

GLOBAL AND LIFELONG LEARNING

University of
Kent

APPRENTICESHIPS EMPLOYER GUIDE



How can apprenticeships boost your business?

The University of Kent are proud to offer a wide range of apprenticeships that meet local and national employer needs. Our apprenticeship programmes have been carefully mapped to meet the knowledge, skills and behaviours of each standard, while also delivering the academic and research excellence the University of Kent is known for.

Why work with the University of Kent?

Flexible Approach

Our programmes have been designed in consultation with employers and are predominantly blended learning models that offer flexibility for both employer and apprentice.

Leading UK University

Ranked 26th in the Rate My Apprenticeship table, University of Kent have been helping employers deliver apprenticeship training since 2011. We offer research-led teaching by subject and industry experts, backed up by a range of support services and pastoral functions.

Central Team

Our Global and Lifelong Learning team work with employers and academic divisions to ensure there is consistency and support for employers and apprentices throughout their journey and beyond.

**Ranked 26th in the Top
50 Training Providers**

**Rate My Apprenticeship
2022/23**

The benefits of apprenticeships

There are many advantages to employing apprentices, from attracting new talent to increasing productivity in the workplace.

- Attract high calibre staff with new roles and opportunities
- Retain staff by offering progression routes through your organisation
- Meet business needs as your apprentices develop specific skills and undertake workplace projects
- Increase productivity through the new ideas and techniques apprentices bring to your business
- Benefit from cost-effective training with up to 100% of training costs covered.

Apprenticeship Funding

Apprenticeships are a cost-effective way of upskilling your staff and recruiting new talent into your organisation.

Large Employers

Since 2017, employers in England with a pay bill of more than £3 million have been required to pay an apprenticeship levy. Funds can only be spent on apprenticeship training and are accessed through the Digital Apprenticeship Service account.

Smaller Employers

Employers with a pay bill of less than £3 million do not pay into the levy but can still access government funding to cover 95% of the training costs.

Our apprenticeships programmes

Fundraiser Level 3



An ideal starting point for new or junior fundraisers in any charity or organisation.

Duration: 13 months

Cost: £8,000

Delivery: Online with block teaching

Policy Officer Level 4 (HE Cert)



An ideal starting point for new or existing employees looking to expand their skills and knowledge of policy making.

Duration: 18 months

Cost: £6,000

Delivery: Online with block teaching

Technician Scientist Level 5 (*FdSc)



An ideal starting point for those working in lab-based roles.

Duration: 36 months

Cost: £21,000 (additional costs incurred for Foundation Degree)

Delivery: Online with block teaching

Clinical Trials Specialist Level 6 (BSc)



An ideal route for anyone working in Clinical Trials or looking to start their science career.

Duration: 54 months

Cost: £26,000

Delivery: Online with block teaching

Chartered Manager Level 6 (BA)



An ideal route for new or existing managers working across a range of business functions. *(Fast track route available).*

Duration: 48 months **Cost:** £22,000

Delivery: Weekly face-to-face in London.

Chartered Manager Level 6 (BSc)



An ideal route for new or existing managers working across a range of business functions.

Duration: 48 months

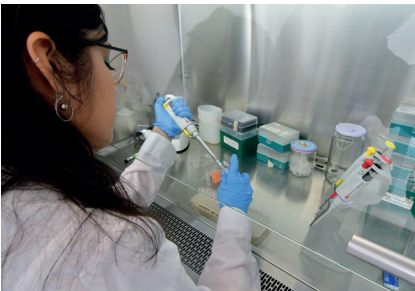
Cost: £22,000

Delivery: Online with block teaching

Please note durations do not include the end-point assessment which can be between 2 – 6 months of extra study depending on apprenticeship and level. Additional qualifications not included as part of the apprenticeship will require additional study time and will incur additional costs*.

Our apprenticeship programmes

Laboratory Scientist Level 6 (BSc)



An ideal next step for anyone working in junior lab positions or those entering their science career.

Duration: 54 months
Cost: £27,000
Delivery: Online with block teaching

Professional Economist Level 6 (BSc)



An ideal starting point for those looking to work in economics or for existing staff who wish to take on new roles within the business.

