

# Glossary of Terms

Apprenticeship Agreement	An apprenticeship agreement is signed by the employer and apprentice before the start of the programme and outlines key details about the apprenticeship. It's a legal requirement and acts as a contract of employment between the apprentice and employer.
Apprenticeship Advisor (AA)	Each apprentice has an Apprenticeship Advisor, who will regularly meet with the apprentice and employer mentor, to monitor and support the apprenticeship progress, against the required KSBs for the standard.
Apprenticeship Onboarding	The team that assesses eligibility to join programme, issue skills scans and apprenticeship documentation, their email address is <a href="mailto:apprenticeshiponboarding@kent.ac.uk">apprenticeshiponboarding@kent.ac.uk</a> .
Cohort Request	Each employer must provide a cohort request on the DAS portal for each apprentice. The cohort request will then be populated with Apprentice, programme details and costs, by the University and returned to the employer for approval.
Contract for Services	Finalises the Apprenticeship Funding between the University and your Employer, taking into account your skills scan, suitability and any recognised prior learning. This must be agreed and signed within 42 days of the Apprenticeship Course start date.
Digital Apprenticeship Service (DAS)	: The online portal designed to help employers access new apprenticeship standards, training providers and funding for apprenticeships. Employers need to sign up to and create an account in order to access funding and manage applicants and vacancies. Once you've completed your DAS registration, you will be able to manage your apprenticeship funds and pay your chosen training provider all in one place.
Eligibility checks	Each application is checked by the Apprenticeship Onboarding team to ensure they are ESFA funding compliant as per the funding rules for that academic year.
Employer mentor	Each apprentice will need to be allocated a mentor by their employer. This is often the Line Manager, but does not need to be. The mentor will attend the review meetings with the Apprentice and Apprenticeship Advisor. They will provide the necessary support in the workplace to help the apprentice progress against the required KSBs.
Enrolment	Once the apprentice has met the conditions of the academic and apprenticeship offer, they will receive an email from the University, formally inviting the apprentice to enrol. The enrolment task must be completed in a timely manner. Once fully enrolled the apprentice will be able to access their timetable and course information. The email is entitled 'Getting Started'.
Framework Agreement	The overarching Contract between the University and your Employer that ensures collaboration and compliance towards the ESFA Funding Rules and your Apprenticeship journey. It is a requirement to have this in place prior to the start of the Apprenticeship Course.
KSB's	The knowledge, skills and behaviours set out within the standard that are tailored specifically to ensure that the apprentice succeeds within that job role. They are the core attributes that you must have as an apprentice in order to be competent in the occupation that you're working in. These are assessed by Apprenticeship Advisor, Mentor and Apprentice at every Progress Review to ensure learner is on track to achieve.
Levy/Non-Levy Employer	A levy employer has an annual wage bill of more than £3 million. Where levy funds are available, these are drawn down through the DAS each month to fund the apprenticeship programme. A non-levy employer has an annual wage bill of less than £3 million. Non-levy employers must reserve funding for the apprenticeship programme via the DAS prior to the apprentice starting the apprenticeship programme
Aptem / Kent Vision	Aptem is the University's apprenticeship management system. This will be used during onboarding for the completion of the skills scan, apprenticeship agreement and training plan. Once on programme, Apprenticeship Progress Reviews (APRs) and Off The Job Training (OTJT) logs will be recorded using Aptem, Kent Vision is the University's system for tracking qualifications awarded by the University, such as degrees. Outcomes for each module studies are tracked and awarded via Kent Vision. You must have applied and enrolled on both systems
Skills Scan	As part of the apprenticeship application process, every candidate completes an online self-assessment of their current starting position, called a Skills Scan. The Skills Scan ensures that the knowledge, skills & behaviours of the chosen apprenticeship standard will be beneficial to your development and meet the business needs. The document should be completed with the support of your employer so that you are both aware of the KSBs within the Apprenticeship.
Training Plan	The Training Plan sets out the commitment of the provider, employer, and apprentice and records key details. It must include: the planned content and schedule for training. what is expected and offered by the employer, the training provider and the apprentice. This must be signed by all parties prior to enrolment.
UK PRN Number	University of Kent's UK PRN Number is 10007150.
Unconditional Offer	An offer that is made without any conditions once all requirements and evidence has been provided by the applicant. Applicant has secured their place on the course.