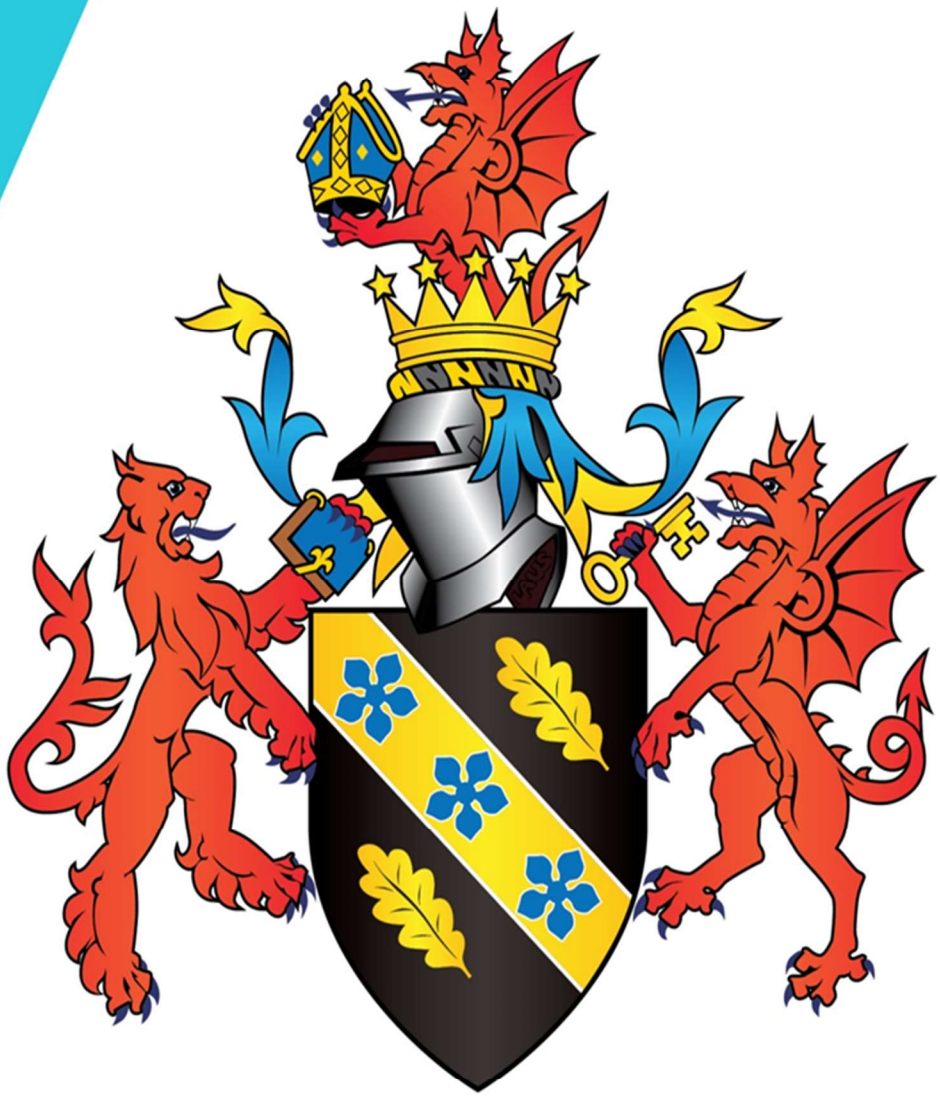
Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David



Wales Institute of Science and Art

Employer Apprenticeship Handbook

September 2022

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Welcome

Thank you for choosing to work with the University of Wales Trinity Saint David (UWTSD) for the delivery of your apprenticeships. This handbook aims to be your first point of reference for information for you as an apprentice's employer.

Apprenticeship Outline Overview

Higher and Degree apprenticeships offer the opportunity to study a complete HNC, HND, Undergraduate or Masters' Degree programme, meaning that apprentices graduate with a Higher Education qualification. Apprentices work as members of your staff and have a contract of employment (minimum of 16 hours) that incorporates their learning time (20% of their working week) to enable them to complete their studies and skills development. Apprentices do not pay any university fees; the academic study element of the programme is funded through government apprenticeship funding processes. In Wales the full cost of the course is met by the funding; in England, some programmes and employers will need to make a contribution to the cost.

About UWTSD

Transforming Education; Transforming Lives

UWTSD was formed on 18 November 2010 through the merger of the University of Wales Lampeter and Trinity University College Carmarthen, under Lampeter's Royal Charter of 1828. On the 1 August 2013, Swansea Metropolitan University became part of UWTSD.

The University's Royal Charter is the oldest in Wales and England after the universities of Oxford and Cambridge. In 2011 HRH the Prince of Wales became its Royal Patron.

The UWTSD Group comprises the university and its FE colleges, Coleg Sir Gâr and Coleg Ceredigion, as part of a dual sector group structure. The UWTSD Group has over 25,000 learners, across 17 campuses in Wales and England.

Together we deliver clear, tangible benefits for learners, employers, industry and communities by offering a vocational and applied approach to learning from entry level to post-doctoral research. The University's main campuses are situated in Swansea, Lampeter and Carmarthen in southwest Wales, with learning centres in London and Birmingham.

UWTSD has a clear and exciting strategic plan which places emphasis upon applied learning, strong academic disciplines and a clear commitment to innovation, enterprise and knowledge transfer.

This connected university is driving through structural and strategic change which is closely associated with industry, business and enterprise.

The learner experience is at the heart of our mission. We have placed sustainability at the core of our planning. Developed through our award-winning Institute of Sustainable Practice, Innovation and Resource Effectiveness (INSPIRE), we have embedded sustainable development through our learning, teaching, curricula, campus, community and culture. Our aim is to inspire individuals and develop reflective graduates and practitioners who can make a difference in society.

Through work-based learning, research of international excellence and knowledge transfer networks, we aim to play a pivotal role in the promotion of social justice, economic renewal and the development of social and cultural capital.

Why UWTSD

UWTSD offers a wide range of opportunities to access professional and academic support through a range of initiatives including Higher and Degree Apprenticeships.

Ratings and Rankings

Teaching Excellence Framework

TEF Silver

Based on the evidence available, the TEF Panel judged that the higher education provider delivers high quality teaching, learning and outcomes for its students. It consistently exceeds rigorous national quality requirements for UK higher education.

This award was made in June 2019.

