

DIGITAL

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**WALES INSTITUTE OF
SCIENCE AND ART**

YOUR APPRENTICESHIP AT UWTSO

**APPRENTICESHIP
HANDBOOK**

**PRENTISIAETHAU
APPRENTICESHIPS @**



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

This guide is intended to sit alongside your Programme of Study Handbook which covers the academic content of your course. It address topics specific to apprenticeships that have been raised by previous students. If you have any concerns that are not covered, please contact the team or the teaching staff.

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Apprenticeships in Higher Education

Traditional Apprenticeships provided training in vocational skills alongside work. In modern Apprenticeships, responsibility for delivering the training element is often outsourced to training providers. The scope of Apprenticeships has broadened and developed to include university-level qualifications (HNC, HND, Foundation Degrees, Bachelor's Degrees and Master's). There remains an emphasis on providing skills and knowledge that are relevant to current and future work roles.

In the UK, apprenticeships are usually government-funded. Arrangements are devolved and so will vary depending on your normal place of work. Currently UWTSD operates courses for apprentices in England and Wales. Because of the funding regimes, there are legal and administrative regulations that training providers, employers and apprentices need to follow.

Apprenticeships in Wales

Apprenticeships in Wales are defined as Frameworks, devised by Sector Skills Councils and employers. These specify the entry criteria, job roles, and a list a qualification's that cover the necessary knowledge elements.

Higher Apprenticeships (those ending a level 4 or 5 qualification) are delivered through the Welsh Government's Work-Based Learning contract with consortia of Further Education colleges. UWTSD is commissioned by FE Colleges to deliver the training element of the apprenticeship, while the college deals with the employer liaison and administration. At the end of the course and the issue of a UWTSD certificate, the consortium confirms completion to the Apprenticeship Certification Wales and an apprentice certificate is issued.

Degree Apprenticeships (ending in a Bachelor's or Master's degree) are delivered by universities, funded by MEDR. UWTSD is responsible for running the apprenticeship. At the end of the course the UWTSD issues the degree certificate. There is no separate apprenticeship certificate.

Apprenticeship Standards

The Ordnance, Munitions and Explosives Professional (degree) and Ordnance, Munitions and Explosives Technician (HNC) have standards which have been developed by employer bodies (Trailblazer Groups) defining the Knowledge, Skills and Behaviours (KSBs) required for a job role, and are published by the Institute for Apprentices and Technical Education (IFATE).

Training Providers deliver qualifications to cover the KSBs. Towards the end of the course, there is a gateway review where the employer confirms that the candidate has achieved the KSBs and has a portfolio that contains the appropriate evidence requirements; there is then an End Point Assessment (usually a work-based project) and a final assessment. England employers' Apprenticeships are funded by the Education and Skills Funding Agency (EFSA) through the employer's Apprenticeship Levy contributions, sometimes topped up by the employer.

Progression and Prior Learning

Apprenticeships are intended to allow progression onto additional higher qualifications, so that a candidate with an HNC or HND will be able to enter a degree programme at a higher level. The University looks at each case individually, and maps the content covered by previous courses to ensure that all aspects have been covered. In some cases, bridging modules may be needed as preparation for joining the course.

There is also scope for credit to be awarded for substantial experience at the appropriate level. If you have started your programme without applying for Recognition of Prior Learning and feel you may be eligible, contact your Apprentice Liaison Officer (ALO) and Programme Manager.

Funding and Grants

The costs of student tuition fees for Apprenticeship programmes are met by the Welsh Government (if employed in Wales) and the Education and Skills Funding Agency (if employed in England). In some cases, the employer also contributes to the cost.

Students do not have to pay a contribution; if your employer asks you to, contact your ALO so that we can clarify the rules.

As an employee on an Apprenticeship programme, you are not eligible to access student loans, but you may receive grants such as Assembly Learning Grants, Disability Living Allowance or the Educational Maintenance Allowance. Some of these grants are means-tested.

