



Senate Handbook

Apprenticeship Students' Handbook

This Handbook provides additional guidance for students studying as part of a Level 6 or Level 7 apprenticeship. This Handbook supplements the Postgraduate Students' Handbook and Undergraduate Students' Handbook, and should be read in conjunction with them.

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Major changes to this document since version 2.1 (August 2021):

- Clarification added around non-award apprenticeships
- Addition of section on British Values
- Addition of section on Safeguarding
- Clarification that recognised prior learning is not carried over where an apprentice leaves a course and re-registers as a non-apprentice student
- Addition of section on student support

1 Introduction

This Handbook provides information for students studying as part of an apprenticeship programme, either for an undergraduate (Level 6) award through MK:U or a postgraduate (Level 7) award with Cranfield University. Cranfield University is the Apprenticeship Training Provider, registered with the Education and Skills Funding Agency (ESFA) for both Level 6 and Level 7 awards. It is also applicable to apprentices studying on a non-award-bearing apprenticeship¹.

At Cranfield we offer a number of different types of apprenticeships. Although these apprenticeships have different characteristics, they are all usually referred to under the umbrella term 'apprenticeships', with the academic element following the University's Assessment Rules (the exception being Non-award Apprenticeships, where there is no academic award element, and which may be referred to separately). These apprenticeships may be offered at either Level 6 or Level 7. All apprentices on these apprenticeships are considered students of the University.

The types of apprenticeships we offer are:

Integrated Apprenticeships, where apprentices will work towards completion of their apprenticeship and an academic award. Completion of the apprenticeship and completion of the academic award are linked, and completion of either is dependent on completion of both elements.

Non-integrated Apprenticeships, where apprentices will work towards completion of their apprenticeship and towards an academic award. The academic award and apprenticeship are not co-dependent, with apprentices assessed for the final outcome of both elements independently.

Credit-accumulation Apprenticeships, where apprentices will work towards completion of their apprenticeship, and earn academic credit as part of their apprenticeship training. This credit may then be transferred towards an academic award (which may or may not require further study).

Non-award Apprenticeships, where apprentices will work towards completion of their apprenticeship only, with no credit accumulation or academic award linked to the apprenticeship.

Students studying for an undergraduate award as part of an apprenticeship programme with MK:U are registered students at Cranfield University. Students studying for a Level 6 apprenticeship with MK:U are bound by Cranfield's rules and regulations, as set out in this and other Senate Handbooks. Any functions or duties or processes referred to in this Handbook (or other relevant Handbooks) may be undertaken by Cranfield staff on behalf of MK:U.

The Postgraduate Students' Handbook or Undergraduate Students' Handbook should be your primary source of information and guidance on being a student at Cranfield and MK:U. In addition, the Assessment Rules for Postgraduate Taught Courses and the Undergraduate

¹ Sections relating to academic awards do not apply to apprentices on non-award-bearing courses. Non-award-bearing courses are those which do not result in a Cranfield award. IfATE define some apprenticeship standards as 'non-degree qualification apprenticeship standards' (e.g., Senior Leader) which may lead to a Cranfield award.

Awards Handbooks provide information on the University's assessment rules and the expectations placed on you as a student (for those studying towards an academic award).

There are, however, additional requirements for students registered on apprenticeship programmes with Cranfield University and MK:U.

An apprenticeship is a job with training. Through your apprenticeship you will gain the technical knowledge, practical experience and wider skills and behaviours you need for your immediate job and future career. As an apprentice you will gain this through formal off-the-job training and the opportunity to practise these new skills in a real work environment. Your programme at Cranfield/MK:U has been developed to meet the requirements of an Apprenticeship Standard. Apprenticeships have different and additional regulatory requirements to meet the needs of the Education and Skills Funding Agency (ESFA) and the Institute for Apprenticeships and Technical Education (IfATE).

Each Standard sets out the skills, knowledge and behaviours required for your occupation, and is accompanied by an Assessment Plan, which describes how you will be assessed against the Standard. Full details of all Apprenticeship Standards and their Assessment Plans can be accessed via the [IfATE website](#).

All Standards define:

Skills & Competencies: The Standard will define the range of skills and competencies that the apprentice needs to practise and acquire in order to do the job to a specified standard. These skills are largely acquired and practised in the workplace. Your employer will sign off these skills prior to your End Point Assessment.