Complete University Guide League Table

THE COMPLETE UNIVERSITY GUIDE
INDEPENDENT • TRUSTED

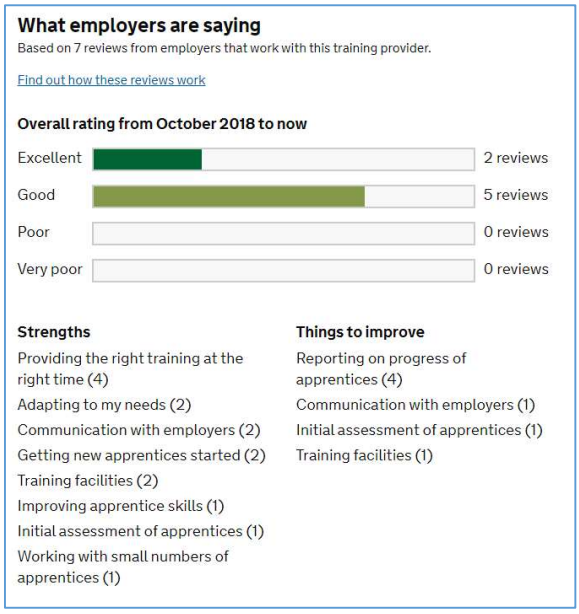
The Complete University Guide produce annual league tables and rankings by university and subject. UWTSD received some excellent rankings in the Complete University Guide 2021 (overall 91/130).

National Study Survey 2020

Highlights from the National Study Survey 2020 were:

- **12th** in the UK for **student satisfaction** (83%)
- **11th** in the UK for student satisfaction in **Computer Science** (80%)
- **1st** in the UK for student satisfaction in **Electrical & Electronic Engineering** (90%)
- **2nd** in the UK for student satisfaction in **Mechanical Engineering** (69%)

Employer feedback on Ordnance Munitions and Explosives degree apprenticeships



What employers are saying

Based on 7 reviews from employers that work with this training provider.

Find out how these reviews work

Overall rating from October 2018 to now

Excellent	2 reviews
Good	5 reviews
Poor	0 reviews
Very poor	0 reviews

Strengths

- Providing the right training at the right time (4)
- Adapting to my needs (2)
- Communication with employers (2)
- Getting new apprentices started (2)
- Training facilities (2)
- Improving apprentice skills (1)
- Initial assessment of apprentices (1)
- Working with small numbers of apprentices (1)

Things to improve

- Reporting on progress of apprentices (4)
- Communication with employers (1)
- Initial assessment of apprentices (1)
- Training facilities (1)

Apprenticeships an Alternative to Full Time Study

What is an Apprenticeship?

In England, the new employer-designed Apprenticeship Standards mean that organisations can implement a programme that really fits the roles in their business.

In Wales, the programmes have all been written with employers or employer representative groups and are mapped into the relevant Welsh Government Apprenticeship Framework.

Apprenticeships are work-based training schemes designed to help you develop new and emerging talent within your workforce. They combine work with study and result in a programme which is focused on developing your new, or current employees through a work-based approach.

The wide range of apprenticeship qualifications we offer have been developed with key industry stakeholders and partners and ensure that the specific sector needs are met. These organisations include:

- Digital Health and Care Wales
- NHS Wales Acute and Primary Care Sectors
- Tata Steel
- Driver and Vehicle Licensing Agency
- Ford Motor Company
- BAE Systems
- AWE
- DSTL
- Roxel
- QinetiQ
- DE&S
- Chartered Institute for Archaeologists

Apprenticeships are work-based training schemes designed to help you foster emerging talent in your business. They combine work with study, and result in a programme which is truly work-focussed. You can use apprenticeships to support new employees, or people already in your business when they move into new roles. The technical and

professional disciplines on offer range from entry-level qualifications all the way through to degree level. The employer-designed standards and frameworks mean that organisations can implement a programme that really fits the roles in their business. Opportunities also exist to match an apprenticeship to your existing learning and development activity, and we'd be happy to discuss this with you.

Who are they for?

You can use apprenticeships to support new employees, people you wish to upskill who are already in your business or when they move into new roles. Apprenticeships are available to anyone aged 16 or over who is not in full-time education and is eligible to work in the UK (UWTSD does not accept apprentices/students until they are 18 but will work with you to find appropriate training and development for younger employees if necessary). The technical and professional disciplines we offer include Higher National Certificates, Bachelor degrees and Masters level. Apprenticeships equip individuals with the necessary skills, knowledge and behaviour they need for specific job roles, future employment and progression.

How do They Work?

Apprentices must spend at least 6 working hours per week time on average on off-the-job training; however, they may need more than this if, for example, they need training in English and Mathematics.[1] It is up to the employer and training provider to agree how the off the-job training is delivered. It may include regular day release, block release and special training days or workshops. It must be directly relevant to the apprenticeship framework or standard and can be delivered at the apprentice's normal place of work as long as it is not part of their normal working duties. It can cover practical training such as shadowing, mentoring, industry visits and attending competitions. On-the-job training helps an apprentice develop and embed the specific knowledge, skills and behaviours for the workplace. Apprentices must be supported by a work-place mentor. Once an apprentice completes their apprenticeship, they should be able to demonstrate that they can perform tasks confidently and completely to the standard set by industry.

Funding of Apprenticeships

Funding available

If you're an employer in the UK with a pay bill over £3 million a year, you will have been paying the Apprenticeship Levy through the PAYE process; it is calculated as 0.5% of total staff cost. If you are a smaller employer in England you will not pay the Levy but can still access the programme by paying 5% of the training cost. The delivery of apprenticeship training is a devolved matter, and England, Wales, Scotland and Northern Ireland have developed different ways for employers to access programmes. In Wales, eligible programmes are funded by the Welsh Government with no additional employer contribution. Staff will access the programmes that apply where they are based.

Apprenticeships in England

The Levy gives employers in England control of their training, allowing them to agree a total price for each apprenticeship, which includes the costs of training and assessment. For each English Apprenticeship Standard a Funding Band has been set that caps the amount of funding that can be drawn down by the employer. Where the UWTSD cost of delivery is higher than the Funding band, the university will agree an additional contribution with you to cover the difference, payable in annual instalments. Employers with a pay bill of less than £3 million a year do not pay the Apprenticeship Levy. The Government will contribute at least 95% of non-levy-paying employers' apprenticeship training and assessment costs. The government requires these employers to make a 5% cash contribution to the cost, paid directly to the provider, and the government covers the rest (up to the maximum agreed funding band). In some instances there may be additional top-up fees payable to the university – these will be discussed during initial engagement meetings. Top-ups are payable in annual instalments. UWTSD will work with these companies to facilitate funding for the apprentice programme.

