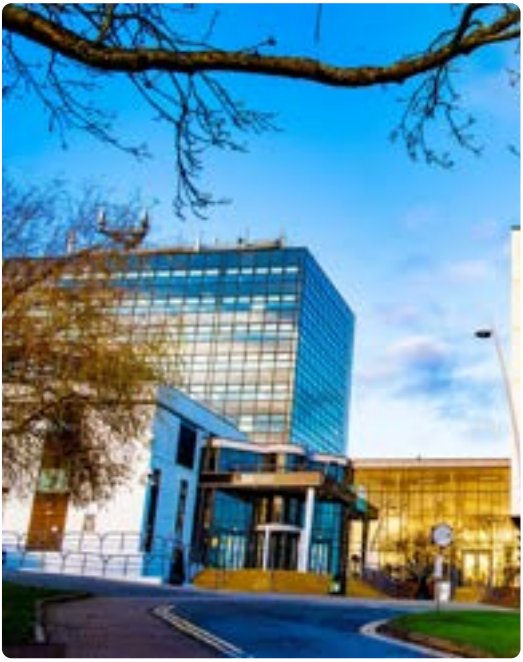
# APPRENTICESHIP GUIDE









UNIVERSITY OF DERBY

UNIVERSITY OF DERBY BUXTON

**The University of Derby offers a full spectrum of apprenticeships, from Level 2 to 7 in a range of subjects.**

As a University, we believe in the transformational nature of education. As an anchor institution for social mobility, the University strives to inspire and to create higher education opportunities for people across the city, region and beyond, regardless of their age, personal background or location. Our University's desire to 'open doors for everyone' lies at the heart of the University's Strategic Framework. Delivery on this commitment to social mobility is seen through the provision of a range of high-quality, engaging, inclusive and industry focused courses to an increasingly diverse student community.

Our Buxton campus is the dedicated hub for Further Education & Skills, nurturing the potential of students from age 16. Housed within the impressive Devonshire Dome, one of the worlds largest unsupported domes, the campus itself provides a powerful metaphor: just as visitors can't help but look up in wonder on entering, we empower our students to look up, aim higher, and exceed their expectations as they pursue their academic and career goals.

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# FIND AN APPRENTICESHIP OR RECRUIT AN APPRENTICE

An apprenticeship is a job with training requiring an accredited apprenticeship course AND paid employment. There are several ways of finding an apprenticeship.

- Current vacancies advertised on behalf of employers can be found on the websites;
  - buxton.derby.ac.uk
  - derby.ac.uk

(If you have, or will shortly complete, your GCSE's you are welcome to apply directly to the University of Derby Buxton for your chosen apprenticeship.)

- Take your CV to local employers with a cover letter explaining that you are looking for an apprenticeship and ask if they have capacity to support an apprentice.
  - If you already have an employer who will support you through your apprenticeship, you will be required to complete the University eSignUp application form.
- Search the national apprenticeship service website for apprenticeship vacancies in your area.
  - apprenticeships.gov.uk
- Many larger employers, such as the NHS, advertise opportunities on their careers website.

If you are an employer recruiting an apprentice we are able to assist with uploading your opportunity to the Apprenticeship Service, this system can be accessed through gov.uk 'OneLogin'. (All businesses who want to employ an apprentice must have an Apprenticeship Service account even if they don't use it to advertise vacancies.)

We also promote apprenticeship vacancies through social media, schools, careers advisors and current students considering their progression options.

## APPRENTICESHIPS AT A GLANCE

### Business & Finance

LEVEL 2
- Accounts/Finance Assistant
- Administration Assistant
- Customer Service Practitioner

LEVEL 3
- Assistant Accountant
- Business Administrator
- Customer Service Specialist
- Team Leader

LEVEL 4
- Professional Accounting Technician

LEVEL 5
- Operations Manager

LEVEL 6
- Chartered Manager
- Project Manager

LEVEL 7
- Senior Leader

### Hospitality & Catering

LEVEL 2
- Commis Chef
- Production chef
- Food & Beverage Team Member

LEVEL 3
- Hospitality Supervisor

### Education

LEVEL 2
- Early Years Practitioner

LEVEL 3
- Early Years Educator
- Learning & Skills Assessor
- Teaching Assistant

LEVEL 4
- Children, Young People and Families Practitioner
- Learning & Skills Mentor

LEVEL 5
- Early Years lead practitioner
- Learning & Skills Teacher
- Specialist Teaching Assistant

LEVEL 6
- Teacher

LEVEL 7
- Academic Professional

### Hair & Beauty

LEVEL 2
- Beauty Therapist
- Hair Professional

LEVEL 3
- Advanced & Creative Hair Professional
- Advanced Beauty Therapist
- Wellbeing & Holistic Therapist

**Health & Social Care**

LEVEL 3
- Prosthetic & Orthotic Technician

LEVEL 5
- Assistant Practitioner
- Nursing Associate

LEVEL 6
- Diagnostic Radiographer
- Enhanced Clinical Practitioner
- Operating Department Practitioner
- Paramedic
- Physiotherapist
- Prosthetist and Orthotist
- Public Health Practitioner
- Registered Nurse
- Social Worker
- Youth Worker

LEVEL 7
- Advanced Clinical Practitioner
- Community Nurse Specialist
- Enhanced Clinical Practitioner
- Academic Professional

**Digital**

LEVEL 6
- Digital and Technology Solutions Professional

**Nuclear Skills Academy**

LEVEL 3
- Engineering Technician
- Machining Technician
- Pipe Welder
- Engineering Fitter

LEVEL 4
- Mechanical & Manufacturing Engineering

LEVEL 6
- Nuclear Scientist & Nuclear Engineering
- Chartered Manager

**Engineering**

LEVEL 5
- Mineral Product Technician

LEVEL 6
- Aerospace Engineer
- High Integrity Software Engineer
- Civil Engineer
- Manufacturing Engineer
- Material Science Technologist

**Construction**

LEVEL 6
- Construction Site Management

**Uniformed Services**

LEVEL 6
- Police Constable

## WHAT IS AN APPRENTICESHIP?

An apprenticeship combines on-the-job training with recognised and industry-relevant qualifications. They take between 1 and 5 years to complete depending on the subject and level studied. Some of the working week is spent completing off-the-job training such as attending classes. There are seven stages to an apprenticeship.

**Recruitment & Application**

Apprentices will complete an employer/University application form and be ready to provide a CV, if required.

Employers wanting to advertise will complete a vacancy form. All employers will need to setup a Apprenticeship Service account.

**Interviews**

Apprentices will attend employer and University interviews as required.

