

Cylchlythyr | Circular

Degree Apprenticeships Monitoring Report 2023/24 and 2024/25

Date: 08 November 2023
Reference: W23/30HE
To: Heads of higher education institutions in Wales
Principals of directly-funded further education colleges in Wales
Response by: 12 December 2023
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This circular requires HEFCW-funded institutions approved to deliver the [Digital Degree Apprenticeship](#) (issued 29 April 2018), and the [Engineering and Advanced Manufacturing Degree Apprenticeship](#) (issued 1 August 2019), and with qualifications accepted onto each Framework, or any new one should it be introduced, to submit monitoring information for apprenticeships allocated in academic years 2023/24 and 2024/25. This applies to new apprentices starting in each academic year respectively, and apprentices continuing from previous academic years.

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Introduction

1. This circular requires HEFCW-funded institutions approved to deliver the [Digital Degree Apprenticeship](#) (issued 29 April 2018) and the [Engineering and Advanced Manufacturing Degree Apprenticeship](#) (issued 1 August 2019), and with qualifications accepted onto each Framework, or any new one should it be introduced, to submit monitoring information on actual apprenticeship numbers in academic years 2023/24 and 2024/25. This applies to new apprentices starting in each academic year respectively, and apprentices continuing from previous academic years into 2023/24.

Background

2. Circular [W23/04HE](#) published on 20 March 2023 invited HEFCW-funded institutions to submit proposals for funding of degree apprenticeships in 2023/24 and 2024/25, against one or more of the pathways identified on the [Digital Degree Apprenticeship](#), and the [Engineering and Advanced Manufacturing Degree Apprenticeship](#).
3. Institutions submitted proposals by 17 April 2023, for consideration by a panel of HEFCW Council Members, staff and a Welsh Government official on 25 May 2023. Apprenticeship numbers were allocated on 31 May 2023, subject to all qualifications being successfully accepted on to the Digital, and Engineering and Advanced Manufacturing Degree Apprenticeship Frameworks, or any new degree apprenticeship frameworks should these be introduced, and confirmation from Welsh Government of the overall budget in 2024-25, and subject to the transition to the new Commission for Tertiary Education and Research (CTER).

Monitoring and funding

4. As set out in HEFCW's Circular [W23/04HE](#), we will require information on the numbers of apprenticeships and the characteristics of apprentices at three points in AY 2023/24, corresponding to three reference periods. The reference periods are:

Ref. Period	AY 2023/24
One:	01/08/2023 - 15/11/2023
Two:	16/11/2023 - 31/03/2024
Three:	01/04/2024 - 31/07/2024

Please note: The reference periods for AY 2024/25 will be confirmed in due course.

5. Apprenticeships starting from AY 2022/23 onwards
Funding calculations for apprentices starting from 2022/23 onwards will be different to the funding method applied to apprentices starting between 2018/19 and 2021/22. Funding was previously calculated on an enrolment basis, whereas for 2022/23 starters onwards, funding is calculated based on the associated

assumed completed credit values that the apprentices study during the academic year. Funding takes account of assumed completed credit values on the degree apprenticeship programme only, and does not include funding of prior learning. This is to align with HEFCW's main teaching funding method (see HEFCW circular [W23/04HE](#)).

- **Annex A** provides a Monitoring Report template for each institution to complete with information about apprentices that started in 2022/23 and are continuing into 2023/24, and new apprentices starting in 2023/24.
- Payment will be made against numbers submitted in Monitoring Reports for each monitoring period during 2023/24 and 2024/25, on the basis of the number of apprenticeships and associated assumed completed credit values associated with modules taken in that year.
- The amount of funding per credit value has been calculated using a total of £27,000 for a typical 360 credit value course, e.g. £75 per credit value. Therefore a student expected to be studying 120 credits each year on a 3 year course will attract £9,000 funding per year.
- Annex A therefore includes a column to collect the number of assumed completed credit values taken during each academic year, for individual apprentices submitted in Monitoring Reports.