[1] The precise wording of this commitment differs in England and Wales.

Apprenticeships in Wales

Access to apprenticeships in Wales is not affected by the size of company. The Welsh Government funds Degree and Higher Apprenticeships covered by a Framework directly to the contracted training provider – Universities for Degree Apprenticeships and Work Based Learning contract holders for apprenticeship programmes up to Level 5.

Funding for apprenticeship programmes is determined by Welsh Government priorities. Employers are not required to contribute to the cost of apprenticeship provision.

Apprenticeships in Scotland and Northern Ireland

Access to apprenticeships is not affected by the size of company.

What are the Benefits?

Employers who have an established apprenticeship programme reported that productivity in their workplace had improved by 76% whilst 75% reported that apprenticeships improved their business quality, productivity and service.

Reduce Recruitment Costs

UWTSD can help you to identify and recruit the right candidates. Training apprentices can be a cost effective option that leads to lower overall training and recruitment costs.

Increase Staff Motivation and Commitment

According to the National Apprenticeship Service (NAS), 88% of employers believe that apprenticeships lead to a more satisfied workforce. Apprentices tend to be loyal and motivated to perform well, knowing that a promising career could be ahead if they are successful in the company.

Attract the Best Talent

Attract the best talent by providing higher and degree apprenticeships, you can take advantage of new knowledge and technologies, and attract high calibre staff motivated to help your business succeed. You can also fill higher level skills gaps and train both existing and new staff up to degree level.

Improve Productivity and Customer Service

Apprenticeships can offer a means of developing your existing workforce, increasing productivity, motivation and innovation. Apprentices are exposed to new knowledge and ways of thinking; by putting it all into practice, they can deliver results in your business.

Staff Retention and Progression

According to the NAS, 80% of employers feel that having apprentices reduces overall staff turnover. You can pass down the knowledge from your experts to incoming or existing members of staff, while keeping your skills in- house. By growing your own talent, you can start identifying potential managers, which makes planning for the future easier.

Employer Incentives

Employers pay 100% of the apprentice's wage costs but there are some incentives available.

In **England**, employers taking on an apprentice under 19, a care leaver under 25, or a EHC plan holder under 25, will receive a £1000 incentive payment. Employers may also benefit from the COVID-specific incentive scheme for new apprentices (a further £1500-£2000) subject to the funding window and eligibility rules. These incentives are one-off payments.

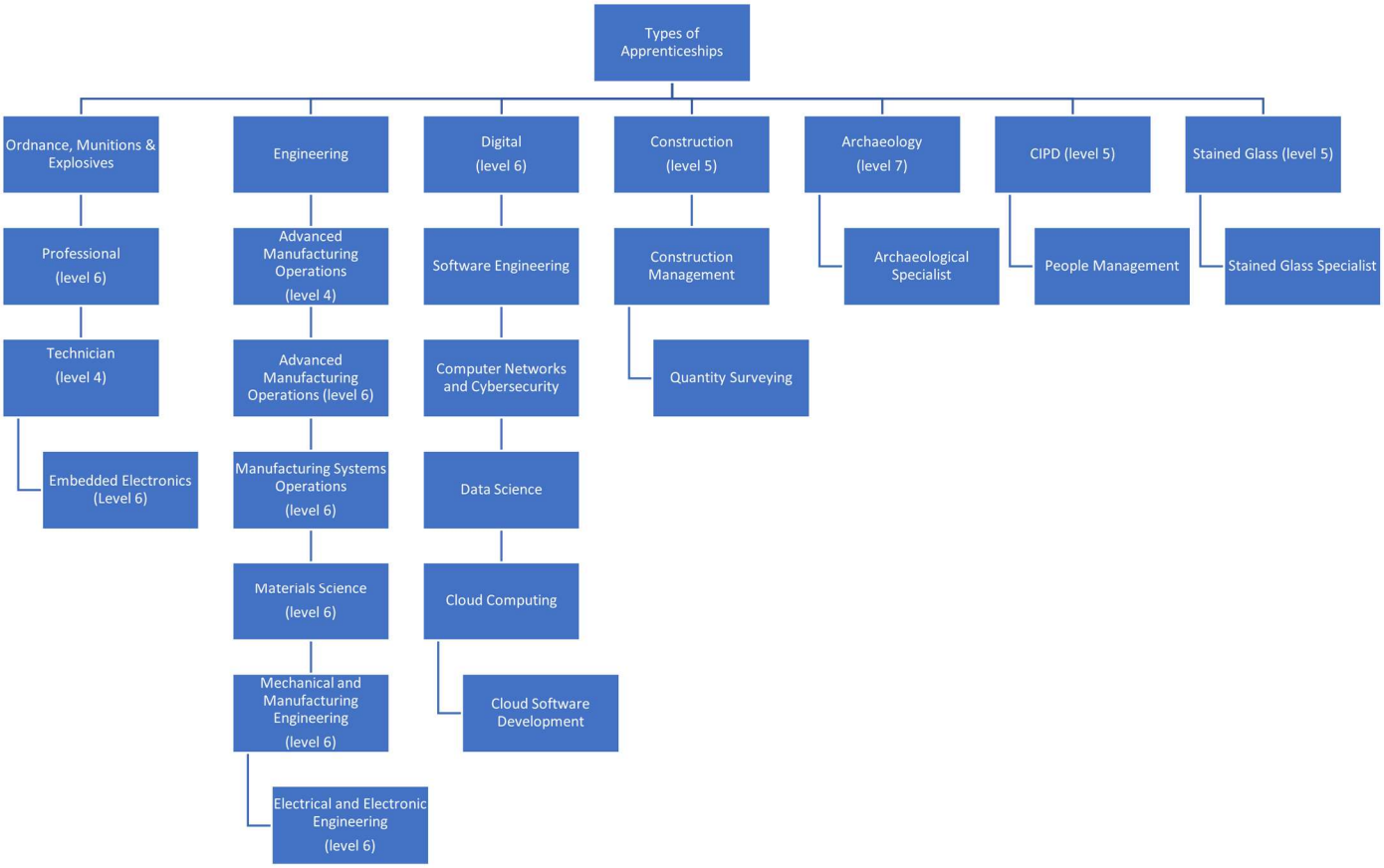
In **Wales,** Employer Incentive Schemes do **not** apply to degree apprenticeships. They may apply for Higher Apprenticeships – contact us for details.

