

**Sheffield
Hallam
University**

Higher and degree apprenticeships



shu.ac.uk/apprenticeships

Higher and Degree Apprenticeships

Welcome

Sam Moorwood, Head of Work Based Learning
Apprenticeship Safeguarding Officer

Contact: Apprenticeships@shu.ac.uk

Welcome

- 1 Welcome and a bit about SHU - your provider
 - What is an Apprenticeship?
 - Support for the learner and employer mentor
 - Employer Training Plans
 - Being an Ambassador
 - Your Starting Position

- 2 Breakout - *Succeeding in your sector*

- 3 Feedback, Q&A/conversation

Breakout - *Succeeding in your sector*

- Your Apprenticeship Standard and course information
- Your development - knowledge, skills and behaviours
- Examples of 20% off the job learning
- Work based learning assessment on your course
- Gathering good evidence for End Point Assessment

- Feedback forms, Q&A, close

<https://forms.gle/oZXpAZEKGGG2H9zKA>

**We will be
the world's
leading
applied
university.**

**Our mission
is simple:
we transform
lives.**

**We make a real impact in our
community and in the world**

**We open opportunities for
those who study or work
with and in the University**

**We are a community of
staff, students, alumni and
partners who work together
to achieve success**

**We show integrity and
professionalism in everything
we do**

**We will be
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lives.**

**Work Based
Learning**

**Higher and
Degree
Apprenticeships**

Leadership & Management

- Operations/Departmental Mgr
- Chartered Manager
- Senior Leader
- Supply Chain Leader

Academic Professional

- Post Graduate Academic Award

Digital & Technology

Digital & Tech Solutions Professional

- Software Engineer
- Business Analyst
- Cyber Security Analyst
- Data Analyst
- IT Consultant
- Network Engineer

Digital & Tech Solutions Specialist

- Software Engineer
- Data Analyst

Building & Surveying

- Quantity Surveyor
- Building Surveyor
- Commercial Property / Valuation Surveyor
- Chartered Town Planner
- Construction Site Supervisor & Manager
- Construction Design Manager
- Architect
- Town Planner

Policing

- Police Constable DA

Engineering

- Mechanical
- Electrical
- Manufacturing
- Materials
- Rail Engineering

Health & Social Care

- Health and Social Care
- Social Worker
- Occupational Therapy
- Physiotherapy
- Healthcare Science Practitioner
- Advanced Clinical Practitioner
- Diagnostic Radiography

Food & Drink Sectors

- Food Technologist
- Food Engineering
- Packaging Professional

Under development

(subject to approval)

- Paramedic Practice
- Registered Nurse
- Teacher
- Creative Digital

Apprenticeship Community

Who is here?

Background?

- ❖ School
- ❖ College
- ❖ Previous Apprentice
- ❖ Up-skill

- ❖ Supervisor/ mentor?

- ❖ Academics
- ❖ WBL Coaches

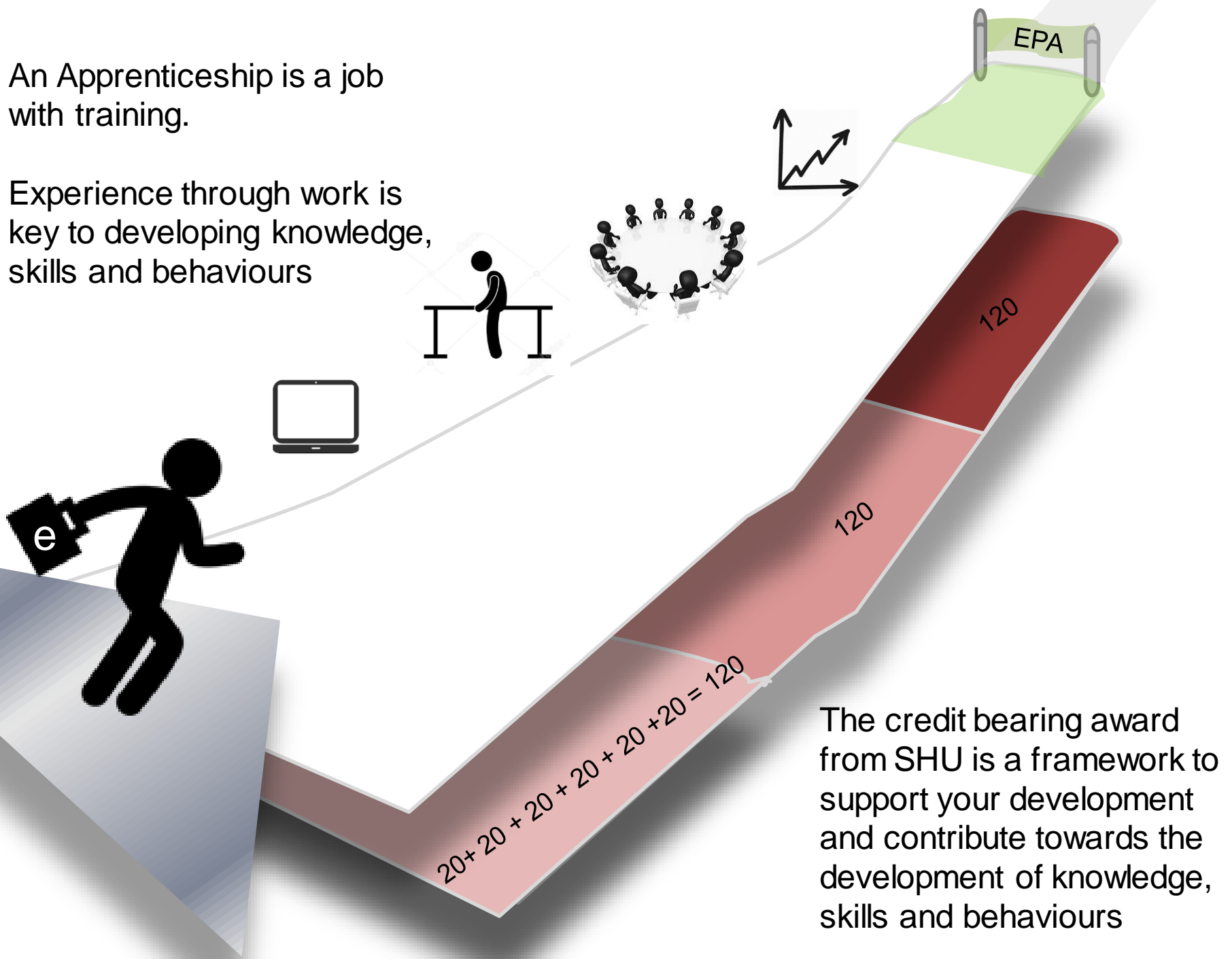
- What is an Apprentice?
- Who will you become?
- How will you get there?



