



Lincoln Bishop
University



Apprenticeships at Lincoln Bishop University

Empower your Workforce,
Invest in Talent

lincolnbishop.ac.uk/apprenticeships

Contents

Apprenticeships at Lincoln Bishop.....	03
Why choose Lincoln Bishop?.....	04
What are Apprenticeships?	07
Why Apprenticeships?.....	08
Employers.....	08
Employees	09
Our Apprenticeships	10
Career Development Professional.....	11
Project Manager.....	12
Postgraduate Teacher Apprenticeship - Primary	13
Postgraduate Teacher Apprenticeship - Secondary	14
Funding	16
Levy Paying Employers.....	16
Non-Levy Paying Employers.....	16
How to Apply.....	16
The Apprenticeship Service	17
Off-the-Job	18
What is off-the-job training?.....	18
What counts as off-the-job?.....	19
FAQs	21
Get in Touch.....	22

Apprenticeships at Lincoln Bishop University

Empower your Workforce, Invest in Talent

Lincoln Bishop University (formerly Bishop Grosseteste University) have proudly and successfully been providing degree and higher-level apprenticeships to individuals and businesses across Lincolnshire, and further afield, since 2020. We believe that through our team of highly competent and qualified practitioner academics and the apprenticeship sector experts in our Apprenticeship team, we are perfectly placed to provide high quality teaching, learning and on-going support to our apprentices and employers.

Through our blended delivery models, we have a demonstrable history in delivering programmes to apprentices and employers which alongside our truly inclusive entry criteria has proved highly effective.

Our apprenticeship team are on hand to support our apprentices throughout their journey with us, and to help employer partners to make sense of how best to use the levy or their employer contributions, to achieve their business goals and their teams to thrive.

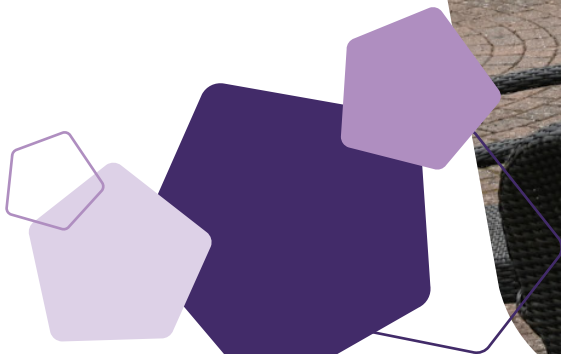
A combination of our campus facilities, support infrastructure and academic expertise ensure our apprentices have the full university experience whilst applying what they learn straight into their roles, with no debt.

Trust Lincoln Bishop University to help your business achieve its goals or to empower you with the skills to thrive.

Why choose Lincoln Bishop University?

Nestled in the heart of historic Lincoln, Lincoln Bishop University boasts a rich legacy of over 160 years of delivering exceptional education. Here we blend tradition with innovation, ensuring that every student receives a comprehensive and enriching experience with us.