Apprenticeship Information

Apprenticeship Levels

Name	Level	Equivalent educational level
Foundation Apprenticeship	2	5 GCSE passes
Apprenticeship	3	2 A level passes
Higher Apprenticeship	4, 5 and above	HNC, HND or Foundation degree and above
Degree Apprenticeship	6 and 7	Bachelor's or Master's degree (Master's only available in England currently (2020)

Higher (levels 4, 5) and Degree (levels 6, 7) Apprenticeships Available at UWTSD



Employer Responsibilities

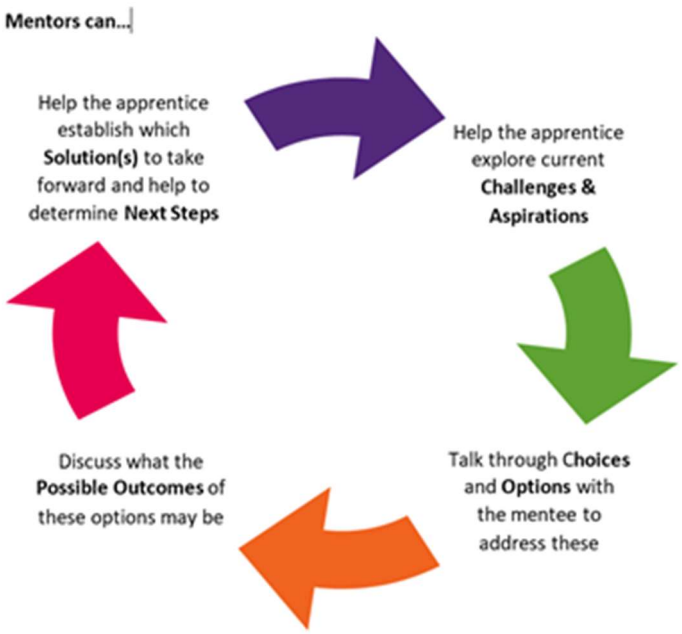
Mentoring

Mentoring is employed to provide a variety of individual support strategies in which there is learning by association with an appropriate role model. It can offer an effective means of facilitating development and change in individuals and their profession.

The essential feature is a focus on a one to one relationship between mentor and apprentice which ensures individual attention and support for the apprentice.

A mentor can provide this support as a facilitator, counsellor, role model, challenger, advisor, coach, guide and co-ordinator. Key to the success of this relationship is a requirement that both parties get on well together, have mutual respect for each other and are fully committed to the relationship.

Essential skills for the mentor include a willingness to make time and share experiences, a capacity to listen and communicate effectively, an ability to offer challenges, and a high level of personal enthusiasm and integrity. Suitable mentors may include, for example, those who have been trained as appraisers.



Employer Responsibilities

- Work with UWTSD to identify the most suitable apprenticeship standard/framework for each employee.
- Aid UWTSD in the eligibility checks of the apprentice.
- Agreed the most appropriate learning programme for the apprentice in consultation with UWTSD.
- Ensure that the apprentice has the appropriate support and supervision to carry out their job role and academic studies.
- Acknowledge that an apprenticeship requires at least 20% off-the-job training over the duration of the apprenticeship period.
- Ensure that the off-the-job training is be completed during working hours (including English and Mathematics if required).
- For those apprentices on non-integrated programmes employers, will need to agree the selection of an end-point assessment organisation (at least 3 months prior to the end of the programme).
- Contribute to and agree to the plan of training, as developed with UWTSD: -
- Contribute to tripartite progress review meetings with the apprentice and a UWTSD Apprentice Liaison Officer.
- Agree, with the apprentice and UWTSD, when learning is complete, and the apprentice is ready to undertake the end-point assessment as appropriate.
- Seek to resolve any complaints brought by the apprentice/UWTSD.

Apprentice Responsibilities

- Provide UWTSD with the relevant information and documentation to verify that apprenticeship and programme eligibility checks are met.
- Comply with the policies and procedures as defined in the commitment statement/learning agreement.
- Attend all required off-the-job lectures, tutorials, seminars and workshops (or notify UWTSD/employer of non-attendance (in advance where possible).
- 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.
- Attend and contribute to the progress review meetings.
- Agree, with employer and UWTSD, when learning is complete, and they 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 and any Safeguarding or Prevent concerns.

University Responsibilities

- Allocate an Apprentice Liaison Officer to support the apprentice and their employer throughout the apprenticeship programme
- Develop individual learning plans and ensure progress of the Apprentice towards completion of all qualifications within the Apprenticeship Framework or Apprenticeship Standard as appropriate
- Provide pastoral and tutorial support, mentoring and guidance to Apprentices
- Provide regular update reports to employers, UWTSD and the English or Welsh Governments against targets with particular responsibility for ensuring regular communication between employers, apprentices and the UWTSD academic delivery team.
- Undertake appropriate administrative tasks to ensure the effective operation and management of the Apprenticeship programme
- Monitor progress and attendance of Apprentices
- Raise and address any Safeguarding or Prevent concerns

Industry Liaison Groups

UWTSD is committed to ensuring that employers have an active part in ensuring the programmes are relevant, suitable and meet industry and apprentice needs. To ensure this is achieved each apprenticeship programme will have an Industry Liaison Group which will operate under the following terms of reference:

- To advise the programme management teams on the industrial relevance and suitability of the curriculum of the taught apprenticeship and work-based programmes, including suggestions for new (or changes to existing) courses and degree programs,
- To advise on the programme management teams development and implementation of the apprenticeship and work-based offer including End Point Assessment strategies, potential participation numbers and potential workplace skills development opportunities.
- To identify any recent or long-term future developments and/or concerns of industry which are likely to have an impact on apprenticeship activities.
- To review the portfolio of programmes, both planned and current, with respect to their industrial relevance and suitability and to support where possible.
- To explore other ways in which UWTSD and external stakeholders can catalyse and foster a higher level of industry involvement in its apprenticeship and research programmes.
- To advise on major strategic initiatives and development of the programmes.

- To identify and support potential industry-based staff development opportunities for the delivery of apprenticeship programmes.
- Engage with industry to address the future needs of industry and promote industry wide collaboration.

