

Cylchlythyr | Circular

Degree Apprenticeships 2019/20 Monitoring Report

Date: 13 November 2019
Reference: W19/38HE
To: Regulated institutions in Wales
Response by: 12 December 2019
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This circular invites regulated institutions which have been approved to deliver the [Digital Degree Apprenticeship \(Wales\) Framework](#) issued on 29 April 2018 and the [Engineering and Advanced Manufacturing \(Wales\) Framework](#) issued on 1 August 2019, and which have had qualifications accepted onto each Framework, to submit monitoring information for apprenticeships that have been allocated in 2019/20.

This applies to new and continuing apprentices on the Digital Degree Apprenticeship (Wales) Framework, and new apprentices on the Engineering and Advanced Manufacturing (Wales) Framework.

If you require this document in an alternative accessible format, please email info@hefcw.ac.uk.



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Introduction

1. This circular asks regulated institutions which have been approved to deliver the [Digital Degree Apprenticeship \(Wales\) Framework](#) issued on 29 April 2018 and the [Engineering and Advanced Manufacturing \(Wales\) Framework](#) issued on 1 August 2019, and which have had qualifications accepted onto each Framework, to submit monitoring information on actual apprenticeship starts in 2019/20. This applies to new and continuing apprentices on the Digital Degree Apprenticeship (Wales) Framework, and new apprentices on the Engineering and Advanced Manufacturing (Wales) Framework.

Background

1. Circular [W19/04HE](#) published on 21 March 2019, invited HEFCW-funded institutions to submit proposals for funding of Degree Apprenticeships 2019/20 against one or more of the pathways identified on the [Digital Degree Apprenticeship \(Wales\) Framework](#), and the [Engineering and Advanced Manufacturing \(Wales\) Framework](#).
2. Institutions submitted proposals by 26 April 2019 and, following consideration by a panel, numbers were allocated by 12 July 2019, subject to qualifications being successfully mapped onto the Digital Degree Apprenticeship (Wales) Framework, and the Engineering and Advanced Manufacturing (Wales) Framework.

Monitoring of places allocated for 2019/20

3. This circular requests monitoring information for new and continuing apprentices on the Digital Degree Apprenticeship (Wales) Framework, and new apprentices on the Engineering and Advanced Manufacturing (Wales) Framework 2019/20.
4. Monitoring information will be collected over three reference periods during 2019/20, comparable to ¹HESA reference periods in Data Futures. The Reference periods are:
 - Reference period one: 01/08/2019 - 15/11/2019
 - Reference period two: 16/11/2019 - 31/03/2020
 - Reference period three: 01/04/2020 - 31/07/2020
5. **Annex A** provides a template for each institution to complete with information about those apprenticeships that are continuing in 2019/20 from 2018/19, and new apprenticeships starting between 1 August 2019 and 15 November 2019, 16 November 2019 and 31 March 2020, and 1 April 2020 and 31 July 2020.

¹ HESA www.hesa.ac.uk/collection/student/datafutures/coverage_of_the_record

6. The monitoring template asks for counts of apprenticeships by employer and student characteristics. The definitions used in categorising students in the template must align with those that will be used to return the students on the HESA student record for 2019/20. Further guidance is included on the template.
7. Institutions should ensure that the return of data in Annex A is coordinated amongst those responsible for degree apprenticeships and those responsible for student data returns. A password will be sent to each institution individually to protect completed templates returned to HEFCW.
8. The information returned will be used to monitor apprentice numbers recruited and calculate the funding for those apprentices. It will also be used to monitor the characteristics of the apprentices and reported publically, and to Welsh Government to track progress and compliance with delivery priorities. All shared data will be anonymised and aggregated.
9. Institutions are asked to notify HEFCW if apprenticeship numbers allocated in 2019/20 are unlikely to be recruited, so that the funding allocation is adjusted accordingly to ensure the budget is fully utilised by the programme. Institutions can request that numbers allocated in 2019/20 are carried forward to 2020/21. HEFCW would expect that any request is supported by evidence of a change in employer demand before a decision is approved. Allocated apprenticeship numbers cannot be carried forward beyond the three year pilot phase, i.e. beyond 2020/21.

Timetable

10. Institutions are asked to return Annex A Monitoring templates, completed electronically and password protected for each reference period, by the response dates outlined below:

Action	Date
Institutions complete and return: <ul style="list-style-type: none"> • Annex A Monitoring template • Reference period one: 01/08/2019 - 15/11/2019 	12 December 2019
HEFCW pays Institutions based on monitoring information returned for reference period one.	*January 2020
Institutions complete and return: <ul style="list-style-type: none"> • Annex A Monitoring template • Reference period two: 16/11/2019 - 31/03/2020 	21 April 2020
HEFCW pays Institutions based on monitoring information returned for reference period two.	*May 2020
Institutions complete and return: <ul style="list-style-type: none"> • Annex A Monitoring template • Reference period three: 01/04/2020 - 31/07/2020 	21 August 2020

HEFCW pays Institutions based on monitoring information returned in reference period three.	*September 2020
*Date is subject to checking the institution's monitoring information with funding allocated for 2019/20.	

Further information / Responses to

11. Institutions are asked to email completed **Annex A** Monitoring templates to Angela West (tel 029 2085 9738; email angela.west@hefcw.ac.uk).

Assessing the impact of our policies

12. HEFCW carried out an impact assessment screening to help safeguard against discrimination and promote equality. We also considered the impact of policies on the Welsh language, and Welsh language provision within the HE sector in Wales and potential impacts towards the goals set out in the Well-Being of Future Generations (Wales) Act 2015 including our Well-Being Objectives. Contact equality@hefcw.ac.uk for more information about impact assessments.