

Understanding apprenticeship terminology



Henley
Business School

UNIVERSITY OF READING

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We see apprenticeships as an important opportunity for organisations and individuals. However, they come with a vocabulary that can sometimes be technical and unfamiliar. This guide aims to provide a point of reference to help you get to grips with unfamiliar terminology.

Term	Acronym	Definition	Further information
Academic Staff	–	The teaching staff of academic programmes, including degree programmes included within apprenticeships .	
Action learning	–	Group workshops with fellow cohort members conducted by an apprenticeship learning coach .	
Additional Learning Support	ALS	Either (1) additional support provided by training providers to support apprentices with additional learning needs; or (2) the funding provided to the training providers by government to fund this support.	https://bit.ly/36HcTXX
Apprentice (also known as a learner or student)	–	An employee undertaking an apprenticeship .	
Apprenticeship	–	An apprenticeship is a job with training. This includes the training and (where required) end-point assessment of an employee. The full definitions of an English apprenticeship can be found in Part 1 of the Apprenticeships, Skills, Children and Learning Act 2009.	https://hly.ac/3kD4Q5z
Apprenticeship agreement	AA	An agreement between the apprentice and the employer setting out the employment arrangements that apply to the apprenticeship . It must be signed at the start of the apprenticeship .	https://hly.ac/2WDR8ai
Apprenticeship learning coach	–	The person responsible (in some apprenticeship programmes) for supporting the apprentice in the application of knowledge and learning in the workplace.	
Apprenticeship levy	AL	The apprenticeship levy is a levy on UK employers to fund apprenticeships . The levy is charged at a rate of 0.5% of an employer's pay bill, where the employer has a pay bill of £3m or more.	https://bit.ly/3enenJ8
Apprenticeship tutor	AT	The person responsible for supporting the apprentice pastorally, and in developing their portfolio of evidence and preparing for EPA .	

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Apprenticeship service account (also known as digital account)	–	The area on the apprenticeship service where employers can manage their funding and apprentices , view their account balance and plan their spending.	
Apprenticeship standard (also known as a standard)	–	Apprenticeship standards that have been approved and published by the Institute for Apprenticeships and Technical Education . Apprentices can only be enrolled against an apprenticeship standard once it is identified as approved for delivery .	
Approved for delivery	–	An apprenticeship standard that has been approved by the Institute for Apprenticeships and Technical Education – meaning that apprentices are permitted to start on the standard. To obtain approval, the occupational standard and end-point assessment plan must be agreed and published, and the funding band allocated.	
Baseline assessment	–	An assessment of a prospective apprentice carried out by the training provider before the start of their apprenticeship . The purpose is to establish the individual's starting point, or baseline. This informs how much of the apprenticeship training content the individual requires. It also checks that the apprenticeship is an appropriate training programme for the individual.	https://hly.ac/3DAAolt
Chartered Manager Degree Apprenticeship	CMDA	An apprenticeship standard in leadership and management at Level 6 , which includes a degree in management and business. At Henley, the CMDA includes a BA (Hons) in Applied Management.	https://bit.ly/2ZCGC2p
Chartered Management Institute	CMI	A chartered professional body for management and leadership. CMI acts as the end-point assessment organisation for Henley's management and leadership apprenticeship standards .	https://bit.ly/2ZBrFxB
Centre for Quality Support and Development	CQSD	The University of Reading support unit that works with Henley on quality assurance activity.	https://bit.ly/2X2q56f
Cohort form	–	The form used by employers to nominate their employees for a Henley apprenticeship programme. It allows for an initial check on learner apprenticeship eligibility ahead of the baseline assessment .	

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Department for Education	DfE	Government department responsible for children's services and education, including early years, schools, higher and further education policy, apprenticeships and wider skills in England.	https://bit.ly/2LYOF1x
Education inspection framework	EIF	Document setting out how Ofsted inspects education in England, including apprenticeships .	https://hly.ac/3kJ1oX0
Employer framework agreement	EFA	The contract between Henley and an employer. This is supplemented by a Statement of Work for each learner or cohort of learners.	
End-point assessment	EPA	Independent assessment undertaken by an apprentice at the end of training to test that they can perform in the occupation they have been trained in and can demonstrate the duties, knowledge, skills and behaviours set out in the occupational standard .	https://hly.ac/2WyOrY8
End-point assessment organisation	EPAO	An organisation on the Register of End-Point Assessment Organisations . End-point assessment organisations are selected by employers to carry out end-point assessment .	https://hly.ac/2WKsRQa
External quality assurance	EQA	External quality assurance monitors the end-point assessment that apprentices undertake at the end of their apprenticeship , to ensure that it is fair, consistent and robust across different apprenticeship standards and between different assessment organisations.	https://bit.ly/2TC9lk3
Education and Skills Funding Agency	ESFA	The agency of the Department for Education accountable for funding education and skills for children, young people and adults (including apprenticeships).	https://bit.ly/2ZyflhM
Functional skills	FS	Either (1) the fundamental English and maths skills that people need for their working and personal lives; or (2) a type of qualification that allows individuals to demonstrate that they have achieved functional skills to a given level.	https://bit.ly/3ei6yEL

