

Line Manager Induction

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kent.ac.uk



What we will cover

- What is an apprenticeship?
- Our Standards
 - Intergrated vs Non-Intergrated
- What are the expectations of a line manager?
 - Changes of Circumstances
 - Support for Line managers
- The Role of an Apprenticeship Advisor
 - Your AA Team
- Supporting your Apprentice in the workplace;
 - Progress Reviews
 - Development of KSBs
 - Off the Job hours
 - Aptem – With Demo
 - Moodle
- Gateway
- EPA
- Safeguarding your apprentice
- Support services available
- Key contacts

What is an apprenticeship?



An apprenticeship is a paid job that combines practical work (80%) with study (20%). It allows individuals to gain hands on experience in their specific role while working towards a nationally recognised qualification.

- Intermediate - Level 2 – Equivalent to GCSEs
- Advanced - Level 3 – Equivalent to A levels
- Higher - Level 4-5 – Equivalent to a Foundation degree
- Degree Level 6-7 – Equivalent to full Bachelors / Master's degree

Our Standards

Advanced, Higher and Degree Apprenticeships	Level
Policy Officer	4
Technician Scientist	5
Laboratory Scientist	6
Clinical Trials Specialist	6
Chartered Manager	6
Professional Economist	6
Social Worker	6
Social Researcher	6
Scientist	6

Masters Level Apprenticeships	Level
Architect	7
Operational Research Specialist	7
Research Scientist	7
Senior Leader	7

*Please note that as of January 2026 the Government will no longer fund Level 7 apprenticeships. Last cohorts for L7 will start in December 2025.

Integrated Vs Non-Integrated

Integrated

This is an apprenticeship where we are the provider and the EPAO. The apprentice completes their practical period with us and then completes their EPA with us too.

There is a separate EPA team that they deal with during this time so there is no conflict of interest between the delivery and the final assessment.

- Architect
- Scientist
- Professional Economist
- Social Researcher
- Social Worker

Non – Integrated

This is an apprenticeship where we are the provider (we deliver the practical period), but the EPA is carried out by an external organisation. This is the case for most of our apprenticeships.

- Chartered Manager – CMI
- Senior Leader – CMI
- Clinical Trials Specialist – HEE / Marshalls
- Research Scientist – SIAS / Marshalls
- Laboratory Scientist – SIAS / Marshalls
- Technician Scientist – SIAS / Marshalls
- Policy Officer – Innovate Awarding
- Operational Research Specialist – OR Society

Expectations of a Line manager

- Day to day supervision of your apprentice
- Setting goals and expectations
- Ensuring the work being assigned aligns with the apprenticeship requirements(KSBs)
- Supporting the off the job training – Study day (Normally 1 day per week)
- Monitor progression and development of the apprentice including Off the Job hours.
- Providing feedback
- Attending and participating in Progress reviews and signing reviews in Aptem
- Attending the gateway reviews and confirming readiness for EPA.
- Supporting your apprentice with the completion of their Gateway requirements, for example; Portfolio of evidence, workplace projects/presentations.
- Functional Skills – If required.
- Updating your AA with any changes to circumstance for your apprentice. (Next slide)
- Ensuring that the AA is made aware of any performance reviews taking place in the workplace.

Changes of Circumstances

What are they?

- **Break in Learning (BiL)**

This is where an apprentice can take a break from their learning for a period of time. All access to systems will be paused along with drawing funding from the Levy.

A forced BiL will be used where an apprentice has not engaged with off the job learning for 4 weeks or more.

- **Withdrawal**

These can take place for non engagement on programme, through personal choice of the apprentice or academic failure. It is important to note that there may be withdrawal fees payable by the employer if a withdrawal is processed.

- **Employer Transfers**

Where an apprentice chooses to move employer mid apprenticeship.

What do you need to do?