Knowledge & Understanding: The Standard will define the knowledge and understanding that you will need to acquire and apply in order to carry out your role effectively and become occupationally competent. Cranfield University, as the Training Provider, will provide you with the taught academic elements of your apprenticeship qualification.

Behaviours: The Standard will define the behaviours that you will need to demonstrate in order to become occupationally competent. This may include behaviours such as leadership techniques, emotional intelligence, reflection and valuing diversity, etc.

It is a requirement of your apprenticeship that your employer contractually agrees to facilitate at least 6 hours per week off-the-job training – this is the minimum amount of time that should be spent on occupational off-the-job training during your apprenticeship. This can include lectures, online-learning, simulation exercises, shadowing, mentoring, industry visits, learning support and writing assignments. It does not include: progress reviews; training outside of your paid working hours; exams; or study required in connection with achieving separate Level 2 English and Maths qualifications.

The Apprenticeships Office is the team responsible for the regulatory and compliance aspects of all apprenticeship programmes (the things that differentiate an apprenticeship from a standard undergraduate or postgraduate qualification), and are the primary source of advice, information and guidance regarding all apprenticeships (both undergraduate and postgraduate). They will be able to advise you on apprenticeship eligibility, funding, changes in circumstances, Gateway and End Point Assessment.

Specialist student support services and academic guidance are provided by the various teams across the University in line with core academic programmes and as described in the Postgraduate Student Handbook and Undergraduate Students' Handbook.

This Apprenticeship Students' Handbook incorporates the previously published Mastership Students' Handbook².

2 Eligibility

Due to the method of funding for an apprenticeship, there are restrictions on eligibility that all training providers have to comply with.

To use funds in the employer's apprenticeship service account or government-employer co-investment, the individual must:

- Be able to complete the full apprenticeship programme within the time they have available in their contract of employment or visa (if applicable). If the student is unable to complete the apprenticeship in the time available, it cannot be funded.
- Not be asked to contribute financially to the cost of training, on-programme or end-point assessment. This includes both where the individual has completed the programme successfully and where they have left the programme early. Costs include any co-investment or additional training and assessment costs, above the funding band, that the employer has paid directly to the main provider where this is part of the agreed apprenticeship. This does not include travel, subsistence or accommodation costs which can be paid by the apprentice.
- Not use a student loan to pay for their apprenticeship. Where an individual transfers on to an apprenticeship from a full-time further education or higher education course, and that course has been funded by a student loan, the loan must be terminated by the individual.
- Not benefit from funding from an employer's apprenticeship service account or government-employer co-investment for any part of their programme where either the provider or another party claim funding from another government department or agency for the same purpose. This includes any funding for that individual from the European Social Fund, the Education and Skills Funding Agency or Jobcentre Plus.
- Not benefit from funding for any part of their programme that duplicates training or assessment they have received from any other source.
- Spend at least 50% of their working hours in England over the duration of the apprenticeship.
- Have the right to work in England.
- Have an eligible residency status (further information on eligible residency can be obtained from the Apprenticeships Office).

As an apprentice, a change in your circumstances may affect your eligibility to continue with your apprenticeship - any change in circumstances should be discussed as soon as possible with the Apprenticeships Office.

² Level 7 apprenticeship provision at Cranfield has previously been referred to as Masterships.

3 Financial and Legal Matters

Cranfield University contracts with employers for the delivery of apprenticeship programmes. Funding for apprenticeship programmes is via the Apprenticeship Levy. Some apprenticeship programmes will have an additional top-up fee payable by the employer.

Levy-paying employers will use funds available in their levy pot. Non-levy employers will co-fund the apprenticeships with the government. All contracts (Employer Agreements, Apprenticeship Agreements and Commitment Statements) are required to be in place prior to an apprentice's registration and commencement of their programme. Any changes in circumstances that impact on an apprenticeship programme will be discussed with employers as the contracting partner.

Commitment statements and agreements must be kept up to date and new documents signed when sent out in a timely manner. Non-compliance will require a withdrawal from the apprenticeship programme.

4 Data Protection and Privacy

Cranfield/MK:U will share information about engagement, progress and achievement of students on apprenticeship programmes with employers at regular intervals, as set out in the University's [Student Privacy Notice](#).

