



**UNLOCK YOUR TALENT**

**DEGREE  
APPRENTICESHIPS  
APPRENTICE GUIDE**



**WARWICK**  
THE UNIVERSITY OF WARWICK



# CHOOSE WORK AND STUDY

Simply put, a Degree Apprenticeship combines work with study.

You'll be employed throughout your apprenticeship, spending 80% of your time at work and 20% studying towards a full bachelor or master's degree.

If you have a career in mind but would also like the opportunity to study for a degree with a leading university, then one of our Degree Apprenticeships could be for you. Our Degree Apprenticeship programmes are mapped to the relevant 'Apprenticeship Standard' which are nationally recognised and tailored to each individual profession. This ensures that you are equipped with the right knowledge, skills and behaviours to be successful in your chosen career.

A Degree Apprenticeship allows you to apply your theoretical learning to real life projects in the workplace, developing valuable, practical skills.

*"Degree Apprenticeships provide the opportunity to have the best of both worlds. You'll have the benefit of studying for a degree whilst working and learning practical skills at the same time."*

**Dr Anne Hollinshead**  
Director of Academic Studies,  
Centre for Lifelong Learning

## BENEFITS



## IS A DEGREE APPRENTICESHIP RIGHT FOR ME?

Whilst there are many benefits to a Degree Apprenticeship, it isn't the right choice for everyone.

Your university experience will be different from that of a 'traditional' student as you will only be studying part-time. You'll have real responsibilities in the workplace and need excellent time management skills to effectively balance your work commitments alongside a challenging programme of study.



# WHY WARWICK

The University of Warwick is a world class University with a reputation for excellence in research and teaching and we have strong links with business and industry.

Warwick provides a challenging, yet supportive environment, where you'll have access to some of the latest innovation and thinking and where you will be inspired to realise your potential.

A Warwick education is highly sought after and valued by both learners and employers, not just in the UK, but around the world.

Ranked **9<sup>th</sup>** in the UK  
(The Guardian University Guide 2020)



Ranked **7<sup>th</sup>** overall in the UK's latest Research Excellence Framework (2014)

**3<sup>rd</sup> most targeted university** nationally by the UK's top 100 graduate employers

(The Graduate Market in 2020, High Fliers Research Ltd)



One of the **world's top 100** universities

(62<sup>nd</sup> in the QS World University Rankings 2020 and top 100 of the Times Higher Education's 2020 World Reputation Rankings)

## DEGREE APPRENTICESHIP COMPLEX

We're developing a dedicated Degree Apprenticeship Complex on campus and opened our first Degree Apprenticeship Centre for apprentices studying manufacturing and engineering in September 2019. This innovative space provides an exciting learning environment for apprentices with open spaces for collaborative and individual work, technology-enabled seminar rooms and a purpose-built laboratory.



WMG Degree Apprenticeship Centre



## PROGRAMMES OF STUDY

We already run successful Degree Apprenticeships and have more in development.

Working closely with employer partners to carefully design the content of each apprenticeship, we ensure that it meets industry needs and provides you with the relevant knowledge, skills and experience for your chosen career.

We offer both undergraduate and postgraduate apprenticeships across a range of disciplines, including **engineering, social work, digital technology, leadership, science, and healthcare**. For a full list of our programmes please visit [www.warwick.ac.uk/study/degreeapprenticeships/courses](http://www.warwick.ac.uk/study/degreeapprenticeships/courses).

## HOW WILL I LEARN?

You'll be given time out of your normal working week to study towards your degree.

Our programmes are typically delivered in either one-week blocks, spaced throughout the year, or as day release (one day per week).

You will be taught through a mix of face-to-face and interactive online learning, work-based projects, and independent study. We use our Virtual Learning Environment (VLE) Moodle to support your studies, which can include recommended reading, case studies, video capture of lectures, online forums, and quizzes.

For your work-based learning, you will also be asked to keep a learning journal and develop a professional portfolio of evidence.



## WHAT ACADEMIC SUPPORT WILL I RECEIVE AT UNIVERSITY?

In addition to the support offered by your academic tutors, you will be assigned a dedicated University Apprenticeship Tutor to provide you with both academic and pastoral support and to discuss your progress and any concerns you have throughout your apprenticeship. They will also be able to direct you to specialist help if you need it.