- Attend any relevant meetings requested by AA.
- Update AA on any changes to circumstance

Important note; if an apprentice is made redundant or terminated from their position with yourself, this does not mean they are unable to complete the apprenticeship. You must notify the AA with as much notice as possible that this is taking place.

Your AA will then signpost them to the right support services.

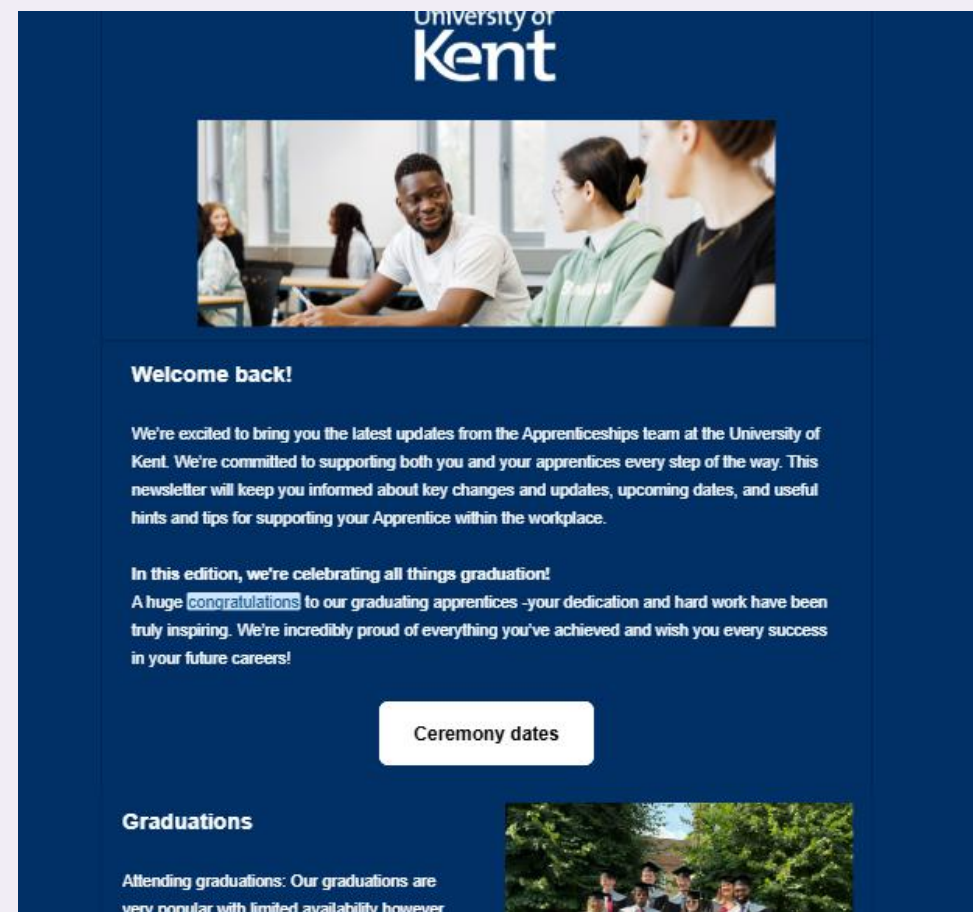
Support for Line managers

Partnership meetings

Each term our Academics will hold partnership meetings. All Line managers for apprentices on their programmes will be invited. These meetings cover what will be taught by the University that term and what KSBs these will map to.

Newsletter

Each term a newsletter is sent out to all Line managers and apprenticeship leads; this newsletter outlines important information that can support your apprentices as well as details of upcoming dates that are important to your apprentice.