5 Being a Registered Apprentice Student

By registering on an apprenticeship programme, you indicate that you and your employer will:

- accept the additional requirements of being an Apprentice on a levy-funded programme as per the Commitment Statement;
- accept the requirement to complete all aspects of the Apprenticeship (up to and including End Point Assessment);
- ensure that the Apprenticeships Office is kept informed of all changes in circumstances that could impact on your apprenticeship, including but not limited to:
 - a period away from work longer than 4 calendar weeks;
 - a change in employer;
 - a change in job role;
 - a change in number of working hours;
 - a change in location of main work address;
 - a withdrawal from the apprenticeship;
 - a redundancy.
- accept that failure to inform the Apprenticeships Office of any changes in circumstances in a timely manner may place both your academic qualification and your apprenticeship qualification at risk through non-compliance.

Registration of an apprentice requires:

- the Employer-Provider contract to be signed by both parties;
- the Employer-Employee-Provider Commitment Statement to be signed by all parties;
- a copy of the Employer-Employee Apprenticeship Agreement to be signed by both parties;
- the apprentice to be approved on the Apprenticeship Service so that levy payments can be accessed.

If you complete your apprenticeship programme, confirmation of your award and certificate (for those studying for an academic award) and your transcript will only be released once all elements of the apprenticeship training programme have been successfully completed, including the End Point Assessment.

Students studying for an academic award

Should you, for whatever reason, be unable to continue with your degree apprenticeship programme due to ineligibility for funding from the Education & Skills Funding Agency³, your registration on the associated degree course would cease and you would no longer be eligible to complete the apprenticeship programme or any associated academic award. Following withdrawal from a postgraduate apprenticeship programme, any applications to re-join Cranfield as a self-funded/sponsored student with academic credit will be considered on a case-by-case basis⁴, and in line with the University's published rules around transfer of academic credit.

Should you leave the university midway through a degree apprenticeship course you would receive learning credits for any modules you have successfully completed (and for postgraduate apprentices, where applicable, any lower academic award⁵) which could be used as evidence of prior learning for admittance to a postgraduate course at Cranfield or, for undergraduates, to another awarding institution - undergraduate apprentices are not able to re-join the University on a self-funded basis. Please note, you will only receive learning credits for the modules successfully completed and funded as part of your apprenticeship - any credits that have been exempted through recognised prior learning (RPL) as part of your apprenticeship will not be carried over to a self-funded, non-apprenticeship course.

6 Attendance

All apprentices are expected to comply with the University's [Student Engagement Policy](#). This policy covers all taught students, including apprentices and defines how engagement is measured.

The University expects apprentices to engage with their studies and to attend the various learning opportunities provided by their course. The University believes this is key to successful completion of any apprenticeship. Any student may have their registration

³ For example, you leave your current employer and your new employer will not continue your apprenticeship, or your place of work is no longer in England, or your current employer terminates your apprenticeship or non-engagement with the programme.

⁴ This option is not available for undergraduate students

⁵ There are no available lower awards for undergraduate apprentices.

suspended or terminated because of concerns about their attendance/engagement, taking into account ESFA funding rules.

The University treats formal face-to-face or live-online interaction with an academic member of staff as academic engagement. Face-to-face or live-online interactions are measured through defined contact points, including completion of the taught module registers and contact with an academic member of staff. Concerns over non-engagement will be discussed at tripartite reviews, and may prevent an apprentice progressing to Gateway.

7 Management of Changes in Circumstances

All changes in circumstances should be referred to the Apprenticeships Office (Apprenticeships@cranfield.ac.uk) in the first instance in order that they can advise you on the implications of any changes in circumstance to your apprenticeship. Should a formal change of circumstances be required the Apprenticeships Office will work with your Student and Academic Support (SAS) Lead to manage the process (as set out in the [Senate Handbook – Changes to Registration](#)) for you.

Due to the funding rules that govern apprenticeships, there are significant differences in the processes for managing withdrawals, change of employer, periods away from work (including maternity, paternity, shared parental leave and suspension of study for periods of 4 weeks or more) or redundancy. It is essential that all changes are discussed with the Apprenticeships Office as soon as possible and prior to any decisions or action being taken so that they can advise you and your employer appropriately.

All formal requests for a modification to an apprenticeship programme such as a period away from work that requires a break in learning, withdrawal or change of employer will be shared with your current employer.

