

Cylchlythyr | Circular

Degree Apprenticeships 2022/23 monitoring report

Date: 02 September 2022
Reference: W22/32HE
To: Heads of higher education institutions in Wales
Principals of directly-funded further education colleges in
Wales
Response by: 12 December 2022
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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, to submit monitoring information for apprenticeships allocated in 2022/23. This applies to new apprentices starting in 2022/23, and continuing apprentices from 2018/19, 2019/20, 2020/21, and 2021/22.

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



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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, to submit monitoring information on actual apprenticeship numbers in academic year 2022/23. This applies to new apprentices starting in 2022/23, and apprenticeships started in 2018/19, 2019/20, 2020/21 and 2021/22 which are continuing in 2022/23.

Background

2. Circular [W22/14HE](#) published on 31 May 2022 invited HEFCW-funded institutions to submit proposals for funding of Degree Apprenticeships 2022/23 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 21 June 2022 and, following consideration by a panel of HEFCW Council Members, staff and a Welsh Government official on 29 June 2022, apprenticeship numbers were allocated on 19 July 2022, subject to qualifications being successfully mapped onto the Digital Degree Apprenticeship Framework or the Engineering and Advanced Manufacturing Framework.
4. This circular requests monitoring information for new and continuing apprentices on the [Digital Degree Apprenticeship](#), and the [Engineering and Advanced Manufacturing Degree Apprenticeship](#) in 2022/23.

Recruitment Monitoring of Places Allocated for 2022/23

5. Recruitment monitoring information will be collected over three reference periods during 2022/23. The reference periods are:
 - Reference period one: 01/08/2022 - 15/11/2022
 - Reference period two: 16/11/2022 - 31/03/2023
 - Reference period three: 01/04/2023 - 31/07/2023
6. **Annex A** provides a Recruitment Monitoring template for each institution to complete with information about those apprenticeships that are continuing in 2022/23 which started in 2018/19, 2019/20, 2020/21 and 2021/22. Payment of apprenticeships which started between 2018/19 and 2021/22, and are continuing into 2022/23, will be made against actual apprenticeship numbers submitted in Monitoring Reports over three monitoring periods during 2022/23, on the basis of the number and duration of apprenticeships.
7. **Annex B** provides a Recruitment Monitoring template for each institution to complete with information about new apprenticeships starting in each reference period in 2022/23. Funding for 2022/23 starters onwards will be calculated based

on the associated assumed completed credit values that the apprenticeship students study during the academic year. This is to align with HEFCW's main teaching funding method to facilitate mainstreaming funding for degree apprenticeships in due course (see HEFCW circular [W22/14HE](#)). Annex B therefore includes an additional column to collect the number of assumed completed credit values taken during the academic year, for the apprentice starter included in each reporting period.

8. The recruitment monitoring 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 2022/23. Further guidance is included on the template.

Timetable

9. Please return **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:

Reference period	Submission deadline	*Payment date
One: 01/08/2022 - 15/11/2022	12/12/2022	January 2023
Two: 16/11/2022 - 31/03/2023	21/04/2023	May 2023
Three: 01/04/2023 - 31/07/2023	20/08/2023	September 2023

*Payment date is subject to checking the institution's monitoring information with funding allocated for 2022/23.

10. Based on information provided, budget allocations for new and continuing apprentices in 2022/23 might be adjusted downwards based on modules not completed, withdrawals or if the total number of credits for the course is less than 360 credits due to the recognition of prior learning (RPL). Adjustments of funding for RPL or apprentice withdrawals will be calculated using HESA end of year monitoring data for 2022/23, which will be signed off by providers as part of the [HESA IRIS process](#) in November 2023 and recovered in May 2024. We will discuss and agree the figures with each institution before any adjustment is made.
11. Institutions should ensure that the return of data in **Annex A** and **Annex B** are co-ordinated between colleagues responsible for degree apprenticeships and those responsible for student data returns. The recruitment of each apprentice should only be submitted once during 2022/23, and reported in the relevant recruitment period.
12. 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 shared data will be anonymised and aggregated.

Further information / responses to

13. Please email completed reports to Angela West (angela.west@hefcw.ac.uk).

Assessing the impact of our policies

14. 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.