UWTSD has bursary schemes in cases of need, and Apprentices are eligible to apply for many of these. (Some bursaries are means tested or restricted to full-time students or those receiving Student Finance). For details see the Hwb's Financial Support tile under 'Bursaries and Grants' or the full list at www.uwtسد.ac.uk/bursaries/undergraduate

Apprenticeship Journey



Initial Assessment

- Application to UWTSD
- Consideration of prior certification and experiential learning
- Skills scan
- Level 2 – Mathematics, English & Digital Literacy
- Essential skills testing



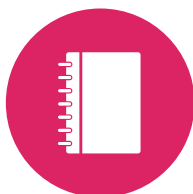
Induction

- Create a Training Plan and Apprenticeship Agreement
- Check your starting points for learning
- Plan the development opportunities that will be created by your employer



Off the Job Learning 20%

- Direct on programme learning
- Application of learning
- Employer learning activities
- Independent learning



Competency based portfolios

- Competency based portfolio developed throughout the Apprenticeship programme. This will include KSB's – knowledge, skills & Behaviour



Completion of Degree Apprenticeship

- Completion of the programme – graduation & issued certification

Enrolment and initial assessment

Your enrolment on the programme follows two parallel pathways: as an apprenticeship, there is information we require from you and your employer to confirm your eligibility, and as a student we require the information for enrolment onto the course. As a result, it will seem that you are being asked for a large amount of information – this is necessary for us to meet the Welsh Government and Higher Education Statistics Agency reporting requirements.

Pathway Changes

When you start your Apprenticeship, you will be asked to select the pathway that best matches your intended current and future role. If your circumstances change later, it may be possible to change pathway to another on the same standard or framework. Please discuss further with your ALO and Programme Manager to discuss the options.

Teaching and Study Arrangements

The arrangements will vary from programme to programme. For some courses, attendance on campus one day per week is required; for others, teaching is delivered in week-long blocks spaced throughout the year. Your timetable will be shown on your Hwb page. During your studies, there may be a requirement for some lectures to be delivered on-line. This will be communicated through your Hwb page and therefore it is extremely important that you check your Hwb page prior to attending your designated day of study. In addition to attending lectures and workshops you will need to undertake independent study and further research using materials on Moodle and from the Library and Learning Resources.

You are expected to attend as many sessions as possible in line with the UWTSD attendance policy. If you are unable to attend because of an unavoidable work commitment, or other reason, we will arrange access to the relevant materials. If you are unable to attend please contact the ALO, tutor and your employer.

Your employer is asked to nominate someone as your workplace mentor to support your development - this may be your line manager, a training manager, or someone else.

Email and the Hwb

The University will use your student email address (student number@student.uwtsd.ac.uk) to send you information about modules, assessments, Moodle, and practical matters. You should check your student email address regularly in Outlook from the Hwb's Mail or O365 tiles. Academic staff will not contact you via your work or personal email address.

If you wish, you can automatically forward student emails to another account (your work or usual individual email address) by going to **Outlook > Settings > Forwarding > Enable forwarding**
<https://support.microsoft.com/en-gb/office/turn-on-or-off-automatic-forwarding-in-outlook-com-6246987c-6c8f-4144-b255-14fc07007dad>

Off the Job Training Commitment

Employers signing up to an apprenticeship are required to make a commitment to release staff for their training by UWTSD. If your employer is not providing sufficient time from work to allow you to follow your studies, please clarify with your Apprenticeship Liaison Officer.

Progress Reviews

A key part of the Apprenticeship is the bi-monthly (6-8 weeks) Progress Review meeting between the Apprentice, their employer, and the UWTSD ALO. The meeting is an opportunity for all to review progress, identify any concerns, and to map out future activity. We wish to promote opportunities for you to apply your learning in the workplace, and to use your work experience in your studies.

Re-sitting and retaking assessments

You may score below the pass mark for some components of assignments (40% for Level 4-6). If this occurs you will be given the opportunity to take the assessment again, with a new deadline. Depending on the module, this may be the same assignment, or a new one (e.g. a different essay title, or a new set of exam questions).

Completion and Certification

Towards the end of the course, you will have a meeting with your employer and your ALO to review your progress to see whether you have passed the requirement for Gateway. This will confirm that your work performance, course results, and your competency-based portfolio of OME work evidence meets the requirements of the standard. Evidence of your level 2 qualifications are required to pass through Gateway.

