



University of
Nottingham

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Apprenticeships

Work, Learn, Qualify

Apprenticeship Programme



nottingham.ac.uk

It is now easier for you to train and develop your skills as an existing member of staff through the Work, Learn, Qualify programme.

No matter what your role and qualification you choose to undertake, it's not just an opportunity for you as an individual, but you are also helping to strengthen the University as a world class teaching and research institution.

Apprenticeships are no longer just available for 16 to 24 year olds. The Apprenticeship reforms mean that anyone, regardless of age or past qualifications, can become an Apprentice. Although Apprenticeships have been around for a long time, the impact of them and the level of qualifications that you can gain through the training programmes is becoming more valuable to both employers and employees.

Below are some reasons for considering undertaking the Work, Learn, Qualify programme:

- Gain new knowledge and skills
- Gain additional qualifications and transferable skills to bolster your CV. Although not directly linked to promotion, it is an opportunity for you to get qualified in your industry area
- Various Higher and Degree level apprenticeship opportunities available
- No changes to your salary or terms and conditions - You will remain on your current pay grade and your terms and conditions will remain the same
- No financial cost to you - Eligible training costs for the apprenticeship will be met by the apprenticeship levy, not your School/Departmental budget

Please note: You must choose a government approved Standard which applies to the work you are doing, or would like to do (i.e. it is beneficial to your current or future role).

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Undertaking an apprenticeship through the Work, Learn, Qualify programme is a modern and responsive way to tailor my growth and development to match my capabilities and meet my aspirations. Working towards a genuinely relevant training programme is a great solution for any employee at Nottingham to learn new skills and open new opportunities. With an increasingly wide range of career paths available, the Work, Learn, Qualify programme is the very best option available.

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Jonathan Hamblett,
Catering Operations Director
and MBA Apprentice





Am I eligible to undertake the Work, Learn, Qualify programme?

There are some criteria which you need to meet to enrol on the programme:

- Meet the minimum qualifications required to start the training, as stipulated by the learning provider
- Have a current contract of employment
- Apply for a course related to your immediate role and future career
- Gain agreement from your line manager to ensure that appropriate support is available

I already have a degree, can I still undertake an apprenticeship?

Yes, if you have a degree or qualification higher than the qualification you wish to undertake, it is still possible to be an apprentice. The government stipulate that the qualification should lead to substantive new skills and the learning is significantly different where the apprenticeship is at the same level as, or lower level than, prior qualifications.

The small print...

If you are keen to undertake a qualification, there are some points you and your line manager should consider:

- If you are on a fixed term contract, your contract end date must be after the apprenticeship training completion date
- Consider how you are going to balance the requirements of your role whilst studying for a qualification
- Training costs will be met by the University through the Apprenticeship Levy
- Any additional costs such as subsistence will be covered by the individual/School or department
- As a staff apprentice, 20% of your time will be allocated to off-the-job training. However, this can be done with the workplace, as long as it is a developmental activity and not part of your regular role.

If you would like further information or would like to apply for an apprenticeship, please email apprentices@nottingham.ac.uk