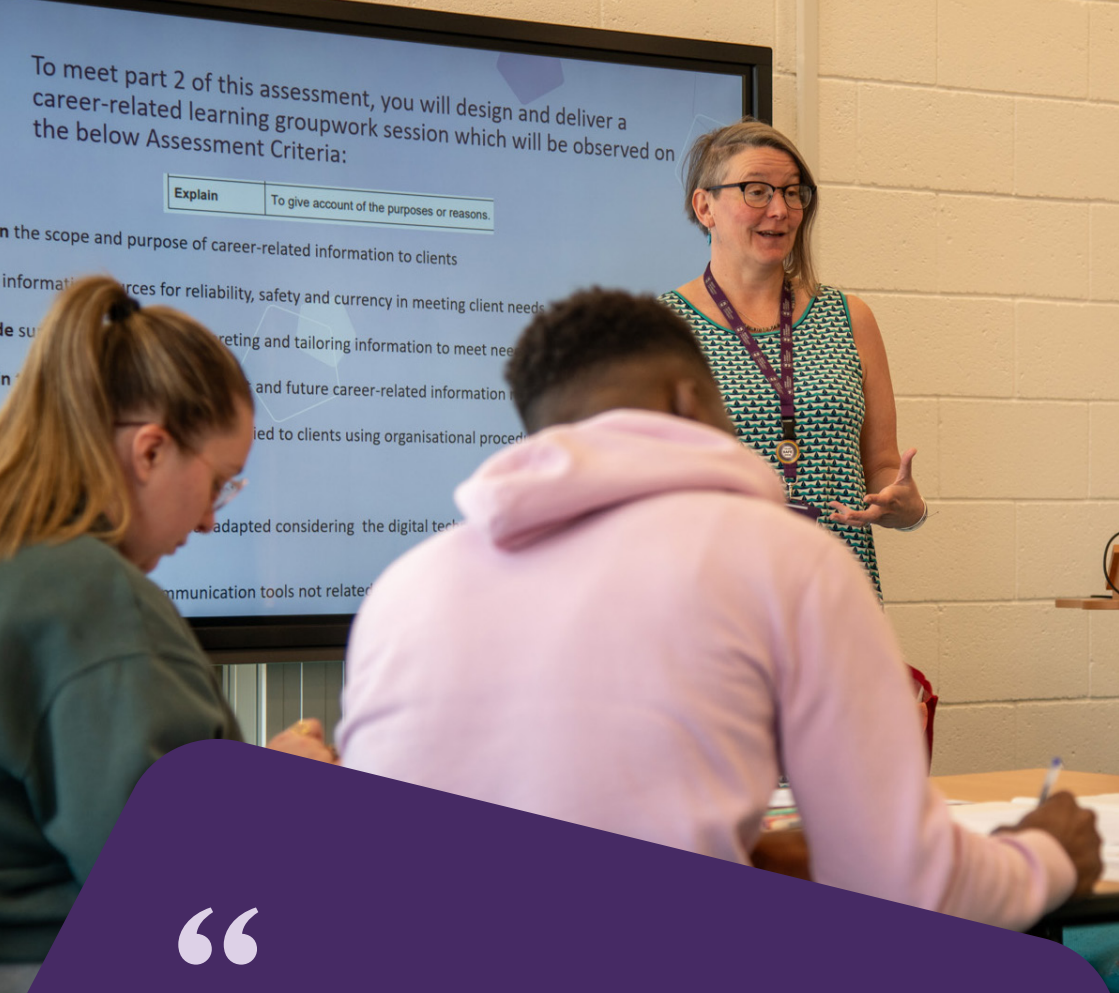
- ◆ **Expert Faculty:** Learn from highly qualified, active practitioners and apprenticeship experts
- ◆ **Country Leading Teaching and Support:** We are ranked 1st for teaching quality, and student support. As well as being rated 'Good' by Ofsted
- ◆ **Dedicated Guidance:** Each apprentice gets a dedicated Apprenticeship Support Officer from start to graduation
- ◆ **Networking Opportunities:** Connect with apprentices from a diverse range of industries
- ◆ **Top Facilities:** Enjoy excellent teaching spaces, and a beautiful, green campus
- ◆ **Full University Experience:** Access to all university services and amenities





Robert Hardy B





To meet part 2 of this assessment, you will design and deliver a career-related learning groupwork session which will be observed on the below Assessment Criteria:

Explain	To give account of the purposes or reasons.
---------	---

on the scope and purpose of career-related information to clients

information sources for reliability, safety and currency in meeting client needs

le su interpreting and tailoring information to meet nee

n and future career-related information

led to clients using organisational proced

adapted considering the digital tech

communication tools not related

“

Apprentices benefit from, and appreciate, the inclusive culture [...] They are treated as individuals, and tutors make positive adjustments to support their personal circumstances. As a result, apprentices are provided with the best opportunity to achieve their qualifications.”

Ofsted inspection report – January 2024

What are apprenticeships?

Learn, Earn, Grow!

Apprenticeships are work based qualifications that allow individuals to gain the skills, knowledge and behaviours required to thrive in their roles and apply what they are learning directly into the workplace.

Our higher and degree apprenticeships provide our apprentices with the opportunity to gain a degree whilst remaining in employment, without the debt.

Types of apprenticeships:

Higher apprenticeships (level 4+): equivalent to a foundation degree

Degree apprenticeships (level 6-7): equivalent to a bachelor's degree or Master's degree

Start your journey today and blaze your own trail!

“

Apprenticeships offer the opportunity to learn and develop transferable skills that are highly valued by employers, while earning a wage and gaining hands-on experience. They are a fantastic way for individuals to kick-start their career and for employers to build the skills and talent they need to grow and succeed.”

