruitment for apprentices as both will need to be satisfied an applicant meets their respective requirements.

If an employee has already done an apprenticeship can they do another?

Yes they can, provided that the apprenticeship enables the apprentice to acquire substantial new skills. This may be at the same level as an apprenticeship that has already been achieved, or at a higher or even a lower level. For example, a staff member has completed an engineering apprenticeship, but now has picked up a small team to manage, in which case the Team Leader apprenticeship would be appropriate.

Where can employers find further information?

Information on taking on an apprentice can be found [here](#)

A useful Employer Guide to Higher Apprenticeships can be found [here](#)

How much training has to be done 'off the job'?

This must account for a minimum 20% (Trailblazer Guidance December 2015). This could include day release or block release (which may be on or off-site with the training provider) and/ or on-line learning.

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INFORMATION FOR UNIVERSITIES/ HIGHER EDUCATION PROVIDERS

I am a University/ Higher Education Provider – how can I get involved in delivering the Chartered Manager Degree Apprenticeship?

The Chartered Manager Degree Apprenticeship (CMDA) can be delivered through organisations with degree awarding powers that are listed on the Education and Skills Funding Agency (ESFA) Register of Apprentice Training Providers (RoATP) and whose Degree(s) map to the published CMDA Standard. Providers must liaise with the ESFA regarding the RoATP application.

To be able to deliver and draw down funding for the CMDA you will need to be registered on the Education and Skills Funding Agency (ESFA) Register of Apprentice Training Providers (RoATP).

You will need to understand the ESFA's common funding rules and the funding rules for HEIs that are delivering apprenticeships between 1 August 2016 - 31 July 2017. You can find this [here](#). Funding information that applies from May 2017 can be found [here](#).

You must familiarise yourself with the Standard for the CMDA and either already have, or be prepared to develop, a degree that maps 100% to the Standard.

You must also familiarise yourself with the Assessment Plan for the CMDA and understand your role within this including the end-point assessment. You must work with employers to agree a price for the training and assessment (up to the cap, though if the price exceeds this the employer must pay the difference in full) and you must deliver the training and assessment in accordance with that agreement.

The Chartered Management Institute has developed Guidance for Higher Education Providers that provides further detail – you can find this on the [CMI website](#)

What if apprentices don't complete the Chartered Manager Degree Apprenticeship?

If apprentices do not complete then they will not gain the full apprenticeship certificate. Those that do not complete may however receive certification from the university/ higher education provider and/or relevant awarding body for the parts that have been successfully completed. This may be for example the degree, or a qualification that has been embedded.

Can students take more than one apprenticeship?

Yes they can, (even if they are highly qualified already) provided that the apprenticeship gives the apprentice 'substantial new skills'.

What is the current apprenticeship funding?

Starts from May 2017 will either be funded from an employer's Digital Account (levy paying employers) or from Government with 10% contributed towards this by the employer (non-levy paying employers and also those levy paying employers who have spent the funds in their Digital Account). In addition there are employer incentive payments (for taking on a 16- to 18-year-old, for small businesses and for successful completion).

As with all apprenticeships, apprentices must not pay the costs of training or assessment and should not be charged any student fees within their apprenticeship.

What are funding bands and how do they work?

All apprenticeships are allocated to one of the funding bands by the Education and Skills Funding Agency. The overall amount the government contributes will depend on which funding band that the apprenticeship has been allocated to.

Table: Funding Bands

	Starts up to May 2017			Starts from May 2017	
	Funding band	Funding band maximum	Maximum Govt funding	Funding band	Funding band maximum
Team Leader/ Supervisor	2	£4,500	£3,000	7	£5,000
Ops/ dept Manager	3	£9,000	£6,000	9	£9,000
CMDA	6	£27,000	£18,000	15	£27,000

How will the levy work?

The Government introduced an apprenticeship levy in April 2017. This system replaces the old funding system. The levy applies to UK employers in both the private and public sector with an expected pay bill of more than £3 million. The levy will be charged at 0.5% of the employers' entire annual pay bill. However employers will have a levy allowance to offset against this. The levy allowance is worth £15,000. This means that the amount that employers will have to pay is 0.5% of their pay bill minus £15,000.

For example – an employer expects to pay £40,000 based upon 0.5% of their pay bill. Taking the £15,000 allowance into consideration £40,000 minus £15,000 means that they will only need to pay £25,000.

The levy will be collected by HMRC by monthly payments through PAYE and will be paid into a Digital Account for the employer to spend on training and assessment for apprenticeships.

Note: Employers must use a training provider that is shown on the Register of Apprenticeship Training Providers (RoATP).