6. Apprenticeships starting between AYs 2018/19 and 2021/22

Funding of apprenticeships which started between 2018/19 and 2021/22 and are continuing into subsequent years will be allocated annually on a pro-rata basis in line with the length of the apprenticeship as indicated by the institution in their proposal, e.g. £6,750 a year will be allocated for a 4 year apprenticeship.

- **Annex B** provides a Monitoring Report template for each institution to complete with information about those apprenticeships that are continuing in 2023/24 which started between AYs 2018/19 and 2021/22.
- Payment will be made against actual apprenticeship numbers submitted in Monitoring Reports for each monitoring period during 2023/24 and 2024/25, on the basis of the number and duration of apprenticeships.

Please note: The Monitoring Report templates for AY 2024/25 will be circulated separately later next year.

7. Submission of Monitoring Report templates will take account of the following guidance:

- The Monitoring Report templates require counts of apprenticeships by Standard Industrial Classification (SIC) code and apprentice characteristics. The definitions used in categorising apprentices in the template must align with those that will be used to return the students on the [HESA student record](#) for 2023/24 and 2024/25. Further guidance is included on the template and should match that outlined in [HESES/EYM guidance](#). Where guidance is not available for the academic year being returned in the monitoring report, the previous year's guidance should be used for reference.
- Apprentices should only be reported in a Monitoring Report once during each academic year, and reported in the monitoring reference period that corresponds with enrolment onto the degree apprenticeship programme,

- Annex A must include the assumed completed credit values associated with individual apprentices that started in 2022/23 and are continuing into 2023/24, and new apprentices starting in 2023/24.
- Institutions should ensure that the return of data in Annex A and Annex B is co-ordinated between colleagues responsible for degree apprenticeships and those responsible for student data returns.
- We will use the information returned to track progress and compliance with HEFCW priorities for the degree apprenticeship programme, and report these publicly, as well as to Welsh Government. We will also use information returned to inform future policy development.
- All data shared publically will be subject to HEFCW's [data disclosure control policy and procedures](#).

Reconciliation of funding

8. For apprentices enrolled in 2023/24 and 2024/25, institutions will be paid for each monitoring reference point during an academic year. The amounts paid are based on data returned to HEFCW via Monitoring Reports as described in paragraphs 5 and 6.
9. We reconcile the data submitted in Monitoring Reports with HESA end of year monitoring data to take account of withdrawals, non-completed credits, recognition of prior learning, and any other discrepancies. This will be verified by providers for 2023/24 and 2024/25 data as part of the [HESA IRIS process](#) in November 2024, and in November 2025 respectively.
10. It is intended that any differences in funding as a result of this reconciliation will be calculated in May 2025 for 2023/24 data, and in May 2026 for 2024/25 data. Any adjustments will be made against an institution's next grant payment at that time. We will discuss and agree the figures with each institution before any adjustment is made.

Timetable

11. Please return the Monitoring Reports at Annex A and Annex B, completed electronically and password protected, for each reference period, by the response dates outlined in the table below. We will send a password to each institution individually to protect completed templates returned to HEFCW. Based on monitoring information returned for each reference period, we will pay institutions by the following payment dates:

2023/24	Monitoring period	Submission deadline	Expected payment date
One:	01/08/2023 - 15/11/2023	12/12/2023	Jan-24
Two:	16/11/2023 - 31/03/2024	22/04/2024	May-24
Three:	01/04/2024 - 31/07/2024	20/08/2024	Sep-24

The expected date of payment is subject to checking the institution's monitoring information with funding allocated for 2023/24 and 2024/25.

Please note: Confirmation of the timetable for AY 2024/25 will be circulated separately later next year.

Further information / responses to

12. Please email completed reports to Angela West (angela.west@hefcw.ac.uk). The Commission for Tertiary Education and Research will come into operation on 1 April 2024, and will take on HEFCW's functions. Points of contact for the Commission for submission of reports for monitoring reference periods 2 and 3 in AY 2023/24 will be communicated to institutions in due course.

Assessing the impact of our policies

13. HEFCW carried out an impact assessment 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.