Commitment
Statement

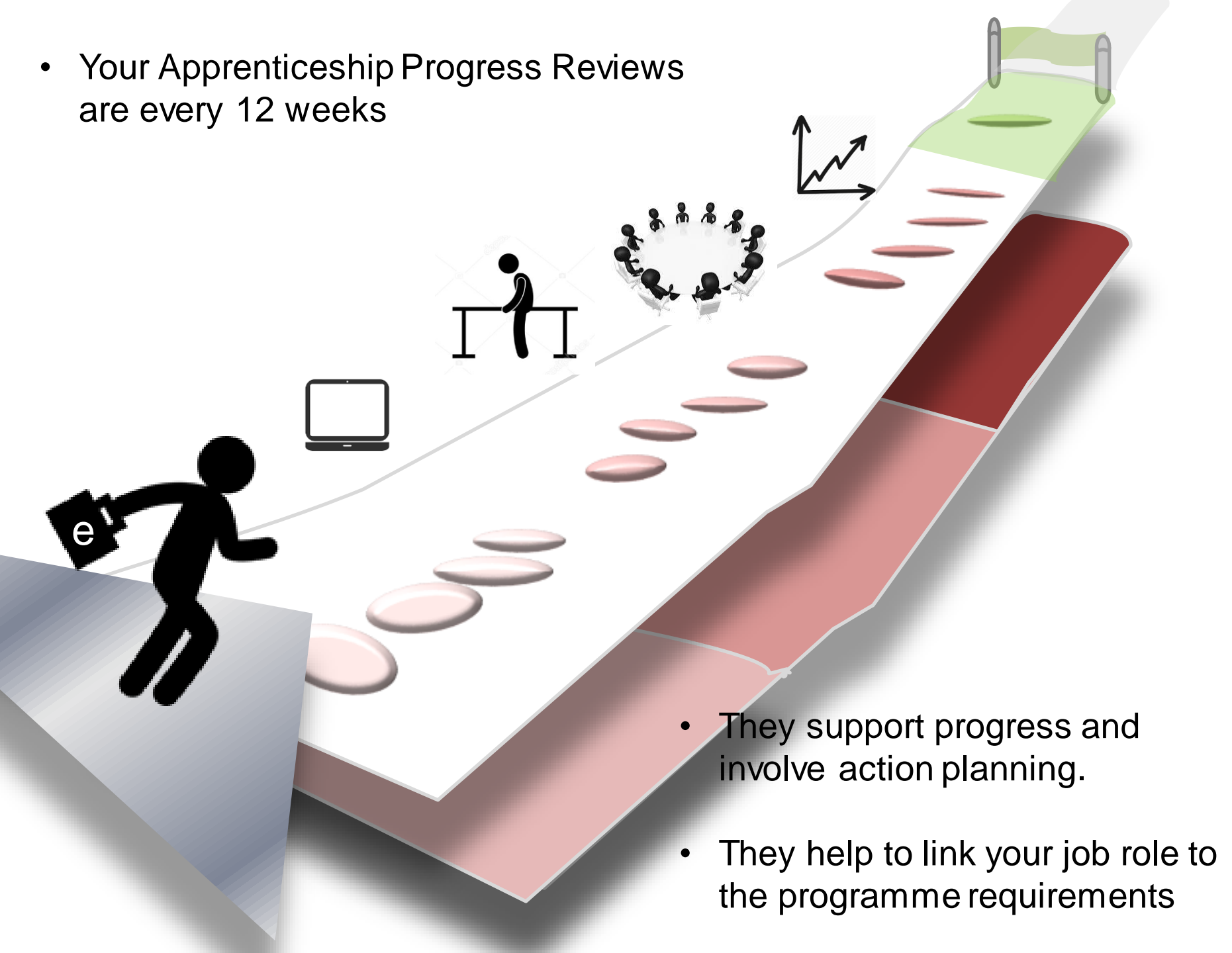
An Apprenticeship is a job with training.

