



Degree Apprenticeships

Employer Guide



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mmu.ac.uk/apprenticeships

Your guide to degree apprenticeships

What are degree apprenticeships?

Since their introduction in 2015, degree apprenticeships have allowed universities and employers to create cutting-edge programmes that bring together the best of higher education and on-the-job practice learning.

This enables apprentices to not only become capable and confident practitioners, but also achieve internationally recognised degree, diploma and masters qualifications.

Why choose degree apprenticeships?

Degree apprenticeships are a proven route to boost skills and can be paid for through government funding or via the apprenticeship levy. You will have the opportunity to 'grow-your-own' talent, by nurturing an apprentice's development, while embedding your own culture and processes. You can engage with degree apprenticeships to either upskill existing staff, or bring in new talent.

They are a fantastic way to attract and retain ambitious employees looking to develop the necessary skills to progress their career and to take on roles of greater responsibility. With a degree apprenticeship, you will inject new energy and ideas into your organisation, and build the talent base required to achieve your organisation's goals.

2,400
apprentices
on 18 programmes

**Top university
in the UK**
for degree apprenticeships

RateMyApprenticeship
Awards 2019, 2020, 2021, 2022

92%

merit or distinction
at EPA in 2022

110+

apprentices
recognised
at regional and
national awards

Winner
**University
of the Year**
at the Multicultural
Apprenticeship Awards 2022

540+
Employer
partners

★ **Rated** ★
'Outstanding'

by Ofsted 2018 and 2022

**Training Provider
of the Year**
North West Apprenticeship
Awards 2023

Benefits for your organisation

From increasing diversity to continuity planning, apprenticeships offer a huge range of benefits for organisations.

Attract new talent

A package of study and work attracts enthusiastic, talented and dedicated new employees, often in areas of strategic skills shortages.

Higher-level skills

Degree apprenticeships help develop high-level skills within the local and regional economy for both new recruits and through upskilling existing employees.

Community

Your apprentices will join a network of over 39,000* students, including the 2,400 degree apprentices studying at Manchester Met. They will benefit from all of the support and facilities available across the Manchester Met campus.

High-quality

With an academic education delivered by one of the UK's top university providers for degree apprenticeships, our programmes have been recognised for excellence in both their development and delivery.

Encourage enterprise

Apprentices bring fresh insight back from their study days. They are encouraged to immediately apply their learning, allowing you to benefit from their entrepreneurial spirit and experience rapid impact.

Improved productivity

Degree apprenticeships help to fix skills gaps in your organisation, with 75%** of employers with apprentices reporting an improvement in productivity.



Retain your best talent

Degree apprenticeships drive the career development of your highest performing employees, increasing retention and rewarding achievement.

Excellent value

With generous funding for SMEs and the ability to use apprenticeship levy payments for larger organisations, degree apprenticeships provide an excellent return on your investment.

* Complied from HESA data 2020/21, includes students on distance learning and accredited courses at partner institutions

** Research from the Department of Education (DfE)

Force for change

As Manchester Met passed their fifth anniversary of delivering degree apprenticeships, we conducted a report to examine to what extent our programmes are delivering on their original vision.

Findings from the report included:



Degree apprenticeships are increasing opportunities for students from diverse backgrounds

Manchester Met cohorts are becoming more ethnically diverse, with an increase in black, Asian and minority ethnic apprentices, from 10% in 2015-16 to 19% in 2020-21.



Degree apprenticeships champion alternative routes into stem for women

34% of current Manchester Met STEM apprentices are women, a substantial improvement on the national undergraduate average of 22%.



Degree apprenticeships are a powerful vehicle for social mobility

Overall, 40% of Manchester Met degree apprentices are the first generation in their family to go to university.



