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| **Accreditation of Prior Experiential Learning** | **APEL** | Assessment of the individual’s prior learning and experience (along with the other initial assessment activities) allows the provider to establish the ‘starting point’, or baseline, for the apprentice. Effective recognition of prior learning has benefits for apprentices, employers and providers. A robust initial assessment forms the foundation for a high-quality apprenticeship programme for:   * the **apprentice**, who will have a tailored training plan that identifies their specific training needs and gives them the most effective route to full occupational competence, without unnecessary duplication * the **employer**, whose apprentice has a training programme that is tailored to the employer and the individual’s needs and ensures that best use is made of the off-the-job time to train * the **provider**, who can deliver a more tailored learning experience that will be valued by apprentices and their employers. This can lead to the apprentice completing the programme in a shorter time   <https://www.gov.uk/government/publications/apprenticeships-recognition-of-prior-learning/apprenticeships-initial-assessment-to-recognise-prior-learning> |
| **Additional Learning Support** | **ALS** | Financial support that providers can claim to help with the cost of any reasonable adjustments directly related to an apprenticeship. Currently a fixed monthly amount of £150.  Learning support must only be used to support apprentices who have been assessed as having a learning disability or difficulty and is not to be used to address learning gaps. |
| **Apprentice** |  | An apprentice is a person engaged under an apprenticeship agreement and are employed (usually between 30 – 40 hours per week) They work alongside experienced staff, gain job-specific skills, earn a wage, get holiday pay and time for study related to their role |
| **Apprenticeship** |  | An apprenticeship is employment with training to industry standards in a recognised occupation. |
| **Apprenticeship agreement** | **AA** | An agreement between an employer and an apprentice in accordance with the Apprenticeship Funding Rules. |
| **Apprenticeship Hub** |  | Apprenticeship Hub is the central team within the University of Essex responsible for coordinating apprenticeship activity, including support with programme development, compliance, monitoring activity and data returns, learner support and employer engagement |
| **Apprenticeship Levy** |  | **-** The apprenticeship levy is a levy on UK employers, who have an annual pay bill of more than £3 million, to fund apprenticeships. The levy is charged at a rate of 0.5% of an employer’s pay bill. Non-levy paying employers will share the cost of training and assessing their apprentices with government – this is called ‘co-investment’.  Employers pay 5% towards the cost of apprenticeship training. The government will pay the rest (95%).  **https://www.gov.uk/guidance/pay-apprenticeship-levy** |
| **Apprenticeship standard** |  | An apprenticeship standard sets out the skills, knowledge and behaviours required of apprentices. They also show what an apprentice will be doing in their day-to-day job role.  Standards are developed by employer groups known as 'trailblazers'  <https://www.instituteforapprenticeships.org/apprenticeship-standards/>? |
| **Break in Learning** | **BIL** | When an individual takes a break of at least 4 weeks from their apprenticeship but plans to return to it in the future.  Reasons for BIL could include: illness, maternity leave or parental leave.  This does not include bank holidays, annual leave, redundancy or withdrawals. |
| **British Values** |  | Apprenticeship training providers are required to deliver and demonstrate how fundamental ‘British Values’ of democracy, the rule of law, individual liberty and mutual respect are taught within programmes.  Useful content from UVAC on British Values and Safeguarding; <https://uvac.ac.uk/wp-content/uploads/2021/06/UVAC-safeguardingBV-210621.pdf> |
| **Completion Payment** |  | The ESFA we make to providers when an apprentice completes all their learning. This means taking the end-point assessment (the apprentice does not need to pass). This payment is 20% of either the total negotiated price or the funding band maximum, whichever is lower. |
| **Department for Education** | **DFE** | responsible for children’s services and education, including higher and further education policy, apprenticeships and wider skills in England |
| **Digital Account System** | **DAS** | This is where an employer’s monthly allowance gets directly paid into. |
| **Education Skills Funding Agency** | **ESFA** | The ESFA is accountable for funding education and skills for children, young people and adults. |
| **Eligibility Form** |  | Document sent out by the Apprenticeship Hub following application to ensure the applicant meets the eligibility criteria required to access apprenticeship funding. This includes age and right to work in England. |
| **Employer agreement** |  | A legally binding agreement between an employer and the Education and Skills Funding Agency (ESFA). Employers must accept this agreement to get or reserve apprenticeship funding. |
| **End Point Assessment** | **EPA** | Rigorous, robust and independent assessment undertaken by an apprentice at the end of training. EPA tests that the apprentice can:   * Perform in the occupation they have been trained in. * Demonstrate the duties, Knowledge, Skills and Behaviours set out in the occupational standard.   EPA’s can either be delivered by the Training Provider (integrated) or by a third party (non-integrated) |