The following minimum timescales are required to ensure continuation of your apprenticeship programme.

- Change of Employer – 4 weeks' notice to the Apprenticeships Office. If we are not able to contract with your new employer prior to your start date then you will become ineligible for the apprenticeship and will be withdrawn.
- Change of Employer – a change of employer cannot take place during the final 6 months before the planned End Point Assessment date. Any changes that take place in this period will result in withdrawal from the apprenticeship programme (including academic qualification).
- Redundancy – 1 week before the effective date of redundancy.
- Suspension of study – 3 weeks' notice and suspension is not permitted after the training period (taught delivery) has finished.

Information about withdrawal from an apprenticeship can be found in section 15.

8 E-Portfolio

The University will provide you with access to an e-portfolio (PebblePad) for the collection and collation of your evidence required to meet the Knowledge, Skills and Behaviours (KSBs) outlined in the Standard and in the Assessment Plan.

You will be expected to provide a number of pieces of evidence (dependent on the Standard) which clearly show how you meet the KSBs giving the context, outcomes, your reflections and insights when applying your learning in your work.

Note: A number of guides will be available to you on your e-portfolio to support your evidence collation and progress towards Gateway and End Point Assessment. These will be available when you log on to the e-portfolio system.

Your progress against the KSBs will be reviewed and shared with your employer at various milestones throughout your apprenticeship journey.

Your e-portfolio will also be used for the recording of your off-the-job hours. Hours should be logged on a regular basis but at least every 28 days as a minimum.

Failure to log hours could result in your apprenticeship being terminated due to lack of activity.

9 Level 2 Maths and English

As part of the application process apprentices are asked to confirm their achievement of Maths and English at Level 2 (GCSE Grade C/4 or equivalent). This is a requirement of the Education and Skills Funding Agency, and Cranfield University has to evidence this achievement for all of our apprentices before they can move to Gateway.

If you cannot provide evidence of an existing qualification at this level during the application stage, you will be asked to complete an online diagnostic assessment to ascertain your current level. Funding is available for applicants identified through diagnostic testing as requiring additional support to achieve at Level 2.

All apprentices that are unable to evidence achievement of Maths and English at Level 2 will be encouraged to complete and pass the level 2 Functional Skills tests as soon as possible after joining the programme. Apprentices cannot pass through Gateway without evidence of achievement of maths and English, and therefore will not be able to complete their qualification until successful. In addition, as part of the Cranfield University entry requirements apprentices may be required to provide proof of their English language proficiency in order to meet the University's entry criteria - full details can be found on the University's [website](#).

10 Communication Channels

The Apprenticeships Office, along with the rest of the University, will contact you via your Cranfield University email account regularly throughout your course. Emails from the Apprenticeships Office will include advice, guidance and information relating to your programme and will often require your action or response to meet the regulatory requirements for Apprenticeships. You should ensure that you regularly check your Cranfield University email account, which may be forwarded to another account if you wish. Guidance on how to set up such forwarding is available on the intranet. Exceptionally, where no response has been received to emails sent to your Cranfield University email address, the Apprenticeships Office may contact you using your workplace email address if necessary. Details of other staff who may contact you during your apprenticeship are given in the Undergraduate and Postgraduate Student Handbooks. Information provided to apprentices will also be shared with employers where appropriate.

In addition to the standard communication channels, you will receive messages, announcements and guidance through your e-portfolio platform alongside the announcements guidance and feedback received through the Virtual Learning Environment (VLE) as part of your academic course and through the app (for MK:U undergraduate apprentices) and intranet (for Cranfield postgraduate apprentices).

Apprentices should sign up for email for life to ensure they continue to receive emails following the end of your study period at the University. Details can be found here: [Email 4 Life \(cranfield.ac.uk\)](#).

11 Student Support

Apprentices have access to the full range of support offered to non-apprentice students.

Details of the support available can be found in the [Undergraduate Students'](#) and [Postgraduate Students' Handbooks](#) and the [Student Welfare Handbook](#).

11.1 Welfare Support

The Student Welfare Handbook covers a variety of topics, and staff should ensure they are aware of the relevant support available to any student. Support offered, as set out in the Student Welfare Handbook includes:

- Student Wellbeing and Disability Support;
- academic support and the roles of SAS Leads, Course Directors and Module Leaders;
- counselling Support;
- the Cranfield Students' Association.