You will then enter the End Point Assessment stage to complete your work-based project and prepare for a presentation with Questions and Answers on the project and a professional discussion based on evidence in your competency-based portfolio.

Upon completion you will be issued with an Apprenticeship certificate as well as your UWTSD Graduation award.

Competency-based Portfolios

Apprenticeship Standards will usually require that you have a completed portfolio as part of the Gateway, and final assessment will include a professional discussion based on the portfolio. The completed portfolio will also include evidence for your KSB's.

We recommend that you use your Maytas e-portfolio provided for your student account to maintain your portfolio and then upload it to your Maytas account.

Help and Study Support

The University is proud of its supportive environment for its students. Apprentices are encouraged to take up opportunities for training, advice and support provided. These include Study Skills sessions run by the Library and Learning Resources Centre, bite-size courses accessed through the Academic Support tile on the Hwb, and the Whiteboard mental health resources.

If you suspect or know you have a Specific Learning Disorder such as dyslexia, or a disability that affects your studies, you can contact Student Support for assessment. You may be asked to complete the Do-It online profiler which explores which tasks you cope best with and less well with. This may result in us agreeing Compensatory Measures like differentiated deadlines to allow more time for assignments, alternative arrangements for exams, or the provision of a note-taker or tutor.

Your Responsibilities as an Apprentice

- Provide UWTSD with the relevant information and documentation to verify that Apprenticeship and programme eligibility checks are met.
- Provide evidence that you hold any mandatory qualifications required.
- Comply with the policies and procedures as defined in the Training Plan/Learning Agreement.
- Attend all required off-the-job lectures, tutorials, seminars and workshops (or notify UWTSD employer of non-attendance (in advance where possible)).
- Complete skills assessments when requested
- Commit to the learning activities required for each module, including any self-study and research.
- Complete all coursework, assignments, presentations, Vivas and exams required to achieve the apprenticeship degree.
- Attend and contribute to the progress review meetings.
- Agree, with employer and UWTSD, when learning is complete, and you are ready to undertake the end-point assessment.
- Bring any issues to the attention of UWTSD/employer, including any learning support/health issues that might affect the individual learning plan.

Withdrawal and Interruption of Studies

If you feel that you no longer wish to continue the programme, you may withdraw (if you do not intend to return) or request an Interruption of Studies (if you intend to return after a period of Parental Leave or completion of a medium-term commitment). Please talk to your line manager, Apprenticeship Liaison Officer and the Programme Director if you are considering this. There are forms to complete which will allow you say why you have stopped the course.

Work Pressures and Home Life Balance

Undertaking a course alongside your work and home life may be challenging at times. In normal circumstances, employers are expected to allow Apprentices to study in work time. There may be times when work demands, or other commitments make it more difficult to continue your studies and meet submission deadlines – the Extenuating Circumstances forms can be used to alert the University. You may need to provide evidence (a letter from your employer, or a medical note) to accompany your application.

Safeguarding and PREVENT

UWTSD is committed to upholding the rights of children, young people and vulnerable adults to protection from harm, freedom from injury and a safe and healthy environment and has adopted a Safeguarding Policy. If you have concerns about your own or a fellow student's circumstances, you should in the first instance use the Cause for Concern link from the Hwb. If there is an immediate risk, you should contact the Police. The Safeguarding Policy document also provides contact details for Social Services and advice lines.

UWTSD has a statutory obligation to participate in the government's PREVENT counter-terrorism strategy. If you have any concerns about the behaviour of a fellow student, you should report them using the Cause for Concern link.

Student Voice and Feedback

Each group will be asked to appoint a Student Representative who will act as the contact with the teaching staff to raise issues and concerns at Staff/Student Committees and as they arise. If your group cannot select a nominated student representative, one will be selected for you. You are also asked to provide feedback on each module to help the University to improve its delivery. You are also welcome to provide feedback as part of your progress review meetings. The nominated Student Representative must attend a focused training session delivered by the UWTSD Student Union at the earliest opportunity. This will be arranged through the OME Programme Manager.