Employers will be ready to interview and offer a trial to suitable apprentices, if applicable.

**Enrolment & On-boarding**

Apprentices will complete enrolment paperwork, such as ID checks, and review and sign all eSignUp forms, sent from the University, as quickly as possible.

Employers will apply for apprenticeship funding through their Apprenticeship Service account and sign contracts and forms sent to them via eSignUp as quickly as possible.
Employers will also start to on-board the apprentice as an employee.

**On Programme**

This is the core of the apprenticeship. Apprentices develop the Knowledge, Skills and Behaviours (KSBs) in their chosen standard and build a portfolio of evidence. Depending on the apprenticeship, apprentices may also be assessed for mandatory qualifications as part of their on-programme learning.

Employers support their apprentice with workplace learning, mentoring, and time to complete their training.

**Gateway**

Gateway is the point where the apprentice has gathered all evidence to demonstrate the Knowledge, Skills and Behaviours (KSBs) in their standard. This evidence, agreed as satisfactory by the employer in consultation with the University, forms a comprehensive portfolio. For some programmes, mandatory qualifications such as Maths and English must also be achieved before Gateway.

Employers will continue to support apprentices as they prepare for their Assessment.

**Apprenticeship Assessment**

The Apprenticeship Assessment is the final test of the apprenticeship. Alongside the portfolio of evidence, that demonstrates the Knowledge, Skills and Behaviours gained, it checks that that apprentice has reached the required level of competence to earn the apprenticeship certificate. It's the final step that celebrates progress and proves that apprentice is ready for the next stage in their career.

**Achievement & Progression**

On achievement, certificates are issued and next steps discussed.
Such as;

- Another apprenticeship at a higher level such as a level 3 or degree.
- Employment/Promotion.
- Industry specific training in the workplace.

## HIGHER AND DEGREE APPRENTICESHIP

The University of Derby offers several Higher & Degree Apprenticeship opportunities. These operate on the same principles as any level apprenticeship. Tuition funding is available to employers through their levy or through Government contributions.

Many are taught through blended learning with classroom sessions taking place both on campus and virtually. Some are block attendance to campus, others are weekly day release, and some are taught completely online.

For apprentices, Higher & Degree Apprenticeships offer a progression route to higher education allowing them to gain a degree without the associated costs, which are covered by their employer. They are also used by organisations to upskill existing employees to develop talent and train employees into more senior or technical roles.

Please note that some apprenticeships have set intakes such as September.



For more information about UOD Higher & Degree Apprenticeships including entry requirements contact;
W: derby.ac.uk/apprenticeships
T: 0800 001 5500
E: businessgateway@derby.ac.uk

## FURTHER EDUCATION APPRENTICESHIPS

Further Education apprenticeships (levels 2-4) are generally suitable for school leavers aged 16 and over. They're also a great option for existing employees looking to formalise their skills through a recognised qualification. Some apprenticeships at these levels, such as Team Leader, require some prior experience and a job role where the apprentice leads a team. For many of these apprenticeships there are six start points throughout the year.

## APPRENTICESHIP LEVELS

It is essential that the job duties align with the apprenticeship programme to ensure the apprentice can acquire the necessary Knowledge, Skills, and Behaviours (KSBs).

| LEVEL | EXAMPLE OF EQUIVALENT QUALIFICATION |
|---|---|
| 2 | Level 2 NVQ, Award, Certificate or Diploma |
| 3 | Two A-Levels, one T-Level or Level 3 BTEC Diploma |
| 4 | Higher National Certificate (HNC) |
| 5 | Foundation Degree or Higher National Diploma (HND) |
| 6 | Degree such as BA (Hons) or BSc (Hons) |
| 7 | Masters Degree such as MA or MSc |

## JARGON BUSTER

**Apprenticeship Standard**
Apprenticeship standards are apprenticeships that employers and businesses have developed to be focused on the occupation and the duties of the role. Each apprenticeship clearly sets out the minimum standard of knowledge, skills and behaviours the apprentice must achieve, and evidence in their portfolio, before attempting their Apprenticeship Assessment to achieve the apprenticeship qualification.

**Apprenticeship Assessment**
The Apprenticeship Assessment, previously called the End-Point Assessment (EPA), is the final stage of every apprenticeship. It checks overall competence, not just individual tasks, and gives apprentices the chance to demonstrate the Knowledge, Skills and Behaviours (KSBs) they have developed. Assessment methods, such as a practical exam, observation or professional discussion, vary depending on the apprenticeship and level studied.

**KSBs**
Knowledge. Skills. Behaviours. Each apprenticeship standard has clearly defined KSBs that the apprentice must learn before they attempt their Apprenticeship Assessment, the evidence to show the apprentices' learning is collated within the portfolio of evidence.

**DfE**
The Department for Education.
This Government agency is responsible for funding apprenticeships, setting rules that education providers and employers must follow and detailing eligibility criteria for apprentices. Skills England, which is part of the DfE, regularly reviews apprenticeships for suitability and their continued effectiveness.

**SmartAssessor**
This is a web-based e-portfolio system that allows apprentices to create and maintain a portfolio of evidence which is reviewed and marked by their instructor-mentor, who will also provide constructive feedback. Detailed dashboards, which can be accessed by the employer-mentor and the instructor-mentor, offer a clear overview of progress with knowledge, skills and behaviours listed so that apprentices can easily address any gaps in evidence.

Evidence could take many forms such as written reports, photographs, recordings of professional discussions or witness statements. SmartAssessor is also used to record off-the-job training and documents such as the tripartite agreement.

**PebblePad**
PebblePad is a personal learning and e-portfolio system widely used in higher education and professional development. It provides a digital space for students and professionals to collect, organise, and showcase evidence of their learning, skills, and experiences and is used for certain apprenticeship programmes.

**Off-the-job**
Apprentices must complete a minimum amount of off-the-job training, the amount can vary depending on the subject and level studied. Off-the-job includes theory teaching such as attending on-campus or virtual classes, practical training such as shadowing experienced employees and apprentice led learning such as working on assignments or projects. Off-the-job learning is recorded and monthly active learning must be evidenced.

The required off-the-job training hours will be clearly outlined at the start of the apprenticeship, along with a timetable for any on-campus or virtual classes.

**eSignUp**
If you're an existing employee undertaking an apprenticeship with your current employer, or you already have a contract of employment from a business to commence an apprenticeship with them, you will apply through eSignUp.
(If you are a school leaver who has, or will shortly complete GCSEs you are welcome to apply to the University of Derby Buxton for support in finding a suitable employer.)

