

St Mary's Staff Apprenticeships

FAQs

If you have further queries that are not answered below, please email learninganddevelopment@stmarys.ac.uk.

Do I have to complete online initial assessments in Maths and English?

Yes, these are conducted by all of our apprentices regardless of previous qualifications, this is a matter of best practice so that we can support you the best way possible through the apprenticeship.

Do I have to complete Functional skills?

Only if you have not achieved the desired level previously or cannot provide evidence of a comparable qualification. It is an ESFA (Education Skills Funding Agency) requirement that all learners demonstrate they have the equivalent of level 2 English and Maths. These qualifications include:

- Level 2 Function Skills
- Level 2 Key Skills
- GCSE's at grade C, grade 4 or above in English and Maths
- A level at grade D or above

We require visible evidence of a certificate in each of these subjects. Without evidence, or the appropriate level, you will have to sit an exam in the subject. Each subject should take about 3 months to complete and 1:1 tutor support is put in place on the apprenticeship. This is an additional commitment you will need to manage whilst on the course.

What if I cannot find my certificates?

In order to apply for replacement certificates, you will need to find out the awarding body you sat the exams with. All training providers have access to a government data base which shows qualifications achieved within the last 12-15 years. With your permission, training providers can search of your qualifications using your full name, DOB and post code. To find this out please contact the education provider you completed the exams with.

Useful links for seeking replacement certificates:

<https://www.gov.uk/replacement-exam-certificate>

<https://www.aqa.org.uk/contact-us/past-results-and-lost-certificates>

What if my qualifications are from overseas?

For those that have overseas qualifications you need to follow guidance issued by SASE on this matter (Specification of Apprenticeship Standards for England – effective from 21/9/18) and they state that:

Overseas qualifications are acceptable with clear evidence from UK ENIC (a certificate/ statement of comparability) that qualification is an equivalent level to the minimum SASE requirements and additional information that confirms qualification is equivalent to GCSE A* - C.

ENIC is – UK ENIC is the designated United Kingdom national agency for the recognition and comparison of international qualifications and skills. It performs this official function on behalf of the UK Government.

<https://www.ecctis.com/>

For clarity – English as a Second Language, Access to HE Diplomas, FE Access Apprenticeships in Literacy/ Numeracy are NOT ACCEPTABLE as equivalent to GCSE. Degree certificates in any other qualification, apart from maths and English, will not be accepted.

Can I finish the apprenticeship sooner?

An apprenticeship must last at least 366 days before a learner can go into gateway. No apprenticeship can be completed before this minimum period. The length of the apprenticeship reflects the learning and commitment that is required for the apprenticeship and how best it will support you in delivering your development.

What if I cannot attend all scheduled sessions?

Our providers will provide you with a timeline of scheduled dates at the onboarding phase of the apprenticeship. You will need to inform your trainer and the provider at your earliest convenience so that an alternative session can be arranged to keep you on track with your workload.

How much time do I need to commit to the apprenticeship?

Everyone is different, but as a minimum expectation set by the ESFA, a learner must commit to at least 6 hours a week off the job, which can be naturally occurring. This can take the form of 121s, shadowing, mentoring, visiting other departments, networking, business improvement projects, project meetings which can all contribute towards the off the job training.

This amount is cumulative through the apprenticeship and some weeks, especially those with workshops scheduled will support you in delivering this time. However, there is also time needed to ensure you can provide evidence and have this documented accordingly as well as allowing time to have your workbooks completed.

What are off the job hours?

Off the job hours have to be completed to show that you are learning and developing in your role. Off The Job Learning is work completed in work hours that is new/developmental/learning relevant to the role and apprenticeship standard. You must log 6 hours a week, which can be a combination of structured self-study during quiet work time and naturally occurring learning. You do not have to be given one day off per week. Your trainer will be able to offer you support and guidance around what is included and how this can be recorded. Your structured self-study will support roughly half of the off the job requirements needed.

How do I know what is expected of me on the apprenticeship?

Prior to the Launch Workshop the providers will conduct a mandatory briefing session that provides you with initial information about the apprenticeship, module objectives and expectations expected of you, your line manager and the provider.

How would I know if I am eligible for an apprenticeship?

To apply for an Apprenticeship at St Mary's University, you must meet the following criteria:

- Must have lived in UK / EEA for the last 3 years
- Must have the right to work in the UK for the duration of the apprenticeship.
- Not already in education / training
- Must live in England or work in England for 50% of the time
- Must be in a relevant role where you can achieve the exposure necessary to be successful
- Must have basic proficiency in Maths and English, which you can demonstrate either through GCSE qualifications at level 4 or above (it is your responsibility to evidence these), or by taking separate short courses in Functional Skills.
The Training Provider may ask you to complete brief Maths and English assessments as part of the application process.
- New apprentices – The minimum age limit is 16 for apprentices and generally there is no upper age limit.
- Apprenticeships for existing staff – Apprenticeships will be offered to permanent members of staff and those on a fixed term contract (the FTC should be the length of the apprenticeship, including end-point-assessment or longer).

What is an End Point Assessment?

An End Point Assessment (EPA) is the final test(s) for apprentices during their apprenticeship. It is designed to be an objective and impartial assessment of an apprentice's knowledge, skills, and behaviours. Activities are different for every apprenticeship, but they all follow the same overall structure.

An Apprenticeship is not complete until the End Point Assessment is completed. This is not performed by your apprenticeship training provider but by an approved independent organisation known as an End Point Assessment Organisation (EPAO).

Do I have to complete the End Point Assessment?

The End Point Assessment has to be completed by every learner to demonstrate their learning throughout the apprenticeship. This assessment show that you understand the apprenticeship standards you have been working toward developing and that you can showcase the development in your knowledge, skills and behaviours. This is a separate assessment to the qualification and if you are completing a qualification alongside the apprenticeship standard we will keep hold of this until you have passed your EPA.

If I leave the university will I have to reimburse my funds?

If you leave The University prior to completion of the apprenticeship, there will be no obligation to reimburse the funds.