If you would like to be involved in the Industry Liaison Group for your sector please discuss with your Apprentice Liaison Officer

Apprentice Journey

Apprenticeship Journey	
Initial Assessment	Application form to UWTSD Consideration of prior certification and experiential learning Skills scan Essential skills testing where appropriate
Induction	Create a commitment statement/Individual Learning Plan Check your starting points for learning Plan the development opportunities that will be created by your employer
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
For England apprentices: Gateway	Agreement on readiness for End Point Assessment
For England apprentices: End Point Assessment	Preparation for EPA (mandatory for apprenticeship standards)

Apprenticeship Liaison Officer role

- Undertake initial assessment and support the application process
- Develop individual learning plans and ensuring progress of the Apprentices towards completion of all qualifications within the Apprenticeship Framework or Apprenticeship Standard as appropriate
- Provide pastoral and tutorial support, mentoring and guidance to Apprentices
- Provide regular update reports to employers, UWTSD and the English or Welsh Governments against targets with particular responsibility for ensuring regular communication between employers, Apprentices and the UWTSD academic delivery team.
- Undertake appropriate administrative tasks to ensure effective operation of the Apprenticeship programme
- Monitor progress of Apprentices

Individual Learning Plan / Commitment Statement

To help your apprentice get the best from learning, we will jointly plan a training programme that meets both the apprentice's needs and your needs as an employer. A learning plan will be developed which shows what training they will receive, both on- and off-the job, to ensure that they achieve their qualification. The plan will also identify any additional support that they may require. We will take into account their current knowledge, skills and experience when doing this, and explore whether there is scope for Recognition of Prior Learning. We will ensure that you are provided with whatever information you require to understand the training plan and its contents.

Review Meetings

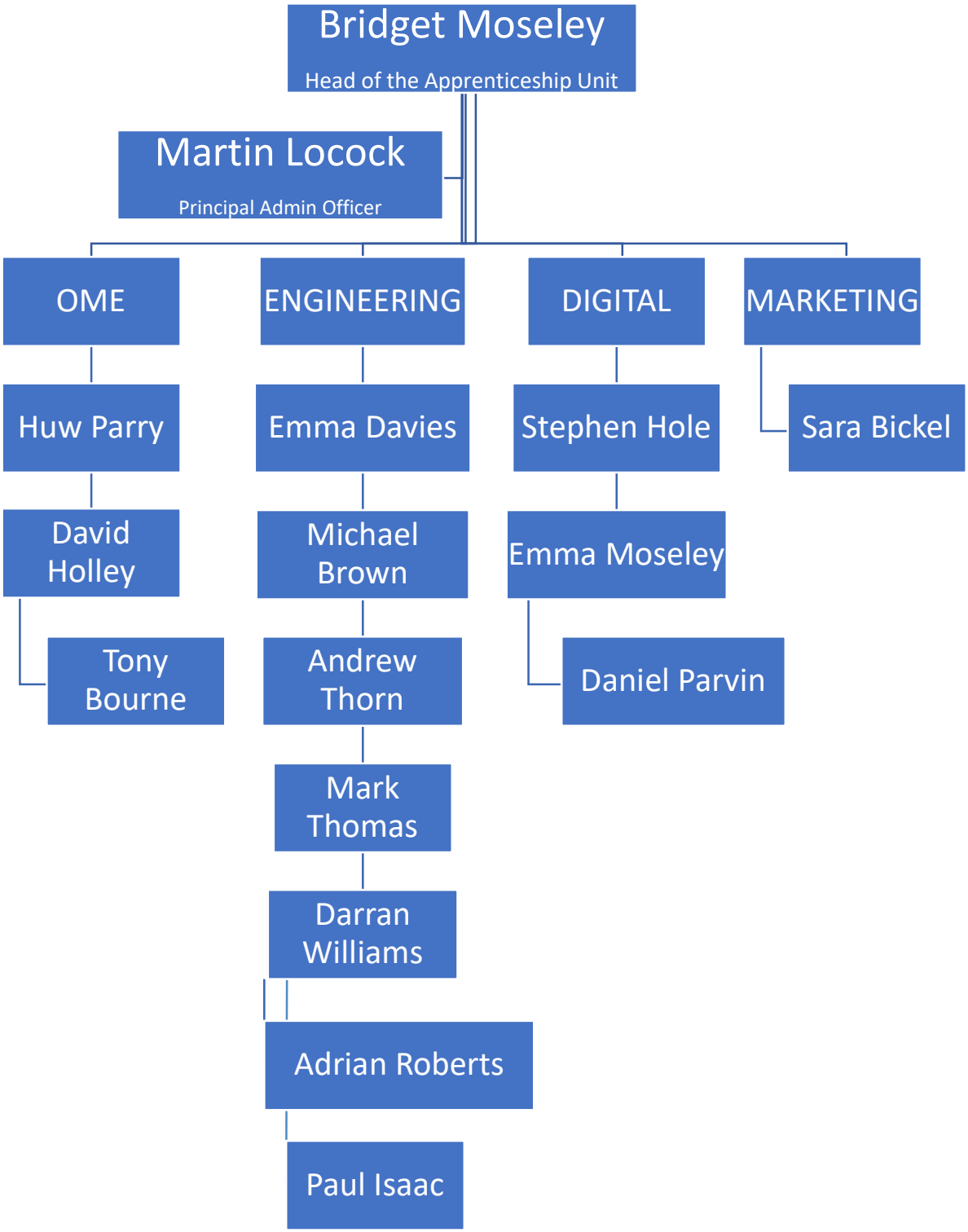
Review meetings will take place every 6 – 8 weeks and should include the apprentice, Line Manager/Mentor and the Liaison Officer and will discuss the apprentice's progress against the Apprenticeship Standards or Framework. This also includes work place skills, knowledge and behaviours. It is an opportunity for each party to give feedback and ensure the programme is meeting both your apprentices' and your needs as the employer.

Progression

In England and in Wales there are opportunities to progress from entry level Apprenticeship programmes right the way through to Degree Apprenticeships and higher through work-based learning in UWTSD and the wider UWTSD group.

