

Information for Managers – of Degree or Higher Apprentices

As part of the Coventry University workforce planning strategy, the Coventry University Group is committed to supporting Apprenticeships as part of growing talent, increasing performance and staff capability.

- The University group has significantly invested in the development of Apprenticeship Programmes and it is suggested that potential vacant roles at grades 3 and 4 are offered the chance to undertake a Degree Apprentice Programme. It is important that you recruit the right person into the role and therefore the job description and title should remain unchanged. There is some additional information that needs to be added to the job description about the Degree Apprenticeship Programme and further advice on this will be given when approval to appoint has been obtained. Further advice on selection and assessment will be provided by your People Partner contact when the vacancy has closed.
- The programme currently on offer is a Degree Apprenticeship in Chartered Management which is a 4 year programme resulting in a BA (Hons) in Management and Leadership. There are other programmes being offered to include: Digital and Technology Solutions, Operations and Departmental Manager and Senior Leader. As part of programme growth, work is underway for the design of other programmes covering different occupations and levels.
- For new staff, we recommend that they do not start a Higher or Degree Apprenticeship Programme until they have satisfactorily completed their 3 month probationary review. If there are any concerns, these should be discussed with your People Adviser and the study start date may be deferred until successful completion of the full probationary period.
- The programme is open to exiting staff at any grade both on professional services and academic contracts. Any employee who is interested should have an initial discussion with their manager. Information about the programmes are available on the Organisational Development website. Managers who have multiple employees who are interested in the programme will need to determine the suitability of the employee to undertake the programme. Further information on this can be found in the 'Policy on Support for Qualifications Based Development through the Degree Apprenticeship scheme' – available to download on the Organisation Development website.
- The programme design and assessment structure varies upon the particular Apprenticeship Standard. On and off the job learning, will include teaching days, group working, project and assignment submissions etc. For those weeks where no 'facilitated study' session is scheduled, the learner is permitted up to a day to use for study. The timing of this study should be in discussion with your employee, learning can be broken into smaller units of time rather than a whole day away from work. The learner will be provided with the dates of the 'facilitated sessions' up front which should help with workload planning etc.
- There is a mandatory 20% time to fulfil new learning requirements as part of the programme. This can be completed through on the job and off the job activities and could include: research, self-directed learning and attending teaching of theory.
- Throughout the programme as part of monitoring performance and progress, apprentices will attend regular progress reviews with their line manager and tutor present. This will allow a structure of support and steer how the Apprenticeship Programme can enhance work place productivity and capability.
- Employees who have an agreement with their Manager to undertake an Apprenticeship programme will be invited to a Discovery Days session to find out

more about the programme and identify how this can support and develop their particular role.

- Should an employee change jobs/departments during the course of their study, it is envisaged that they will continue and discuss this with their new manager. If a learner decides to leave the CU group, they will not be permitted to continue their Degree Apprenticeship Programme. There is no financial clawback should an employee learner leave our employ or decide they do not wish to continue with the programme, In the latter instance, the provider will work with the learner to fully understand their reasons for withdrawing and provide support as necessary.
- To ensure you are giving your employee the best support on their educational journey, we will be providing support to managers through webinars and updates as each of the programmes expand.