Regardless of the application method, a contract between the apprentice, employer, and University must be in place before training can formally begin. The University of Derby uses the eSignUp platform to generate, circulate, and manage this process, allowing all parties to review and sign documents digitally.

Apprenticeship training cannot commence until the eSignUp process is complete, so it's advisable to respond to any requests promptly to avoid delays.

The eSignUp pack compiled by University staff for review and signing includes;

- Apprentice enrolment details
- Apprenticeship agreement
- Cover sheet
- Key policies
- Commitment statement
- Plan of training
- Skills scan
- Charges schedule
- Employer incentive grant (if applicable)

All documents will be generated in compliance with the latest apprenticeship funding rules.

**Apprenticeship Service**
This is the government's online system for managing apprenticeships and offers a range of services and platforms.

For Employers;
- Set up and manage their apprenticeship account, all employers must do this in order to offer apprenticeships.
- Access and use levy funds to pay for training and assessment.
- Reserve government funding if you're a smaller (non-levy) employer.
- Find and recruit apprentices through the Find an apprenticeship service.

For Apprentices/Applicants and their Parents/Carers;
- Search and apply for apprenticeship vacancies.
- Get impartial advice both before and throughout an apprenticeship.

For Training Providers;
- Upload apprenticeship vacancies on behalf of employers.
- Upload and manage apprenticeship information on behalf of employers.







## THE TRIPARTITE AGREEMENT

An apprenticeship is a tri-party agreement between the University (and delivery subcontractor if applicable), the employer and the apprentice. The commitment of each party is critical to the success of an apprenticeship.

The University/Delivery partner will

- Offer support throughout the apprenticeship starting from the point of enquiry.
- Ensure everyone understands what is required of them.
- Train the apprentice in accordance with the apprenticeship standard and Department for Education rules.
- Offer support and guidance with any issues that may arise.
- Ensure the apprenticeship training is of exceptional quality.

The employer will

- Respond to all requests to complete paperwork from the University in a timely manner.
- Provide the apprentice with a contract of employment that is long enough to cover the duration of the apprenticeship including the Apprenticeship Assessment.
- Engage with the University instructor-mentor assigned to them and the apprentice.
- Actively participate in tripartite reviews.
- Provide the apprentice with opportunities to gain KSB's in the workplace.
- Allow the apprentice to attend on-campus or virtual classes as required.
- Allow time during working hours for the apprentice to complete off-the-job training.
- Pay the apprentice the correct and appropriate wage including annual leave entitlement, pension (if applicable) etc.

The apprentice will

- Respond to requests for information from the University or workplace in a timely manner.
- Be engaged in the workplace, arriving on time and ready to start work and learn.
- Complete assignments to agreed time-scales and standards.
- Attend classes, review meetings and training as required.
- Bring any issues they have to the attention of their line manager/workplace mentor and University instructor-mentor.







## FUNDING & FINANCE

**Apprenticeship Pay**
The minimum apprenticeship wage applies to all apprentices 16-18 years of age. For apprentices who are 19-years-old or over, including those who turn 19 during the apprenticeship, the apprenticeship rate applies in the first 12 months of the apprenticeship only. Once an apprentice turns 19 and has completed 12 months of their apprenticeship, they must be paid at least the national minimum wage for their age.

Please see the Government website for the latest rates and more information;

- gov.uk/national-minimum-wage-rates

While a minimum number of working hours is not mandated, we strongly advise that individuals new to the role (e.g. school leavers) commit to at least 30 hours per week. This commitment, including off-the-job training, is crucial for the successful development of required KSB's.

**Apprenticeship Grant**
To support businesses, a £1,000 grant is available for employers of apprentices aged 16-18, or those aged 19-24 with an Education, Health & Care Plan (EHCP). This grant is paid in two instalments. Contact us for more information.

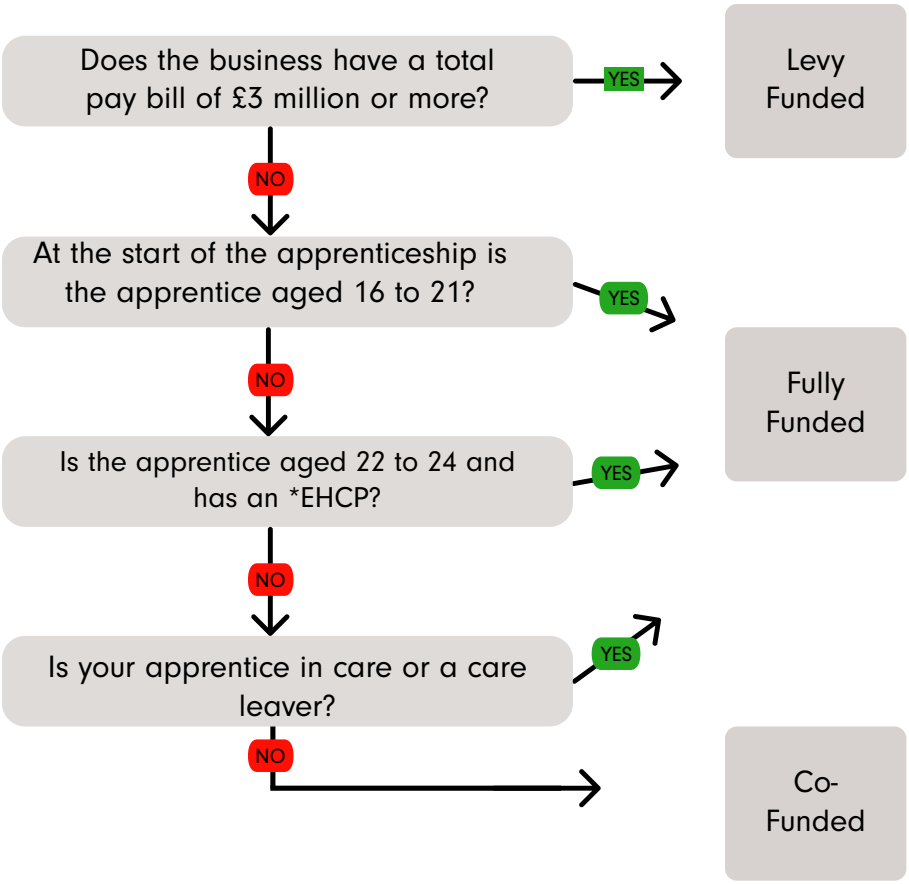
**Apprenticeship fees**
All apprenticeships have a funding band applied by the Department for Education. These bands are similar to tuition fees but are covered either by the Government or the apprentice's employer, never by the apprentice themselves.