Peter Mucklow

Director of Apprenticeships,
Education and Skills Funding
Agency (ESFA)

Why apprenticeships are a win for employers

Apprenticeships are a smart investment for businesses, designed by employers for employers, to meet specific job role skills and needs. They offer numerous benefits:

- ◆ **Fresh thinking for a changing world:** Apprenticeships bring in new perspectives and innovative ideas, helping your business stay agile and future-ready
- ◆ **Blend of education:** Combine higher and vocational education
- ◆ **Boost loyalty & motivation:** Increase staff retention and satisfaction
- ◆ **Address skills shortages:** Tailor training to your business needs
- ◆ **Cost-effective & productive:** Improve productivity efficiently



Studies show that
80% of employers
reported higher
staff retention and
92% see a boost in
workforce motivation
and satisfaction.

Why apprenticeships are a win for employees

Apprenticeships provide a wealth of benefits and opportunities for employees:

- ◆ **No Tuition Fees:** Graduate debt-free while earning a salary
- ◆ **Practical Skills:** Apply real-life knowledge directly to your job
- ◆ **Job market ready:** Gain skills relevant to your career
- ◆ **Degree Equivalent:** Degree apprenticeships are nationally recognised and fully equivalent of a degree
- ◆ **Expert Training:** Learn from industry experts with employer support, whilst growing your professional network and learning from peers
- ◆ **Open to All Ages:** Start an apprenticeship at any stage of your career

“

My Apprenticeship journey was exceptional.

The passionate teaching and support staff along with a diverse and experienced cohort made the learning experience incredibly engaging. The course was highly practical, teaching us real-world business skills and personally, the ability of learning how to learn – a valuable skill, not just for my career but for life in general.

The small and friendly campus created a tight-knit community where everyone felt supported to achieve the best possible outcome. My experience was truly top-notch, and I would unreservedly recommend it.”

Dan Wilkinson

Managing Partner at Nordstar* Consulting UK

Our Apprenticeships

Our Apprenticeships vary across durations and study mode, with some offering start dates at different times of the year to work around employers' needs.

At Lincoln Bishop University, our approach is to use a blended strategy, with some sessions delivered on campus and others online. The learning on the apprenticeship will be broken down into individual modules or units. Each apprenticeship standard is slightly different to accommodate the nature of the industry being supported.

Throughout the apprenticeship you are required to complete an assessment for each module or unit. Module assessments often include written assignments, presentations, exams or reports.

Information about our Apprenticeship options can be found across the next few pages, but for more details and the most up-to-date information you can visit our website: www.lincolnbishop.ac.uk/apprenticeships

(Each course page also has a scannable QR code and a link to the specific course page online)



“

I started this apprenticeship wondering if it was the right decision, being in a busy management position. It was the best decision and certainly one of the best courses I have done. I would fully recommend this course.”

L.W.

Children's Health Locality Manager, Lincolnshire County Council

Career Development Professional (L6)

This Apprenticeship will enable you to practice as a qualified Career Professional.

Career Development Professionals are typically found in all education settings, training organisations, Careers and Employment Services and human resource/ learning and development departments in both the private and public sectors. The broad purpose of the occupation is to assist individuals before and during career transitions to develop long and short-term career management skills.

You will explore the life-long meaning of 'career' in today's hyper-mobile job market, and how we as Career Development Professionals support clients in developing career management skills which aid transition throughout their careers. Throughout the Apprenticeship the emphasis is on practical application of theories and models in real-life situations. You will have a dedicated Personal Tutor whom you will meet regularly and discuss all aspects of the Apprenticeship with.

Key Facts

Duration:

24 months

Mode of Study:

Part-time blended

Start Date:

March & September

£9,000 (Levy) £450 (non-levy)



lincolnbishop.ac.uk/appcdpa



What qualifications will I graduate with?

Upon successful completion of the apprenticeship individuals will graduate with the following qualification:

- the OCR Career Guidance and Development Level 6 Diploma, which allows you to register as a Careers Development Professional with the Career Development Institute (CDI).

“

Taking part in the Career Development Professional Apprenticeship has opened up so many opportunities for me and my future career!

Tracey

Career Development Professional L6

Project Manager Degree Apprenticeship

This apprenticeship is for current or aspiring project managers to develop their knowledge, skills and behaviours in key areas like governance, financial control, organisational change management, quality management and organisational strategy and to be qualified to degree level.

This apprenticeship will enable learners to become effective Project Managers and to add real change to their organisation and drive performance and productivity improvements. By the end of the degree learners will be adept at understanding all elements of Project Management including the needs of customers and developing strong stakeholder relationships whilst demonstrating strong, ethical practice.

We use innovative learning and teaching methods combined with flexible learning and online resources.

