

Cylchlythyr | Circular

Degree Apprenticeships Monitoring Report 2023/24 and 2024/25

Date: 08 November 2023
Reference: W23/30HE
To: Heads of higher education institutions in Wales
Principals of directly-funded further education colleges in Wales
Response by: 12 December 2023
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Email: angela.west@hefcw.ac.uk

This circular requires HEFCW-funded institutions approved to deliver the [Digital Degree Apprenticeship](#) (issued 29 April 2018), and the [Engineering and Advanced Manufacturing Degree Apprenticeship](#) (issued 1 August 2019), and with qualifications accepted onto each Framework, or any new one should it be introduced, to submit monitoring information for apprenticeships allocated in academic years 2023/24 and 2024/25. This applies to new apprentices starting in each academic year respectively, and apprentices continuing from previous academic years.

If you require this document in an alternative accessible format, please email info@hefcw.ac.uk.



Noddir gan
Lywodraeth Cymru
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Introduction

1. This circular requires HEFCW-funded institutions approved to deliver the [Digital Degree Apprenticeship](#) (issued 29 April 2018) and the [Engineering and Advanced Manufacturing Degree Apprenticeship](#) (issued 1 August 2019), and with qualifications accepted onto each Framework, or any new one should it be introduced, to submit monitoring information on actual apprenticeship numbers in academic years 2023/24 and 2024/25. This applies to new apprentices starting in each academic year respectively, and apprentices continuing from previous academic years into 2023/24.

Background

2. Circular [W23/04HE](#) published on 20 March 2023 invited HEFCW-funded institutions to submit proposals for funding of degree apprenticeships in 2023/24 and 2024/25, against one or more of the pathways identified on the [Digital Degree Apprenticeship](#), and the [Engineering and Advanced Manufacturing Degree Apprenticeship](#).
3. Institutions submitted proposals by 17 April 2023, for consideration by a panel of HEFCW Council Members, staff and a Welsh Government official on 25 May 2023. Apprenticeship numbers were allocated on 31 May 2023, subject to all qualifications being successfully accepted on to the Digital, and Engineering and Advanced Manufacturing Degree Apprenticeship Frameworks, or any new degree apprenticeship frameworks should these be introduced, and confirmation from Welsh Government of the overall budget in 2024-25, and subject to the transition to the new Commission for Tertiary Education and Research (CTER).

Monitoring and funding

4. As set out in HEFCW's Circular [W23/04HE](#), we will require information on the numbers of apprenticeships and the characteristics of apprentices at three points in AY 2023/24, corresponding to three reference periods. The reference periods are:

Ref. Period	AY 2023/24
One:	01/08/2023 - 15/11/2023
Two:	16/11/2023 - 31/03/2024
Three:	01/04/2024 - 31/07/2024

Please note: The reference periods for AY 2024/25 will be confirmed in due course.

5. Apprenticeships starting from AY 2022/23 onwards
Funding calculations for apprentices starting from 2022/23 onwards will be different to the funding method applied to apprentices starting between 2018/19 and 2021/22. Funding was previously calculated on an enrolment basis, whereas for 2022/23 starters onwards, funding is calculated based on the associated

assumed completed credit values that the apprentices study during the academic year. Funding takes account of assumed completed credit values on the degree apprenticeship programme only, and does not include funding of prior learning. This is to align with HEFCW's main teaching funding method (see HEFCW circular [W23/04HE](#)).

- **Annex A** provides a Monitoring Report template for each institution to complete with information about apprentices that started in 2022/23 and are continuing into 2023/24, and new apprentices starting in 2023/24.
- Payment will be made against numbers submitted in Monitoring Reports for each monitoring period during 2023/24 and 2024/25, on the basis of the number of apprenticeships and associated assumed completed credit values associated with modules taken in that year.
- The amount of funding per credit value has been calculated using a total of £27,000 for a typical 360 credit value course, e.g. £75 per credit value. Therefore a student expected to be studying 120 credits each year on a 3 year course will attract £9,000 funding per year.
- Annex A therefore includes a column to collect the number of assumed completed credit values taken during each academic year, for individual apprentices submitted in Monitoring Reports.