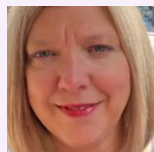


The screenshot shows a newsletter from the University of Kent. At the top is the University of Kent logo. Below it is a photo of three people in a meeting. The main heading is 'Welcome back!'. The text below says: 'We're excited to bring you the latest updates from the Apprenticeships team at the University of Kent. We're committed to supporting both you and your apprentices every step of the way. This newsletter will keep you informed about key changes and updates, upcoming dates, and useful hints and tips for supporting your Apprentice within the workplace.' Below this is a section titled 'In this edition, we're celebrating all things graduation!' with the text: 'A huge [congratulations](#) to our graduating apprentices - your dedication and hard work have been truly inspiring. We're incredibly proud of everything you've achieved and wish you every success in your future careers!'. There is a button labeled 'Ceremony dates'. At the bottom is a section titled 'Graduations' with the text: 'Attending graduations: Our graduations are very popular with limited availability however'. To the right of this text is a photo of graduates in caps and gowns.

The Role of an Apprenticeship Advisor (AA)



Your AA team



- Chartered Manager
- Senior Leader
- Senior Journalist



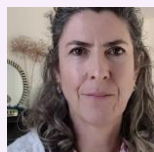
- Chartered Manager
- Operational Research Specialist



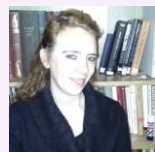
- Chartered Manager
- Senior Leader / Policy Officer
- Professional Economist



- Operational Research Specialist
- Social researcher



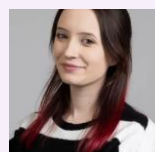
- Professional Economist
- Social Researcher