The apprenticeship fee is paid through Government funding or via the Apprenticeship Levy, depending on various circumstances.

Funding streams include:

- 100% Government funded
- 95% Government funding with 5% paid by the business
- Funded entirely through the Apprenticeship Levy

Please see below quiz if you're unsure which category your business falls into.




*EHCP - Education, Health & Care Plan provided by the local authority.
**Please note; funding for Level 7 apprenticeships is changing in Jan 2026

**Levy Funded**
If your business has an annual pay bill of £3 million or more, 0.5% is paid into the Apprenticeship Levy. These funds are accessed via your Apprenticeship Service account and paid directly to the University. If your levy funds are depleted, co-contribution rules will apply. If your business becomes levy-liable during an apprenticeship, please contact the University for guidance on specific funding rules.

**Levy Transfer**
This allows large employers to transfer a portion of their unspent levy funds, up to 50% of the annual levy fund value, to other businesses, typically smaller ones, to help them fund apprenticeship training. Council's sometimes use the levy transfer option to make some of their levy funds available to businesses within their constituency.

The levy transfer must be arranged before the apprentice begins training. Please contact us for more information.

**Fully Funded**
If your business is fully funded, you will use your Apprenticeship Service account to claim the full cost of the apprenticeship. Funds are automatically paid to the University once the apprentice starts.

**Co-Funded**
If your business is eligible for co-funding, you can claim 95% of the cost through your Apprenticeship Service account. The University will invoice the business for the remaining 5%, this co-contribution cannot be waived due to funding rules.

Price information can be found at the back of this guide.

## AWARDS AND COMPETITIONS

As part of the apprenticeship programme, apprentices will have opportunities to take part in competitions, such as WorldSkills. Those studying at Buxton will also be part of the FE Awards.

WorldSkills is an international movement that supports young people across the world via competition based training, assessment and benchmarking. WorldSkills organises national and world championships for vocational skills across many sectors and is held every two years, with competitions hosted by training venues across the UK and the World.

The University of Derby is a WorldSkills Centre of Excellence and, alongside hosting events, has previously entered apprentices studying Construction, Hospitality & Catering, Hair & Beauty and Accounting.

The FE Awards are a celebration of students studying Further Education at the University of Derby - Buxton, apprentices and the employers who support students throughout their course. They are a recognition of those who have shown brilliance, been bold, resilient, determined or have excelled in their chosen area of study.

We may also run additional industry-specific or internal competitions throughout the year, often coinciding with charity recognition days.

## FREQUENTLY ASKED QUESTIONS

**What are the entry requirements?**

Entry requirements do vary depending on the apprenticeship subject and level studied and employers may set their own specific entry requirements. Apprenticeship vacancy adverts will clearly define expectations.

For all apprenticeships, apprentices will need;

- To be at least 16 years of age at the point of enrolment.
- Have the right to work in the UK.
- A contract of employment that covers the full length of the apprenticeship including the Apprenticeship Assessment.
- Have ordinarily been a resident in the UK for the prior three years to enrolment.
  - Some Government visa schemes include an exemption to this rule. Applicants must confirm their visa's eligibility before applying for the apprenticeship. If applicable, the visa must cover the full duration of the apprenticeship including Apprenticeship Assessment.
- Have a good standard of Maths & English. Ideally GCSE 4 or above or an equivalent qualification.
  - Please speak to the University if you haven't achieved the qualifications specified, apprentices may be able to complete functional skills as part of their apprenticeship depending on personal circumstances and the subject and level chosen.

Higher Apprenticeships and Degree Apprenticeships each have their own entry requirements but will typically require prior level 3 qualifications such as T-Level, A-Level or a Diploma.

**Are UCAS points awarded for apprenticeships?**

Yes, UCAS points are awarded for apprenticeships, please see ucas.com/apprenticeships for more information including tariffs.

**How long does an apprenticeship take to complete?**
This varies depending on the subject and level being studied. For typical durations, see the Apprenticeship Summaries section of this guide. Once all of the KSB's have been gained the apprentice will enter into Gateway which signals their readiness to complete their Apprenticeship Assessment. Gateway can take up to an additional 3 months.

**What hours does an apprentice work?**
There are no mandatory minimum hours that an apprentice must work. However, it is highly recommended that those new to a role, such as school leavers, work at least 30 hours per week including off-the-job training. This allows apprentices the opportunity to collect evidence for the knowledge, skills and behaviours required in order to build their portfolio of evidence. Actual working hours also depend on the industry, e.g. a business apprentice is likely to work weekdays 9am-5pm, a chef apprentice is likely to work some evenings and weekends etc.

Apprentices are subject to employment law and should be given the proper breaks and rest periods applicable to their age.





**What are functional skills?**
Level 2 Maths or English functional skills are a GCSE equivalent qualification. If apprentices have not previously achieved GCSE grade 4 or above, there may be a possibility of completing functional skills as part of the apprenticeship. This will depend on the subject and level being studied. If accepted onto the apprenticeship without functional skill(s), apprentices will need to study these as an additional qualification which may mean attending more classes.

**Can apprentices use university transport?**
Apprentices can access University transport and may also be eligible for discounts on public transport by showing a valid student ID card.

**Can apprentices still access support?**
Apprentices who have previously been in receipt of additional learning support or have an EHCP will be referred to the Additional Learning Support Team for assessment. Apprentices can ask to be referred to the team at any point throughout their apprenticeship.

All apprentices will be assigned an Instructor-Mentor who will guide them throughout their apprenticeship. Apprentices also have access to support teams including: wellbeing, safeguarding and pastoral support.

**Can apprentices access student discount schemes?**
Some local shops may offer discounts simply by showing a valid student ID card or applying to specific schemes.

Apprentices can also access National schemes such as;
- TOTUM - www.totum.com
- Student Beans - www.studentbeans.com





**Where can I find more information?**

- Browse the University websites;
  - derby.ac.uk
  - buxton.derby.ac.uk
- Contact the apprenticeships team directly for further information, advice, or guidance;
  - businessgateway@derby.ac.uk
  - feapprenticeships@derby.ac.uk
- Browse current apprenticeship vacancies and standards;
  - apprenticeships.gov.uk
- UCAS have lots of information about Higher & Degree apprenticeships, including current vacancies;
  - ucas.com/apprenticeships
- A lot of information, advice and guidance can also be found on Amazing Apprenticeships.
  - amazingapprenticeships.gov.uk



## APPRENTICESHIP SUMMARIES

These summaries offer a snapshot of each apprenticeship course. Apprenticeship entry requirements differ depending on the subject and level studied, individual employers might also set their own specific entry criteria. The duties of the role must also allow the opportunity to gain the required KSB's.
While some Apprenticeships only start in September, many others have start dates throughout the year.