Experience through work is key to developing knowledge, skills and behaviours



The credit bearing award from SHU is a framework to support your development and contribute towards the development of knowledge, skills and behaviours

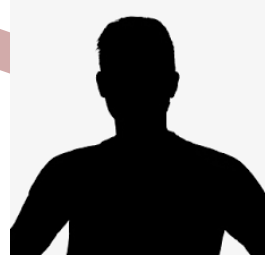
- Your Apprenticeship Progress Reviews are every 12 weeks



- They support progress and involve action planning.
- They help to link your job role to the programme requirements

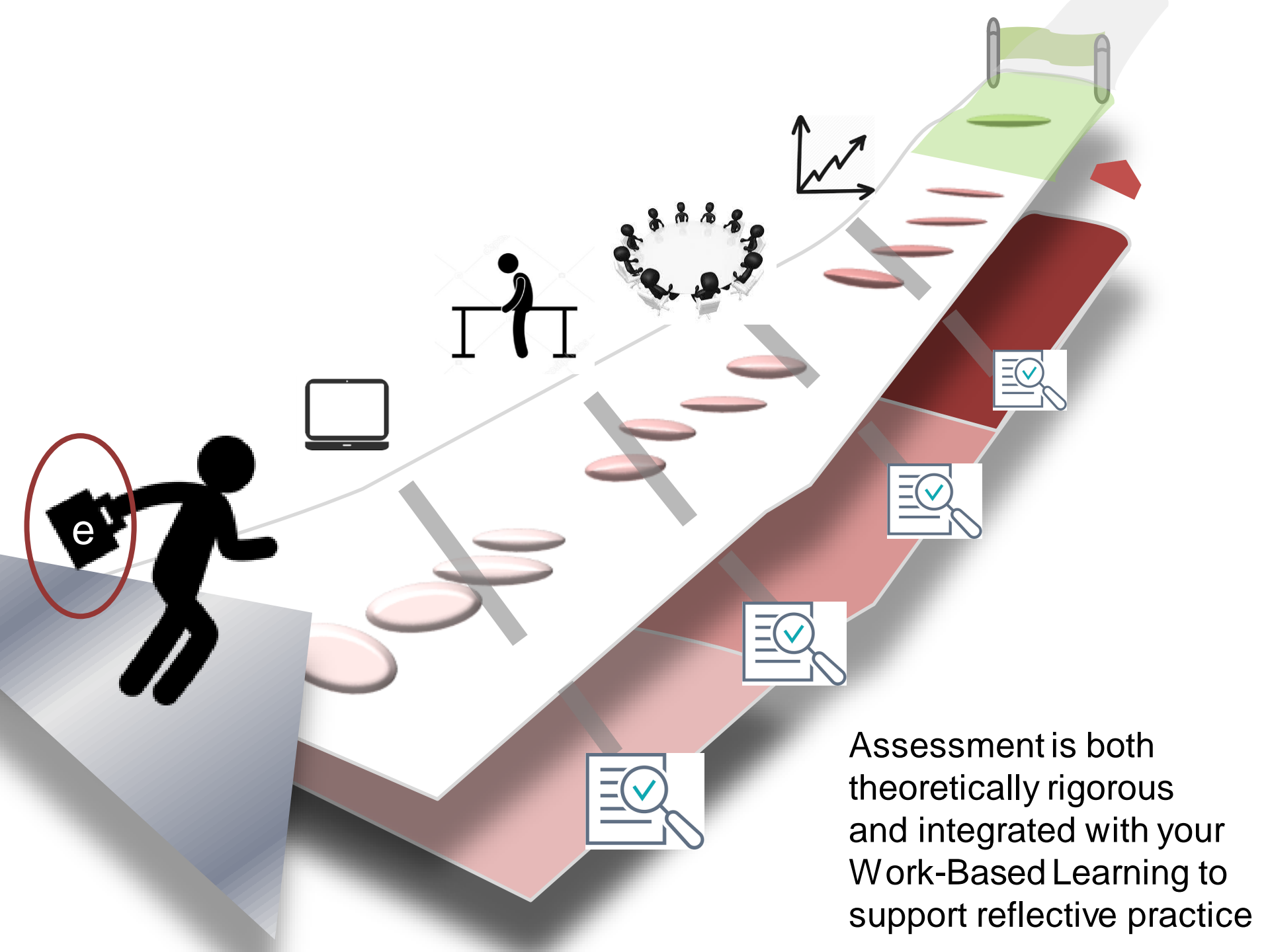


**Work place
Mentor**



**Work-Based-Learning Coach
(SHU)**

A three-way discussion to check the evidence in your E-portfolio and agree SMART action plans



Assessment is both theoretically rigorous and integrated with your Work-Based Learning to support reflective practice

E-Portfolios Support Gateway requirements

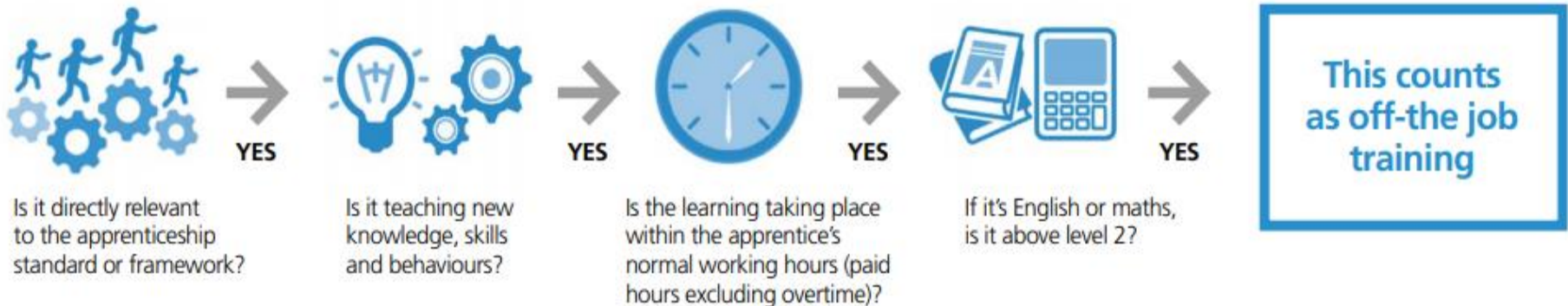
- Specific to Apprenticeship (KSBs /Case Studies)
- Employer and Provider (SHU) sign off readiness
- Includes:
 - ✓ Safeguarding obligations
 - ✓ Prevent Duty
 - ✓ British Values
 - ✓ Equality and Diversity
 - ✓ English and Maths Certificates
 - ✓ 20% off the job learning

