

Cylchlythyr | Circular

Degree Apprenticeships 2021/22 Monitoring Report

Date: 22 October 2021
Reference: W21/33HE
To: Heads of higher education institutions in Wales
Principals of directly-funded further education colleges in Wales
Response by: 12 December 2021
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This circular requires HEFCW-funded 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 2021/22. This applies to new apprentices starting in 2021/22, and continuing apprentices from 2018/19, 2019/20 and 2020/21.

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Introduction

1. This circular requires HEFCW-funded 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 2021/22. This applies to new apprentices starting in 2021/22, and apprenticeships started in 2018/19, 2019/20 and 2020/21 which are continuing in 2021/22.

Background

2. Circular [W21/18HE](#) published on 23 June 2021 invited HEFCW-funded institutions to submit proposals for funding of Degree Apprenticeships 2021/22 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 12 July 2021 and, following consideration by a panel of HEFCW Council Members, staff and Welsh Government officials, numbers were allocated by 29 July 2021, subject to qualifications being successfully mapped onto the Digital Degree Apprenticeship Framework, and the Engineering and Advanced Manufacturing Framework.
4. This circular requests monitoring information for new and continuing apprentices on the [Digital Degree Apprenticeship](#), and the [Engineering and Advanced Manufacturing Degree Apprenticeship](#) in 2021/22.

Recruitment Monitoring of Places Allocated for 2021/22

5. Recruitment monitoring information will be collected over three reference periods during 2021/22, comparable to current guidance offered for HESA reference periods in Data Futures¹. The reference periods are:
 - Reference period one: 01/08/2021 - 15/11/2021
 - Reference period two: 16/11/2021 - 31/03/2022
 - Reference period three: 01/04/2022 - 31/07/2022
6. **Annex A** provides a Recruitment Monitoring template for each institution to complete with information about those apprenticeships that are continuing in 2021/22 from 2018/19, 2019/20 and 2020/21, and new apprenticeships starting between each reference period.
7. The recruitment monitoring template requires counts of apprenticeships by employer and apprentice characteristics. The definitions used in

¹ HESA: www.hesa.ac.uk/collection/student/datafutures/coverage_of_the_record

categorising apprentices in the template must align with those that will be used to return the students on the HESA student record for 2021/22. Further guidance is included on the template.

Progress Reports to monitor HEFCW priorities for the Degree Apprenticeship Programme 2021/22

8. In addition to the recruitment information reported at three points during the year using the template at Annex A, we also require information to be provided using the template at Annex B, to be reported at reference period two, i.e. activity up to 31/03/2022. This information will only be requested at this one point during the academic year.
9. The Progress Report template at **Annex B** requires information about progress against HEFCW priorities for the Degree Apprenticeship programme between 01/08/2021 and 31/03/2022, and how this applies to apprenticeships that are continuing in 2021/22 from 2018/19, 2019/20 and 2020/21, and new apprenticeships starting in 2021/22. Further guidance is included on the template.
10. The Progress Report requires supplementary in-year information on progress against HEFCW priorities for the Degree Apprenticeship programme 2021/22 including:
 - Collaboration;
 - Equality, Diversity and Inclusion;
 - Welsh Language;
 - Quality Assurance.

Timetable

11. Please return **Annex A Recruitment Monitoring Report**, 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 following payment dates:

Reference Period	Submission deadline	*Payment date
One: 01/08/2021 - 15/11/2021	12/12/21	January 2022
Two: 16/11/2021 - 31/03/2022	21/04/22	May 2022
Three: 01/04/2022 - 31/07/2022	20/08/22	September 2022

*Payment date is subject to checking the institution's monitoring information with funding allocated for 2021/22.

16. Based on information provided, budget allocations for 2021/22 might be adjusted downwards. This will be discussed and agreed with each institution before any adjustment is made.

17. Please return **Annex B Progress Report** completed electronically and password protected at reference period two only, required by **21 April 2022**.
18. Institutions should ensure that the return of data in **Annex A** and **Annex B** are co-ordinated 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.
19. We will use the information returned to track progress and compliance with HEFCW priorities for the Degree Apprenticeship programme, and report these publicly, as well as to Welsh Government. We will also use information returned to inform future policy development. All shared data will be anonymised and aggregated.

Further information / Responses to

20. Please email completed reports to Angela West (tel 029 2085 9738; email angela.west@hefcw.ac.uk).

Assessing the impact of our policies

21. 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 for more information about impact assessments.