Duration: 48 months
Cost: £23,000
Delivery: Online with block teaching

Please note durations do not include the end-point assessment which can be between 2 – 6 months of extra study depending on apprenticeship and level. Additional qualifications not included as part of the apprenticeship will require additional study time and will incur additional costs*.

Social Worker Level 6 (BA)



An ideal opportunity for those working in social care to gain qualification and work towards being a newly qualified social worker.

Duration: 36 months
Cost: £24,000
Delivery: Online with block teaching

Architect Level 7 (MArch & PGDip)



An ideal opportunity for Part 1 graduates working in industry to achieve recognised Architect status through ARB.

Duration: 36 months
Cost: £21,000
Delivery: Online with block teaching

Clinical Associate Psychologist Level 7 (MSc)



An ideal opportunity to train professional CAPs in your clinical setting.

Duration: 24 months
Cost: £16,000
Delivery: Online with block teaching

Operational Research Specialist Level 7 (*MSc)



An ideal programme for those working with data and research to gain extra skills.

Duration: 24 months
Cost: £14,000 (additional fees incurred for MSc qualification)
Delivery: Online with block teaching

Our apprenticeships programmes

Research Scientist Level 7 (*MSc)



An ideal next steps for those in the drug discovery industry.

Duration: 18 months
Cost: £18,000 (additional fees incurred for MSc qualifications)
Delivery: Online with block teaching.

Senior Journalist Level 7 (NQJ)



An ideal chance to gain further skills and knowledge for experienced journalists.

Duration: 24 months
Cost: £14,000
Delivery: Online with block teaching

Senior Leader Level 7 (*MBA)



An ideal programme for senior leaders and business leaders.

Duration: 24 months
Cost: £14,000 (additional fees incurred for MBA qualification)
Delivery: Online with block teaching

Senior Leader Level 7 (*MSc)



An ideal programme for mid-senior leaders. We also offer a specialist pathway for healthcare leadership.

Duration: 24 months
Cost: £14,000 (additional fees incurred for MSc qualifications)
Delivery: Online with block teaching

Apprenticeship Levels

LEVEL 3

Equivalent to A Levels

LEVEL 4

Equivalent to HNC/HND

LEVEL 5

Equivalent to Foundation degrees

LEVEL 6

Equivalent to Undergraduate degrees

LEVEL 7

Equivalent to Postgraduate degrees

Apprenticeship Support and Eligibility

Apprenticeships are a cost-effective way of upskilling your staff and recruiting new talent into your organisation. Our dedicated apprenticeship team are there to help you navigate apprenticeships and can support with recruitment, funding advice and onboarding.

Employing an Apprentice

An apprentice can either be a new or existing employee within your organisation. Apprentices need to be employed in a role relevant to the training they are undertaking and should have paid time to undertake off-the-job training. They also need to be supported in the workplace to undertake on-the-job training relevant to their apprenticeship. Here are a few other key considerations when hiring an apprentice.

There are several rules governing apprenticeships:

- The apprentice must be employed in a real job; they may be an existing employee or a new hire
- The apprentice must work towards achieving an approved apprenticeship standard
- The apprenticeship training must last at least 12 months
- The minimum duration of each apprenticeship is based on the apprentice working 30 hours a week or more, including any off-the-job training they undertake
- The apprentice must spend a proportion of their working week on off-the-job training (usually around one day per week).

Supporting Apprentices

Apprenticeships are a tripartite relationship between the apprentice, employer and training provider. As an employer, you need to be able to offer practical experience, mentorship, and guidance.

At Kent, every apprentice is supported by the academic team and the wider University Support Services. Apprentices will also be assigned an Apprenticeship Advisor. The Apprenticeship Advisor is a constant link between apprentice, employer and the academic team. They hold progress reviews with apprentices and employers every 10-12 weeks, but are also available for one to one support and guidance throughout the programme.

Next Steps

Our team are there to offer support with developing apprenticeships in your organisation, be it upskilling existing employees or recruiting for new roles.

Employers and Employees

Contact us by emailing recruitapprenticeships@kent.ac.uk or by calling 01634 888467 (9:30am - 4pm Monday to Friday).

Students and Prospective Apprentices

Apprenticeships are available to those already employed in a relevant position and require the support of an employer to take part. If you are not already employed in a relevant role, please visit our Becoming an Apprentice page.