20% off the job learning Formal Guidance from Government

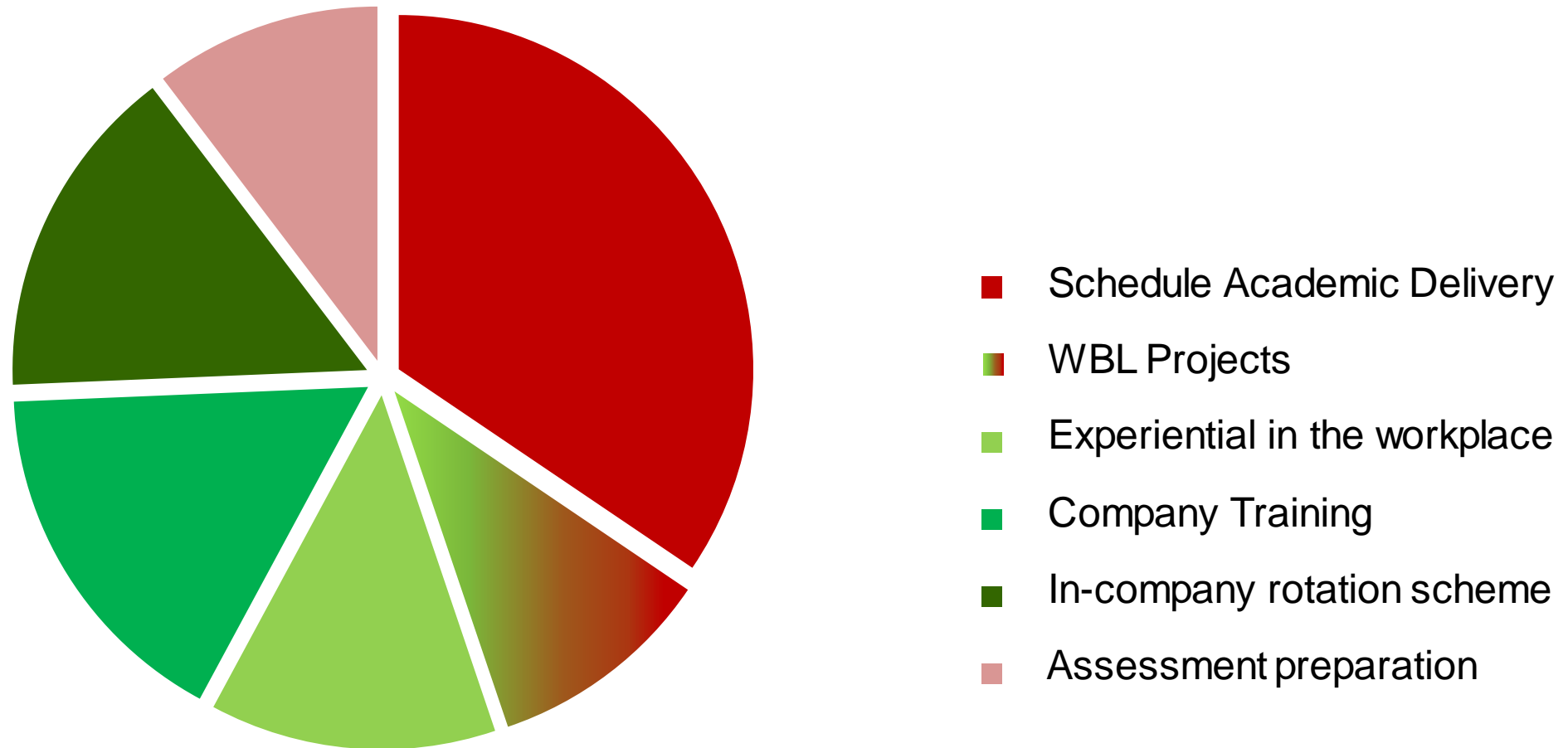
[Flowchart PDF](#)

[Off-the-job-Myths-Facts-130919.pdf](#)

[20% Government Guidance and Examples](#)



20% Off the Job Learning Breakdown –
Example from a Commitment Statement



The Hallam Model in action

Engage... Challenge... Collaborate... Thrive

Benefits:

Student card

Library + <https://www.sconul.ac.uk/sconul-access>

Support services

Gym and health centre

Office 365

Education Google Licence - Google Docs

Apps Anywhere

Guest speakers / industry visits

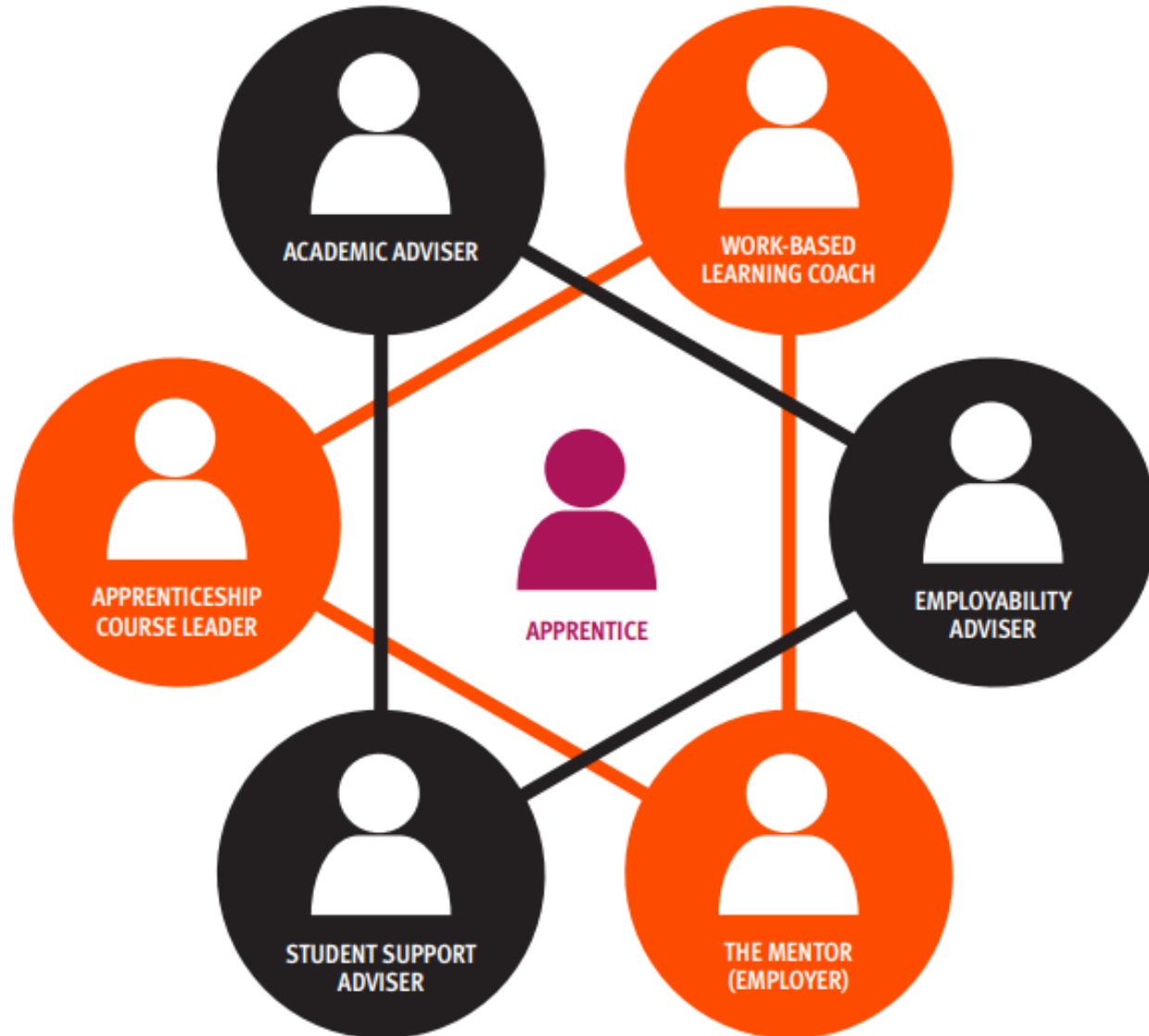
Representing your study peers

Student Union membership

Linked in Learning License



- ❖ Personal & Professional Development Modules
- ❖ WBL Assignments
- ❖ Three way Apprenticeship Progress Reviews



Work Based Learning Coaches



Pre-join suitability interview

- ✓ Career discussion
- ✓ Is this the right programme and is the job role suitable?
- ✓ The Skills Scan informs the starting position - Feeds PPD module + Review 1