Please contact us for more detailed information.

## BUSINESS & FINANCE

### ACCOUNTS OR FINANCE ASSISTANT
Level 2 / Typically, 16 to 18 months / Campus; Buxton

An accounts or finance assistant is responsible for assisting a team of accountants with junior duties either within a business finance department or in an accounting practice. Duties can vary depending on the team and business structure but would ordinarily include bookkeeping, sales ledger, purchase ledger, running calculations and assisting with month and year-end reporting. This apprenticeship is best suited to school leavers and those who have no prior knowledge or experience of accounting.

### ASSISTANT ACCOUNTANT
Level 3 / Typically, 18 to 24 months / Campus; Buxton

In addition to the duties described in the level 2 apprenticeship, an assistant accountant will additionally be involved in regulatory financial requirements, VAT returns and tax liability calculations.

### PROFESSIONAL ACCOUNTING TECHNICIAN
Level 4 / Typically, 18 to 24 months / Campus; Buxton

In addition to being able to complete the duties described in the level 2 and 3 apprenticeship, there is additional responsibility for creating, verifying and reviewing financial information. Apprentices must also meet relevant ethical, professional and legal standards and may use their knowledge to inform business decisions at a strategic level.

## CUSTOMER SERVICE SPECIALIST
Level 3 / Typically, 18 months / Campus; Buxton

The main purpose of the role is to be a 'professional' and an advocate for excellent customer service. Specialists act as a referral point for dealing with complex or technical customer requests, complaints and queries. Being an expert in the organisations products and/or services, the specialist will share knowledge with a wider team. Specialists will also analyse data and customer information to influence change and improvements to service.

## ADMINISTRATION ASSISTANT
Level 2 / Typically, 12-15 months / Campus; Buxton

This apprenticeship is currently in development and we anticipate it will be launched in Autumn 2025.

This apprenticeship will be a great place for many to start their career in Business and will lead into a range of job roles including procurement and supply, marketing, events, human resources, travel consultant, logistics planner, data technician, project manager and more.

## BUSINESS ADMINISTRATOR
Level 3 / Typically, 18 months / Campus; Buxton

Administrators gain highly transferrable KSBs that can be applied across a wide range of sectors and settings from small to large businesses and public services. The role involves working independently or as part of team and will involve implementing, maintaining and improving administrative services. This role develops key KSBs that are required to support progression towards management or supervisory responsibilities.

## TEAM LEADER
Level 3 / Typically, 12-18 months / Campus; Buxton/Derby

This apprenticeship will equip you with the KSBs essential for first-line management, having operational and/or project management responsibilities leading a team towards deadlines and/or goals in line with organisational strategy. Key responsibilities will include supporting, managing and developing their team, managing projects, planning and monitoring workloads and resources, delivering operational projects, resolving problems, responding to challenges and building relationships with key internal and external stakeholders.

## OPERATIONS MANAGER
Level 5 / Typically, 24 to 30 months / Campus; Derby

This is a leadership role, with operational and project responsibilities, having responsibility for managing individuals or a team, operations managers provide direction, instructions and guidance to ensure the achievement of set goals. They ensure the effective functioning of departments and the achievement of set operational targets. The role involves setting, managing and monitoring achievement of core objectives that are aligned to the overall strategic objectives of the organisation.

## CHARTERED MANAGER
Level 6 / Typically, 48 months / Campus; Derby

This Chartered Management Institute apprenticeship focusses on personal and professional development embedding key approaches to learning, behaviour and reflection. Suitable for individuals that are currently working towards or aspire towards working in a management role.

## PROJECT MANAGER
Level 6 / Typically, 48 months / Campus; Derby

Project managers are responsible to the project sponsor/owner for the end-to-end delivery of a project or a subset of a project dependent on the complexity and criticality to the business. They have responsibility for delivering the project in line with defined objectives, taking decisions to manage stakeholder expectations by leading a multi-skilled, cross-disciplinary team to deliver the project to time, cost and quality requirements.

## SENIOR LEADER
Level 7 / Typically, 24 months / Campus; Derby

Offering an in-depth personal and professional development programme designed to produce informed business leaders. Covering topics such as organisational strategy, financial performance, managing operations and delivering customer value. This apprenticeship includes the Post Graduate Diploma.

EARLY YEARS PRACTITIONER
Level 2 / Typically, 12 to 15 months / Campus; Buxton

The aim of this qualification is to provide underpinning KSBs of children aged from birth to 7 years, with applied knowledge of children aged birth to 5 years. Working as part of a professional team ensuring the welfare of children under the guidance and supervision of a senior team member. This qualification is ideal for those starting out in the industry as no prior knowledge or experience is required

EARLY YEARS EDUCATOR
Level 3 / Typically, 15 to 24 months / Campus; Buxton

This full and relevant course aims to equip the apprentice to work as an educator. Educators are highly trained professionals who play a key role in ensuring young children learn and develop well and are healthy and safe. Working with children from birth to 7 years of age educators may work in a range of settings including full day care such as nurseries, childrens centres, pre-schools, reception classes in first schools, or as childminders. Educators may also supervise other junior members of staff or be a child's keyworker.

EARLY YEARS PRACTITIONER
Level 5 / Typically, 24 months / Campus; Buxton

Lead educators take a leading role within their setting, both in practice and at an operational level. They are highly skilled and take an operational lead for the care, learning and development of young children within their care, adapting individual needs providing inclusive and holistic provision. They lead on the operational aspects of their setting and are typically responsible for leading other practitioners and report directly to the head of the setting who could be the manager, leader or director.

TEACHING ASSISTANT
Level 3 / Typically, 15 to 18 months / Campus; Buxton

The role of a TA has become increasingly varied and they could work in all kinds of educational settings including schools, colleges, universities or in the community. They could also work within a special educational needs (SEN) school or within the SEN department of a mainstream school. The primary role of a TA is to support teaching staff to enhance pupils' learning either in groups or individually, ensuring the pupils' understanding of the work set and helping them to make progress with set tasks or goals.

SPECIALIST TEACHING ASSISTANT
Level 5 / Typically, 24 months / Campus; Buxton

Specialist TA's plan, implement, and adapt activities in order to advance learning. They draw on research to develop a critical understanding of their specialist area. They reflect on their own practice and support the training and development of others within their specialist area. They will specialise in one of three areas: Special Educational Needs and Disabilities (SEND) teaching support, social and emotional wellbeing teaching support or curriculum provision support within a specialist, advanced or specific subject area.

