

## Cylchlythyr | Circular

# Additional Digital Degree Apprenticeship numbers in Wales for 2018/19 and monitoring information for apprenticeships already allocated for 2018/19

**Date:** 18 December 2018  
**Reference:** W18/32HE  
**To:** Regulated institutions in Wales  
**Response by:** 07 January 2019 (proposals for additional numbers)  
18 January 2019 (monitoring information)  
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This circular invites regulated providers which have been approved to deliver Digital Degree Apprenticeships in 2018/19, and which have had qualifications accepted onto the Digital Degree Apprenticeship Framework, to submit proposals for additional 2018/19 numbers. It also asks for monitoring information for Digital Degree Apprenticeships that have already been allocated for 2018/19.

If you require this document in an alternative accessible format, please email [info@hefcw.ac.uk](mailto:info@hefcw.ac.uk).



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## Introduction

1. This circular invites regulated providers which have been approved to deliver Digital Degree Apprenticeships in 2018/19, and which have had qualifications accepted onto the Digital Degree Apprenticeship Framework, to submit proposals for additional 2018/19 numbers. It also asks for monitoring information for apprenticeships that have already been allocated for 2018/19.

## Background

2. Circular [W18/13HE: Degree Apprenticeships in Wales](#) set out funding arrangements for Degree Apprenticeships in Wales, following Welsh Government's confirmation that Degree Apprenticeships are to be funded through HEFCW. The call for bids set out the requirements of bids. This approach applies to all bids submitted to HEFCW during 2018/19.
3. Given the delay in publication of the framework for Engineering and Advanced Manufacturing, in 2018/19 numbers were only allocated for Digital Degree Apprenticeships. Bids were submitted in July 2018 and, following consideration by a panel, numbers were allocated to institutions by 6 August 2018, subject to qualifications being successfully mapped onto the [Digital Degree Apprenticeship \(Wales\) Framework](#). The applications did not use the full allocation of funding for 2018/19.

## Additional numbers

4. The Engineering Degree Apprenticeship for Wales is anticipated to be published in late January 2019. Any 2018/19 allocation of numbers to this provision would be subject to full consideration by a panel. This would be likely to lead to an unhelpful overlap in the allocations for 2018/19 and 2019/20.
5. HEFCW-funded providers have indicated that subsequent to HEFCW's initial call for proposals 26 June 2018, there is additional demand for the Digital Degree Apprenticeship in 2018/19 beyond those already approved by HEFCW for delivery this academic year.
6. HEFCW has therefore decided to allocate the remaining funding for 2018/19 to Digital Degree Apprenticeships. We anticipate being able to allocate up to 115 additional places. **The additional allocations must be able to start in 2018/19.**
7. The additional places allocated to Digital Degree Apprenticeships will be taken into account in determining the numbers of places to be allocated to each of the three priority areas in 2019/20. This means that, subject to demand and responses to the Expressions of Interest which we requested in circular [W18/29HE: Degree Apprenticeships 2019/20: Consultation on](#)

[the Funding Methodology and Requests for Expressions of Interest](#), we are likely to award more places to Engineering/ Advanced Manufacturing, to recognise the fact that places were not able to be offered for 2018/19.

8. We are inviting providers which have been allocated numbers for this provision, and have had the qualifications successfully mapped onto the Digital Degree Apprenticeship Framework, to apply for additional numbers to start in 2018/19. Details of the proposals should be entered on the template at Annex A.
9. Funding will be £27k per apprentice pro-rated over the duration of the apprenticeship based on a full-time undergraduate fee level of £9k per annum. If this fee were to be reduced by the Welsh Government then this may lead to an equivalent reduction in the funding for a Degree Apprenticeship.
10. Institutions will need to set out the following:
  - Institution name;
  - Title of the qualification(s) being delivered as part of the framework;
  - Confirmation that the qualification has been mapped onto the framework;
  - Pathway being delivered;
  - Delivery partner(s);
  - Name(s) of employers that wish to recruit apprentices;
  - Additional numbers of apprentices requested by each employer;
  - The length of the course;
  - Confirmation of whether these have been allocated numbers previously, or are new employers;
  - Sign off from:
    - the head of the HEFCW funded provider;
    - the head of the delivery partner(s) where relevant; and
11. HEFCW officers will consider proposals. The outcomes of the process will be communicated to providers within 2 weeks of the closing date.
12. Should there be greater demand for numbers than there is funding available then the number of places allocated may be lower than the numbers applied for. If the demand does not use all the funding available for 2018/19 then the remainder will be carried over and considered within the 2019/20 allocation process.
13. As with the original allocations, funding will be allocated in proportion to the provision undertaken, and will be reduced proportionally if a student withdraws prior to completion.
14. To comply with General Data Protection Regulations 2018, HEFCW funded providers are expected to inform employers that data in the monitoring template will be shared with HEFCW and Welsh Government

for funding and monitoring purposes. Data monitoring templates will be password protected to ensure secure data transfer.

### **Future delivery**

15. **This funding round for proposals for Degree Apprenticeships is for starts in 2018/19 only.**
16. The next round of funding will be more comprehensive and will cover starts for 2019/20 for Digital and Engineering/Advanced Manufacturing Degree Apprenticeship Frameworks. This will include applications for additional cohorts in provision approved for 2018/19 delivery.

### **Monitoring of places already allocated for 2018/19**

17. This circular also requests monitoring information for those apprenticeships already allocated for 2018/19. A template will be sent to each provider to complete with information about those apprenticeships that have started on or before 18 January 2018 in academic year 2018/19. The template asks for counts of apprenticeships by employer and student characteristics. The definitions used in categorising students in the template must align with those that will be used to return the students on the HESA student record for 2018/19. Further details are included on the template.
18. Annex B gives an example of the template that will be sent to providers. Providers should ensure that the return of the data is coordinated amongst those responsible for degree apprenticeships and those responsible for student data returns. An Excel template for completion will be sent to each provider separately. This will be password protected.
19. The information returned will be used to monitor the numbers recruited so far and calculate the funding for those students. It will also be used to monitor the characteristics of the students and report on progress and compliance with the delivery priorities to the Welsh Government.

### **Further information / responses to**

20. Please send proposals for additional places for 2018/19 to Angela West (tel 029 2085 9738; email [angela.west@hefcw.ac.uk](mailto:angela.west@hefcw.ac.uk)) by 7 January 2019. Monitoring information for places that have already allocated for 2018/19 should be sent to the same email address by 18 January 2019.

### **Assessing the impact of our policies**

21. We have 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](mailto:equality@hefcw.ac.uk) for more information about impact assessments.