Key Facts

Duration:

3.5 years

Mode of Study:

Part-time, blended

Start Date:

September

£22,000 (Levy) £1100 (non-levy)



lincolnbishop.ac.uk/apppm



What qualifications will I graduate with?

Upon successful completion of the apprenticeship, individuals will graduate with the following qualifications:

- BA (Hons) Project Manager
- IPMA Level D qualification
- An opportunity to achieve professional recognition with the Association of Project Managers (APM)



Postgraduate Teacher Apprenticeship - Primary

If you already have a degree, you can achieve Qualified Teacher Status in just 16 months with Lincoln Bishop University's Primary Teacher Apprenticeship programme. This flexible pathway combines practical classroom experience with expert-led training, allowing you to develop essential teaching skills while learning through a mix of online sessions and occasional campus visits.

Our ADEPT* curriculum goes beyond minimum teaching standards, providing enrichment opportunities that help you to become a reflective and confident teacher.

**(ambitious, diverse, evidence-based, professionally transformative)*

Key Facts

Duration:

16 months

Mode of Study:

Full-time, blended

Start Date:

September



lincolnbishop.ac.uk/apppt



The Primary Teacher Apprenticeship (QTS) offers holders of a relevant degree (level 6) qualification, a route to achieved Qualified Teacher Status (QTS). This flexible pathway combines practical classroom experience with expert-led training, allowing you to develop essential teaching skills while learning through a mix of online sessions and campus visits.



Postgraduate Teacher Apprenticeship - Secondary

If you already have a degree, you can achieve Qualified Teacher Status in just 12 months with Lincoln Bishop University's Secondary Teacher Apprenticeship programme. This flexible pathway combines practical classroom experience with expert-led training, allowing you to develop essential teaching skills.

All of our Secondary Teacher Apprentices work with both a university subject specialist and school-based mentor throughout the program. This dual expertise in your teaching subject is just one way we ensure you develop strong subject knowledge alongside practical classroom skills.

Key Facts

Duration:

10 months

Mode of Study:

Full-time

Start Date:

September



lincolnbishop.ac.uk/appst



The Secondary Teacher Apprenticeship (QTS) offers holders of a relevant degree (level 6) qualification, a route to achieved Qualified Teacher Status (QTS). This flexible pathway combines practical classroom experience with expert-led training, allowing you to develop essential teaching skills while learning through a mix of online sessions and campus visits.



“

It's brilliant, because you learn from others' experiences as well. Say if I'm ever in their position at any time, I've got that in my head – their experiences and what they've done. I find it really helpful.”

Kirsty

Career Development Professional L6



Funding

Levy Paying Employers

The apprenticeship levy was launched in April 2017 and is for employers who have an annual pay bill in excess of £3 million. It is paid at a rate of 0.5% of an employer's annual pay bill and therefore, the fee for the apprenticeship is drawn down from your Apprenticeship Service (AS) account.

Non-Levy Paying Employers

Non-levy employers are those with an annual pay bill lower than £3 million. From April 2021, all apprenticeships are now managed through the Apprenticeship Service (AS) account, so it is vital that you register to have an account. Non-levy employers are required to 'reserve' funding up to 3 months ahead of the apprentice's start date.

Non-levy paying employers pay just a 5% contribution towards an apprenticeship and the government pay the remaining 95%, and with often many other financial incentives for taking on an apprentice, there is always a good time to consider apprenticeships, for example, there is nothing to pay if your apprentice is aged between 16 and 24 years.

How to Apply

Head to our website lincolnbishop.ac.uk/apprenticeships and click the apply now button. This will provide you with a short form to complete. From here, we will then be able to send the apprentice a direct link to apply via our online portal.



The Apprenticeship Service

Creating an Apprenticeship Service account is straightforward and can be done [here](#):



The account will enable you to:

- ◆ Access and manage apprenticeship funding
- ◆ Check your payments to your training providers
- ◆ Advertise apprenticeship vacancies
- ◆ Set up and approve your apprentices
- ◆ Reserve funding for your apprentices (non-levy employers)

All you will need to set up your account are the following:

- ◇ An email address
- ◇ Permissions to add PAYE schemes to the account
- ◇ Permission to accept the employer agreement on behalf of the organisation
- ◇ You will also need either the Government Gateway login for your organisation, or your accounts office reference number (AORN) and employer PAYE scheme reference number.