Complaints

If you have any complaints, you can raise them informally with the teaching staff through your Student Representative, or through the Apprenticeship Unit or ALO, or formally by using the SC08 Student Complaint form (accessed from the Hwb/ Forms tile). If you have a complaint about your employer, you should use their complaint/grievance procedure.

Key Documents

There are three key documents for your Apprenticeship:

Apprenticeship Agreement - commits the employer to support the Apprentice to follow a specified standard, showing the expected end date

Training Plan - shows the expected course programme, modules, and dates, signed by Apprentice, employer and training provider

Progress Review form – notes from the regular meetings, updated by the ALO and confirmed by the Apprentice and employer

BKSB Assessments

You will be asked to complete the BKSB Assessments. <https://uwtsd.bksblive2.co.uk/>. You should have received an email containing your username and details how to complete the two Functional Skills assessments. Please contact your nominated ALO if you haven't had this email. It is important that you complete these assessments which will provide results indicating your current working level in English and Maths which can be used by UWTSD to provide additional support or tuition if necessary.

Maytas Hub

Maytas Hub is an electronic system designed to enhance your Apprentice journey and track your progress throughout the programme. All records will be linked to your ALO and Employer/Line Manager.

Maytas Hub will allow for web-based access when completing your initial digital sign-up documents, used for all progress reviews, you will be able to see your progress through the programme, send and receive messages, upload work and suggest your own evidence mappings of KSB's. All Apprentices and employers will be set up and expected to engage in the Maytas Hub system for the duration of your Apprenticeship.

Maytas Hub web address: <https://uwtsd-hub.cloud.maytas.co.uk/etrack/Login>

Contacts

Delivering your Apprenticeship at UWTSD involves a large number of individuals and departments. We are proud of our supportive environment and you can approach any member of staff.

Topic	Who to contact
Campus arrangements, finance, estates, car parking	Hwb desk on campus; Hwb chat
Modules and assessments	Module tutor
Programme queries, marks and MyTSD	Programme Manager & ALO
Documentation and Apprenticeships	Apprenticeship Unit
Progress Reviews, general concerns	Apprenticeship Liaison Officer

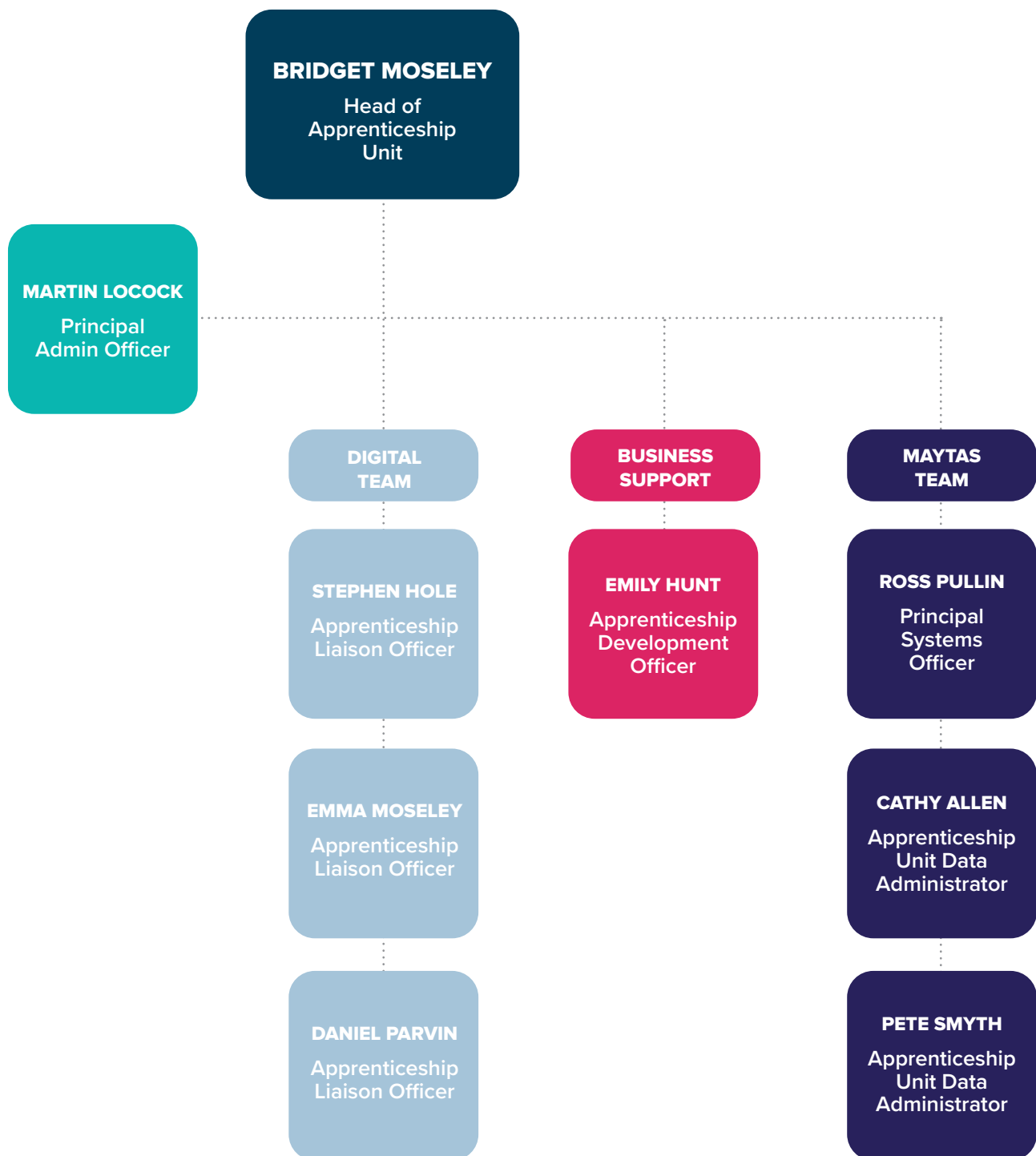
Rydym yn croesawu gohebiaeth yn Gymraeg a Saesneg

