Regulation XIV:
General University Regulations for Apprenticeships

Scope of these Regulations

1. These Regulations for Apprenticeships apply to all Advance, Higher and Degree apprenticeship programmes offered by the University of Sheffield and all apprentices on these programmes.
2. These Regulations for Apprenticeships set out exceptions to, or additional detail on, certain sections of regulations in the Calendar to allow for compliance with the Department for Education's Apprenticeship Funding Rules which the University, apprentices and their employers are required to follow. All other regulations in the Calendar shall apply. In the event of any conflict between the University's Regulations including these Apprenticeship Regulations and the Funding Rules, the Funding Rules shall prevail.

Application and Interpretation

3. In these Regulations for Apprenticeships the following types of apprenticeship are referred to:

   "Advanced Apprenticeship" describes apprenticeship programmes with training and qualification(s) at FHEQ Level 3.

   "Higher Apprenticeship" describes apprenticeship programmes with training and qualification(s) at FHEQ Level 4 and/or 5.

   "Degree Apprenticeship" describes apprenticeship programmes with training and a degree qualification at FHEQ Level 6 and/or 7.

   "Integrated Apprenticeship" describes an apprenticeship where the University undertakes the delivery of the training and also the End Point Assessment.

   "Integrated Degree Apprenticeship" means an apprenticeship where the University undertakes the delivery of the training and the End Point Assessment (EPA). The EPA is integrated into the degree so there is no separate assessment.

   "Non-Integrated Apprenticeship" describes an apprenticeship where the University delivers the training but which requires an external End Point Assessment Organisation selected by the employers to undertake End Point Assessment.

4. Other definitions used in these Regulations for Apprenticeships are as follows:

   "Apprenticeship Agreement" means a contract between an apprentice and their employer which includes information on the apprenticeship, start and end dates and number of off-the-job training hours.

   "Apprenticeship Funding Rules" means the rules employers and training providers must follow to get funding for training and assessing apprentices in England as published by the Department for Education.

   "Apprenticeship Standard" means an outline of what an apprentice will be doing and the skills required of them, by job role. Standards are developed by employer groups known as 'trailblazers' and are published by the Institute for Apprenticeships and Technical Education.

"Assessment Plan" means the plan for End Point Assessment published by the Institute for Apprenticeships and Technical Education (IFATE) as part of the relevant apprenticeship standard.

"End Point Assessment or EPA" means an independent assessment taken at the end of the apprenticeship training to confirm that the apprentice has achieved occupational competence. If the apprentice does not pass the assessment, they have not completed their apprenticeship.

"ESFA" means the Education, Skills and Funding Agency, which is an executive agency, sponsored by the Department for Education.

"Off-the-Job Training" means training which is received by the apprentice, during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the apprenticeship they are undertaking. By normal working hours we mean the hours for which the apprentice would normally be paid, excluding overtime.

"OfS Regulatory Framework" means the regulatory framework for higher education in England required under section 75 of the Higher Education and Research Act 2017 (HERA) published by the Office for Students (OfS).

"Training Plan" means a document signed by the University, employer and apprentice, which sets out the commitment of the provider, employer, and apprentice and records key details, including the planned content and schedule for training and what is expected and offered by the employer, training provider and apprentice.

Academic Requirements for Admission and Recognition of Prior Learning

5. Regulations on academic requirements for admission are set out in the General University Regulations (Regulation XIII) and the General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates (Regulation XVI). For apprenticeship programmes, the requirements prescribed by Faculty shall take into account the requirements of the relevant Apprenticeship Standard.
6. An applicant's prior learning and experience is assessed during the admissions process against the Knowledge, Skills and Behaviours required for the apprenticeship, as required in the Apprenticeship Funding Rules. The University may award exemptions against parts of the apprenticeship, which lead to a reduction or amendments to the training programme the apprentice will need to take, to avoid duplication and build on previous learning.

Registration and Status of Apprentices

7. In addition to the requirements relating to registration set out in the General University Regulations (Regulation XIII), at the start of each apprenticeship, each apprentice is required to sign:
    (a) an Apprenticeship Agreement with their employer which includes information on the apprenticeship, start and end dates and number of off-the-job training hours, *and*
    (b) a Training Plan with their employer and the University which includes details of the apprenticeship training and each party's commitments (see Definitions).
8. Throughout their apprenticeship programme apprentices must be employed and must spend a minimum of 20% of their working hours taking their programme of study at the University of Sheffield and the rest of the time with their employer.
9. Apprentices are required to register with the University for the duration of their

apprenticeship.