Models of reflective practice

Quick overview of the main models used in t

In addition to **Schön**

- Kolb – narrated powerpoint
- Gibbs - youtube video
- Brookfield – exercise
- Driscoll - overview



Off-the-Job

(typically)
1 day
per week

What is Off-the-Job Training?

Off-the-job training or dedicated learning time, is a statutory requirement for the purpose of achieving the knowledge, skills and behaviours of the apprenticeship. Off-the-job training is seen as one of the essential components of a quality apprenticeship.

An apprenticeship is a work-based programme, therefore it is reasonable that the training should take place during the apprentice's normal working hours.

Each apprenticeship standard has its own number of published off the job training hours, however considerations

such as prior learning will be taken into account as this could reduce the amount of off the job hours the apprentice needs to undertake.

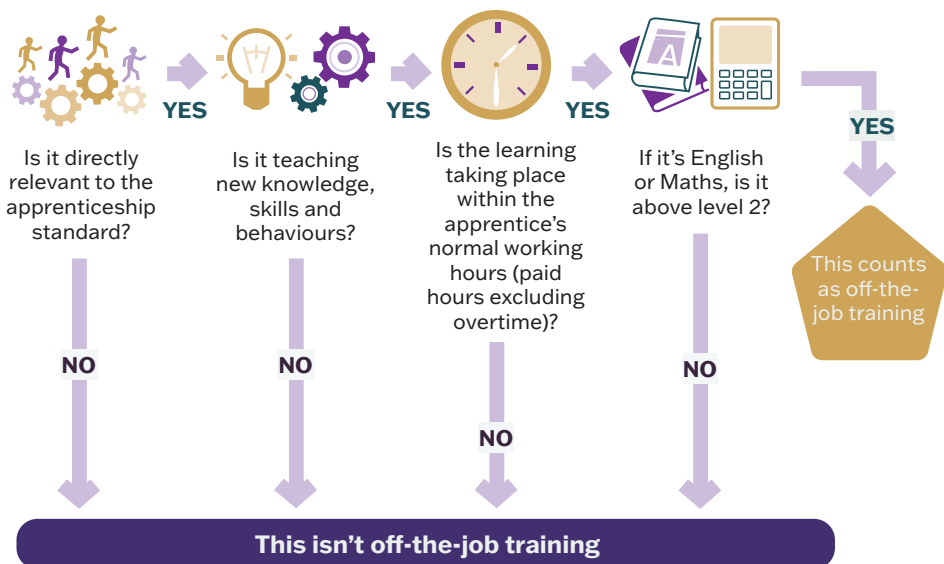
We understand meeting the requirements of the off the job training can be one of the more challenging aspects of an apprenticeship however, it also means that your apprentice and organisation will achieve maximum impact from the apprenticeship by meeting the requirement. Helping people to take a step back from their day-to-day work, to focus, learn and reflect, is a valuable approach that has always been at the heart of Lincoln Bishop University.

What Counts as Off-the-Job?

Activities which count as off-the-job might include:

- ◆ Attending lectures and seminars
- ◆ Assignment writing
- ◆ Guided reading and/or research
- ◆ Virtual learning
- ◆ Attending workshops
- ◆ Shadowing colleagues and visiting other departments
- ◆ Proactively seeking extra responsibilities
- ◆ Conferences and CPD

Steps to help you determine whether an activity counts as off-the-job training:



FAQs

Employers

I am a small non-levy paying employer, how much will the apprenticeship cost?

5% of the overall cost. The government will pay the remaining 95%.

Levy paying employers (those with an annual wage bill over £3million) pay into an Apprenticeship Levy. These funds can then be used to pay for apprenticeship training.

How do I pay for an apprenticeship?

From 1st April 2021, all apprenticeships will be managed and funded through the Apprenticeship Service so you will need to ensure you have an apprenticeship service account. Create an Apprenticeship Service account using the information on page 17. You may also find this short video useful: [Registering an account on the apprenticeship service](#)



Are current employees eligible for apprenticeship training?

Yes. Apprenticeship funding can be used for new recruits as well as existing members of your team.

What are the entry requirements?

Every apprenticeship standard is slightly different and employers will set the selection criteria for their apprenticeship and employment role,

but candidates need to be resident in the UK with at least 50% of their working hours in England.

An initial assessment is undertaken to ensure the apprenticeship is the most appropriate programme, which will take into account prior learning and experience.

As a guide, apprentices might have achieved A-levels or equivalent and qualifications in English and Maths at level 2 or above (GCSE grade A*/9-C/4).

How can I support my apprentice with their learning?

