

Cylchlythyr | Circular

Degree Apprenticeships in Wales and Proposals for Funding 2019/20: updated process for submissions

Date: 11 April 2019
Reference: W19/07HE
To: Heads of higher education institutions in Wales
Principals of directly-funded further education colleges in Wales
Other interested parties
Response by: 6 May 2019 and 3 June 2019
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This circular updates Circular [W19/04HE](#) that invited HEFCW-funded institutions to submit proposals for funding for Degree Apprenticeships in 2019/20. This circular provides an update on the process and timeframe in which proposals are submitted.

The call for bids covers the three priority areas of Digital (on the Digital Degree Apprenticeship (Wales) Framework), and (the Engineering and Advanced Manufacturing (Wales) Framework).

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



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Introduction

1. This circular updates the process¹ set out in circular [W19/04HE](#), for the submission of funding for Degree Apprenticeships 2019/20.
2. This circular sets out an updated two-stage process for the submission of proposals for funding of Degree Apprenticeships in 2019/20.
3. There are separate deadlines² for the submission of proposals on the updated two-stage process.
4. Response deadlines have been put back to a later date for the submission of proposals at stage one and stage two of the updated process. This will allow a more practical timeframe for the preparation of proposals, and enable quality bids to be submitted.
5. Unless stated otherwise, all guidance³ in circular [W19/04HE](#) will remain unchanged.

Updated arrangements for the submission of proposals

6. Changes to current arrangements for the submission of proposals relate to the process and timeframe in which bids are submitted. All other arrangements remain unchanged.
7. HEFCW-funded institutions are invited to submit proposals for the funding of Degree Apprenticeships in 2019/20 in a two-stage process.
8. As in circular W19/04HE, the call for bids covers the three priority areas of Digital (on the Digital Degree Apprenticeship (Wales) Framework), and Engineering and Advanced Manufacturing (the Engineering and Advanced Manufacturing (Wales) Framework).
9. **Stage one** of the proposal submission process requires completion of the template set out in **Annex A** of this circular. This includes:
 - **Indicative** evidence of employer support.
 - **Indicative** apprentice numbers.

Employer signatures are not required at stage one of the process.

The response deadline for stage one of the process, the submission of Annex A, is **6 May 2019**.

10. A panel will consider proposals submitted at stage one, and a decision on the proposals will be made in principal. The panel will be chaired by a

¹ Circular W19/04HE: this circular updates paragraphs 17, 18 and 23.

² Circular W19/04HE: original deadlines were in paragraph 31.

³ Circular W19/04HE: the guidance in paragraphs 9-16, 19-22 and 24-30 remains unchanged.

HEFCW Council member and will include the Welsh Government and HEFCW Officers. The outcome of stage one of the process will be communicated to providers within two weeks of their submission. HEFCW reserves the right to require further information to support the proposals. Confirmation of in principle funding at stage one is subject to:

- Qualifications being accepted onto the Digital Degree Apprenticeship (Wales) Framework, and the Engineering and Advanced Manufacturing Apprenticeship (Wales) Framework when published;
- Indicative evidence of employer support;
- Indicative apprentice numbers.

11. **Stage two** of the proposal submission process requires completion of the template set out in **Annex B** of this circular. This includes:
- Evidence of employer support, i.e. employer signatures;
 - Committed apprentice numbers; i.e. employer commitment to new apprentice starts.

The response deadline for stage two of the process, the submission of Annex B, is **3 June 2019**.

12. Proposals submitted at stage two of the process will be considered by HEFCW. The allocation of apprentice numbers will be confirmed with providers within two weeks after stage two of the submission process
13. Funding will not be confirmed until the HEFCW-funded institution submitting the proposal has successfully had their qualifications accepted on to the Digital Degree Apprenticeship (Wales) Framework, and the Engineering and Advanced Manufacturing Apprenticeship (Wales) Framework when published. Proposals for funding on each framework will be treated separately, and funding confirmed when qualifications have successfully been accepted onto either framework.

Timetable

14. The amended timetable for proposals is below.

Task	Date
Call for submissions on the two stage process	5 April 2019
Deadline for proposals – Stage one (submission of Annex A)	6 May 2019
Panel discusses proposals	w/c 20 May 2019
Deadline for proposals – Stage two (submission of Annex B)	3 June 2019
Allocation of numbers, subject to acceptance of qualifications onto the relevant framework	by 17 June 2019

All proposals should be submitted by the deadlines above to Angela West (angela.west@hefcw.ac.uk). Proposals received after the deadlines may be

considered, but this may affect the timing of consolidation of the proposals and there may be insufficient funds available to allocate after the official process.

Further information / responses to

15. For further information, contact Angela West (029 2085 9738; angela.west@hefcw.ac.uk).