Apprenticeship Unit

Structure



Meet the Team

Photo	Short Biography	Apprenticeship Responsibility
	MANAGEMENT	
	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 Practise 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.	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
	Martin Locock (Principal Admin Officer): 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.	Documentation, contracts and finance; compliance; data returns; Digital Apprenticeship Service and ILR
	OME	
	Huw Parry (Senior Apprenticeship Liaison Officer): "Huw has been involved in adult education for the last 35 years and is an advocate for work-based education and training, especially work-based apprenticeships. During his time in education, he has been responsible for managing development, delivery, validation, and accreditation of teaching and learning within Tertiary and Higher education. Currently, Huw is the Senior Ordnance Munitions Explosives (OME)Apprenticeship Officer at the University of Wales Trinity St David. His background in both academia and industry, working across government departments and defence-focused organisations, has enabled him to develop innovative and bespoke educational programmes for niche industries and sectors. Previously Huw held the position of Head of People with the Ministry of Justice in the Civil Service, which included HR	Apprenticeship Liaison Officer Ordnance, Munitions and Explosives Apprenticeships

	responsibilities, training and learning development and being responsible for the management and selection for the Pan-government fast-track graduate programme. As well as his work with universities, he has also been a Head of School and the Director of Curriculum in FE colleges. Huw has a Postgraduate Certificate and Diploma in Education and MEd in Management of Tertiary Education gained from the University of Stirling. His MEd thesis focussed on the take-up of vocational education and training by Small and Medium Enterprises (SME). This belief in vocational education and training has enabled him to support a range of industries and sectors including OME, HR, IT, Embedded Electronics and Defence to develop credible and accredited formal training programmes. In 2016, Huw was approached by the Chair of the OME Sector Skills Strategy Group (SSSG) to prepare the sector to engage with the upcoming changes and potential opportunities in apprenticeships within the UK. He led a team of OME industry specialists to develop three apprenticeships, for OME Technician (HNC – Level 4), OME Professional (Degree – Level 6) and OME Specialist (Master's Degree – Level 7). These apprenticeships have been approved and accredited by the Institute for Apprenticeships and Technical Education (IFATE) and the Institute of Explosives Engineers (IExpE) as meeting the needs of the sector. The first cohort of OME apprentices started on the programme with UWTSD in the autumn of 2018 and will graduate in 2023. These three apprenticeships are now recognised as the core development programmes for the sector's career pathway development escalator and part of the industry standard for developing OME SQEP competences which continue to receive the recognition and support of industry today."	
	Dave Holley (Apprenticeship Liaison Officer): I joined the defence industry as a Chemist in 1979 and worked in product and process development, taking novel ideas and making them safely realisable in bulk production. My main interest was in pyrotechnics, both for civil and military use and I have worked on research and development programmes nationally and internationally. Later on in my career I was appointed to the role of Design Authority, taking responsibility for both the product and manufacturing process. I have always had a keen interest in training and education and was responsible for delivery of many of the technical training courses in my former employment. I am a chartered chemist and have a BSc Hons in Chemistry and a Master's degree in Systems Engineering. I was recognised and a Technical Specialist and Global Engineering Fellow in BAE	Apprenticeship Liaison Officer Ordnance, Munitions and Explosives Apprenticeships

	Systems and am a Fellow of both the Royal Society of Chemistry and the Institute of Explosives Engineers. I am also a member of the international pyrotechnic society.	
	Tony Bourne (Apprenticeship Liaison Officer): I joined UWTSD in October 2021 as an Apprenticeship Liaison Officer with a responsibility for providing support to the Ordnance Munitions and Explosives and Embedded Electronics Systems Apprentices throughout their apprenticeship. Prior to joining the University, I spent 16 years with QinetiQ, during my time with the company, I held a number of exciting and challenging roles, these ranged from Programme Manager, Business Development Manager and more recently Group Leader/Head of Trials Delivery for the UK Air and Land Ranges. Before QinetiQ I served for 26 years in the British Army (Royal Artillery), during this time I worked in several technical and instructional roles at the Royal Military College of Science (Defence Academy), the Northumbrian University Officer Training Corps and the Royal School of Artillery.	Apprenticeship Liaison Officer Ordnance, Munitions and Explosives Apprenticeships
ENGINEERING		
	Emma Davies (Senior Apprenticeship Liaison Officer): I joined the UWTSD team at the start of August 2020 as an apprentice liaison officer my role is to providing support to the digital and engineering degree apprentices throughout their journey. I previously worked as a HR Manager for the Steel Industry and prior to that for a Global Manufacturing Company which manufactured component parts for the Automotive Industry. My role involved partnering with the senior management team, supporting them with day to day issues, HR analytics, managing occupational health, payroll etc As a learning organisation we would hold annual reviews to identify the skills gaps within teams and also identify individuals for development, progression and succession planning. I have also supported apprentices throughout their studies and liaised with learning institutions regarding individual performance and feedback. My Academic qualifications include a Law degree along with a Post Graduate Diploma in Legal Practice. As a mature student, I returned to education on day release from my employer to the Swansea Met University to study CIPD Chartered Institute of Personnel Development, a 4-year course where I achieved level 7 Post Graduate Diploma in Personnel and Development. Emma is passionate about employers upskilling existing talent	Senior Apprenticeship Liaison Officer Digital Degree and Engineering Apprenticeships

	within the business and reaping the benefits from the knowledge and skills that those employees learn and implement back into the workplace.	
	Mike Brown (Apprenticeship Liaison Officer): I joined UWSTD in August 2020 and provide support to the engineering degree apprentices throughout their programme of study. Originally qualified as an engineering apprentice followed on by roles in Maintenance, Plastic Extrusion, Training and Development and Leadership Development. I have spent the last 20 years working with organisations across the UK on management and leadership development in the Manufacturing, Engineering, Pharmaceutical and Motor Sport sectors. I hold a degree in HR Management and a Masters' Degree in Leadership Studies.	Apprenticeship Liaison Officer Engineering Apprenticeships
	Andrew Thorn (Apprenticeship Liaison Officer): I started working in manufacturing industry in 1986 as a graduate management trainee with British Sugar being promoted to Shift Manager and leading the team that designed, installed and commissioned a bioethanol plant. In 1990 I joined Dow Chemicals as process engineering manager working in the UK, France and Germany. I was also the UK lead for the Dow six sigma programme. In 1998 I joined British Steel as Quality Manager Technical and I lead the team that developed the optimised food can. In 2003 I joined UWTSD as a lecturer to support military and part-time manufacturing programmes before becoming manager for MSc Engineering Portfolio. I am a Chartered Engineer and hold a BSc (Hons) in Chemical Engineering, MSc Industrial Microbiology and MBA. My interests are primarily in process improvement, supply chain resilience in manufacturing, plant and asset engineering and energy efficiency. I am a member of the Society of Operational Engineers, Institute of Chemical Engineers and the Chartered Management Institute. Since 2008 I have been an external examiner at five UK universities. I am also a visiting fellow at the German Graduate School of Management in Stuggart.	Apprenticeship Liaison Officer Engineering Apprenticeships