6. Apprenticeships starting between AYs 2018/19 and 2021/22

Funding of apprenticeships which started between 2018/19 and 2021/22 and are continuing into subsequent years will be allocated annually on a pro-rata basis in line with the length of the apprenticeship as indicated by the institution in their proposal, e.g. £6,750 a year will be allocated for a 4 year apprenticeship.

- **Annex B** provides a Monitoring Report template for each institution to complete with information about those apprenticeships that are continuing in 2023/24 which started between AYs 2018/19 and 2021/22.
- Payment will be made against actual apprenticeship numbers submitted in Monitoring Reports for each monitoring period during 2023/24 and 2024/25, on the basis of the number and duration of apprenticeships.

Please note: The Monitoring Report templates for AY 2024/25 will be circulated separately later next year.

7. Submission of Monitoring Report templates will take account of the following guidance:

- The Monitoring Report templates require counts of apprenticeships by Standard Industrial Classification (SIC) code and apprentice characteristics. The definitions used in categorising apprentices in the template must align with those that will be used to return the students on the [HESA student record](#) for 2023/24 and 2024/25. Further guidance is included on the template and should match that outlined in [HESES/EYM guidance](#). Where guidance is not available for the academic year being returned in the monitoring report, the previous year's guidance should be used for reference.
- Apprentices should only be reported in a Monitoring Report once during each academic year, and reported in the monitoring reference period that corresponds with enrolment onto the degree apprenticeship programme,

- Annex A must include the assumed completed credit values associated with individual apprentices that started in 2022/23 and are continuing into 2023/24, and new apprentices starting in 2023/24.
- Institutions should ensure that the return of data in Annex A and Annex B is co-ordinated between colleagues responsible for degree apprenticeships and those responsible for student data returns.
- We will use the information returned to track progress and compliance with HEFCW priorities for the degree apprenticeship programme, and report these publicly, as well as to Welsh Government. We will also use information returned to inform future policy development.
- All data shared publically will be subject to HEFCW's [data disclosure control policy and procedures](#).

Reconciliation of funding

8. For apprentices enrolled in 2023/24 and 2024/25, institutions will be paid for each monitoring reference point during an academic year. The amounts paid are based on data returned to HEFCW via Monitoring Reports as described in paragraphs 5 and 6.
9. We reconcile the data submitted in Monitoring Reports with HESA end of year monitoring data to take account of withdrawals, non-completed credits, recognition of prior learning, and any other discrepancies. This will be verified by providers for 2023/24 and 2024/25 data as part of the [HESA IRIS process](#) in November 2024, and in November 2025 respectively.
10. It is intended that any differences in funding as a result of this reconciliation will be calculated in May 2025 for 2023/24 data, and in May 2026 for 2024/25 data. Any adjustments will be made against an institution's next grant payment at that time. We will discuss and agree the figures with each institution before any adjustment is made.

Timetable

11. Please return the Monitoring Reports at Annex A and Annex B, completed electronically and password protected, for each reference period, by the response dates outlined in the table below. We will send a password to each institution individually to protect completed templates returned to HEFCW. Based on monitoring information returned for each reference period, we will pay institutions by the following payment dates:

2023/24	Monitoring period	Submission deadline	Expected payment date
One:	01/08/2023 - 15/11/2023	12/12/2023	Jan-24
Two:	16/11/2023 - 31/03/2024	22/04/2024	May-24
Three:	01/04/2024 - 31/07/2024	20/08/2024	Sep-24

The expected date of payment is subject to checking the institution's monitoring information with funding allocated for 2023/24 and 2024/25.

Please note: Confirmation of the timetable for AY 2024/25 will be circulated separately later next year.