prentisiaethau@pcydds.ac.uk

We welcome correspondence in Welsh and English

apprenticeships@uwtsd.ac.uk

THE UWTSD OME Apprenticeship Team





Bridget Moseley

Head of Apprenticeship Unit

Apprenticeship Responsibility:

Liaison with University academic disciplines and departments; funding agencies; Welsh Government; sector skills councils; quality assurance agencies. Point of contact for apprentices, employers and apprenticeship provision in UWTSD.

Bridget Moseley (Head of Apprenticeship Unit):
Bridget has been involved with Apprenticeships and work-based learning for over 30 years. She joined the university in 2012 as a Work-based Fellow supporting learners from a range of organisations and industries through their Professional Practice Degree and Masters programmes.

Through her career, Bridget has developed an in-depth knowledge of work-based learning having worked on a wide range of programs from the 1980's Youth Training Scheme through Community Programmes and into Apprenticeship provision in the 1990's. Bridget has driven the development of Higher and Degree Apprenticeship delivery in the university in her role as Head of Apprenticeships.

Bridget is a passionate supporter of work-based learning and in particular for developing ways of securing progression opportunities for Apprentices and parity of esteem for vocational learners in all aspects of their career development.



Martin Locock

Principal Admin Officer

Apprenticeship Responsibility:

Documentation, contracts and finance; compliance; data returns; Digital Apprenticeship Service and ILR.

I joined UWTSD in 2011 as a project manager and since then I have supported work-based learning delivery. My background is in archaeology and heritage, and I am a lecturer in archaeological project management.

I am a Fellow of the Higher Education Academy (Advance HE), and have completed a Masters in Professional Practice and Post Graduate Certificate in Teaching in Higher Education. I am also a lecturer on the MA in Archaeological Practice.



Stephen Hole
Apprenticeship
Liaison Officer

Apprenticeship
Responsibility:

Digital Degree Apprenticeships

I worked as an academic at the University of Wales Trinity Saint David from January 1990 to December 2017 before retiring from full time employment. Before retirement, I was Dean of the Faculty of Architecture, Computing and Engineering that covered a range of disciplines: Architecture, Built and Natural Environments, Applied Computing, and Engineering. Previously I was Head of the School of Applied Computing that covered the disciplines of Test Range Engineering, Computer Systems and Electronics, Software Engineering, Computing and Information Systems, Business Information Technology, and Web Development.