There is more information on wellbeing support and other non-academic services on page 11.

## HOW WILL I BE ASSESSED?

Your academic study can be assessed through assignments, project work and exams.

Your learning journal and professional portfolio will be regularly reviewed to ensure it demonstrates that you have reached the required level outlined in the Apprenticeship Standard. You will also have Tripartite Review Meetings, which are three-way discussions between you, your University Apprenticeship Tutor and your Line Manager at least every three months to monitor your progress.

To complete your apprenticeship, you will undertake an End Point Assessment to test whether you have gained the knowledge, skills and behaviours set out in the Apprenticeship Standard.

*"Outside the class we have support on the online portal where the lecture notes are uploaded. There's also further reading from the lecturers. We can go and see the lecturers, or our personal tutor and they can provide pastoral care or even help with the module itself."*

**Shai**  
Degree Apprentice



# APPLICATIONS AND ENTRY REQUIREMENTS

## THE APPLICATION PROCESS\*

To apply for a Degree Apprenticeship, you first need to find a vacancy with an employer, rather than following the traditional process of applying to the University through UCAS.

There is currently no central website to apply for apprenticeships, so you can either check the apprentice vacancies page on our website for current opportunities with our partner employers, search for roles on the Government's 'Find an Apprenticeship' website or look directly on company websites. Apprenticeships are advertised throughout the year and there is no fixed application deadline, it will depend on the individual employer as to when the vacancy will open and close.

### Useful links

[www.warwick.ac.uk/degreeapprenticeshipvacancies](http://www.warwick.ac.uk/degreeapprenticeshipvacancies)  
[www.findapprenticeship.service.gov.uk](http://www.findapprenticeship.service.gov.uk)

- 1 Find an apprenticeship vacancy via our website, through the Government's 'Find an Apprenticeship' website or through company websites\*\*
- 2 Apply directly to the employer for your chosen vacancy
- 3 Participate in the company's interview/selection process
- 4 Obtain a job offer, which may be conditional on meeting specific admissions criteria for a place at Warwick
- 5 Your new employer will help you to apply for the degree element of your apprenticeship.  
You will need to complete an application form and some or all of the following:
  - ▶ Eligibility questionnaire
  - ▶ Personal statement
  - ▶ Interview
  - ▶ Assessment day
- 6 Receive a conditional or unconditional offer from Warwick
- 7 Meet any conditions of your offer
- 8 Commence your employment
- 9 Enrol at Warwick and begin your studies



## ENTRY REQUIREMENTS

All Apprenticeship Standards contain information about minimum entry requirements.

To study for a Degree Apprenticeship at Warwick, you will also need to demonstrate that you can meet our academic entry criteria. We have a range of entry requirements and accepted qualifications depending on the programme, and we aim to support access to higher education for more people than ever before. We can look at previous experience or certificated learning to assess both readiness for the course and exemptions from modules.

You can find the entry requirements for each programme on our website or by contacting our Degree Apprenticeships Team at [apprenticeships@warwick.ac.uk](mailto:apprenticeships@warwick.ac.uk).

## FUNCTIONAL SKILLS

Whilst we can consider an application without a Level 2 qualification (GCSE or equivalent) in English and Mathematics for certain courses, you would need to study for these qualifications alongside your Degree Apprenticeship, and we would support you in doing this.

\* This represents a typical application process which is likely to vary between companies and should therefore be used only as a guide.

\*\* This flow chart applies to new entrants to a company. If you are already working for the company, please speak to your Line Manager or HR team for further information.



## STUDENT EXPERIENCE AND SUPPORT

Whether you study with us on a day or block release basis, our lively campus will give you a taste of the more traditional student experience - from essentials like shops, banks, food outlets and a busy Student's Union, as well as nightclubs, pubs, hairdresser and a travel agent. You can also visit our award-winning Warwick Arts Centre and state-of-the-art sports facilities.

## FLEXIBLE FACILITIES

Warwick is a campus that caters for all your learning needs. We have a library, learning grids (equipped with collaborative spaces and interactive presentation technology) and our £19m learning hub, The Oculus, with large lecture theatres, small-group teaching rooms, interactive social learning areas and places for independent study.