Further information / responses to

12. Please email completed reports to Angela West (angela.west@hefcw.ac.uk). The Commission for Tertiary Education and Research will come into operation on 1 April 2024, and will take on HEFCW's functions. Points of contact for the Commission for submission of reports for monitoring reference periods 2 and 3 in AY 2023/24 will be communicated to institutions in due course.

Assessing the impact of our policies

13. HEFCW carried out an impact assessment to help safeguard against discrimination and promote equality. We also considered the impact of policies on the Welsh language, and Welsh language provision within the HE sector in Wales and potential impacts towards the goals set out in the Well-Being of Future Generations (Wales) Act 2015 including our Well-Being Objectives. Contact equality@hefcw.ac.uk for more information about impact assessments.

Degree apprenticeship monitoring template 2023/24 - apprentices that started in 2022/23 and are continuing into 2023/24, and new apprentices starting in 2023/24

Guidance notes below are provided to aid completion of the table in Annex A

GUIDANCE NOTES:

The recruitment of each apprentice should only be submitted **once** during each academic year, and reported in the monitoring reference period that corresponds with enrolment onto the degree apprenticeship programme. The Monitoring Report must include the assumed completed credit values associated with individual apprentices during 2023/24.

Reporting periods

Please provide information relating to the following categories of apprentices:

All new apprentices starting in 2023/24 period 1 (between 1 August 2023 and 15 November 2023), **2023/24 period 2** (between 16 November 2023 and 31 March 2024), and **2023/24 period 3** (between 1 April 2024 and 31 July 2024)

All apprentices that started in 2022/23 and are continuing in 2023/24 period 1 (between 1 August 2023 and 15 November 2023), **2023/24 period 2** (between 16 November 2023 and 31 March 2024), and **2023/24 period 3** (between 1 April 2024 and 31 July 2024)

All apprentices that started between academic years 2018/19 and 2021/22 should be returned in Annex B

Sector

Sector name as defined by the Standard Industrial Classification (SIC) Code that best represents the employment sector the employer belongs to.

<https://www.hesa.ac.uk/support/documentation/industrial/sic2007>

SME - The definition of a Small and Medium sized Enterprise as quantified by the European Commission is one that does not exceed 250 employees

Framework - Frameworks for Degree Apprenticeships in 2018/19 to 2024/25 are Digital, and Engineering and Advanced Manufacturing

Pathway - Pathways for the Digital framework are:

Data science
Cyber security management
Software engineering

Pathway - Pathways for the Engineering and Advanced Manufacturing framework are:

Mechanical Engineering
Electrical / Electronic Engineering
Advanced Manufacturing
Chemical Engineering
Integrated Engineering

More information about the Digital Degree Apprenticeship (Wales) Framework can be found here:

[Digital Degree Apprenticeship \(Wales\)](#)

More information about the Engineering and Advanced Manufacturing (Wales) Framework can be found here:

[Engineering and Advanced Manufacturing Degree Apprenticeship \(Wales\)](#)

New or existing employee

New employee - the apprentice started with the employer when starting the apprenticeship

Existing employee - the apprentice was already employed by the employer when starting the apprenticeship

Age

Age is at 31 August of the academic year in which the apprentice **started** the programme, i.e. August 2023 for those starting in 2023/24, and August 2024 for those starting in 2024/25.

Entry point - all apprentices that started between academic years 2018/19 and 2021/22 should be returned in Annex B

2022/23 period 1	the apprentice began the apprenticeship between 1 August 2022 and 15 November 2022
2022/23 period 2	the apprentice began the apprenticeship between 16 November 2022 and 31 March 2023
2022/23 period 3	the apprentice began the apprenticeship between 1 April 2023 and 31 July 2023
2023/24 period 1	the apprentice began the apprenticeship between 1 August 2023 and 15 November 2023
2023/24 period 2	the apprentice began the apprenticeship between 16 November 2023 and 31 March 2024
2023/24 period 3	the apprentice began the apprenticeship between 1 April 2024 and 31 July 2024

The following fields should align with the definitions used in the 2023/24 and 2024/25 HESA student record which have been updated for Data Futures:

Where guidance is not available for the AY of the monitoring report return, the latest year's guidance should be used and is as linked below.