During the Apprenticeship Programme

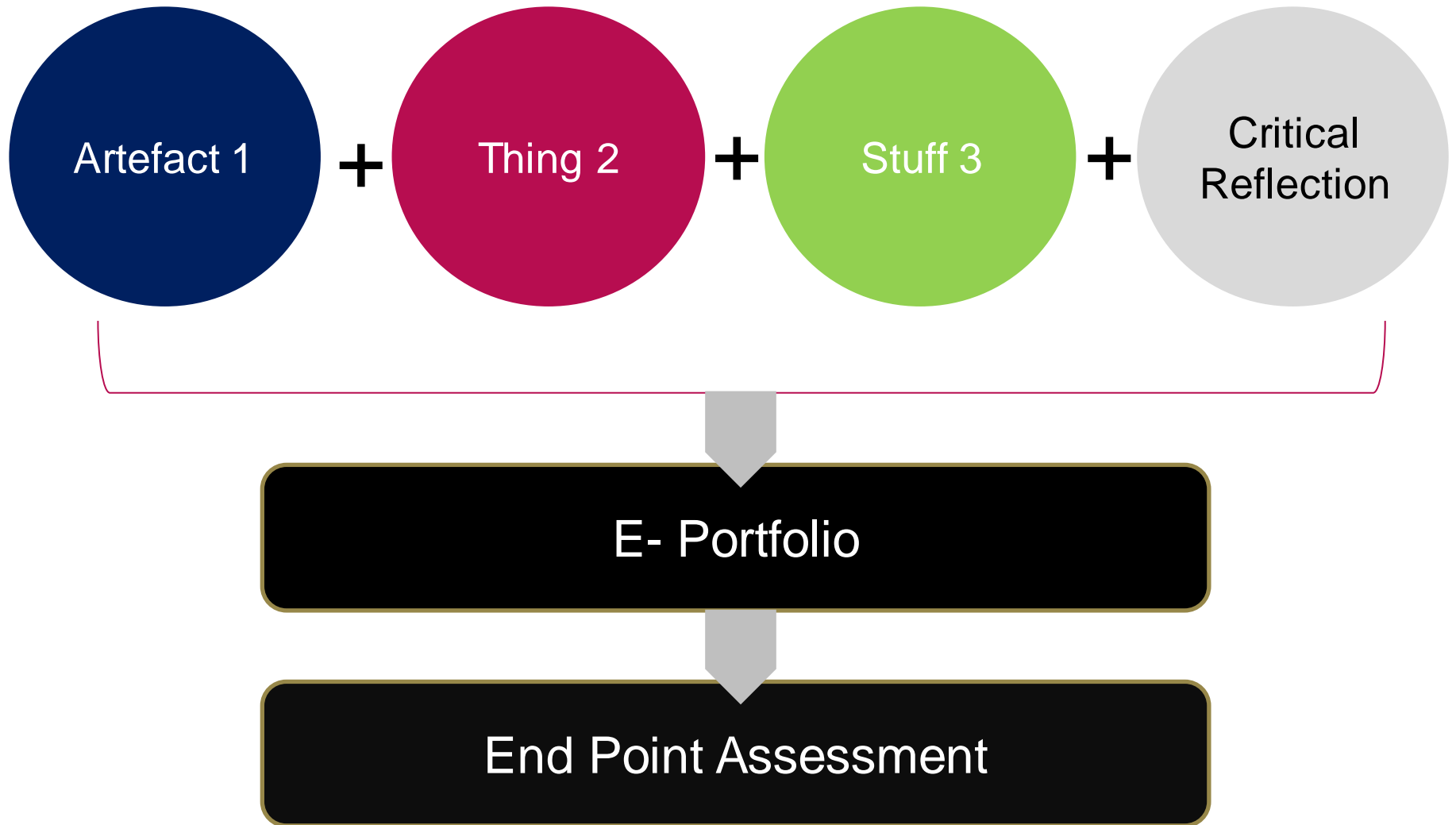
- Progress Reviews: 3-way discussions to support SMART planning. Focus on KSBs and personal development, e.g. literacy, numeracy, BV & EDI
- E-Portfolios: Focus on evidence of impact, targets for EPA & development.
- Negotiate, plan and monitor 20% Off-The-Job Training including Projects
- Help employers meet their obligations including an Employer Training Plan

Moving forward

- Agree readiness for EPA Gateway with your employer (...what next for you?)
- Feedback into academic practise to support work place impact

What does good evidence look like?

Addressing each competency (KSB) in the standard:



Access your [guide to MAYTAS Hub](#) here:



The Employer Mentor

<https://blog.shu.ac.uk/apprenticeship-essentials/onboarding/employer-commitment/>

At the Start

- Review your Skills Scan and Initiate A Training Plan with you in your job role
- Agree the Commitment Statement and Plan for 20% Off the Job Training
- Attend Welcome Event

During the Apprenticeship

- Attend Apprenticeship Progress Reviews you and the SHU WBL Coach
- Provide feedback and SMART planning to implement your training plan
- Facilitate projects and new opportunities to meet the Apprenticeship KSBs

Moving forward

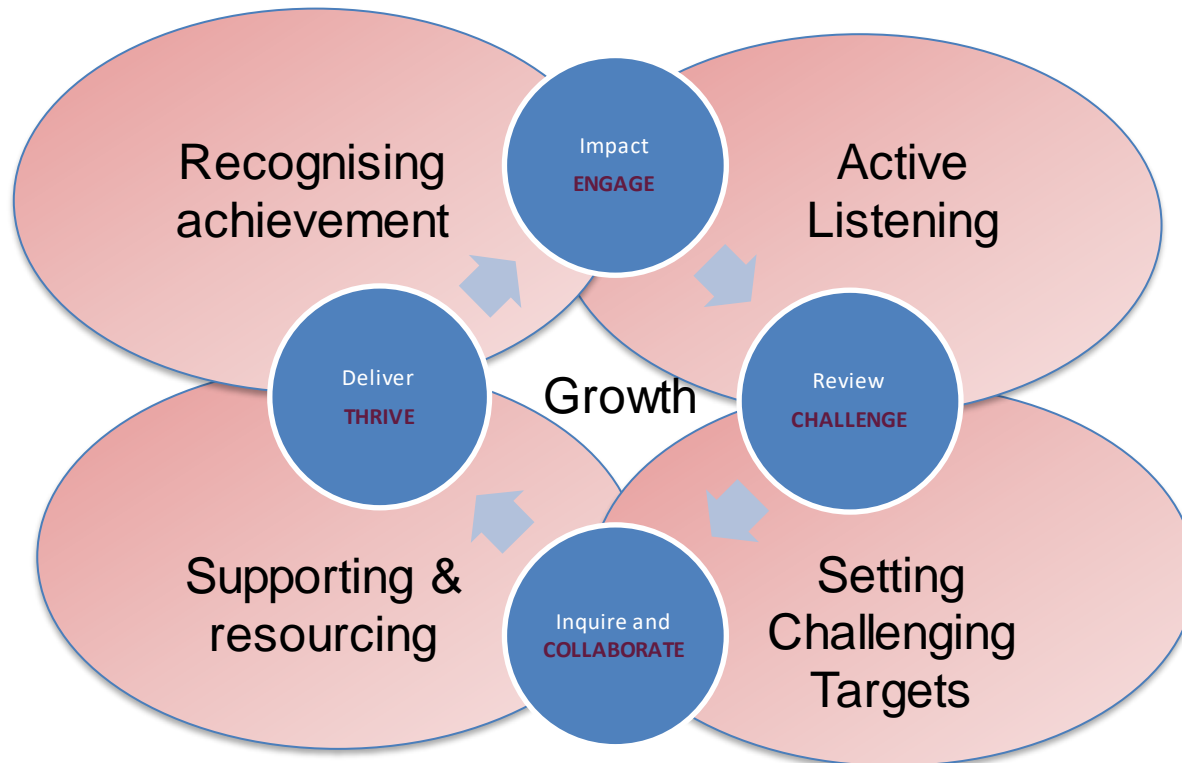
- Agree when you are ready for EPA
- Support you to the next step in your career

