

# Cylchlythyr | Circular

## Degree Apprenticeships 2020/21 Monitoring Report

**Date:** 22 September 2020  
**Reference:** W20/28HE  
**To:** Regulated institutions in Wales  
**Response by:** 12 December 2020  
**Contact:** Name: Angela West  
Telephone: 029 2085 9738  
Email: [angela.west@hefcw.ac.uk](mailto:angela.west@hefcw.ac.uk)

This circular requires regulated institutions approved to deliver the [Digital Degree Apprenticeship](#) (issued 29 April 2018), and the [Engineering and Advanced Manufacturing Degree Apprenticeship](#) (issued 1 August 2019), and with qualifications accepted onto each Framework, to submit monitoring information for apprenticeships allocated in 2020/21. This applies to new and continuing apprentices on the Digital Degree Apprenticeship and the Engineering and Advanced Manufacturing Apprenticeship.

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



Noddir gan  
**Lywodraeth Cymru**  
Sponsored by  
**Welsh Government**

## Introduction

1. This circular requires regulated institutions approved to deliver the [Digital Degree Apprenticeship](#) (issued 29 April 2018) and the [Engineering and Advanced Manufacturing Degree Apprenticeship](#) (issued 1 August 2019), and with qualifications accepted onto each Framework, to submit monitoring information on actual apprenticeship starts in academic year 2020/21. This applies to new and continuing apprentices on the Digital Degree Apprenticeship, and the Engineering and Advanced Manufacturing Apprenticeship.

## Background

2. Circular [W20/05HE](#) published on 30 January 2020 invited HEFCW-funded institutions to submit proposals for funding of Degree Apprenticeships 2020/21 against one or more of the pathways identified on the [Digital Degree Apprenticeship](#), and the [Engineering and Advanced Manufacturing Degree Apprenticeship](#).
3. Institutions submitted proposals by 27 April 2020 and, following consideration by a panel, numbers were allocated by 28 July 2020, subject to qualifications being successfully mapped onto the Digital Degree Apprenticeship Framework, and the Engineering and Advanced Manufacturing Framework.

## Monitoring of places allocated for 2020/21

4. This circular requests monitoring information for new and continuing apprentices on the Digital Degree Apprenticeship, and the Engineering and Advanced Manufacturing Apprenticeship 2020/21.
5. Monitoring information will be collected over three reference periods during 2020/21, comparable to <sup>1</sup>HESA reference periods in Data Futures. The reference periods are:
  - Reference period one: 01/08/2020 - 15/11/2020
  - Reference period two: 16/11/2020 - 31/03/2021
  - Reference period three: 01/04/2021 - 31/07/2021
6. **Annex A** provides a template for each institution to complete with information about those apprenticeships that are continuing in 2020/21 from 2018/19 and 2019/20, and new apprenticeships starting between each reference period.
7. The monitoring template requires counts of apprenticeships by employer and student characteristics. The definitions used in categorising students

---

<sup>1</sup> HESA: [www.hesa.ac.uk/collection/student/datafutures/coverage\\_of\\_the\\_record](http://www.hesa.ac.uk/collection/student/datafutures/coverage_of_the_record)

in the template must align with those that will be used to return the students on the HESA student record for 2020/21. Further guidance is included on the template.

8. Institutions should ensure that the return of data in **Annex A** is coordinated between colleagues responsible for degree apprenticeships and those responsible for student data returns. We will send a password to each institution individually to protect completed templates returned to HEFCW.
9. We will use the information returned to monitor apprentice numbers recruited and calculate the funding for those apprentices. We will also use the information to monitor the characteristics of the apprentices, and report these publicly, as well as to Welsh Government, to track progress and compliance with delivery priorities. All shared data will be anonymised and aggregated.

### **Impact of Covid-19 on planned recruitment 2020/21**

10. Institutions are required to provide HEFCW with supplementary in-year information on the impact of Covid-19 on planned recruitment 2020/21. This is to ensure that budgets allocated in 2020/21 are fully utilised across the Degree Apprenticeship programme in 2020/21, and to inform forward planning.
11. **Annex B** provides a template for each institution to complete, notifying us of apprenticeship numbers that are continuing in 2020/21 from 2018/19 and 2019/20, and new apprenticeships starting in 2020/21 that have withdrawn from the programme, suspended learning, delayed recruitment or will no longer be recruiting. Comments made in the template are intended to assist with any potential adjustment in budgets 2020/21. We will discuss and agree any adjustment in budgets with institutions individually before we reach a decision.
  - There is flexibility for any surplus budget available from under-recruitment in 2019/20 to be used to recruit new apprenticeship numbers in 2020/21.
  - The current position is that numbers allocated for new apprenticeship starts in 2020/21 cannot be carried forward at this point in time, beyond the three year pilot phase, i.e. beyond 2020/21. We will inform HEIs of any change to this position.
  - Budgets for 2019/20 and 2020/21 can be managed flexibly between Degree Apprenticeship Frameworks to meet employer demand.
12. Institutions are required to complete **Annex C** setting out supplementary in-year information (narrative) on the impact of Covid-19 on retention of continuing apprentices 2020/21 from 2018/19 and 2019/20, and planned recruitment of new apprentices in 2020/21. This is to identify challenges within the sector, and inform our response.

## Timetable

13. Please return **Annex A Monitoring templates**, **Annex B Recruitment Adjustment templates**, and **Annex C Impact of Covid-19 templates**, completed electronically and password protected for each reference period, by the response dates outlined in the table below. Based on monitoring information returned for each reference period, We will pay institutions by the payment dates outlined below:

Reference Period	Response date	*Payment date
One: 01/08/2020 - 15/11/2020	12/12/20	January 2020
Two: 16/11/2020 - 31/03/2021	21/04/21	May 2020
Three: 01/04/2021 - 31/07/2021	20/08/21	September 2020

\*Date is subject to checking the institution's monitoring information with funding allocated for 2020/21.

Based on information provided, budget allocations for 2020/21 might be also adjusted downwards. This will be discussed and agreed with each institution before any adjustment is made.

## Further information / Responses to

14. Please email completed **Annex A** Monitoring templates, **Annex B** Recruitment Adjustment templates, and **Annex C** Covid-19 templates to Angela West (tel 029 2085 9738; email [angela.west@hefcw.ac.uk](mailto:angela.west@hefcw.ac.uk)).

## Assessing the impact of our policies

15. HEFCW 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.