Degree apprentices are gaining promotions and pay rises

Overall, 78.3% of Manchester Met degree apprentices received a pay-rise and 64.2% received a promotion during their apprenticeship. A survey of the first cohort of Manchester Met degree apprentices to complete their Digital & Technology Solutions apprenticeship, shows an average salary of £39,000 one year after graduating. This is 46% (£18,000) higher than the average UK computing graduate and 5% (£2,000) higher than graduates from the top five computing programmes in the UK (including Oxford and Cambridge).

Why work with us?

One of the most popular universities in the UK, with over 39,000 students.*

We are an Ofsted Grade 1 Outstanding provider and work with over 540 of the UK's leading large employers and SMEs, including Amazon, AstraZeneca, Barclays, The Very Group and McDonald's, and hold an 'excellent' rating from 500 employers (gov.uk, 2023).

Close links with employers

We take our responsibility for creating work-ready graduates seriously and pride ourselves on our close links to industry. This philosophy has always informed our programme creation and delivery, ensuring that graduates are equipped with the skills businesses require.

We offer all our employers an excellent package of:

- dedicated account management;
- recruitment support;
- up-to-date funding and finance advice;
- regular reporting;
- in-depth skills and behaviours development.

Industry-leading

We have used our expertise to gain an industry-leading role in degree apprenticeship creation and delivery, working with employers across the north west and nationally. The degree apprenticeship programmes at Manchester Met have been developed with employers, for employers.

Triple accredited

Our Business School became triple accredited when it received the EQUIS accreditation in December 2019. Triple accreditation is associated with business schools who concurrently hold EQUIS, AACSB and AMBA accreditations.

The awarding of these three accreditations is testament to our high standards of excellence in teaching and research.

Award-winning

Manchester Met was voted the leading university provider of degree apprenticeships at the RateMyApprenticeship Awards 2019, 2020, 2021 and 2022. The University has also recently won:

- Student Nursing Times Award Winner 2023
- North West Training Provider of the Year 2023
- FE Week AAC Awards - Winner - Digital Apprenticeship Provider of the Year 2023
- FE Week AAC Awards - Winner - Care Services Apprenticeship Provider of the Year 2023
- University of the Year at the Multicultural Apprenticeship Awards 2022

Our apprentices regularly win, or are nominated for national and regional awards.

We're here to support you

In order to create an environment where apprentices will achieve successful outcomes, both academically and within their organisations, the University provides support for apprentices, organisations, line managers and mentors.

For apprentices

Skills coaches

Our dedicated skills coaches encourage and support work-based learning, and can help with a range of other issues.

Functional Skills

Provision of Functional Skills, if required.*

Full access to all University services

This includes disability services, wellbeing, 24-hour library, IT services, sports facilities and online study environment.

For employers

The Apprenticeships Team is available to support employers by:

- providing recruitment support, including online, at events and through schools/colleges liaison;
- working in partnership to tailor content and delivery;
- holding meetings with your staff to understand your operational challenges and training needs;
- assigning your organisation a dedicated account manager, which provides a single point of contact with the University;
- conducting regular formal and informal reviews;
- sending regular reports of attendance and progress.

For line managers and mentors

Support is offered through regular reviews to set, monitor and review objectives and targets. All apprentice managers and mentors can attend an introductory workshop, which will cover topics including:

- an introduction to our programme team;
- programme structure, content, delivery and assessment;
- the role of a manager or mentor;
- understanding how your organisation can support apprentices to add value through assessments;
- supporting apprentice learners.

* For programmes greater than three years in duration



Our employer partners

Our degree apprenticeships are co-designed, co-delivered, co-assessed and co-evaluated alongside our employers.

We are privileged to work with over 540 of the most exciting and progressive organisations in the UK. Their commitment to offering opportunities and developing talent spans both public and private sectors and ranges from SMEs to multi-national companies.