Learning to Learn (through experience)



The Hallam Model in action

Engage... Challenge... Collaborate... Thrive



<https://blog.shu.ac.uk/apprenticeship-essentials/onboarding/employer-commitment/>

Training Plan Toolkit

- 1 – watch this [introductory video](#)
- 2 – this is a [useful summary](#) of the process
- 3 – here is the [toolkit for you to use and adapt](#)

Training Plan Toolkit:

10 Steps for Initiation... Indicative order:

1. Jointly review the Skills Scan and Commitment Statement.
2. Review existing training opportunities for the role / area of work
3. Map all planned activities to KSBs
4. Familiarise with the University WBL assessment requirements (L4 initially)
5. Initial Project Scoping
6. KSB gap analysis for next round of planning
7. WBL Project gap analysis and planning going forward
8. Consider employer PDR in relation to APRs – set objectives
9. Identify key internal and external stakeholders and dependencies
10. Discuss the initial training plan with the University WBL Coach



Starting Point Review Activity

Based on your Skill Scan and using the grid in [“Mandatory Exercise 1”](#)

- Identify 3 areas where you are least sure of your Skills Scan judgement
Be prepared to ask and listen to what your peers think about this area of competence
- Identify 3 specific areas of competence (knowledge, skill, or behaviour) where you are *most advanced*.
Be prepared to discuss how you could use the course to stretch yourself and generate even better evidence of your competence in this area.
- Identify 3 specific areas (knowledge, skill, or behaviour) where you are *least developed*.
Be prepared to exchange ideas with colleagues about the support you need from your employer and the planning required to ensure you gain the experiences and projects needed to climb the milestones.

SHU Apprenticeship Ambassador Scheme

Get
involved...
Options:



- Championing your community in the Apprenticeship Newsletter
- Being a Course rep for your study colleagues
- Being interviewed for the local press/social media
- Talking to Y13 students at a sixth form
- Talking to employers at a business event
- Positive press for your own organisation

Whatever works for you – this can count as **20%** off-the-job training, enhance your profile and provide supporting evidence for a prestigious award!

Thank you

Apprenticeship Essentials

Additional Slides for Reference,
which will be covered at induction...

AIIR covers 6 Essential themes for apprentices including...



Wellbeing and support

Topics in this section

- [Getting help and safeguarding](#)
- [20% off-the-job training](#)
- [Workplace welfare](#)
- [Academic support](#)
- [Staying safe online](#)
- [Your community and enrichment](#)



On-boarding activities

Apprenticeship Impact and Information Resource



This set of web resources is your Apprenticeship Impact and Information Resource (AIIR).

Your apprenticeship course offers you an amazing opportunity and with that we hope a sense of pride and motivation – it represents an unrivalled opportunity to develop in your job role and to engage in high-level personal and professional development.

You can use this resource to strengthen that development and your sense of identity – as an employee and as a student at Sheffield Hallam University, i.e. an Apprentice.

AIIR has been developed to work alongside your apprenticeship course content delivery as well as complimenting your Apprenticeship Progress Reviews – indeed there will be times when you are directed to engage with specific parts of this resource.

Otherwise, you can drop in and out of AIIR to get what you need for your development, when you need it. This will depend on each step of your apprenticeship journey towards new knowledge skills and behaviours and readiness for End Point Assessment.

Look out for communication from your Course Team as you get nearer to induction and joining instruction for your first class. Here are some [tips on getting about](#).

AIIR covers the following six key themes

- [Onboarding](#)
- [Succeeding in your off-the-job training](#)
- [Careers information, advice and guidance](#)
- [Wellbeing and support](#)
- [Equality, diversity and inclusion](#)
- [British values and Prevent](#)

Maytas Hub

- Locate your completed Skill Scan



Username

Password

[Forgotten Password?](#)

Save Details

Log in

1. Log-on with the same details you used to complete your initial Skill Scan

The screenshot displays the Tribal | Maytas Hub interface. On the left is a dark navigation menu with the following items: Home, Messages, Journal, News, Files, Materials, Mappings, Progress, Details, Visits, Skill Scan (highlighted with a red circle), Work Based Tracking, and Suitability Assessment. The main content area has a header with a 'Home' button and 'Accessibility Mode:'. Below the header is a 'Timeline' section with a grid showing dates: 22 Jul 2021, 12 Aug 2021, 02 Sep 2021, and 23 Sep 2021. Below the timeline is a 'Module Progress' section with a 'Programme breakdown' for 'DTSP (DATA ANALYST)'. The breakdown includes four categories: Behaviours, Knowledge, Skills, and Specialism, each represented by a blue bar. A blue dot in the top right corner of the breakdown section is labeled 'In Pro'.