- Professional Economics
- Social Researcher
- Architect



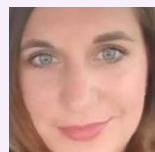
- Professional Economics



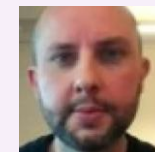
- Science
- Chartered Manager



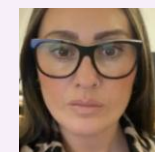
- Science
- Architect



- Science



- Professional Economics
- Social Worker



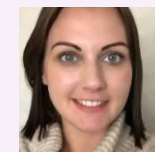
- Social Worker
- Senior Leader



- Social Worker



- Science



- Science

Supporting your apprentice in the workplace

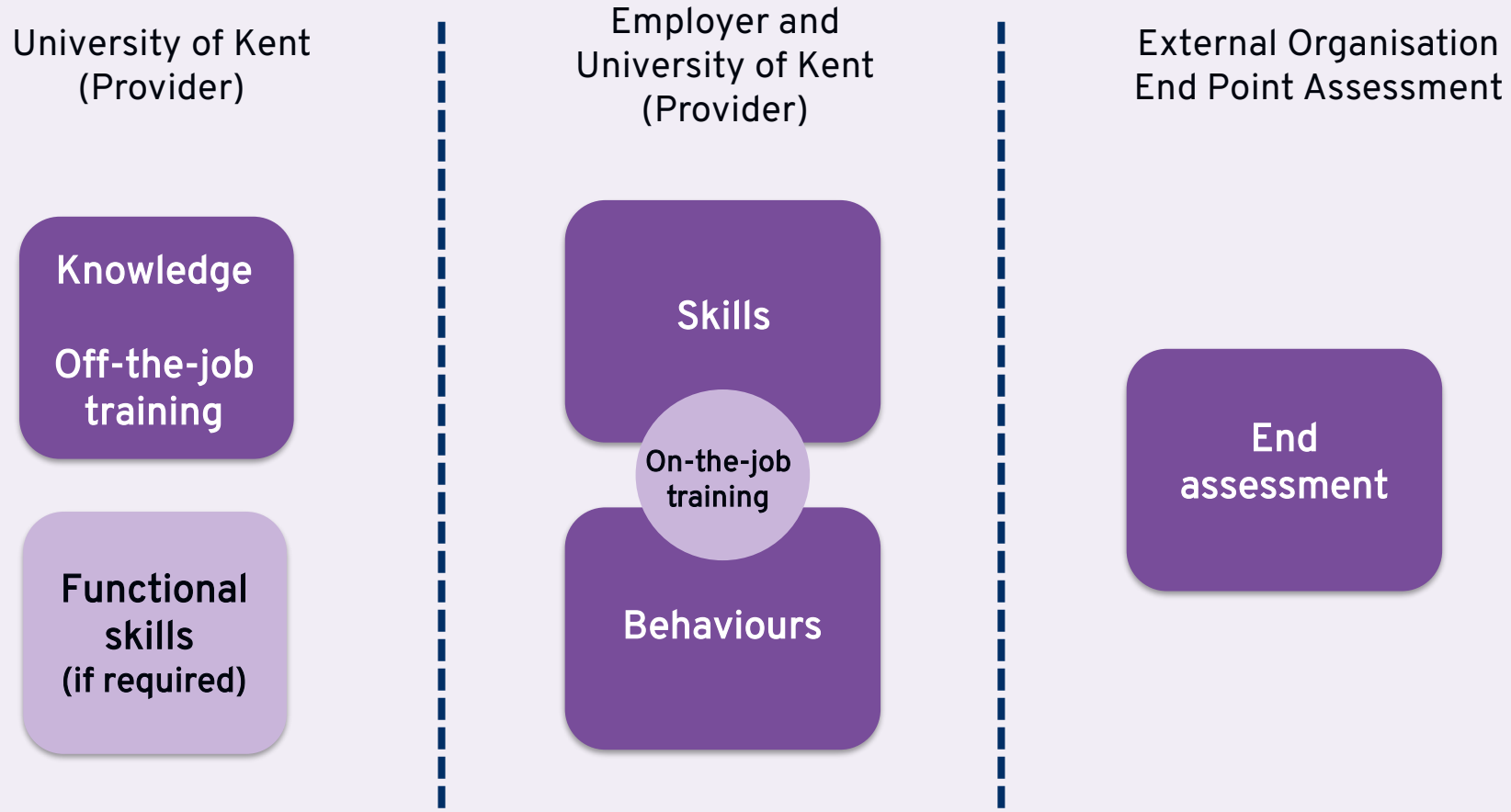
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Progress Reviews (Tripartite)

- Every 12 weeks for all programmes except Social Researcher and Professional Economics where they will meet every 8 weeks.
- Attended by Apprentice/Manager or Mentor/AA.
- Pre Review forms – completed before review and discussed on review.
- Discussion of Objectives, workplace activities/KSB Development/ Progression towards EPA.
- Equal involvement – It's important to remain engaged throughout the review.
- Support the apprentice in setting objectives.
- Workplace discussions.
- Wellbeing check ins.



Development of KSBs



Off the Job Hours (OtJT)

- What are they?

Learning that takes place outside of the apprentice's regular job role, but within their normal paid working hours.

- How much time do they need?

Apprentices in England must spend **at least 20%** of their contracted hours on off-the-job training (or a minimum benchmark equivalent to **6-8 hours per week**, depending on start date and contract).

* OtJH is part of your apprentice's paid time and is not to be completed in their own time *

- Where should my apprentice have a study day?

This can be decided by the employer however we working away from the workplace can reduce disruption.

- How do we report these hours?

Hours should be uploaded onto Aptem

What should be done during this time?

- Attending classroom or online lessons
- Shadowing other teams or departments
- Practical training outside the usual role (That supported the development of KSB's)
- Mentoring sessions
- Studying Theory or assignments
- Industry visits or learning new software/tools
- One to one's
- Mandatory training