	Mark Thomas (Apprenticeship Liaison Officer): I joined the UWTSD at the end of September 2021 as an Apprentice Liaison Officer supporting the engineering degree apprentices in their duration of study. Previously, my whole thirty five years working career has been within the discipline of engineering. Thirty three of those years were in a global company manufacturing high precision components for the automotive industry where I started as an apprentice. The majority of my time there was spent in the engineering department where my main responsibility was to project manage the design and procurement of production tools for the introduction of new products. Other duties included the involvement in production improvement activities and organising and delivering bespoke training sessions to individuals or groups. Throughout my career I have relished the responsibility of guiding and mentoring apprentices as they learn the skills necessary to proceed with a career in engineering. In 2006 I gained a BSc (Hons) in Computer Aided Engineering.	Apprenticeship Liaison Officer Engineering Apprenticeships
	Darren Williams (Apprenticeship Liaison Officer): I have recently joined UWTSD in September 2021 as an apprenticeship liaison officer to provide support and guidance for engineering degree apprentices. The vast majority of my Engineering career (30yrs) has been in the Automotive industry and always involved with apprentice training. I am an Experienced Equipment Specialist with a demonstrated history of working in tier 1 Mechanical Engineering Industry. Skilled in all conventional machining practices, Root Cause Analysis, Continuous Improvement, Manufacturing Engineering, and Kaizen. Prior to joining UWTSD my role was a Proposals Engineer for a market leading Automation supplier specialising in the design and manufacture of bespoke special purpose machinery and automated production lines for a multiple sectors.	Apprenticeship Liaison Officer Engineering Apprenticeships
	Adrian Roberts (Apprenticeship Liaison Officer): Adrian Roberts is an Apprentice Liaison Officer (part-time) at UWTSD primarily supporting Apprentices in the Engineering disciplines. Prior to joining UWTSD in the summer of 2021, Adrian had developed a successful career in Human Resources (HR). The bulk of Adrian's career was spent at Schaeffler (UK) Ltd as HR Director for the Schaeffler Group in the UK. Schaeffler is a German high precision engineering corporation consisting of the brands INA, LUK and FAG, employing in excess of 70,000 employees world-wide. Throughout Adrian's HR career a primary focus has been people development at all levels of the organisation and a particular focus has been the development of successful apprentice programmes. Organisational change through people development to enable organisations to compete in the global	Apprenticeship Liaison Officer Engineering Apprenticeships

	marketplace has been a thread through Adrian's career. Organisations must be able to develop, change and adapt their structure and culture with people development at all levels of the organisation as the vehicle for achieving this. Adrian spearheaded this change in the organisation's he worked for. Indeed, this work has been recognised nationally and Schaeffler achieved a number of National Training Awards and People Development Awards for their achievements. Adrian has over 40 year's experience in HR, has a MSc in Project Management from Lancaster University and is a Fellow of the CIPD. Prior to joining Schaeffler, Adrian enjoyed periods at the National Coal Board, Hitachi and M/A Com Limited (an American communication and defence electronics company) in a variety of HR roles, and more recently worked as HR Manager at Tata's Trostre Plant. Recently Adrian has been volunteering for the NHS throughout the pandemic and also undertakes work for Oxfam. Adrian is married with two grown up children and outside of work takes a keen interest in football (Luton Town) and rugby, and tries to keep fit through running. Conservation is also an interest and Adrian is a member of the RSPB and Wildlife Trust. Adrian is also currently learning the Welsh language.	
	Paul Isaac (Apprenticeship Liaison Officer): I am the newest member to the Apprenticeship Unit Team, I Joined in September 2022 as a Liaison Officer providing support and guidance to the Embedded Electronics, Electrical and Electronics and Engineering students. I have spent over 30 years working as a Electrical, Electronics Technician in the Manufacturing sector for the Automotive Industry, I was once myself an apprentice and have mentored many apprentices over the years. I am very passionate about work based learning programmes and apprenticeships and it is nice to play a part in supporting the future skills for the industry. Out of working hours you will find me spending time with my 2 daughters, walking, fishing or exploring the beautiful coastline of Wales.	Apprenticeship Liaison Officer Engineering Apprenticeships
	DIGITAL	
	Stephen Hole (Apprenticeship Liaison Officer): 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 disciples of Test Range Engineering, Computer Systems and Electronics, Software Engineering, Computing and Information	Apprenticeship Liaison Officer Digital Degree Apprenticeships

	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): I recently joined the UWTSD in September 2021 and will be providing support to the Digital Degree Apprentices throughout their programme of study as their Apprentice Liaison Officer. I started my own career as an apprentice and studied on a part time basis gaining a Business Management degree. Prior to this role, I spent 7 years running my own business. I worked for Dyfed Powys Police for 7 years mainly in Records Management, my role surrounded developing, maintaining and evaluating policing databases. On a personal level and reflecting on my own growth from work based learning programmes, I am a passionate supporter of the scheme and I am really looking forward to supporting others throughout their apprenticeship program with UWTSD.	Apprenticeship Liaison Officer Digital Degree Apprenticeships
	Daniel Parvin (Apprenticeship Liaison Officer): 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.	Apprenticeship Liaison Officer Digital Degree Apprenticeships

Safeguarding and Prevent

What is Safeguarding?

Safeguarding is set of policies in place to protect adults, young people and children on who may be vulnerable to abuse or neglect.

Abuse might include:

- Physical abuse – hitting, shaking, throwing, or otherwise causing physical harm.
- Emotional abuse – threats of harm, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, bullying (to include cyber bullying).
- Financial abuse – stealing or defrauding someone of goods, money or property.
- Sexual abuse – physical contact to include rape or sexual assault, it may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).
- Neglect – the persistent failure to meet a child's physical or psychological needs. This includes but is not limited to failing to provide adequate food, clothing, medication and shelter.
- Discriminatory abuse - racism, sexist, or other forms that are based on a person's disability and other forms of harassment, or similar treatment.
- Self-neglect/harm
- Cyber abuse

UWTSD holds the health, safety and welfare of all involved on courses or activities, which come under the responsibility of UWTSD as one of its highest priorities.

What is Prevent?

UWTSD is committed to providing a secure environment for all our students, staff and stakeholders. Prevent is a government strategy to safeguard vulnerable people from becoming radicalised. The current threat from terrorist extremism in the United Kingdom can involve the exploitation of vulnerable people, including children, young people and vulnerable adults to involve them in terrorism or activity in support of terrorism.

It is a statutory duty for education and training providers to report on extremist behaviours or act upon concerns they have related to extremism. UWTSD values freedom of speech and the expression of beliefs/ideology as fundamental rights underpinning our society's values. Both students and Lecturers have the right to speak freely and voice their opinions. However, free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles on which freedom of speech is based. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion. Any prejudice, discrimination or extremist views, including derogatory language displayed by students, staff, visitors or parents will always be challenged and dealt with where appropriate.