Our employer partners include:



Our Degree Apprenticeships

Apprenticeship standard	Key entry requirements	Length	University days per year*
Advanced Clinical Practitioner	Registration with a statutory or regulatory body – HCPC, NMC or GPhC	2 years	Year 1 – 40 Year 2 – 20
		3 years	Year 1 – 30 Year 2 – 20 Year 3 – 10
Chartered Manager	104 UCAS points	4 years	Year 1 – 18 Year 2 – 12 Year 3 – 12 Year 4 – 12
Chartered Manager Fast-Track	Relevant experience and an appropriate level 4 or 5 qualification	2.5 years	12
Chartered Manager Health and Social Care (delivered in Manchester and nationally)	Varies according to qualifications/experience	2 years	Year 1 – 16 Year 2 – 16
Creative Digital Design Professional	104 UCAS points	4 years	24
Digital and Technology Solutions including pathways in Cyber Security Analyst, Data Analyst, IT Consultant, Software Engineer and Software Engineer (Mainframe)**	104 UCAS points	4 years	Year 1 – 29 Year 2 – 25 Year 3 – 25 Year 4 – 25
Digital and Technology Solutions (Masters) including pathways in IT Strategist, Software Engineer, Data Analyst, IT Project Management and Cyber Security**	Varies subject to specialism	2 years	17
Digital Marketer	104 UCAS points	4 years	24

Apprenticeship standard	Key entry requirements	Length	University days per year*
Digital User Experience (UX) Professional	104 UCAS points	4 years	24
District Nurse	Already registered nurses on Part 1 of the NMC register	12 months	In line with NMC regulations
Healthcare Science Practitioner	120 UCAS points including minimum grade C Biology A-Level or equivalent	3 years	24
Laboratory Scientist (Chemical Science)	104 UCAS points including minimum grade C Chemistry A-Level	4 years	Year 1 – 9 Year 2 – 5 Year 3 – 5 Year 4 – 5
Laboratory Scientist (Bioscience)	104 UCAS points, with one being biology or equivalent scientific discipline	4 years	Year 1 – 9 Year 2 – 5 Year 3 – 5 Year 4 – 5
Senior Leader PGDip	2:2 in any subject and at least three years senior management experience	1.5 years	16
Social Worker	All candidates assessed individually	3 years	30
Specialist Community Public Health Nurse	Already registered nurses on Part 1 of the NMC register or be registered midwives	1 year	In line with NMC regulations
Senior People Professional	2:2 in any subject and at least three years senior management experience	1.5 years	16

Visit mmu.ac.uk/apprenticeships for full programme information.

In the event that the standard entry requirements cannot be met, non-standard entry routes are also available. Please contact us for more information.

* Employers must allow apprentices to undertake development tasks associated with their apprenticeship for a minimum of six hours per week. This time will include University study days, as well as other eligible activities

**Specialisms vary due to subject demand

Success stories

Manchester Met stood out to us because of the quality and level of flexibility available. It felt very much that it would be a partnership between Manchester Met and AJ Bell. There was no necessity to have that background in technology, which meant that we were opening up these opportunities to people from all different backgrounds.

The female digital degree apprentices we have brought into the business have increased the number of women in the technology services department by 20 percent. And what that means is not only are we increasing diversity now at entry level, but it means we're going to have more diversity in leadership roles in the future.



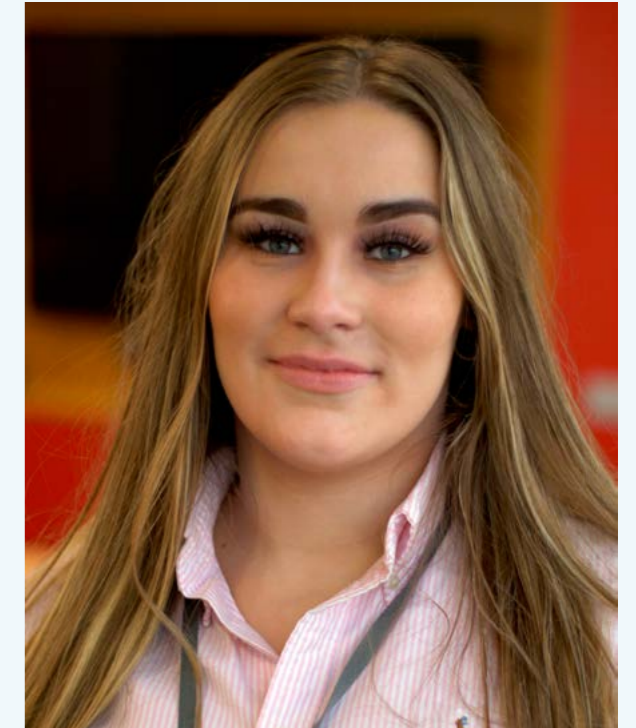
The impact of having digital degree apprentices in our business has actually been bigger than we could have really hoped for.