I am a Member of the British Computer Society, a Chartered IT Professional, Senior Fellow of the Higher Education Academy, and have a PhD in Computing and a Post Graduate Certificate of Education. I externally examined at four universities during the period of December 2006 to July 2015.



Emma Moseley
Apprenticeship
Liaison Officer

Apprenticeship
Responsibility:

Digital Degree Apprenticeships / OME
Degree Apprenticeships

I joined UWTSD in 2011 as a project manager and since then I have supported work-based learning delivery. My background is in archaeology and heritage, and I am a lecturer in archaeological project management.

I am a Fellow of the Higher Education Academy (Advance HE), and have completed a Masters in Professional Practice and Post Graduate Certificate in Teaching in Higher Education. I am also a lecturer on the MA in Archaeological Practice.



Daniel Parvin
Apprenticeship
Liaison Officer

**Apprenticeship
Responsibility:**

Digital Degree Apprenticeships

I joined the UWTSD in October 2021 as an Apprentice Liaison Officer providing support to both the Digital and Archaeology degree apprentices throughout their studies. Prior to joining the University, I worked as a Workforce Advisor for an Employability programme situated within Further Education at Gower College Swansea. Here I was able to work with learners, businesses, and Work Based Learning teams to best help support individuals into employment and apprenticeships. This has given me the platform to be able to continue to support learners but at Higher and Degree levels. Before this and upon completion of my Education Studies degree I worked in Primary Education covering PPA and supporting staff development, here I was also tasked with recruiting teachers, this included, sifting, interviewing, and training. I am currently studying my CIPD Level 5 as a Degree Apprentice.

Outside of UWTSD I am a huge foodie, I like to cook and blog dishes. As well as this I train and compete in Brazilian Jiu Jitsu and play for Swansea Uplands Rugby, but alternatively can be found down Gower most weekends.



Ross Pullin
Principal
Systems Officer

I have been with the Apprenticeship Unit since September 2023. Before joining UWTSD, I worked for over 10 years at Gower College Swansea, where I managed all aspects of student data. I am passionate about the learner journey and am dedicated to ensuring that students have the best possible experience.

At UWTSD, I play a crucial role in implementing the new CRM system, Maytas. This system will serve as a central hub for tracking the apprentice journey throughout their chosen degree, significantly improving the efficiency of departmental processes. I am committed to refining processes and ensuring that our data is accurate.

I will be joining the 24/25 Digital Apprenticeship degree cohort and look forward to expanding my knowledge even further.



Cathy Allen

**Apprenticeship Unit
Data Administrator**

I have 27 years' experience in education with 17 of those years in Higher Education and five dedicated specifically to Apprenticeships.

At UWTSD, I work with colleagues to ensure that the necessary documentation for apprenticeship funding is meticulously maintained. I am also regularly called upon to serve as minute taker at a variety of meetings for UWTSD colleagues involved in the apprenticeship provision.

I relish the challenge of learning new things and have recently completed the first year of my Welsh language journey.



Pete Smyth

**Apprenticeship Unit
Data Administrator**

I have over 13 years' experience working in the higher education sector specifically with student data systems. During this time, I have worked on numerous projects such as a new process for managing external examiner visits, a web-based database platform for administering graduation and GDPR audits.

At UWTSD, I support the apprenticeship team by managing the ACW certification process and many aspects of the teams' email communications from designing email campaigns and sign-up forms to creating contact lists. I also help the team with the design, distribution, and analysis of feedback surveys.

I look forward to continuing to work with Ross and Cathy with the implementation of the Maytas CRM system.

Digital Apprenticeship programmes (2024/2025)

Programme	Institute	Eligibility	Standard/Framework reference
Computer Networks and Cybersecurity	WISA	Wales Only	FR04381
Data and Information Systems	WISA	Wales Only	FR04381
Software Engineering	WISA	Wales Only	FR04381
User Experience (UX)	WISA	Wales Only	FR04381