Your apprentice will require a Mentor for the duration of their apprenticeship. See 'Who should my Mentor be' on page 22. Although this might be their line manager, that isn't always necessarily the case, but it is important to allocate someone who will:

- ◆ Provide support and guidance
- ◆ Listen to concerns and issues raised
- ◆ Work with the apprentice to set clear goals with realistic deadlines
- ◆ Share knowledge, skills and experience
- ◆ Facilitate opportunities such as shadowing or visiting other departments.

What is off-the-job training (OJT)?

See the information on page 18-19

Apprentices

How is the learning delivered?

At Lincoln Bishop University, our approach is to use a blended strategy, with some sessions delivered on campus and others online. The learning on the apprenticeship will be broken down into individual modules or units. Each apprenticeship standard is slightly different to accommodate the nature of the industry being supported.

How am I assessed?

Throughout the apprenticeship you are required to complete an assessment for each module or unit. Module assessments often include written assignments, presentations, exams or reports.

At the end of your on-programme learning duration of the apprenticeship, you will be required to complete your End Point Assessment (EPA). The format of the EPA varies depending on the apprenticeship you study. EPA assessment methods often include compiling a portfolio of evidence, which in turn informs a professional discussion or interview. There may be the requirement to complete a work-based project, or presentation with report.

What level of commitment is required?

An apprenticeship is a large commitment. You will be expected to manage work, study and home life all at the same time but you will have the support of your employer and/or Mentor and the team at Lincoln Bishop University to help you get there.

How many hours do I need to work?

Typically, apprentices work 30 hours per week, however working fewer than 30 hours per week should not be considered a barrier to undertaking an apprenticeship.

Will I need to do English and maths?

English and maths are now optional for apprentices aged 19 and over. If you have not previously achieved English and Maths at level 2 or above (GCSE grade C/4) then we can offer you the opportunity to study towards English and/or maths Functional Skills Qualifications alongside your apprenticeship.

Do I need to pay for Functional Skills?

No. Functional Skills are funded directly by the Department for Education

What can I do with an apprenticeship?

An apprenticeship gives you the required knowledge, skills and behaviours (KSBs) to successfully fulfil the requirements of your job role.

Apprenticeships allow you to not only excel in your current role but provide you with a world of opportunity to progress within your career path. For example, many of our apprentices have been able to take up more senior posts within the organisations for which they work.

What is off-the-job training (OJT)?

OJT or dedicated learning time, is a statutory requirement for the purpose of achieving the knowledge, skills and behaviours of the apprenticeship. (See the information on page 18-19.)

Will I need to record my off-the-job training (OJT) hours?

Yes. It is a requirement to record all off the job activities. You will be provided with access to a learning journal, part of our online e-portfolio for this purpose.

Do I need a mentor?

Yes. A mentor is an essential element of your apprenticeship journey. They will provide support throughout your learning journey and signpost learning opportunities with your job role and organisation.

Who should my mentor be?

Your mentor might be your line manager, but this is not necessarily always the case. Ideally your mentor will be an expert in the sector and will be able to share their knowledge, skills and behaviours to help you develop and enhance your own. It is helpful if they have a good understanding of your job role. They should be able to support you through a variety of ways across the apprenticeship, by attending review meetings with you

and the Apprenticeship Support Officer, provide clear honest feedback, set clear targets, discuss project ideas, and provide witness testimonies which highlight your knowledge, skills and behaviours in the workplace setting.

I already have a degree, will I be eligible?

Funding is available to fund an apprentice to undertake an apprenticeship at the same or lower level than a qualification they already hold, if the apprenticeship is materially different and allow the individual to acquire substantive new knowledge and skills.

I am self-employed. Am I eligible for an apprenticeship?

No. All apprentices must be employed with a separate identifiable line manager to undertake the role of 'employer'.

Get in Touch

Web: lincolnbishop.ac.uk/apprenticeships

Email: apprenticeships@lincolnbishop.ac.uk

Linked In: [linkedin.com/company/apprenticeships-at-bgu](https://www.linkedin.com/company/apprenticeships-at-bgu)

Tel: **01522 563811**



“

If your employer is on board and willing to give you that off-the-job training, then an Apprenticeship is definitely achievable.”

Laura

Career Development
Professional Apprenticeship



lincolnbishop.ac.uk

1st

**for Teaching
Quality**

(The Times and Sunday
Times Good University
Guide 2025)

1st

**for Student
Satisfaction**

 **Complete
University
Guide**