| **End Point Assessment Organisation** | **EPAO** | Independent organisation registered to deliver the EPA for a particular standard/s.  <https://www.gov.uk/guidance/register-of-end-point-assessment-organisations> |
| **Evidence Pack** | **EP** | A collection of documents and information about an apprentice and their apprenticeship. It provides evidence that the apprentice exists, is eligible for funding and that the apprenticeship is being delivered in line with the funding rules.  These include: Training Plan, Apprenticeship Agreement, Initial Needs Assessment and Eligibility Form as well as qualification certificate. |
| **Gateway** |  | This the point when the Apprentice is almost there and End point Assessment Ready. This must be agreed by the employer organisation, the Apprentice and the learning provider. |
| **Gateway requirements** |  | These are requirements set out in the assessment plan that must be met by the apprentice prior to undertaking end-point assessment of the apprenticeship standard.  They will include the completion of English and maths qualifications (where applicable) and completion of any on-programme mandatory qualifications (where applicable) along with satisfactory evidence (as determined by the employer, in consultation with the main provider) that the apprentice has achieved the necessary knowledge, skills, and behaviours set out in the standard. |
| **Gateway Review** |  | Takes place after the Practical Period has ended and before the EPA.  A meeting is arranged with the employer and apprentice to agree that the apprentice has achieved the skills, knowledge and behaviours in the apprenticeship standard and that the required number of planned hours have been met.  A form will be completed and signed by all and kept on file in the Evidence Pack. |
| **Incentive Payment** | **IP** | Payable to employers for learners employed 16-18 – payable in two halves – triggered at 90 and 365 days as long as the apprentice remains employed. |
| **Initial Needs Assessment** | **INA** | Form that is completed by the apprentice at the application stage detailing prior qualifications and experiential learning against the KSB’s for their chosen apprenticeship standard.  This is sometimes referred to as a Skills Scan. |
| **Institute for Apprenticeships and Technical Education** | **IfATE** | The body responsible for improving the quality of apprenticeships in England  <https://www.instituteforapprenticeships.org/> |
| **Knowledge, Skills, Behaviours** | **KSBs** | These are defined as the competences an apprentice will need to demonstrate. The KSBs are met by the activities that an apprentice completes via their on-and-[off-the-job](https://www.gov.uk/government/publications/apprenticeships-off-the-job-training) training. |
| **Levy Transfer** |  | When levy-paying employers transfer any unused apprenticeship funds in their account to other employers. |
| **Level 2 English and Maths or Level 2 Functional Skills** |  | Evidence of Level 2 English and Maths Grade C/4 or above or Level 2 Functional Skills are required to be evidenced for **all apprentices** irrespective of programme level.  Link to acceptable qualifications and equivalencies; <https://www.gov.uk/government/publications/english-and-maths-requirements-in-apprenticeship-standards-at-level-2-and-above> |
| **National Apprenticeship Service** | **NAS** | he National Apprenticeship Service (NAS) supports, funds and co-ordinates the delivery of Apprenticeships throughout England  <https://www.gov.uk/guidance/manage-apprenticeship-funds> |
| **Off the Job Training** | **OJT** | Defined as training which is delivering new skills, is relevant to the apprenticeship and is not English and maths, which is delivered in the apprentice’s normal working hours (but outside of their productive job role). From 1 August 2022, apprentices must spend at least 6 hours per week on off-the-job training; the volume delivered must be linked to the initial assessment of the apprentice and therefore may be more than 6 hours per week. |
| **Office for Standards in Education, Children’s Services and Skills** | [**Ofsted**](https://www.gov.uk/government/organisations/ofsted/about) | Ofsted inspect services who provide education and skills for learners of all ages. They also inspect and regulate services that care for children and young people.  <https://www.gov.uk/government/organisations/ofsted>  Education Inspection Framework: <https://www.gov.uk/government/publications/education-inspection-framework>  FE and Skills Inspection Handbook:  <https://www.gov.uk/government/publications/further-education-and-skills-inspection-handbook-eif> |
| **Personal Learning Record** | **PLR** | Details learning and achievements at school, college and in higher education.  Consent will be obtained in order for the Apprenticeship Hub to access the PLR.  <https://www.gov.uk/guidance/how-to-access-your-personal-learning-record> |
| **Practical Period** | **PP** | The period for which the employer and apprentice agree that the apprentice will work and receive training under their apprenticeship agreement. It does not include the EPA. Under the Funding Rules the PP cannot be less than 12 months in duration. |
| **Prevent** |  | <https://www.gov.uk/government/publications/prevent-duty-guidance/prevent-duty-guidance-for-higher-education-institutions-in-england-and-wales> |
| **Recognition of Prior Learning** | **RPL** | Recognition of prior learning is an assessment process that involves assessment of an individual’s relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit. |
| **Register of Apprenticeship Training Providers** | **RoATP** | Organisations that are eligible to receive government funding to train apprentices.  <https://www.gov.uk/guidance/register-of-apprenticeship-training-providers> |