Level - this is the level at which the apprentice enters. Level is described in the Credit and Qualifications Framework for Wales fan diagram 2018

<https://www.hefcw.ac.uk/en/document/cqfw-fan-diagram-2018-english/>

Level is also described in the HESA student record QUALCAT field, where an overall framework used by HESA is compared with other existing qualification frameworks is available

<https://codingmanual.hesa.ac.uk/22056/Qualification/field/QUALCAT>

Welsh speaker status - a Welsh speaker includes those students coded as such in the HESA student record LANGPROFICIENCYID field and further split by fluency using fields PROFICIENCYTYPE and PROFICIENCYLEVEL

<https://codingmanual.hesa.ac.uk/22056/LanguageProficiency/field/LANGPROFICIENCYID>

<https://codingmanual.hesa.ac.uk/22056/LanguageProficiency/field/PROFICIENCYTYPE>

<https://codingmanual.hesa.ac.uk/22056/LanguageProficiency/field/PROFICIENCYLEVEL>

Sex

<https://codingmanual.hesa.ac.uk/22056/Student/field/SEXID>

Disability - this is based on the student's own self assessment. Where a student has a known impairment, health condition or learning difference they should be counted in the 'Declared disabled' column. Students with no known impairment, health condition or learning difference, and students where disability is not available or a student has opted to prefer not to say should be included in the 'No known disability'

<https://codingmanual.hesa.ac.uk/22056/Disability/field/DISABILITY>

Ethnicity

White includes 'White' and 'Gypsy or Traveller'

Black and minority ethnic groups includes all ethnic groups other than 'White', 'Gypsy or Traveller', 'Not known', 'Prefer not to say' and 'Not available'

For the purposes of this monitoring, not known includes 'Not known', 'Prefer not to say' and 'Not available'

'Not known' is used when a student themselves does not know this information. 'Prefer not to say' is used when the student does not wish to declare this information. 'Not available' is when the provider is unable to obtain the data in order to submit it to HESA.

<https://codingmanual.hesa.ac.uk/22056/Student/field/ETHNIC>

STUDENT ENROLMENT COUNTS

All enrolment counts should be aggregated counts of apprentices by the various categories

ASSUMED COMPLETED CREDIT VALUES

From 2022/23 all new starters on apprenticeship programmes will be funded using the number of credit values on modules taken as part of the apprenticeship programme in the academic year (see HEFCW circular W22/14HE)

Annex A therefore includes an additional column to collect the number of assumed completed credit values taken during the academic year, for the 2023/24 apprentice starter and 2022/23 apprentice starter continuing into 2023/24 included this period/report.

For example, a starter in September 2023 may expect to complete 120 credit values during 2023/24 with all information included in the Period 1 report, a starter in January 2024 may expect to complete 60 credit values during the remainder of 2023/24 and will be included in the Period 2 report.

All credit value information returned should follow the same principles and guidance included in:

[HEFCW circular W22/40HE - HESSES Survey 2022/23](#). The 2023/24 update will be available in Autumn 2023, although will follow the same rules for counting credits.

It is recognised that the return of credit values may involve an element of estimation of module enrolment and completion of modules within the year.

Providers are welcome to contact hestats@hefcw.ac.uk with any questions or clarity required to complete this request.

Allocations based on assumed completed credit values taken by new apprentices starting from 2023/24 and apprentices starting in 2022/23 and continuing into 2023/24 onwards may be adjusted +/- based on modules not completed, withdrawals or if the total number of credits for the course is less than 360 credits due to the recognition of prior learning (RPL). Adjustments will be calculated using HESA end of year monitoring data for 2023/24, which will be signed off by providers as part of the HESA IRIS process in November 2023, and recovered in May 2024.

