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University of  
**Kent**

# Programme Expectations Framework for Apprentices



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# Commitment to Learning and Development

## Engagement in Off-the-Job-Training

- Dedicate your paid working hours, as detailed within your Training plan, to off-the-job training as required by the Education and Skills Funding Agency (ESFA), these details should be logged in Aptem with a brief supporting statement. This may include attending workshops, completing online modules, participating in coaching sessions, or engaging in self-directed study. These hours must be updated regularly and should be no more than one month in arrears and include:
- The activity that was undertaken. This activity must meet the knowledge, Skills and Behaviours of your apprenticeship standard. It must be teaching new knowledge.
- The paid hours that were covered
- The impact the learning had to your development

View more information on Off-the-Job Hours [here](#)

## Active Participation

Actively participate in all training, assessments, and assignments as set out in your Training Plan. Engage fully in learning activities and demonstrate a proactive attitude toward acquiring new skills and knowledge.

## Consistent Attendance

Attend all scheduled training sessions, workshops, and assessments as required. Punctuality and consistent attendance are essential, and any unavoidable absences should be communicated promptly with both the employer and the delivery school at the University. To take part in the University's attendance monitoring via Presto honestly and accurately.

# Adherence to Programme Requirements and the Apprenticeship Standards

## Completion of Assignment and Assessments:

- Complete all assignments, assessments, and tasks on time and to the best of your ability, as outlined in the module.
- All modules are mapped to the apprenticeship standard that is being undertaken.
- Always seek clarification and support if needed either by contacting the delivery school or the Apprenticeship Advisor
- Where there are workplace projects as part of the course you are to ensure that these are completed on time. The responsibility for meeting the timeline, regulations etc. are that of you and your employer. The academic is there to supervise and support only.

## Achievements of Milestones:

Work towards achieving the key milestones in your apprenticeship programme as scheduled. This includes:

- Progress reviews attended with your line manager,
- Arranging with your employer exposure to the knowledge, skills and behaviours within your workplace,
- Completion of academic modules,
- Undertaking practical tasks that demonstrate your growing competence in the role,

## Responsibility for Learning Process:

Take responsibility for tracking your own learning progress by keeping a record of completed tasks, training hours, and areas for improvement. This should be logged in Aptem at a minimum of every four weeks. Aptem tracks your apprenticeship and is a tool for your progression to be monitored and reflects development throughout your apprenticeship. This information is audited by the Education, Skills, and Funding Agency to monitor apprentices' engagement throughout their apprenticeship.

# Compliance and DfE Rule and Programme Requirements

## Eligibility Documentation

- Ensure that all necessary documentation is provided to confirm eligibility for the apprenticeship programme, such as residency evidence, prior learning record, and any relevant qualifications.
- Where there is a need to undertake functional skills in English and Maths, from week 12 of your apprenticeship, you will be expected to engage with this teaching. Failure to do so will delay your ability to complete your apprenticeship.

## Record-Keeping and Timesheets:

- Accurately record all learning hours within Aptem
- Regularly update your off-the-job training record to meet DfE compliance standards. These record will be used as part of your apprenticeship review meeting with your Apprenticeship Advisor with your line manager/ employer representative.

## End-Point Assessment (EPA) Readiness

- Prepare actively for the End-Point Assessment throughout your apprenticeship by reviewing EPA requirements, familiarising yourself with the assessment process, and practicing skills that demonstrate your competency in your apprenticeship standard.
- Portfolios, where required, should be collated throughout the entirety of your apprenticeship. Your Apprenticeship Advisor will guide you throughout your apprenticeship to meet the requirements of the EPA.

# Commitment to Continuous Improvement and Feedback

## Seeking Feedback and Acting on it:

- Request feedback from your lecturers, mentors and supervisors to understand areas of strength and opportunities for improvement.
- Show a commitment to acting on feedback to refine your skills and meet programme standards.

## Reflecting Learning Practices:

- Regularly reflect on your learning experiences and progress. Use this reflection to identify areas where you can improve and set goals for the next stage of your development.