LEARNING & SKILLS ASSESSOR
Level 3 / Typically, 12 to 18 months / Campus; Buxton

The broad purpose of this occupation is to assess candidates against agreed standards of competence using a range of assessment methods. The LSA will support progression of the learner through feedback of assessments, setting ongoing realistic goals and referring to other professionals when required. In their organisation, they will be in an environment where they are assessing competency and will be experienced in their own field.

LEARNING & SKILLS MENTOR
Level 4 / Typically, 12 to 15 months / Campus; Buxton

The purpose of the Learning and Skills Mentor is to support individuals and groups with their learning and development towards agreed goals. Learning and skills mentors typically work in an environment in their organisation where they are a knowledge authority. In their daily work, employees in this occupation may interact with other professionals at any level of seniority in the organisation and the sector.

LEARNING & SKILLS TEACHER
Level 5 / Typically, 24 months / Campus; Buxton

This occupation is for teachers who want to develop their pedagogical practice with learners aged 14+. LST's are dual professionals, having achieved competence in a vocation or subject and then subsequently looked to train as a teacher. LST's may teach in an educational setting or in a workplace and could be based in private or industry training, further, adult or higher education as well as offender learning, healthcare settings or the voluntary sectors. This qualification includes the CertEd (Certificate of Education).

TEACHER
Level 6 / Typically, 12 months / Campus; Derby

This is an employment-based Postgraduate Teacher Apprenticeship which includes Qualified Teacher Status (QTS). To study this postgraduate certificate you should have already completed a degree or an equivalent qualification and be eligible to enter Initial Teacher Training (ITT).

ACADEMIC PROFESSIONAL
Level 7 / Typically, 18 months / Campus; Derby

Academic Professionals work within the higher education (HE) sector delivering higher education teaching and undertaking research to support the development of knowledge within their discipline. Academic Professionals undertake the core role and follow one of two specialist routes, teaching and supporting learning or undertaking research.



## CONSTRUCTION

CONSTRUCTION SITE MANAGER
Level 6 / Typically, 36 months / Campus; Derby

The main duties of this occupation include ensuring safe systems of work on sites and that operatives adhere to them. This is achieved by managing productivity and on-site activity in a way that adheres to contract and cost constraints. Construction Site Managers will also ensure site activities have minimal impact of the environment and local community, manage the interface between various stakeholders whilst ensuring the project is completed to the specification and quality required by the client.

## ENGINEERING

### CIVIL ENGINEER
Level 6 / Typically, 48 to 66 months / Campus; Derby

Civil Engineers provide technical and management input to develop design solutions for complex civil engineering problems. They will work as part of a team of engineers and other construction professionals through all lifecycle stages of development, design, construction, commissioning, operation, maintenance and decommissioning of civil engineering infrastructure.

### MANUFACTURING ENGINEER
Level 6 / Typically, 60 months / Campus; Derby

Apprentices will work towards one of three qualifications, Manufacturing Enginering, Manufactuing Engineering with Mechanical Design or Manufacturing Engineering with Electronics. Individuals will learn advanced techniques and project management skills required to launch products on time, on cost and to the right quality specified.

### MINERAL PRODUCTS TECHNICIAN
Level 5 / Typically, 36 months / Campus; Derby

This role is found in the mineral products industry which includes quarrying and deep mining. Ensuring that sufficient materials and products are available to meet customer requirements whilst ensuring all health, safety, environmental, and quality requirements and legislation are complied with.

### MATERIALS SCIENCE TECHNOLOGIST
Level 6 / Typically, 48 months / Campus; Derby

The Materials Science Technologist occupation is at the forefront materials innovation in the Petrochemical, Pharmaceutical, Engineering, Construction, and Manufacturing industries across numerous sectors. These include automotive, aerospace, healthcare, defence, energy, mechanical, civil and chemical engineering, material failure, rheology, adhesives, polymers, traditional and advanced ceramics.

HIGH INTEGRITY SOFTWARE ENGINEER
Level 6 / Typically, 48 months / Campus; Derby

This role involves designing, developing, and testing real-time safety-critical software for aircraft. Apprentices will also create and maintain embedded and standalone software, as well as tools to support aerospace software development for customers and suppliers.

AEROSPACE ENGINEER
Level 6 / Typically, 48 months / Campus; Derby

The Aerospace Engineer Apprenticeship provides the skills and knowledge needed for a career as a mechanical engineer in the aerospace industry. The program, developed in collaboration with industry partners, integrates relevant mechanical technologies and their applications.

## DIGITAL

DIGITAL AND TECHNOLOGY SOLUTIONS PROFESSIONAL
Level 6 / Typically, 48 months / Campus; Derby

This occupation is found in organisations where digital technologies can be used to solve problems that exist across a range of functions. Whether looking for ways to reduce waste, increase productivity, ensure resilient and responsive customer service, or create a secure transactional environment, organisations turn to digital and technological solutions to achieve these aims.

## POLICE CONSTABLE

POLICE CONSTABLE
Level 6 / Typically, 36 months / Campus; Derby

The University of Derby has worked with Police forces to establish this Police Constable Apprenticeship so that driven and talented individuals can gain a degree whilst working and gaining invaluable experience.

## HAIR & BEAUTY

HAIR PROFESSIONAL
Level 2 / Typically, 18 to 24 months / Campus; Buxton

This role focuses on key technical skills such as hair cutting, styling, coloring, and perming, as well as client services like consultation, shampooing, and conditioning. It also includes transferable skills in customer service, business operations, and client management.

ADVANCED AND CREATIVE HAIR PROFESSIONAL
Level 3 / Typically, 15 to 24 months / Campus; Buxton

Creative, driven professionals who work unsupervised and manage junior staff. Advanced and Creative Hair Professionals perform advanced and creative coloring, styling, and treatments, and have extensive product knowledge. They also advise junior team members and stay current with the latest industry trends.

BEAUTY THERAPY
Level 2 / Typically, 15 to 18 months / Campus; Buxton

Beauty therapists, whether working in a team or independently, perform a range of treatments while following legal, health and safety, and organizational policies. These treatments include waxing, hand and foot care, facials, eyelash and eyebrow treatments, makeup application, and basic massage.

ADVANCED BEAUTY THERAPY
Level 3 / Typically, 18 to 24 months / Campus; Buxton

Advanced beauty therapists are independent professionals who design and implement custom treatment plans in salons and spas. Beyond the duties of a Level 2 therapist, they perform advanced massage and electrical treatments. They also manage their time, supervise junior staff, and keep up with the latest industry developments.