It is anticipated that less than 2% of employers will actually pay the levy. Employers in England who pay the levy and are committed to apprenticeship training will be able to get out more than they pay in to the levy through a 'top up' of 10% to monthly funds entering levy paying employers digital accounts, for apprenticeship training in England, from April 2017. All funds entering a levy payer's account will be increased, so every £1 will be increased to £1.10

in value. Funds in the Digital Account expire after 24 months so employers will lose these if they are not spent.

What about non-levy paying employers?

Non-levy paying employers must contribute 10% towards the apprentice's training and assessment (payable to the training provider). The Government contribute the other 90%. This also applies where a levy paying employer has spent the funds in their Digital Account.

Additional incentives are in place for both levy and non-levy paying employers to take on apprentices aged 16-18 years of age.

What additional payments are available?

From May 2017:

- For taking on 16-18 year olds – £1,000 payable to both the employer and the provider
- English and Maths where required funded at £471 each. The level depends upon what is stated in the Standard but unless specified could be either functional skills or GCSE, and will fund both levels 1 and 2 separately
- No separate funding/ additional payment where ICT is a requirement of the Standard – this must come out of the funding band
- 19-24 payment where formerly in care
- Additional learning support up to £150 per month based upon evidence of need

When will the CMI be ready to carry out End-Point Assessments?

We are working towards a target date of September 2017.

Who will conduct the EPA?

The CMI as an approved assessment organisation will conduct the EPA. We will appoint an independent assessor to manage the EPA process.

- For the Team Leader/Supervisor apprenticeship, the independent assessor will conduct the professional discussion and competency interview.
- For the Operations/Departmental Manager apprenticeship a representative from the training provider/HEI and the employer will join the independent assessor for the presentation of the work-based project, structured competency based interview and professional discussion relating to CPD activity.
- For the CMDA apprenticeship a representative from the training provider/HEI and employer will join the independent assessor for the presentation of the work-based project and panel interview.

How are conflicts of interest going to be managed?

The CMI will provide clear guidance on the roles for each panel member (where this is part of the EPA). The independent assessor will make the final grading and EPA outcome decision. The independent assessor will be closely managed by the CMI to ensure that they have no prior experience of teaching/assessing any of the apprentices they provide the EPA for. The CMI has developed a Conflict of Interest Policy for EPA which explains the process for recruitment and monitoring of independent assessors.

What is included in the EPA?

The EPA process has a different focus dependant on the size and complexity of the apprentice Standard. Please look at the table below:

Apprenticeship Standard	Components of the EPA
Team Leader/Supervisor	<ul style="list-style-type: none">• A test of knowledge using scenarios with questions• A competency-based interview• A review of a portfolio of evidence• A professional discussion relating to CPD activity
Operations/Departmental Manager	<ul style="list-style-type: none">• A test of knowledge using scenarios with questions• A competency-based Interview• A review of a portfolio of evidence• A review of a work based project with a presentation on a work based project and Q&A session• A professional discussion relating to CPD activity
Chartered Manager Degree Apprenticeship (CMDA)	<ul style="list-style-type: none">• A review of a portfolio of evidence• A review of a work based project• A 15 minute presentation on a work based project• A Panel Interview

How far in advance can training providers/HEI's or employers book the EPA

The CMI will accept provisional bookings at start of the apprenticeship programme which can be confirmed nearer the apprentices end date.

Will the EPA be flexible to take into account the changing circumstances of apprentices? How far ahead does the booking process start?

Training Providers/HEI's or employers should notify the CMI when they feel that the apprentice is ready for the EPA and that the apprentice satisfies the Gateway requirements of the apprentice Standard.

How to ensure that an apprentice is ready for EPA?

This is for the HEI/training provider and employer to agree that the apprentice has met the requirements of the published Standard. As part of the on-programme assessment, apprentices will collate a portfolio of evidence that also forms part of the EPA. This portfolio will be important in identifying the apprentice's readiness for the EPA. HEI's/training providers and employers may also wish to consider preparing apprentice with generic skills such as interview hints and tips.

Is there a timescale within which an apprentice would be expected to retake part of the EPA if they have failed?

Whilst there is no hard and fast rule about timescales, we would suggest that apprentices wait for a least one month before resitting to allow for the preparation of additional evidence. To ensure currency of evidence we would suggest apprentices resit within six months.

What level of feedback will there be for apprentices if they fail part of the EPA?

Assessors will be tracking apprentice achievement of the Standard via the EPA so will know which parts that the apprentice has failed. Therefore there is no reason why this cannot be communicated as routine feedback.