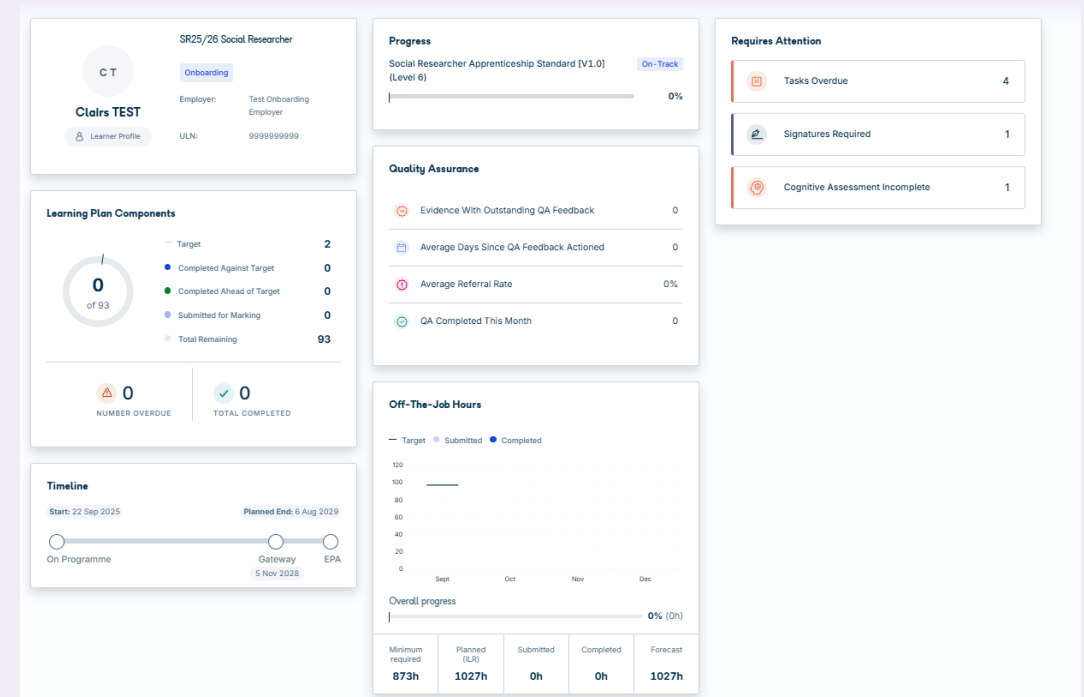
Ultimately – new learning



Aptem-Demo

Aptem is the university's LMS (Learning Management System)

- You will receive an invitation to activate your Aptem account.
- This will detail your apprentice's Individual Learning Plan (ILP).
- Highlight their weekly tasks and activities.
- Tracks their off the job hours (OTJH) study (Requirement of the DfE funding rules).
- Tracks progress through the apprenticeship.
- Progress reviews depository.
- You will need to inform your Apprentice's AA (Apprenticeship advisor) of any changes to management – so updates can be made in Aptem



Moodle

The screenshot shows the Moodle 2025 homepage for the University of Kent. The header includes the University of Kent logo, the year '2025', and navigation links for 'Home', 'My modules', and 'Moodle Archives'. A large banner image shows five students walking outdoors. Below the banner is a search bar labeled 'Search modules'. The main content area features three promotional tiles: 'Online Learning at Kent' with a laptop and books, 'Your studies' with two students, and 'Generative AI: Developing your AI literacy' with a circuit graphic.

University of Kent

2025 Home My modules Moodle Archives

My Kent Staff

Moodle 2025

Search modules

Online Learning at Kent

New to Kent this academic year? Work your way through this online module to get the best start on how to learn here at Kent, ready for the new term!

Your studies

Take a look at the resources and support available to you to make sure you succeed during your time with us.

Generative AI Developing your AI literacy

Learn how to use AI safely and productively in your studies with our module on *Generative AI: Developing your AI Literacy*

- What is it - Where your apprentice will find the learning for on programme.
- Recordings / Study Guides
- Assignment submissions
- Deadlines / Exam Dates
- Mitigations process
- Virtual Learning environment
- PDP's

Gateway

What is the Gateway Meeting?

The Gateway meeting is a key step in confirming that your apprentice is ready to proceed to their End Point Assessment (EPA). It ensures that all elements of the standard have been completed and that the apprentice is fully prepared to undertake the assessment independently.