## STUDY SKILLS

Whether you're a recent school leaver or coming back to study after a break, you might want to brush up on your study skills. Our Student Opportunity Team can help you with academic writing, revision, note-taking and a variety of other academic and employability skills. You can learn through seminar presentations, online resources, workshops or 1:1 tuition and there is a student helpdesk accessible in person, by email and phone.

*"The campus is like a small city, but we have countryside as well. There is a lake, a path in the woods, and quite a lot of greenery."*

Syed  
WBS Student

warwick  
SU

## STUDENTS' UNION (SU)

As an apprentice you will automatically become a member of the SU. Run by students for students, the SU provides advice and guidance on all aspects of university life, as well as organising events and activities for the student community.

## WELLBEING

Although you won't spend significant periods of time on campus, you may want to access our support and wellbeing services. The services we offer are diverse and include student support, mental health and wellbeing, disability and counselling services. More information can be found on our website at [www.warwick.ac.uk/services/supportservices](http://www.warwick.ac.uk/services/supportservices).

## LOCAL AREA

Our campus is located in Coventry - which is the UK City of Culture for 2021 and a host city for the Commonwealth Games in 2022. If you're staying with us on block release, there's lots to explore outside campus - live music, theatre and festivals, museums, top sports events, beautiful countryside and much more; the city has something for everyone.

## LIFE AT WARWICK

As a Warwick Degree Apprentice you'll also have access to:

- ▶ Multifaith Chaplaincy - including an Islamic prayer hall and kosher kitchen
- ▶ IT training courses and skills development
- ▶ Clubs and societies (chargeable): [www.warwicksu.com/societies](http://www.warwicksu.com/societies)
- ▶ Sports facilities (chargeable): [www.warwicksport.com](http://www.warwicksport.com)



# LIFE AS A DEGREE APPRENTICE

## ► Full-time employment

Throughout your Degree Apprenticeship you will be working full-time for a minimum of 30 hours a week. You will work with experienced colleagues to learn job-specific skills.

## ► Study

An apprentice must spend 20% of their time training off-the-job which is delivered during normal working hours. You study allows you to develop the new knowledge, skills and behaviours required to meet the Apprenticeship Standard.

## ► Course length

The minimum length of any apprenticeship is one year. A typical undergraduate programme is likely to be between three and five years and a postgraduate programme is more likely to be around two to three years.

*"During a typical week at University we usually start at about 8.30am and finish about 5.30pm. We have lectures throughout the day, and we attend university about five weeks of the year with different modules each week. At work I do placements, so I get an idea of the whole company rather than just one specific part."*

Alice  
Degree Apprentice



**97%**

of apprentices said their ability to do the job had improved\*

**92%**

of apprentices said their career prospects had improved\*

\* GOV.UK (2017)

*"Having an experience like this is completely mind-blowing. The opportunity to work in a company that is still growing and changing at the rate Dyson is, while earning a degree from the University of Warwick gives me hundreds of possibilities to learn and grow. Being thrust into this world of striving for change through engineering will give not only an enriching learning experience, but also skills that will help us in the years to come."*

Fraser  
Degree Apprentice



## FEEES AND FINANCE

### ▶ NO TUITION FEES

Your employer and the government will pay your tuition fees, so you don't need a loan to cover your study costs. You'll still be graduating with a full bachelor's or master's qualification - just without needing to pay tuition fees.

### ▶ EARN WHILE YOU LEARN

As you'll be in full-time employment, you'll receive a paid salary from your employer, throughout your Degree Apprenticeship.

You'll also have the same rights as other employees within your company and be eligible for the benefits associated with full-time work including holiday leave, sick pay and pension.

*"Warwick is a great place to study. I have loved my time here, and enjoyed truly transformative extracurricular and educational activities. Some of my favourite evenings have been spent either relaxing at the Terrace Bar or catching a game on the Piazza Big Screen."*

**Liam Jackson**  
Warwick SU President 2018/19




# 89%

of apprentices were satisfied with their apprenticeship overall\*

\*GOV.UK (2017)





**90%** of our  
students agreed  
that their course  
was intellectually  
stimulating

*(National Student Survey 2019)*

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☎ 02476 150 633 / 02476 150 621 / 02476 150 175

🌐 [warwick.ac.uk/degreeapprenticeships](http://warwick.ac.uk/degreeapprenticeships)

The information contained in this document  
was correct at the time of going to print.