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Gateway requirements	–	The requirements set out in the assessment plan that must be met by the apprentice prior to undertaking end-point assessment of the apprenticeship standard . They include the completion of English and maths qualifications (where applicable) and completion of any on-programme, mandatory qualifications (where applicable), along with satisfactory evidence (as determined by the employer, in consultation with the main provider) that the apprentice has achieved the necessary knowledge, skills and behaviours set out in the standard.	
Higher and degree apprenticeships	–	An apprenticeship where the main learning is at Level 4 or above (including higher education qualifications).	
Higher Education Institution	HEI	An institution providing higher education, which may be a university, a higher education corporation or another institution. Most HEIs are part-funded by government.	
Her Majesty's Inspector	HMI	Her Majesty's Inspectors lead Ofsted inspections of education (including apprenticeship training providers).	https://bit.ly/2XtO65b
Institute for Apprenticeships and Technical Education (also known as Institute for Apprenticeships)	IfATE	IfATE develop, approve, review and revise apprenticeship standards , working with employers. IfATE is sponsored by the Department for Education and led by a board of employers, business leaders and their representatives	https://bit.ly/3grp0wr
Individual learning plan	ILP	A plan setting out how the apprenticeship programme will be tailored in light of the apprentice's development needs, as identified through baseline assessment .	
Individualised learner record	ILR	The main vehicle by which government collects data on apprenticeships in England from training providers . The data is used widely, most notably by the government, to monitor policy implementation and the performance of the sector. It is also used by organisations that allocate funding for further education.	
Integrated standard	–	An integrated standard is where the end-point assessment is incorporated into the main learning aim (usually a degree or other full higher education qualification). In these cases, there is no need for an additional independent assessment.	

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Knowledge, skills and behaviours	KSBs	<p>An apprenticeship standard is defined in terms of the knowledge, skills and behaviours required to be competent in the relevant occupation.</p> <p>They are defined as follows:</p> <p>Knowledge – the information, technical detail, and ‘know-how’ that someone needs to have and understand to successfully carry out the duties. Some knowledge will be occupation-specific, whereas some may be more generic.</p> <p>Skills – the practical application of knowledge needed to successfully undertake the duties. They are learnt through on- and/or off-the-job training or experience.</p> <p>Behaviours – mindsets, attitudes or approaches needed for competence. While these can be innate or instinctive, they can also be learned. Behaviours tend to be very transferable. They may be more similar across apprenticeships than knowledge and skills. For example, ‘team worker’, ‘adaptable’ and ‘professional’.</p>	
Learner commitment statement	LCS	An agreement between the apprentice , the employer and the training provider covering: the planned content and schedule for training; what is expected and offered by each party; and how to resolve queries or complaints.	
Level	–	<p>A measure of the difficulty of a qualification. In England, Wales and Northern Ireland, some examples are:</p> <ul style="list-style-type: none"> • Level 5: a foundation degree, higher national diploma (HND) or diploma of higher education (DipHE) • Level 6: a Bachelors degree, or a graduate certificate or diploma • Level 7: a Masters degree, or a postgraduate certificate or diploma 	
Levy-paying employer	–	An employer with an annual pay bill of over £3 million, and therefore required to pay the apprenticeship levy .	