| **Safeguarding** |  | Useful content from UVAC on British Values and Safeguarding; <https://uvac.ac.uk/wp-content/uploads/2021/06/UVAC-safeguardingBV-210621.pdf> |
| **Total Negotiated Price** | **TNP** | The price negotiated between an employer and main provider for all the eligible costs of an apprentice’s training and assessment, after relevant prior learning has been considered. |
| **Training Plan**  *(previously known as Commitment Statement)* | **TP** | The training plan sets out the training that has been identified through the initial assessment as required to complete the apprenticeship. The plan also outlines how the apprentice will be supported to successfully achieve the apprenticeship. It must be signed by the apprentice, their employer and the main provider and all parties must retain a current signed and dated version. |
| **Training Provider** |  | Organisations that are on the Register of Apprenticeship Training Providers and appointed by an employer and / or holding a current funding agreement with us or contracted through a main provider for the delivery of training and on-programme assessment, as part of the employer’s agreed apprenticeship programme. This includes companies, charities, bodies, colleges, universities, sole traders and other types of legal entity, including those who are in the same group as, or are associated with, the main provider. This excludes individuals who are self-employed or supplied by an employment agency and who are working under the main provider’s direction and control, in the same way as an employee. |
| **Tripartite Review/Progress Review** |  | This is a meeting with a representative of University of Essex, the employer and apprentice in order to agree and formally record progress and the future steps needed to ensure the apprentice successfully completes their Apprenticeship Programme.  This formal review must take place at least every 12 weeks. |
| **UK Provider Reference Number** | **UKPRN** | When an apprenticeship training provider is registered on the UK Register of Learning Providers, they have been verified against a recognised legal source. |
| **Unique Learner Number** | **ULN** | This is a unique 10-digit number thatMost learners aged 14+  The ESFA uses ULNs to help with effective management of information within the Department for Education. |
| **University Vocational Awards Council** | **UVAC** | The University Vocational Awards Council (UVAC) are a not-for-profit organisation set up in 1999 by higher and further education sector, providing an authoritative voice in the sector on education and training in HE and leading expert on aspects of policy and operational requirements of higher and degree apprenticeships.  <https://uvac.ac.uk/> |
| **Withdrawal** |  | When an apprentice leaves or stops taking part in their apprenticeship before they have completed it. This could be temporary (i.e. a break in learning) and the apprenticeship can be restarted.  A firm will be sent to the employer for the employer for the apprentice to complete and return to the Apprenticeship Hub so it can be processed by the Progress Team.  The employer will be asked to |
| **Written Agreement** | **WA** | A contract between the Employer and the Training Provider detailing costs involved, points of contact and roles and responsibilities. |

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| **Course / Programme Acronyms** | | |
| Healthcare Assistant Practitioner Higher Apprenticeship | **HAP/AP** | Level 5 programme – which includes Foundation Science Degree in Health Sciences |
| Apprentice Nursing Associate | **ANA** | Level 5 programme – which includes Foundation Science Degree in Health Sciences |
| Occupational Therapy Degree Apprenticeship | **OTDA** | Level 6 programme – which includes BSc Occupational Therapy and main entrance route on to programme is via the HAP/AP |
| Speech & Language Therapy Degree Apprenticeship | **SLTDA** | Level 6 programme – which includes BSc Speech and Language Therapy Degree and main entrance route on to programme is via the HAP/AP |
| Nursing Degree Apprenticeship | **NDA** | Level 6 programme – which includes BSc Nursing Degree (two variants – Mental Health and Adult Nursing) linked to entry route through HAP/AP and also ANA |
| Psychological Wellbeing Practitioner | **PWP** | Level 6 programme – delivered alongside non-apprenticeship pathway -12 months in length. Two intakes per year (September and January) |
| Advanced Clinical Practitioner Apprenticeship | **ACP** | Level 7 programme – modular based delivery – with three intakes per year (October, January and March) |
| Physiotherapy Degree Apprenticeship |  | Level 6 programme – which includes BSc Physiotherapy Degree |
| Embedded Electronic Systems Design & Development Engineer | **EESD&DE** | Level 6 programme -which includes BEng Electronic Engineering |
| Senior Leader | **SL** | Level 7 programme – which includes PG Diploma and option to *top up* to the full MBA (outside of the apprenticeship) |
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| **Schools / Departments at University of Essex – delivering Apprenticeships** | | |
| School of Health and Social Care | HSC | Link to apprenticeship specific pages for HSC:  <https://www.essex.ac.uk/apprenticeships/health-and-social-care-apprenticeships> |
| School of Sport, Rehabilitation and Exercise Sciences | SRES | Link to apprenticeship specific pages for SRES:  <https://www.essex.ac.uk/apprenticeships/sport-rehabilitation-and-exercise-sciences-apprenticeships> |
| School of Computer Science and Electronic Engineering | CSEE | Link to apprenticeship specific pages for CSEE:  <https://www.essex.ac.uk/apprenticeships/computer-science-and-electronic-engineering-apprenticeships> |
| Essex Business School | EBS |  |