2. Highlighted in Red is the area where you can locate your completed Skill Scan.

✓ **Your Starting Point & Individual Journey**

- Review your Skill Scan to complete the [Mandatory Onboarding activities](#)
 - Identify your starting position in terms of knowledge, skills & behaviours
 - Review and record your strengths, challenges and uncertainty
 - This will help you set overall targets for achievement
 - Opportunity to discuss with peers in your first classes
 - Apprenticeship Progress Review to develop an individual training plan
 - Check your assessment submission requirements.

Notes:

- Use your Academic Adviser, the [Skills Centre](#) and [Studiosity](#)
- Benefit from [Library Access for Distance Learners](#)
- [Additional Learning Needs](#) - Contact our disability support team
- [Register for Linked-in-Learning](#) – find resources to suit your needs
- Ongoing: Apprenticeship Impact and Information Resource ([AIIR](#))

✓ Attendance and Engagement

- Study Goal is part of the Jisc Learning Analytics Service. It provides an app for students to be able to view their data and access other features that support their study.
- Study Goal must be downloaded from either the App Store or Google Play Store; simply search 'Study Goal', download and log in using your usual SHU log in details.

[Google Play](#)

[Apple Apps Store](#)

- You must then record your attendance at taught sessions using a PIN provided by your lecturer

✓ **Safeguarding obligations**

Safeguarding is about knowing how to keep yourself and others safe from physical, psychological, emotional and sexual harm and free from bullying and intimidation (including on-line).

You can contact: your employer safeguarding officer, your WBL Coach, an academic, your course leader or student support services...

<https://reportandsupport.shu.ac.uk/>

On-line resources, for example, Staying Safe On-line:

<https://blog.shu.ac.uk/apprenticeship-essentials/wellbeing-and-support/staying-safe-online/>

✓ **Safeguarding obligations**

An employer is legally responsible for Health and Safety at work.

In some instances ("vulnerable adults") (or for any other reason) SHU will exercise a *duty of care* and is required to ensure the employer has the appropriate measures in place, offering the apprentice the opportunity to raise any concerns.

<https://blog.shu.ac.uk/apprenticeship-essentials/wellbeing-and-support/getting-help-and-safeguarding/>

Note: Your Designated Safeguarding Officer is [Sam Moorwood](#)

✓ Equality Diversity & Inclusion

- <https://www.shu.ac.uk/about-us/equality-and-diversity>
- <https://www.shu.ac.uk/about-us/governance-and-strategy/governance/our-student-charter>



Our Equality Objectives set our vision to be recognised as a University that adds value to the futures of all our students, staff and partners by drawing on their unique and diverse talents and providing an environment that allows everyone to flourish and succeed

✓ **Equality Diversity & Inclusion**

Learning Opportunities:

- Read the SHU Student Charter
- Research and discuss your employer's policies
- The Equality Act in your sector and impact on your role
- Apprenticeship Progress Review with WBL Coach:
 - Behaviours in the standard...
 - When have you felt challenged?
- WBL Module: Inquiry into Unconscious bias

Your **Active Bystander Training**

✓ Careers Information Advice & Guidance

At the start

- Build on your Suitability Interview (Skills Scan and career aspirations...)

During the Apprenticeship

- Development of KSBs & PPD modules
- Sector leading careers guidance:
- Bespoke Apprenticeship resource:

The Future

- WBL Project: Organisational context & aspirations
- Adviser workshop (1:1 bookings)
- Alumni access to support for 5 years

<https://blog.shu.ac.uk/apprenticeship-essentials/careers-advice-and-guidance/>



Understanding desirable skills

If you want to be successful in your job hunt you need to be able to demonstrate what you are looking for. This learning path explores those traits and abilities that are in high demand and will help to future-proof your career, and looks at how you can develop your own skills.



Developing management techniques

This learning path is about exploring the options and discovering what it is you want to do. It covers questions that enable you to develop the criteria you need to find the right career path, from everything from an international move, further study or working from home to taking on a management role or changing departments.



Evolving as a leader

This learning path helps you to understand the key differences between leading and managing, helping you to appreciate the type of leader you are or you want to be. There is also advice on how to grow as a leader and develop the vital skills needed to truly succeed.



Business Skills

These resources are all about developing core business skills. This includes key skills such as problem solving, time management, presentation skills, numeracy, writing skills and leadership.



Career Centre resources

Access 1000's of further resources to help support you in your career and development, including industry reports, CV builder, interview simulator and e-learning courses to do with personal development. Work on your self-management, learn more about your strengths, awareness, presentations and more.



Your Apprenticeship

Discover and develop new career and business skills with expert advice, videos, courses, tips and articles. View resources focused on your apprenticeship, look for advice on how to make the most of your experience.

✓ **Prevent Duty**

Apprenticeship funding requires all parties to work together in support of the Prevent Agenda. This is a Government initiative to address extremist behaviour and radicalisation of people to consider, encourage or commit illegal and violent acts against other people in society.

This is not limited to any single group in society, but extends to all "hate crimes".

Sheffield Hallam is a safe and tolerant community.

Report and Support (Harassment, abuse, hate crimes...)

<https://reportandsupport.shu.ac.uk/>

✓ **British Values**

...underpin the principles of a democratic and free society:

- Recognition and respect for the democratic process
- Respect for the rule of law
- Freedom of speech
- Respect and tolerance of others

Speak to your Course Leader about becoming a Student Rep.