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Local Enterprise Partnership	LEP	Partnerships between local authorities and businesses, set up in 2011 by the Department for Business, Innovation and Skills to help determine local economic priorities and lead economic growth and job creation within their local area.	https://bit.ly/2AboJgq
Module	–	The component part of an academic qualification (e.g. degree). Each module carries a certain number of credits towards the academic qualification.	
Module convenor	–	The person responsible for the design and delivery of a module .	
Occupation	–	A recognised job role. The basis for an apprenticeship standard .	
Occupational standard	–	A document that details what someone competent in the occupation does: the duties and knowledge, skills and behaviours they require to do it. This is the basis for an apprenticeship standard .	
Operations/ departmental manager	ODM	An apprenticeship standard in leadership and management at Level 5 .	https://bit.ly/2LYPyXV
Office for Students	OfS	The independent regulator of higher education in England.	https://hly.ac/3ywJcVE
Office for Standards in Education, Children's Services and Skills	Ofsted	Ofsted's role is to make sure that organisations providing education, training and care services in England (including apprenticeships) do so to a high standard. Ofsted inspects services providing education and skills for learners of all ages.	https://bit.ly/2XtO65b
Off-the-job training	–	Training that is not on-the-job training and is received by the apprentice , during the apprentice's normal working hours, for the purpose of achieving the approved apprenticeship standard to which the agreement or arrangement relates.	https://hly.ac/2WEJUmi

Term	Acronym	Definition	Further information
On-the-job training	–	Training received by the apprentice for the sole purpose of enabling them to perform the work for which they have been employed. This means training that does not specifically link to the knowledge, skills and behaviours set out in the apprenticeship . On-the-job training does not count towards apprentices minimum off-the-job training requirements.	https://hly.ac/2WEJUmi
Practical period	–	The period for which the employer and apprentice agree that the apprentice will work and receive training under their apprenticeship agreement . It does not include end-point assessment .	
Programme Director	PD	The person with overall responsibility for the design, development and delivery of a programme.	
Qualification Achievement Rates	QAR	Published, institution-level qualification achievement rates for the previous year.	https://bit.ly/2ZEvCSq
Quality improvement plan	QIP	Tool to implement and manage quality improvement, usually determined by an organisation's self-assessment report .	https://bit.ly/3c3hJzF
Register of Apprenticeship Training Providers	–	The Register of Apprenticeship Training Providers is a list of organisations that are eligible to receive government funding to train apprentices .	https://hly.ac/3zyJAEs
Register of End-Point Assessment Organisations	–	The register of organisations eligible to conduct the independent end-point assessment of apprentices .	https://hly.ac/2WKsRQa
Self-assessment report	SAR	A document produced (usually annually) by a training provider , to evaluate the quality of its provision.	
Senior Compliance/ Risk Specialist	SCRS	An apprenticeship standard in compliance and risk at Level 6 . At Henley the SCRS apprenticeship includes the MSc in Regulation and Compliance.	https://bit.ly/2X1VA0a

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Senior Leader apprenticeship	SLA	<p>An apprenticeship standard in leadership and management at Level 7.</p> <p>This standard replaced the earlier Senior Leader Masters Degree Apprenticeship. At Henley, the SLA is delivered through three programmes:</p> <ul style="list-style-type: none"> • Senior Leader Apprenticeship (Business Administration) • Senior Leader Apprenticeship (Future Leaders) • Senior Leader Apprenticeship (Leadership) 	https://bit.ly/2M1utMt
Senior Leader Masters Degree Apprenticeship	SLMDA	<p>An apprenticeship standard in leadership and management at Level 7. This standard was closed for new starts in 2021.</p> <p>At Henley, the SLMDA was delivered through three programmes:</p> <ul style="list-style-type: none"> • Henley Flexible Executive MBA (FEMBA) • MSc Management for Future Leaders • Henley MA Leadership (MAL) 	https://hly.ac/3DvzdUe
Sprint or learning sprint	–	Used within Henley to refer to a concentrated period of learning in which apprentices study digital content, participate in an action learning workshop, apply their learning in the workplace and develop a work-based project.	
Statement of Work	SoW	The agreement that confirms the number of learners expected from an employer on a particular cohort and the agreed fees. This supplements the employer framework agreement .	
Training provider	–	An organisation on the register of apprenticeship training providers and appointed by an employer for the delivery of training and on-programme assessment, as part of an apprenticeship programme.	
Unique learner number	–	A 10-digit number used to match a learner's achievement to their other government-held records of their learning.	
Virtual Learning Environment	VLE	A system for delivering learning via the internet. Platforms in use within Henley include Canvas and Blackboard.	

Where business comes to life

Henley is a triple-accredited business school with over 75 years' experience in developing confident, resilient business leaders and supporting organisations in reaching their strategic and transformational goals.

We are one of the largest providers of leadership, management and digital apprenticeships. Our programmes support around 1,600 learners and are enriched by the cutting-edge research and wide-ranging commercial experience of our academics.

The depth and breadth of this knowledge base equips learners with an extensive understanding of leadership and, along with the latest sector-specific insights, enables them to become the strategic and responsible leaders of the future.

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