Angela Davies
Head of Learning and Development
AJ Bell

I strongly believe that choosing a degree apprenticeship was the right decision for me. I came from a non-technical background, and the amount of knowledge and skills I've gained over the past three years is incredible and I'm really proud of myself.

Sometimes, people are worried that technology is not right for them but doing a degree apprenticeship does help you understand how important it actually is and what a good career path it is for many people.

Julia Domanska
Digital and Technology Solutions
degree apprentice
AJ Bell



Apprenticeship funding explained

Apprenticeship opportunities are available to everyone, whether you are a small or large business.

The way apprenticeships are funded is dependent on the size of your company's payroll (PAYE). There is one system for businesses with a wage bill below £3 million and a different system, the apprenticeship levy, for organisations with a wage bill above £3 million.

Businesses with an annual payroll above £3 million

The apprenticeship levy applies, at a rate of 0.5% to all organisations with a payroll of above £3 million per year. The amount a company contributes is held in a digital account and can only be redeemed against the cost of apprenticeships.

Businesses with an annual payroll below £3 million

Businesses that do not pay the apprenticeship levy will pay a maximum of 5% towards the cost of training an apprentice.

This also applies to levy-paying firms who do not have enough levy funds in their account to cover the full cost of training an apprentice.

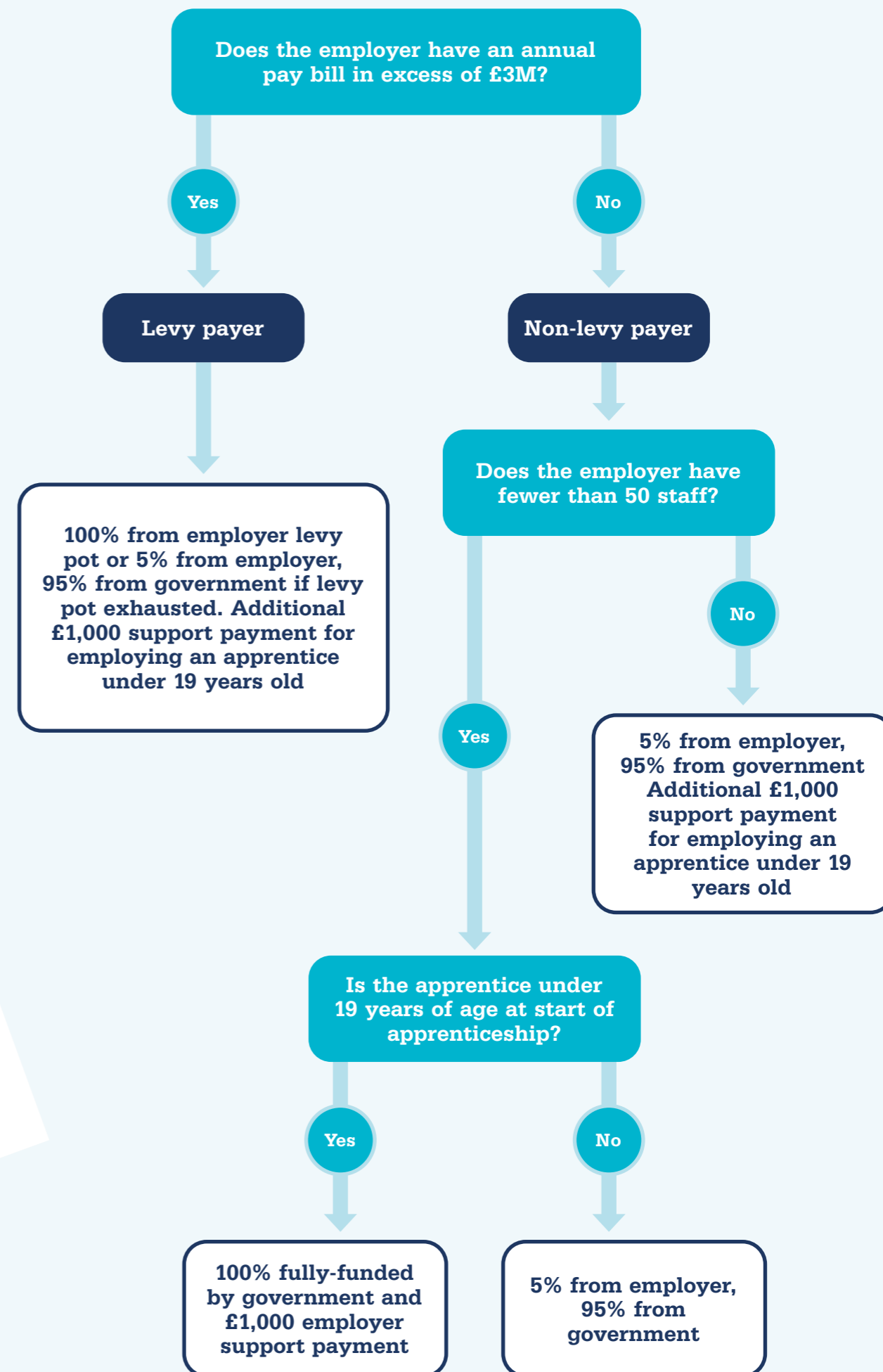
Extra financial support for small businesses

The Government has recognised the role smaller employers make by employing apprentices under 19 years old. Therefore, businesses with fewer than 50 employees will not have to pay towards the cost of training an apprentice under the age of 19. The Government will pay 100% of training fees.

Additional support payments for all businesses