The Handbook also includes details on health and safety, religious beliefs, British Values (see section 8 of this Handbook), the Prevent duty and policies on dignity at study, disability, safeguarding and fitness to study.

The [Undergraduate Students'](#) and [Postgraduate Students'](#) Handbooks set out further details of the support offered by Student Wellbeing and Disability Support.

11.2 Careers Guidance

As an apprentice, the University's Careers and Employability Service are available to support you with your career development aspirations. The team has significant real-world expertise in the areas of coaching, recruitment and HR. We teach our students about recruitment processes, coach them on employability skills and provide helpful resources. These include access to our CV and LinkedIn profile critiquing software VMock, online talent management platform Symplicity, and a whole range of printed and digital tutorials. As a student already in employment, in certain circumstances (internal progression processes or redundancy) we can offer individual guidance on a virtual or face-to-face basis.

12 British Values

The University has a responsibility to promote British Values as part of its educational offering to all apprentice students, to ensure that apprentices leave the University prepared for life in modern Britain and become valuable and responsible members of society who treat others with respect and tolerance, regardless of their background.

The four definitions of British values are:

Democracy

A culture built upon freedom and equality, where everyone is aware of their rights and responsibilities.

The rule of law

The need for rules to make a happy, safe and secure environment to live and work.

Individual liberty

Protection of your rights and the rights of others around you.

Mutual respect & tolerance of different faiths and beliefs

Understanding that we all don't share the same beliefs and values. Respecting those values, ideas and beliefs of others whilst not imposing our own onto them.

By actively promoting these values the University aims to:

- enable students to become or continue to be valuable and rounded members of society who treat others with respect and tolerance, regardless of background;
- ensure students understand the importance of respect and leave the University fully prepared for life in modern Britain;
- celebrate differences and diversity;
- encourage an understanding of the difficulties other cultures face where such values are not respected;
- provide students with an understanding of how British citizens can influence decision-making through democratic processes; and
- give students an appreciation that living under the rule of law protects individual citizens and is essential for wellbeing and safety.

In order to achieve this, the University will:

- embed the principles of British Values into the curriculum;
- encourage students to become responsible learners, critical thinkers and to actively participate in their own learning and development;
- provide opportunities for students to contribute and feedback to us through the Student Voice;
- provide opportunities for students to engage in the democratic structures of the University through Course representatives, the CSA and representation on University committees;
- ensure that research undertaken is done so in a legal and an ethical manner, with all research requiring approval through the University's ethical approval system (CURES);
- embed the University Values of Ambition, Impact, Respect, and Community in all that we do.

