



Mastership Students' Guide

This Guide supplements the General Student Handbook, and should be read in conjunction with it.

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1 Introduction

The General Student Handbook should be your primary source of information and guidance. However, there are additional requirements for students on apprenticeship programmes at Cranfield University.

An apprenticeship is a job with training. Through an apprenticeship, apprentices will gain the technical knowledge, practical experience and wider skills and behaviours they need for their immediate job and future career. The apprentice gains this through formal off-the-job training and the opportunity to practise these new skills in a real work environment. Your programme at Cranfield 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).

It is a requirement of your apprenticeship that your employer contractually agrees to facilitate 20% 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 or study required in connection with achieving separate Level 2 English and Maths qualifications.

At Cranfield the term ‘Masterships’ is used to describe postgraduate programmes that are underpinned by an Apprenticeship Standard. The Masterships Office is the team responsible for the regulatory and compliance aspects of apprenticeship programmes (the things that differentiate an apprenticeship from a standard postgraduate qualification).

The Masterships Office at Cranfield University is the primary source of advice, information and guidance regarding your apprenticeship and 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 General Student Handbook.

2 Eligibility

Due to the method of funding for an apprenticeship, there are restrictions on eligibility that all 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 apprenticeship within the time they have available. 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.

- Not use a student loan to pay for their apprenticeship. Where an individual transfers 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 Masterships Office).

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. Levy-paying employers will use funds available in their levy pot. Non-levy employers will co-fund the apprenticeships with the government. All contracts (Masterships Agreement and Commitment Statement) are required to be in place prior to an apprentice's registration and commencement of their programme.

4 Data Protection and Privacy

Cranfield 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 Student

Registration by a student on to an Apprenticeship programme indicates that he or she:

- will accept the additional requirements of being an Apprentice on a levy-funded programme as per the Commitment Statement
- will ensure that the Masterships Office is kept informed of all changes in circumstances that could impact on their apprenticeship, including but not limited to:
 - a break in learning longer than 4 calendar weeks
 - a change in employer
 - a change in job role
 - a change in location of main work address
 - a withdrawal from the apprenticeship

Registration requires the Employer-Provider Apprenticeship Agreement to be signed by both parties.

Registration requires the Employer-Employee-Provider Commitment Statement to be signed by all parties.

6 Management of Changes in Circumstances

All changes in circumstances should be referred to the Masterships Office (Masterships@cranfield.ac.uk) in the first instance in order to advise you on the implications of any changes in circumstance to your apprenticeship. Should a formal change of circumstances be required the Masterships office will work with your 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, breaks in learning (including maternity and suspension of study for periods of 4 calendar weeks or more). It is essential that all changes are discussed with the Masterships Office as soon as possible and prior to any decisions or action being taken so that they can advise you and your employer appropriately.

7 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 Apprenticeship Standard:

- **The Level 2 Maths and English requirement**
- **The Knowledge, Skills and Behaviours (KSBs) outlined in the Standard**
You will be expected to provide 10 – 15 pieces of evidence 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 PebblePad to help you get the most out of the system and how best to collate your evidence ready for your End Point Assessment. These will be available when you log on to the PebblePad system.

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

8 Level 2 Maths and English

As part of the application process apprentices asked to confirm their achievement of Maths and English at Level 2. 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 successfully complete their apprenticeship. If you did not provide evidence of an existing qualification at this level during the application stage the Masterships Office will contact you periodically to remind you to upload the evidence to PebblePad. Where an

apprentice does not have an existing qualification or cannot evidence achievement they will be required to complete and pass the test(s) prior to the End Point Assessment and successful completion of their apprenticeship. Additional funding is available to support this requirement and the Masterships Office will provide advice on the support available and the arrangements for booking tests.

9 Communication Channels

The Masterships Office, along with the rest of the University, will contact you by email (@cranfield.ac.uk) regularly throughout your course. Emails from the Masterships 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. Staff in Education Services will also contact you regularly in relation to your academic course and assessments.

In addition to the standard communication channels, Masterships students will receive messages, announcements and guidance through their e-portfolio platform (PebblePad), in addition to the announcements guidance and feedback received through the VLE as part of their academic course.

10 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 Masterships 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 Masterships Office, apprentices will be referred to the formal Stage 2 of 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 Student Complaints Handbook.

11 Apprenticeship Compliance and Regulations

Apprenticeships are regulated by the Education and Skills Funding Agency (ESFA). Cranfield (the 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, the University is required to withdraw students from the programme. Where possible, you will be offered the opportunity to switch to a self-funded or employer-sponsored non-apprenticeship option.

It is not possible to switch to a self-funded route less than three months prior to the end of your period of training (i.e. the date of final submission for the academic programme). If in any doubt please contact Masterships@cranfield.ac.uk to discuss your options.

12 Award of Degrees and Graduation

All apprenticeship programmes have an End Point Assessment (EPA). This is a formal assessment of your performance against the Apprenticeship Standard and is underpinned by your academic award. Typically, the EPA comprises two components; the Project Showcase and the Professional discussion. The KSBs are clearly linked to each assessment component.

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

- Level 2 Maths and English
- Employer confirmation that the apprentice has achieved the required level of competence
- The academic award
- Completion of the portfolio of evidence.

On successfully passing through Gateway, apprentices will proceed to the End Point Assessment itself. End Point Assessments are carried out by Independent Assessors assigned by your chosen End Point Assessment Organisation (EPAO). The choice of EPAO is made by your employer; Cranfield University is wholly independent of this decision. Once an apprentice passes their EPA they have completed their apprenticeship.

The final award letter for your Mastership and transcript of results will be provided following successful completion of your End Point Assessment. You will be invited to attend the next available graduation ceremony to celebrate your achievements at that time.

13 Contact Details

The Masterships Office:

Mailbox: masterships@cranfield.ac.uk
Building 300 (Martell House)
Ground Floor, West Wing
Cranfield University

Bridget Dix – Head of Masterships
01234 754893
bridget.dix@cranfield.ac.uk

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