There will be an additional sum of £1,000 paid to employers of any size for taking on an apprentice under 19 years of age, a person leaving care or for enrolling an apprentice with additional needs.

Follow the flowchart to determine the funding position of your business.



Your role as an apprenticeship employer

We develop a close working relationship with our employer partners and support them during the process to create apprenticeship opportunities.

As an apprentice employer, your role is to:

- Extend the learning environment beyond the classroom. This will involve giving apprentices a varied work programme, which allows them the opportunity to turn theory into practice, develop skills relevant to your organisation and achieve outputs with real business value.
- Provide the usual terms and conditions of employment for your apprentices. We expect apprentices to work at least 30 hours per week and to be offered a minimum salary of £16,000 per year, although many organisations pay significantly more.
- Work with us to design a flexible work schedule, which incorporates a minimum of six hours a week for off-the-job training. You will also be informed in advance of any assignment deadlines, so these can be taken into account.
- Allow paid time for apprentices to attend the University when required, in keeping with the requirements of the particular degree apprenticeship. This could be through block learning or day release.
- Provide a line manager and mentor who will oversee the work and development of the apprentice and who can coordinate projects and learning with the University tutor. Manchester Met provides an introductory workshop for these members of staff.



The Chartered Manager Health and Social Care programme was key for us because it takes into account the prior learning and prior experience of the participants. As a result, we are seeing the immediate impact that the learners are bringing into the different areas of the Trust.

We chose Manchester Met because they embed the Mary Seacole programme – a very sought after programme within the NHS. This is a huge advantage to our learners.