13 Safeguarding

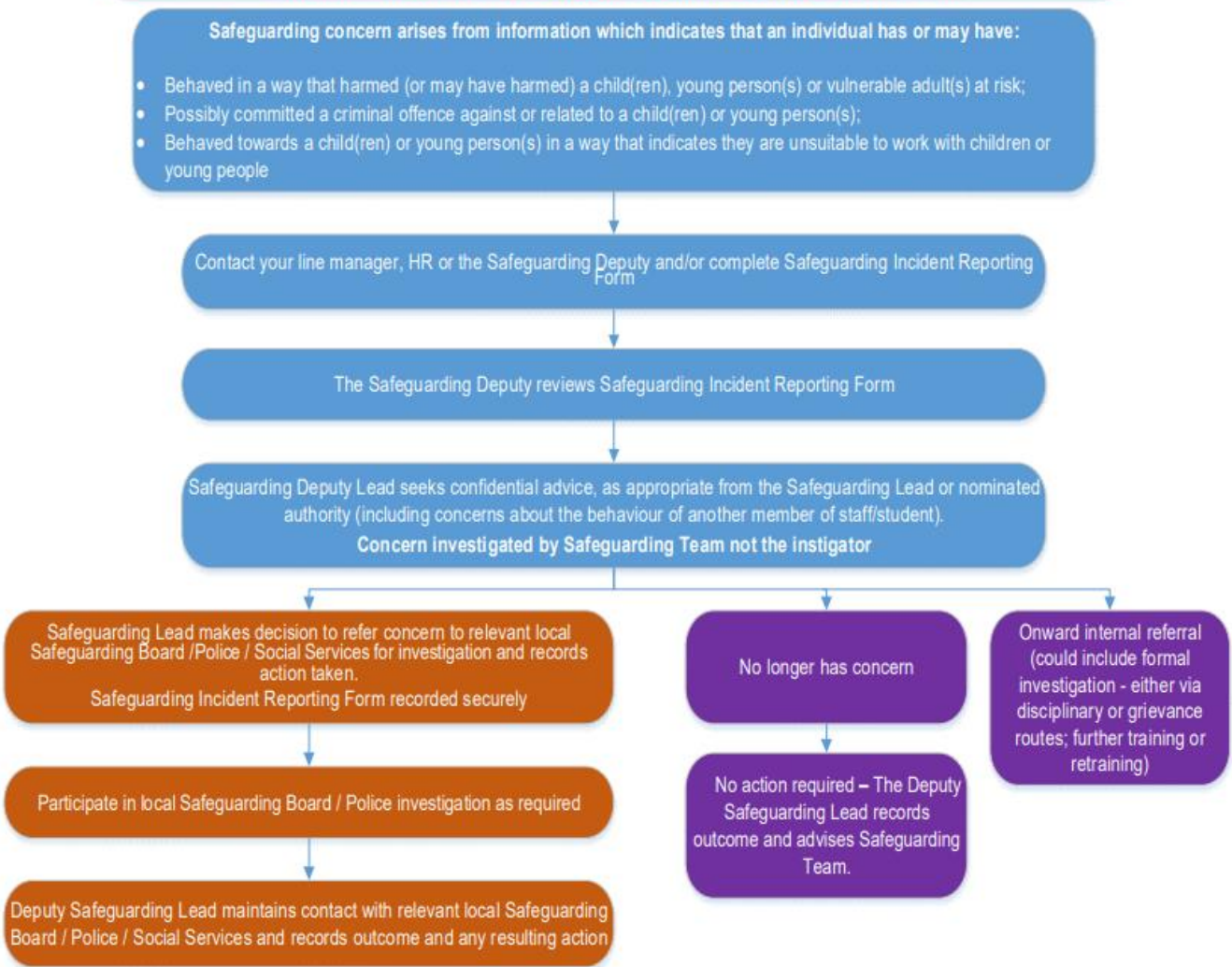
The University is committed to protecting and safeguarding the welfare of children, young people and adults at risk and safeguard those vulnerable to being drawn into extremism, in line with its legal obligations. These obligations extend to all who access our services, grounds or facilities and participate in our activities, to include staff, students, contractors and volunteers/visitors, as well as individuals who engage with the University through research and innovation activities. This is regardless of whether they take part in-situ or virtually through online communication systems.

Safeguarding is everyone's responsibility, and all individuals play a role in preventing, reporting and responding to allegations of exploitation, abuse or harm, in particular those staff who teach, support, guide or in any way interact with students. It is incumbent on all staff to be aware of their responsibilities and act accordingly at all times.

The University has a formal [Safeguarding Policy](#) which underpins its approach to safeguarding. The flowchart below sets out the procedure to be followed should anyone have any concerns regarding the wellbeing of any member of the University.

Further details, including what to do in an emergency and how to access the Safeguarding Form can be found on the Safeguarding pages of the University [Intranet](#).

Flowchart of Procedure for Reporting Safeguarding Concerns
 This flowchart shows the steps that should be taken if you have concerns that a child or vulnerable adult at risk is experiencing, or at risk of experiencing harm. In an emergency, call the police on 999 or 101. On campus, contact Security on 01234-750111 Ext 2222 Email: security@cranfield.ac.uk



14 Comments, Concerns or Complaints by Students

All comments, concerns or complaints relating to the delivery of the apprenticeship elements of your programme should be referred to the Apprenticeships Office in the first instance. These will be managed in line with the principles described in the [Senate Handbook on Student Complaints](#).

Where a concern or complaint cannot be resolved at a local level by the Apprenticeships Office, apprentices will be referred to the formal Stage 2 complaints process, as outlined in the [Senate Handbook on Student Complaints](#).

If you have a comment, concern or complaint relating to your academic course or any other aspect of your time at the University you should contact a member of your course team in the first instance as outlined in the [Senate Handbook on Student Complaints](#).

The University has a separate policy for concerns or complaints about the provision offered to apprentices made by employers, which can be found on the [University's website](#). This

process aims to resolve concerns or complaints informally and swiftly, but does, however, provide a route for a formal investigation process should a swift and informal resolution not be possible.