As part of wider safeguarding responsibilities, staff will be alert to:

- Disclosures by students of their exposure to the extremist actions, views or materials.
- Graffiti symbols, writing or artwork promoting extremist messages or images.

- Students accessing extremist material online, including through social networking sites.
- Students voicing opinions drawn from extremist ideologies and narratives.
- Use of extremist or 'hate' terms to exclude others or incite violence.

If you are aware of any issues employers should first raise it with their appointed Apprentice Liaison Officer in the first instance and the Liaison Officer will forward the concern to the Safeguarding and Prevent Lead for the apprenticeship unit.

Apprenticeship Contract: Wales-based employees

Funding arrangements for an employee will depend on their contracted place of work. Employees contracted to spend 51% of their time in Wales are eligible for Wales funding from the Welsh Government through HEFCW or the Work-Based Learning contract.

Apprenticeships are governed by a contract of service not a contract of apprenticeship. This contract, called the Apprenticeship Learning Agreement, runs alongside the apprentice's contract of employment and commits the training provider and employer to support the apprentice until the completion of the apprenticeship programme; the Apprenticeship Learning Agreement specifies the framework to be followed, the specific pathway and the timescales expected within the programme. An Apprenticeship Learning Agreement is signed at the start of the apprenticeship and copies are held by the training provider, employer and apprentice.

UWTSD will establish apprenticeship contracts with employers at the outset of the programme. This will be discussed with the Apprenticeship Liaison Officer during the initial meeting.

Apprenticeship Contract: England-based employees

Apprenticeship funding arrangements for an employee will depend on their contracted place of work. Employees contracted to work 51% of their time in England are eligible for funding through the ESFA.

As in Wales, Apprenticeships are governed by a contract of service, a Commitment Statement, rather than a contract of apprenticeship. This Statement runs alongside the apprentice's contract of employment. A Commitment Statement is prepared at the start of the programme setting out the pathway, content and programme, and is signed by the employer, apprentice and training provider and forms the basis of the programme.

The main contract governing funding is that between the employer and ESFA, managed through the Digital Apprenticeship Service. The employer is required to comply with the ESFA Employer contract throughout.

UWTSD as training provider is also required to have in place a contract with the employer, agreed at the outset of the programme.

Levy funding for apprenticeship programmes in England is subject to a Funding Cap for each programme. Where the UWTSD cost for a programme exceeds the cap, or where the employer is not an Apprenticeship Levy payer. UWTSD will agree any additional contribution with the employer at the outset of the programme.

Completion, End Point Assessment and Certification

In **Wales**, Degree Apprenticeships funded by HEFCW are completed when the degree is awarded. There is currently no separate Apprenticeship certification issued by Apprenticeship Certification Wales.

For Higher Apprenticeships in Wales, completion (and evidence) of all elements of the Apprenticeship Framework is required before the Work-Based Learning contract holder can request the certificate from Apprenticeship Certification Wales.

In **England**, an apprenticeship is only completed once the apprentice has passed the Gateway Review and completed the End Point Assessment (EPA). Gateway Reviews take place at, or towards, the end of the taught programme and

require the employer to confirm that the apprentice is competent in the Knowledge, Skills and Behaviours specified by the Standard. For integrated Degree Apprenticeships, the End Point Assessment Organisation is the same as the training provider; for other programmes, the End Point Assessment Organisation will be another registered End Point Assessment organisation identified and commissioned by the employer. The Assessment Plan for the apprenticeship standard identifies the criteria for the EPA and is often completion of, or a review of, a work-based project, and a professional discussion on a competency-based portfolio. Assessments usually take place at an employee's workplace. Successful completion of the EPA will then be reported to Institute for Apprenticeships who will issue the Apprenticeship Certificate.

Withdrawal and change of circumstances

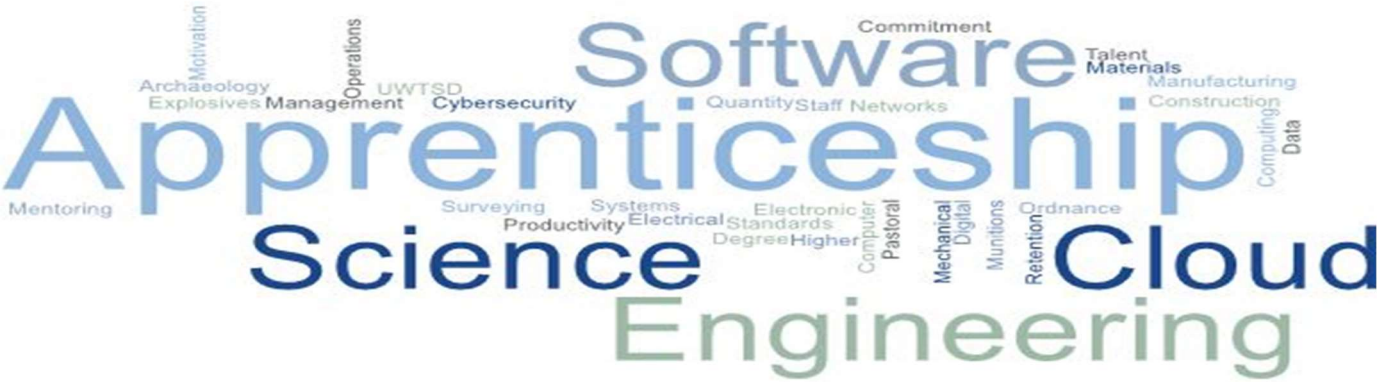
It is expected that the employer and training provider will support every apprentice to complete their programme. It is inevitable that some will find difficulty in doing so due to changes in their personal or professional circumstances or through the challenges of the programme.

If the apprentice has any concerns about their ability to continue, they should in the first instance raise the matter with their Apprentice Liaison Officer at a Progress Review meeting. Support mechanisms or alternative provision will then be explored this may include actions such as rescheduling of assignments, submissions or learning; a break in learning; a change of pathway; or in some cases it may be necessary for the apprentice to withdraw from the programme.

Where the apprentice has completed sufficient credits to qualify for a lower academic award this will be issued by UWTSD.

If the employee is made redundant, they will be supported to find employment and wherever possible will continue the apprenticeship.

How We Can Help

If you would like to discuss your organisations apprenticeship requirements, then please contact the UWTSD Apprenticeship Unit by emailing: apprenticeships@uwtsd.ac.uk or prentisiaethau@pcydds.ac.uk

We will contact you as soon as possible.