WELLBEING AND HOLISTIC THERAPIST
Level 3 / Typically, 24 months / Campus; Buxton

Wellbeing and holistic therapists deliver tailored experiences in various settings, from spas to healthcare. They use treatments like aromatherapy and massage to help clients achieve a state of physical, emotional, and mental balance.

## COMMIS CHEF
Level 2 / Typically, 15 to 18 months / Campus; Buxton

The usual starting position in many kitchens, commis chefs prepare food and carry out cooking tasks under the supervision of a senior chef, completing all aspects of kitchen duties from stock management, service prep, cooking during service and clean down. Using a range of ingredients to create dishes using different techniques for example; cutting, slicing, dicing, mincing and trimming. At all times commis chefs work within legal and organisational health & safety policies including meeting allergen requirements.

## FOOD & BEVERAGE TEAM MEMBER
Level 2 / Typically, 15 to 18 months / Campus; Buxton

This occupation is found in a large range of sectors across the hospitality industry, one of the most diverse industries globally. Employers range from small to large. Food and Beverage team members work in a range of establishments including restaurants, cafes, counter service, licensed premises, casinos, and coffee shops.

The broad purpose of the occupation is to assemble and serve a range of food and beverages to customers, ensuring a seamless and quality customer experience. General duties include making beverages such as cocktails, coffees and other drinks, serving food and beverages, managing bookings, greeting and serving customers, promoting items, managing groups of customers, taking payments and resolving any issues or complaints.

## HOSPITALITY SUPERVISOR
Level 3 / Typically, 15 to 18 months / Campus; Buxton

Working in a variety of businesses which can include bars, restaurants, cafes, event venues, hotels or contract caterers, they provide vital support to management teams and are capable of independently supervising hospitality services and running shifts. They typically deal with pressure and motivate their team to provide fantastic customer service.

# HEALTH & SOCIAL CARE

PROSTHETIC & ORTHOTIC TECHNICIAN
Level 3 / Typically, 18 months / Campus; Derby

Prosthetic/Orthotic technicians are vital members of the prosthetic/orthotic team who use evidence-based practice to provide clinical support, technical design and fabrication of prosthetic and/or orthotic devices.

NURSING ASSOCIATE
Level 5 / Typically, 24 months / Campus; Derby

Individuals may study this apprenticeship if they seek to become a Registered Nurser but don't yet have the qualifications to go onto a degree programme or don't yet know which area of nursing they want to specialise in so want to gain experience in all different areas of nursing first.

ASSISTANT PRACTITIONER
Level 5 / Typically, 24 months / Campus; Derby

Working alongside registered healthcare professionals, providing high quality and person-centred compassionate healthcare and support to individuals. Duties may include ordering or reviewing equipment prescribed by a physiotherapist, taking diagnostic images or support those with mental health needs.

REGISTERED NURSE
Level 6 / Typically, 36 months / Campus; Derby

On completion of this apprenticeship, individuals will be eligible to apply for registration with the nursing and midwifery council in their chosen field; Mental Health, Adult, Children's or Learning Disabilities.

For those who have a previous 2:2 degree or above and have health care experience, there is the option for direct entry to the 2 year Level 7 Registered Nurse Masters Degree Apprenticeship.

## OPERATING DEPARTMENT PRACTITIONER
Level 6 / Typically, 48 months / Campus; Derby

This role specialises in caring for people of all ages before, during, and after surgery, working mainly within operating departments they will work alongside other professionals such as doctors and nurses to ensure person-centred care throughout their surgery.

## DIAGNOSTIC RADIOGRAPHER
Level 6 / Typically, 36 months / Campus; Derby

The occupation's broad purpose is to provide excellent care by obtaining images of a high diagnostic quality, using a range of high-cost and complex imaging equipment. This includes imaging using X-rays and cross-sectional imaging methods (Computed Tomography or CT), fluoroscopy and Interventional Radiology, and assisting in other imaging modalities, such as Ultrasound, Magnetic Resonance Imaging (MRI), Breast Imaging and Nuclear Medicine.

## PROSTHETIST & ORTHOTIST
Level 6 / Typically, 48 months / Campus; Derby

Caring for people who need an artificial limb or a device to support or control part of their body.

## OCCUPATIONAL THERAPIST
Level 6 / Typically, 48 months / Campus; Derby

An occupational therapist's primary goal is to enable individuals to participate in occupations in a meaningful way. In a therapeutic context, the term 'occupation' refers to everyday activities that people want, need, or are expected to carry out. Using a holistic person-centred approach, informed by evidence-based practice, occupational therapists support service users to carry out everyday occupations, such as dressing, eating, catching the bus to work, or other activities that are important to them.

PARAMEDIC
Level 6 / Typically, 36 months / Campus; Derby

Paramedics carry out their work in a wide variety of settings, which may include a front-line ambulance, often being the first on-scene at accidents and emergencies, GP surgery, a minor injury/illness centre, in remote medicine or a varied range of other community environments, including people's homes.

PHYSIOTHERAPIST
Level 6 / Typically, 48 months / Campus; Derby

Physiotherapists work with individuals, and their families and carers, from birth to end-of-life and in a wide range of health and social care settings. They lead and deliver programmes and interventions to help people affected by injury, ageing, illness or disability.

SOCIAL WORKER
Level 6 / Typically, 36 months / Campus; Derby

Social Workers work in partnership with adults, children, carers, and families in a range of different settings to support and promote positive change in people's lives in order to improve their wellbeing and independence, and to reduce risk and harm. They protect and promote human rights and strive for social justice.

YOUTH WORKER
Level 6 / Typically, 36 months / Campus; Derby

This occupation can be found in a range of settings where young people are present, including (but not limited to) youth projects, educational settings, health environments and faith sector. The settings may be informal, such as youth clubs, activity-based or social action projects, or more formal, such as Local Authority Children's Services, hospitals, schools, alternative education provisions or youth custody. In this occupation and context, 'youth' refers to young people aged 11 to 19, or up to the age of 25 for those with additional needs.

## PUBLIC HEALTH PRACTITIONER
Level 6 / Typically, 36 months / Campus; Derby

Public Health Professionals (PHPs) focus on community health, working to prevent disease, premature deaths, and health inequalities. They protect the public from environmental hazards, use evidence to design health interventions, and may work for local councils, the NHS, businesses, or charities.