15 Apprenticeship Compliance and Regulations

Apprenticeships are regulated by the Education and Skills Funding Agency (ESFA). Cranfield (the Training Provider) and your employer are both required to inform ESFA of changes in circumstances that impact on your apprenticeship eligibility. Where eligibility for funding of an apprenticeship programme ceases due to a change in circumstances, the University is required to withdraw students from the programme. Following withdrawal from a postgraduate apprenticeship programme, any applications to re-join Cranfield as a self-funded/sponsored student with academic credit will be considered on a case-by-case basis.

If you believe that your eligibility may be impacted by a change in circumstances, please contact Apprenticeships@cranfield.ac.uk to discuss your options.

16 End Point Assessment

All apprenticeship programmes have an End Point Assessment (EPA). This is a formal, independent assessment of your performance against the Apprenticeship Standard. Each Apprenticeship Standard has an Assessment Plan which sets out the detailed requirements of the Standard. Typically, the EPA comprises two or three components: a Project, a Professional discussion linked to a portfolio of evidence and, for some, a practical assessment. The Knowledge, Skills and Behaviours (as outlined in the apprenticeship standard) are clearly linked to each assessment component. All components of an Assessment Plan need to be passed to successfully achieve the Apprenticeship. This requires all of the Knowledge, Skills and Behaviours to be met to a satisfactory level.

At the end of the training period (academic programme), each apprentice will go through Gateway to assess their readiness for EPA. Successful Gateway requires evidenced achievement of:

- level 2 Maths and English;
- employer confirmation that the apprentice has achieved the required level of competence;
- any academic or professional award as required in the Assessment Plan or the achievement of a set number of academic credits for Integrated Degree Apprenticeships;
- completion of the portfolio of evidence;
- other requirements as described in the individual Apprenticeship Standard Assessment Plan.

On successfully passing through Gateway, you will proceed to the End Point Assessment itself. End Point Assessments are carried out by Independent Assessors assigned by the End Point Assessment Organisation (EPAO). Where there is a choice of EPAO, it is made by your employer at the beginning of your apprenticeship; Cranfield University and MK:U are wholly independent of this decision. Where your apprenticeship forms part of an integrated degree apprenticeship the EPAO will be Cranfield University. The Assessment

Plan will describe the specific arrangements for your particular apprenticeship and will state who will be involved (some Apprenticeship Standards require an employer representative whilst others have an Independent Assessor only).

We will provide support and guidance to maximise the chance of success and a timely completion of your End Point Assessment.

Should you fail to meet the required levels in your EPA, we expect that you will accept the opportunity for further attempts, subject to the Assessment Plan rules that govern the Apprenticeship Standard (these rules vary between different apprenticeship standards). Both the Employer and Cranfield University as the Provider (or MK:U on Cranfield's behalf) will work with you to secure successful completion. We cannot guarantee that individuals undergoing referral or resit attempts will be able to graduate with their original cohort.

Upon successful completion of the EPA, the EPAO will apply for Apprenticeship Completion.

17 Award of Degrees and Graduation

For students studying for an academic award as part of their apprenticeship, confirmation of your award, your certificate and your transcript will be released once all elements of the apprenticeship training programme have been successfully completed, including the End Point Assessment.

You will be invited to attend the next available graduation ceremony to celebrate your achievements at that time.

18 Contact Details

The Apprenticeships Office:

Mailbox: Apprenticeships@cranfield.ac.uk

19 Further Information

Further information on apprenticeship delivery, regulations and guidance can be accessed via the following links:

- Education and Skills Funding Agency – this is the overarching government department responsible for the management of apprenticeships in England.
- [Apprenticeship Funding Rules](#) for employers. This document will provide the latest set of funding rules for apprentices which all employers are operating under.
- Institute for Apprenticeships and Technical Education – for information on all Apprenticeship Standards and Assessment Plans.

- IfATE - <https://www.instituteforapprenticeships.org/apprenticeship-standards/>.
- National Apprenticeship Service Helpdesk.
- For general advice or guidance, this government service can be contacted via email: helpdesk@manage-apprenticeships.service.gov.uk or by telephone 08000 150 600 (opening hours are 8am to 8pm Monday to Friday).

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