10. The General University Regulations (Regulation XIII) set out provisions for changes in student status. The following additional requirements apply for apprentices.

Breaks in Learning (Apprenticeship) and Leave of Absence from the University

(a) Apprentices and employers are permitted to request a Break in Learning. This is the term used in the Apprenticeship Funding Rules for a temporary pause in learning on an apprenticeship (for example in the case of medical treatment, parental leave or personal reasons as set out in the Apprenticeship Funding Rules).
(b) The University must apply a Break in Learning where there is no plan for any active learning taking place within a calendar month, in accordance with the Apprenticeship Funding Rules.
(c) In cases when the apprenticeship includes a University degree award, the regulations on taking a leave of absence and the time-limits for completion of programmes in the General University Regulations (Regulation XIII), General Regulations for First Degrees (Regulation XV) and the General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates, Regulation XVI) shall apply.

Withdrawal

(d) If an apprentice decides to withdraw or becomes ineligible to continue on a programme, the apprenticeship withdrawal process should be followed, in order to comply with the Apprenticeship Funding Rules. This is in addition to the standard University withdrawal process, which students also need to follow to leave a University award programme.

Credit and Off-the-Job Training Requirements

11. The overall credit requirements for University qualifications set in the General University Regulations (Regulation XIII) apply in the case of apprenticeships, but there may be differences in the pattern of credits per year and a longer programme duration in order to meet the requirements of the University qualification and the wider apprenticeship.
12. To be eligible for government funding the apprentice must spend at least 20% of their normal working hours (capped at 30 hours per week for funding purposes only), over the planned duration of the apprenticeship practical period, on off-the-job training.
13. The minimum requirement for apprentices working 30 hours or more per week is an average of 6 hours of off-the-job training per week (i.e. 20% of 30 hours) over the planned duration.

Assessment and Examinations

14. In any apprenticeship (Integrated or Non-Integrated) which involves a University award, the assessment for the University award is undertaken in accordance with the University's regulations, policies and procedures.
15. The assessment of the apprenticeship (End Point Assessment) is conducted in accordance with the Assessment Plan in the relevant Apprenticeship Standard and related requirements published by the Institute for Apprenticeships and Technical Education, and with the following external and regulatory requirements:

(a) For Non-Integrated Apprenticeships, where another organisation is appointed to undertake End-Point Assessment, assessment is conducted as per the Rules and

guidance for Ofqual-regulated apprenticeship end-point assessments published by Ofqual.

(b) For Integrated Apprenticeships including Integrated Degree Apprenticeships, where the University is responsible for End-Point Assessment, assessment is conducted under University regulations which are in accordance with the OfS Regulatory Framework.

16. On some occasions, adjustments may be needed to the standard University timings of examinations indicated in the General Regulations for First Degrees, in order to facilitate delivery of the apprenticeship and meet ESFA and Apprenticeship Standard Assessment Plan End Point Assessment requirements.

17. In most cases, any decisions to allow a resit will be made by a University Exam Board. On an exceptional basis, a resit may be offered "in-year" prior to the meeting of the Exam Board, where the approach is agreed with the external examiner and where this is in line with ESFA regulations or the requirements of the Assessment Plan.

18. The apprenticeship is confirmed by an End Point Assessment Organisation (EPAO) once the End Point Assessment is successfully completed and degree apprenticeship certificates are issued by the Apprenticeship Certificates England 360 (ACE360). The degree certificate is issued by the University.

19. In the case of Integrated Apprenticeships, External Assessors are appointed by the University to examine the End Point Assessment in accordance with IFATE requirements.

Student Discipline

20. The Regulations on the Discipline of Students (Regulation XXII) will apply to apprentices for the duration of their period of registration on the apprenticeship.

21. Apprentices in the AMRC are also subject to the AMRC's Apprentice Disciplinary Policy.

Complaints and Appeals

22. Any complaint or appeal in relation to an apprenticeship delivered by the University will be handled in accordance with the University's Student Complaints and Appeals procedures.

Tuition Fees

23. The regulations on Fees and the Notes for Students on Tuition Fees in the General University Regulations (Regulation XIII) do not apply to apprentices, which are instead funded in accordance with the Department for Education's Apprenticeship Funding Rules.