## COMMUNITY NURSE SPECIALIST
Level 7 / Typically, 24 months / Campus; Derby

Community nurse specialist practitioners provide health care at an advanced level of practice to people of all ages and communities. They work across different organisations and settings; for example, primary care, social care, third-sector organisations, hospitals (including mental health), hospices, prisons, schools and other community services.

## ENHANCED CLINICAL PRACTITIONER
Level 6 or 7 / Typically, 18 months / Campus; Derby

Enhanced Clinical Practitioners are qualified health and social care professionals who are working at an enhanced or specialist level of practice with specific knowledge and skills to plan and deliver complex clinical care in a field of expertise. These Enhanced Clinical Practitioners will critically evaluate and analyse clinical problems using their expertise and clinical knowledge.

## ADVANCED CLINICAL PRACTITIONER
Level 7 / Typically, 36 months / Campus; Derby

Being an experienced practitioner, these clinicians demonstrate expertise in their scope of practise. Providing care and treatment from the time an individual first presents through to the end of the episode, which may include admission, referral or discharge or care at home. They carry out their full range of duties in relation to individuals' physical and mental healthcare and in acute, primary, urgent and emergency settings.

## ROLLS ROYCE NUCLEAR SKILLS ACADEMY

The academy is the first of its kind and aims to sustain nuclear capability within the UK's submarine programme by creating a dedicated pipeline of talent.
Based in the Derby innovation hub the academy is a partnership between the University of Derby and Rolls Royce with support from the Nuclear Advanced Manufacturing Research Centre, the National College for Nuclear and Derby City Council.

Applications for these apprenticeships are made directly through the Rolls-Royce careers website. Vacancies are typically advertised from the Autumn prior to a start in the following September.
For more information, please see careers.rolls-royce.com

Please note, these apprenticeships start in September only.

LEVEL 3 ENGINEERING TECHNICIAN
Typically, 42 months

LEVEL 3 MACHINING TECHNICIAN
Typically, 42 months

LEVEL 3 PIPE WELDER
Typically, 48 months

LEVEL 3 ENGINEERING FITTER
Typically, 42 months

LEVEL 4 ENGINEERING MANUFACTURING TECHNICIAN
Typically, 42 months

LEVEL 6 (Degree) NUCLEAR SCIENTIST AND NUCLEAR ENGINEERING
Typically, 36 months

LEVEL 6 (Degree) CHARTERED MANAGER
Typically, 48 months

## FUNDING BANDS

Apprenticeship tuition fees are paid by the employer either via their apprenticeship levy, co-funding, or government funding. Apprentices are never required to contribute to these costs.

| Standard | Level | Price |
|---|---|---|
| Accounts or Finance Assistant | 2 | £7,000 |
| Administration Assistant | 2 | TBC |
| Advanced and Creative Hair Professional | 3 | £5,000 |
| Advanced Beauty Therapist | 3 | £8,000 |
| Aerospace Engineer | 6 | £27,000 |
| Assistant Accountant | 3 | £12,000 |
| Assistant Practitioner | 5 | £14,000 |
| Beauty Therapist | 2 | £7,000 |
| Business Administrator | 3 | £5,000 |
| Chartered Manager | 6 | £22,000 |
| Children, Young People and Families Practitioner | 4 | £6,000 |
| Civil Engineer | 6 | £27,000 |
| Commis Chef | 2 | £9,000 |
| Construction Site Management | 6 | £18,000 |
| Customer Service Practitioner | 2 | £3,500 |
| Customer Service Specialist | 3 | £4,000 |
| Diagnostic Radiographer | 6 | £24,000 |
| Digital and Technology Solutions Professional | 6 | £27,000 |

| Standard | Level | Price |
|---|---|---|
| Early Years Educator | 3 | £7,000 |
| Early Years Lead Practitioner | 5 | £9,000 |
| Early Years Practitioner | 2 | £5,000 |
| Enhanced Clinical Practitioner | 6 | £7,000 |
| Food & Beverage Team Member | 2 | £6,000 |
| Hairdressing Professional | 2 | £11,000 |
| High Integrity Software Engineer | 6 | £27,000 |
| Hospitality Supervisor | 3 | £4,000 |
| Learning & Skills Assessor | 3 | £5,000 |
| Learning & Skills Mentor | 4 | £5,000 |
| Learning & Skills Teacher | 5 | £7,000 |
| Manufacturing Engineer | 6 | £27,000 |
| Materials Science Technologist | 6 | £24,000 |
| Mineral Products Technician | 5 | £16,000 |
| Nursing Associate | 5 | £15,000 |
| Occupational Therapist | 6 | £24,000 |
| Operating Department Practitioner | 6 | £26,000 |
| Operations Manager | 5 | £9,000 |

Find comprehensive details on apprenticeship funding (levy, levy transfer, co-funding, and fully funded options) in the Fees & Funding section on page 13

| Standard | Level | Price |
|---|---|---|
| Operations Manager | 5 | £9,000 |
| Paramedic | 6 | £27,000 |
| Physiotherapist | 6 | £24,000 |
| Police Constable | 6 | £27,000 |
| Professional Accounting Technician | 4 | £12,000 |
| Project Manager | 6 | £22,000 |
| Prosthetic & Orthotic Technician | 3 | £6,000 |
| Prosthetist and Orthotist | 6 | £24,000 |
| Public Health Practitioner | 6 | £20,000 |

| Standard | Level | Price |
|---|---|---|
| Registered Nurse | 6 | £26,000 |
| Social Worker | 6 | £26,000 |
| Specialist Teaching Assistant | 5 | £12,000 |
| Teacher (top-up) | 6 | £9,000 |
| Teaching Assistant | 3 | £7,000 |
| Team Leader | 3 | £5,000 |
| Wellbeing & Holistic Therapist | 3 | £9,000 |
| Youth Worker | 6 | £20,000 |

**LEVEL 7 APPRENTICESHIPS, FUNDING CHANGES**

From 1st January 2026, government funding (including through the apprenticeship levy) for new starts on some Level 7 apprenticeships will only be available for individuals aged 21 and under at the start of their apprenticeship.

Individuals under 25 who are care leavers or have an Education, Health and Care Plan (EHCP) will also eligible for funding.

(Learners who started their Level 7 apprenticeship before this date will continue to receive full funding).

Please contact us for more information.

| Standard | Level | Price |
|---|---|---|
| Academic Professional | 7 | £9,000 |
| Advanced Clinical Practitioner | 7 | £12,000 |
| Community Nurse Practitioner | 7 | £14,000 |
| Senior Leader | 7 | £14,000 |

*Funding bands correct at time of print







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Information correct at time of print

SKILLS FOR LIFE
APPRENTICESHIPS

Ofsted
Good Provider

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