

## Thinking of creating a new Higher or Degree Apprenticeship at Sheffield Hallam University?

As a starting point you will need to understand which [Apprenticeship Standards](#) are available and whether they are *ready*!

**Be aware!** The process for approval of the standard by the Institute for Apprenticeships (IfA) consists of several stages before employer funding can be drawn down from the Education and Skills Funding Agency (ESFA), so contact [Sam Moorwood](#), Head of Employer Solutions (DEEP) to understand how ready the apprenticeship standard actually is.

Your award can be approved through departmental process or through the [SHU Work Based Learning Framework](#) (WBLF)

Business Approval is required at faculty level before a WBLF panel date can be identified. If the award will go to the WBLF then you should be familiar with the [WBLF Operational Guide](#), the definitive document template and the [WBL Modules and student support guides](#) for adaptation.

Before the panel meet, you will need to hold a Preliminary Meeting with the Chair and Secretary of the WBLF Panel and the Head of Employer Solutions (DEEP). Contact [Linda Hall](#) to arrange and view the template agenda for the [Preliminary meeting](#).

Regardless of how the award has been approved the WBLF Panel must **endorse** the award for use as an apprenticeship before DEEP can set up the funding process. You will need to submit a completed [Mapping template](#) and [support proposal template](#) for consideration by the Panel.

Upon approval and *Endorsement* the Course Information will be sent on to the marketing team (for learners and for employers). In advance you can speak to your Faculty/Departmental Business Development Lead and contact [Mark Rayner](#), Head of Business Development - Apprenticeships (DEEP) for advice on how to recruit apprentices through their *employers*

In addition, you should review the [SHU Higher and Degree Apprenticeship](#) resource for ideas and advice on how to develop and deliver an Apprenticeship Award. Pay attention to the need for portfolio approach, infrastructure and resources to implement a 3-Way Review and to monitor 20% off-the-job-learning. Contact [Sam Moorwood](#), Head of Employer Solutions (DEEP) for further details.

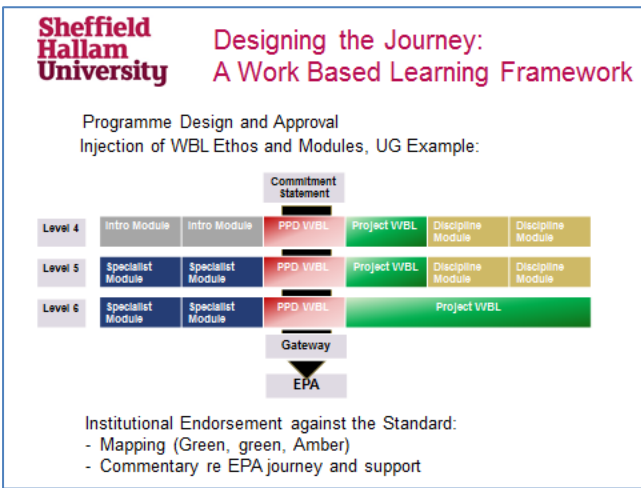
There is a community of academic practitioners and an Operational Group to identify who from your Faculty Professional Services Team is involved - Contact [Clare Barnett](#) to join up.

Take a look at the following slides and notes and if you have any questions please don't hesitate to call

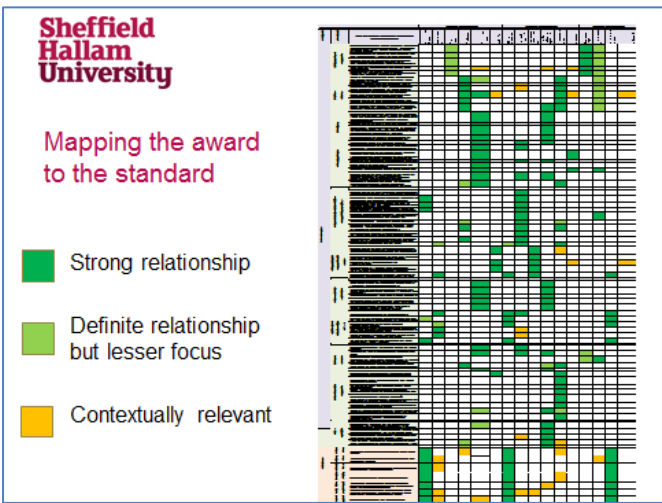
**Sam Moorwood**

Head of Employer Solutions (DEEP)

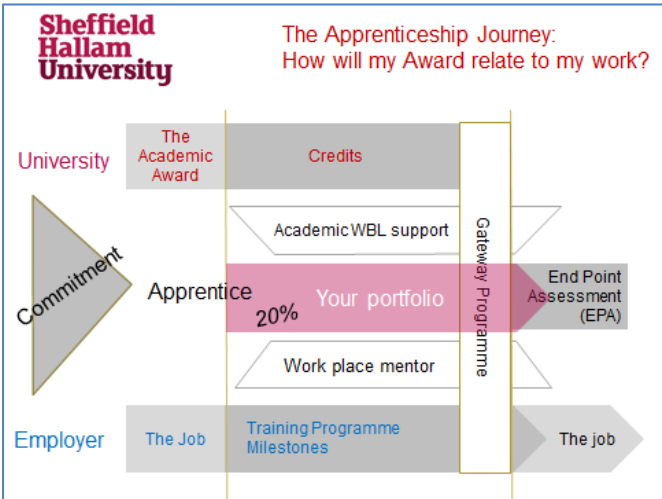
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Core WBL content offers a contextualised journey to the learner, supporting their journey from the Commitment Statement to the EPA. The Award Title of "Professional Practice in..." and these core modules are a normal requirement of the WBLF Panel.



A standardised mapping template ensures the WBLF Panel can endorse the use of the SHU award as an Apprenticeship, if the modules align to the Knowledge, Skills, Behaviours set out in the Apprenticeship Standard, published by the IfA.



The WBLF Panel Secretary will send a blank template for the design team to populate with a bespoke commentary on how the course delivery will support the learner, including conducting three way review and achieving 20% off the job learning through a portfolio approach.