VALIDATION

Validation messages appear in red at the right of the table highlighting when information is missing or inconsistent. Please ensure that all the required information has been completed and that there are no validation messages in red at the side of the table before submitting the completed template to HEFCW.

Degree apprenticeship monitoring template 2023/24 - apprentices that started between 2018/19 and 2021/22, continuing into 2023/24

Guidance notes below are provided to aid completion of the table in Annex B

GUIDANCE NOTES:

The recruitment of each apprentice should only be submitted **once** during each academic year, and reported in the monitoring reference period that corresponds with enrolment onto the degree apprenticeship programme.

Reporting periods

Please provide information relating to the following categories of apprentices:

All apprentices continuing from **2018/19 period 1** (between 1 August 2018 and 18 January 2019) and **2018/19 period 2** (between 19 January 2019 to 31 July 2019)

All apprentices continuing from **2019/20 period 1** (between 1 August 2019 and 15 November 2019), **2019/20 period 2** (between 16 November 2019 and 31 March 2020), and **2019/20 period 3** (between 1 April 2020 and 31 July 2020)

All apprentices continuing from **2020/21 period 1** (between 1 August 2020 and 15 November 2020), **2020/21 period 2** (between 16 November 2020 and 31 March 2021), and **2020/21 period 3** (between 1 April 2021 and 31 July 2021)

All apprentices continuing from **2021/22 period 1** (between 1 August 2021 and 15 November 2021), **2021/22 period 2** (between 16 November 2021 and 31 March 2022), and **2021/22 period 3** (between 1 April 2022 and 31 July 2022)

All apprentices that started in 2022/23 and are continuing into 2023/24, and new apprentices starting in 2023/24, should be returned in Annex A

Sector

Sector name as defined by the Standard Industrial Classification (SIC) Code that best represents the employment sector the employer belongs to.

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New or existing employee

New employee - the apprentice started with the employer when starting the apprenticeship

Existing employee - the apprentice was already employed by the employer when starting the apprenticeship

Age

Age is at 31 August of the academic year in which the apprentice **started** the programme, i.e. 31 August 2018 for those **starting** in 2018/19, 31 August 2019 for those **starting** in 2019/20, 31 August 2020 for those **starting** in 2020/21, August 2021 for those **starting** in 2021/22.

Entry point

2018/19 period 1 the apprentice began the apprenticeship between 1 August 2018 and 18 January 2019

2018/19 period 2 the apprentice began the apprenticeship between 19 January 2019 and 31 July 2019

2019/20 period 1 the apprentice began the apprenticeship between 1 August 2019 and 15 November 2019

2019/20 period 2 the apprentice began the apprenticeship between 16 November 2019 and 31 March 2020

2019/20 period 3 the apprentice began the apprenticeship between 1 April 2020 and 31 July 2020

2020/21 period 1 the apprentice began the apprenticeship between 1 August 2020 and 15 November 2020

2020/21 period 2 the apprentice began the apprenticeship between 16 November 2020 and 31 March 2021

2020/21 period 3 the apprentice began the apprenticeship between 1 April 2021 and 31 July 2021

2021/22 period 1 the apprentice began the apprenticeship between 1 August 2021 and 15 November 2021

2021/22 period 2 the apprentice began the apprenticeship between 16 November 2021 and 31 March 2022

2021/22 period 3 the apprentice began the apprenticeship between 1 April 2022 and 31 July 2022

The following fields should align with the definitions used in the 2022/23 HESA student record which have been updated for Data Futures:

Level - this is the level at which the apprentice enters. Level is described in the Credit and Qualifications Framework for Wales fan diagram 2018

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For the purposes of this monitoring, not known includes 'Not known', 'Prefer not to say' and 'Not available'

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