Our apprentices will gain three qualifications in just two years – the apprenticeship, the degree and the Mary Seacole qualification.

Wira Gitonga
Apprenticeship Advisor
Guy's and St Thomas' NHS Foundation Trust



FAQs

How much do I have to pay a degree apprentice?

Apprentices are protected by a national minimum wage, however, we ask that employers commit to a starting salary of at least £16,000 per year. Those enrolling as existing members of staff would normally continue to receive the same benefits.

Do I have to pay my apprentice when they are attending university?

Yes. All apprentices have the right to paid time off for training, equating to a minimum of six hours per week. This time should be used for the development of new knowledge, skills and behaviours, and will need to be evidenced as part of the apprenticeship assessment.

How long are apprentices away from the workplace?

This varies by apprenticeship and the delivery method chosen. Visit mmu.ac.uk/apprenticeships for programme information.

Can part-time employees join an apprenticeship?

In order to complete a degree apprenticeship programme employees should be working a minimum of 30 hours per week.

Do we have to be based in Manchester?

No. All of our programmes are available to employers based in England. We are constantly developing our delivery to meet the needs of employers. Please get in touch with us to discuss your own requirements.

Are you developing new programmes?

We are working hard with employers and industry partners to expand our range of programmes.

If you have a specific business need, please contact us on 0161 247 3720 or apprenticeships-employer@mmu.ac.uk





Next steps

If you're interested in recruiting a new degree apprentice or upskilling your current staff, we can help.

Upskilling your current staff

Upskilling your current staff is a great way to utilise your apprenticeship levy and develop your employees. Once you have identified the staff you wish to upskill, alongside the degree apprenticeship to place them on, please contact us using the details below to discuss the next steps and application process.

If you aren't sure which programmes are right for you or if you would like help in identifying the right candidates internally we would be happy to help.

There are a number of ways we can help you recruit new talent:

Open evenings

Our apprenticeship open evenings, which run approximately three times a year, provide employers with a great opportunity to make direct connections with potential candidates. The exhibition at our open evenings is a lively space, where interested applicants will be looking for information about you as an employer and your available roles.

Assessment centres

We will support you to run assessment centres, where you can observe and interact with a pool of candidates, while they complete task-based activities, individually and in groups. This service is complimentary to our employer partner organisations.

Online

We would recommend that you:

- advertise degree apprenticeship roles on your own website and through your normal channels;
- follow the usual recruitment process that you would for any other vacancy.

We will:

- add all of our employer partner opportunities on to the Manchester Met apprenticeships website;
- send out details of your vacancies to our database of more than 5,000 registered candidates via email alerts;
- share your vacancies through Manchester Met's degree apprenticeship social media channels;
- list your vacancy on the National Apprenticeship Service website – the most widely used portal for apprenticeships nationwide.

Other options

There are also many other third party recruitment tools available for advertising your roles and we would be happy to discuss these options with you.

Get in touch

Our growing portfolio of undergraduate and postgraduate apprenticeships include programmes in the following areas:

- digital and technology
- digital marketing, creative design and UX
- health and social care
- leadership, management and HR
- retail

If you think one of our programmes could work for your organisation, please get in touch. We will be happy to provide further information and guide you through the next steps.

Contact us:

Apprenticeships team

E: apprenticeships-employer@mmu.ac.uk

T: 0161 247 3720

W: mmu.ac.uk/apprenticeships

 [@mmuaapprentice](https://twitter.com/mmuaapprentice)

 [MMUApprenticeships](https://www.facebook.com/MMUApprenticeships)

 [Degree Apprenticeships at Manchester Metropolitan University](https://www.linkedin.com/company/degree-apprenticeships-at-manchester-metropolitan-university)

 [Degree Apprenticeships at Manchester Met](https://www.youtube.com/watch?v=...)

 [manmetuni](https://www.instagram.com/manmetuni)

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