## Participation in Progress Reviews:

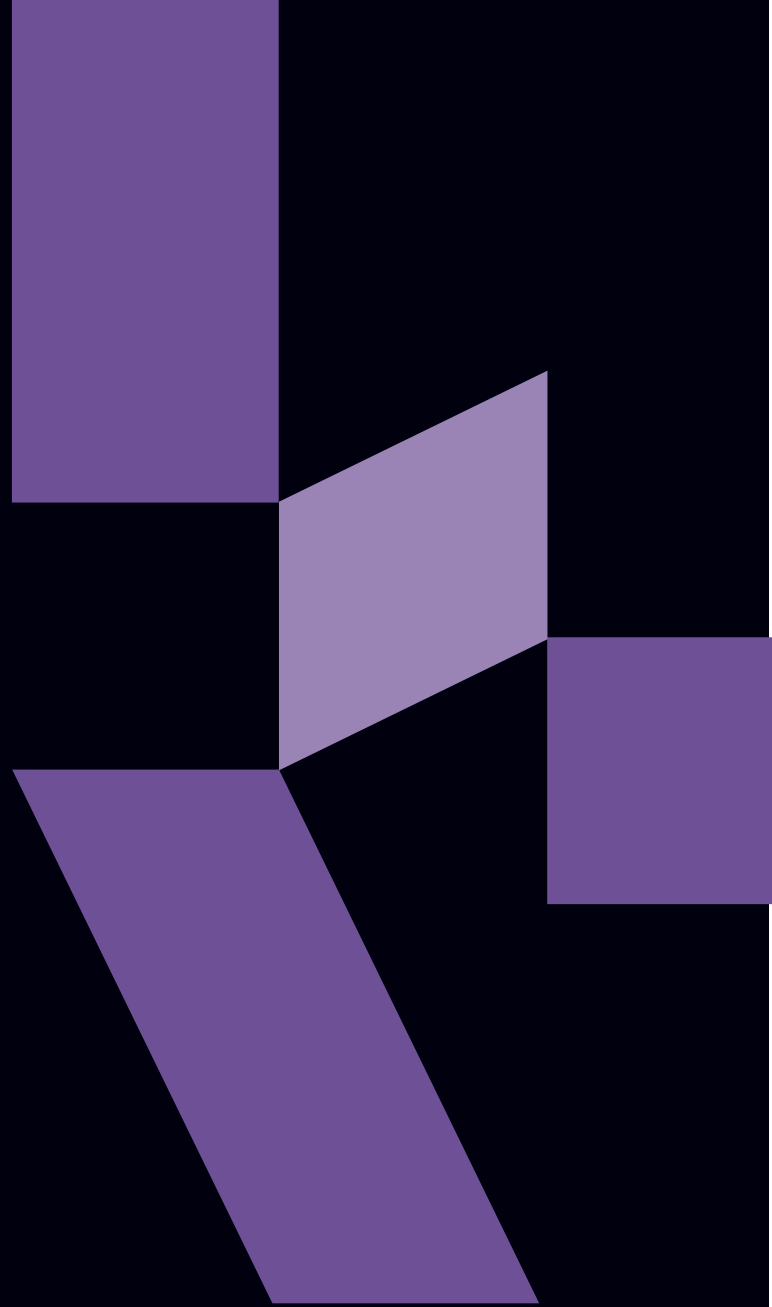
- Engage actively in scheduled progress reviews, completing any documentation, with your employer and Apprenticeship Advisor to discuss your development, address challenges, and set goals for the next period of your apprenticeship.
- It is a compulsory requirement that all reviews are attended, cancellations will not be accepted without a valid reason and reviews may not be possible to reschedule in a timely manner.

# Key Contacts for apprentices:

Here is a list of key contacts that will be important for the duration of your apprenticeship. Please make a note in case you have a query.

apprenticeships@kent.ac.uk	General enquiries
hdaprogadmin@kent.ac.uk	For any queries about your programme including timetables, dates and deadlines, results and progress.
gllfinance@kent.ac.uk	Withdrawals, transfers, Digital Apprentice Setup and ILR funding Status.
Safeguarding@kent.ac.uk	Safeguarding queries or concerns
S.C-2229@kent.ac.uk	Your main point of contact for any Apprenticeship-related questions,

	especially if you're unsure who the Apprenticeship Advisor is, or for any reporting related queries.
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