This meeting involves three parties:

- You, the employer.
- Your apprentice.
- Your apprenticeship advisor.

It is essential that all three parties attend.

Please note: If you're unavailable, a manager who is familiar with the apprentice's progress must attend in your place and be able to confirm completion of all programme components. A signature from each attendee is required to confirm readiness for EPA.

Your apprentice will need to complete their gateway meeting and completed all relevant gateway requirements about 8-12 weeks after they have completed the practical period of their programme. Failure to meet this deadline could result in a withdrawal due to non engagement.

End Point Assessment

- **What Happens Next?**
Once the apprentice successfully passes the Gateway, they will move into the EPA preparation stage. The specific assessment details will depend on the standard they are working towards and will be discussed throughout the Programme, progress review meetings and within the gateway meeting.
- **Important Reminder:**
During the EPA stage, it is critical that your apprentice completes all assessment activities independently*. Support or assistance from either yourself or the apprenticeship advisor is not permitted.

*Providing help during this time may result in the EPA being invalidated.



Safeguarding your apprentice

- Ensure that you have emergency contact details for every apprentice, including next of kin contacts, and that these are reviewed regularly.
- Familiarise yourselves with relevant government legislation. ([Ofsted Safeguarding Policy](#))
- Understand the [University of Kent Safeguarding Policy](#).
- Take appropriate steps to understand what safeguarding means in practice at your organisation, in the context of the responsibilities they have for the people they employ.
- Ensure that any staff working with apprentices in a position of trust are appropriate for the role and do not present any danger or threat.
- Ensure that any people working with young or vulnerable people have had an appropriate check completed with the Disclosure and Barring Service, where activity meets the definition of regulated activity.
- If possible, identify a person to coordinate safeguarding across an organisation.

Support Services

Skills for Academic Success (SAS)

Academic skills support and advice for all students. The support provided includes (but is not limited to) the following areas:

- Study Skills
- Time management, Learning from lectures and seminars, Research.
- Completing Assignments (such as essay writing, oral presentations, group work, research projects)
- Assessments and Exams

[Skills for Academic Success - Your studies - University of Kent](#)

sas@kent.ac.uk

Student Support and Wellbeing (SSW)

If your Apprentice has a known medical or mental health condition or, think they could benefit from support with learning differences, neurodiversity, long term health conditions, mobility or sensory disabilities, or mental health issues, they can register with Student Support and Wellbeing so we can help get your support in place.

[Student Support and Wellbeing - University of Kent](#)

KentSSW@kent.ac.uk

Library Services

Access to a range of discovery tools for finding information in support of their studies, for example:

- **Library Search Digital:** Provides 24 hour access to all e-books and a vast range of journal articles
- **Reading list system** that integrates with Moodle to list all relevant reading for apprenticeship modules. These include e-books & e-textbooks to support core module reading
- **Subscription Databases** which help to search across thousands of journals in specific subject areas

[Library services for students - Your studies - University of Kent](#)

Key Contacts

Compliance:

apprenticeshipcompliance@kent.ac.uk

ESFA/OFSTED queries

Programme Administration:

hdaprogadmin@kent.ac.uk

For any queries about the programme - timetables, dates and deadlines, results and progress.

Finance:

gllfinance@kent.ac.uk

Withdrawals, transfers, Digital Apprentice Setup and ILR funding Status.

Contracts:

GLLcontracts@kent.ac.uk

Service Agreement/Contract that is between the employer and the training provider.

General:

apprenticeships@kent.ac.uk

General queries

Safeguarding:

Safeguarding@kent.ac.uk

Safeguarding queries or concerns

Business Development:

Recruitapprenticeships@kent.ac.uk

New enquiries, recruitment, events and upskilling.

Employer Relations Lead – Sarah Carroll:

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.

Apprenticeship Onboarding website

[Apprenticeship Onboarding](#)

Department for Education (DfE)

[Funding rules 2025/2026](#)

Q&A



Thank
you.

