

Information for Upskilling Employees and Line Managers -University of Bristol

What is Upskilling?

Upskilling training for current staff can be funded by the Apprenticeship Levy. All Apprenticeship-based training must be completed during the normal working week and will take up a minimum of 20% of the employee's contractual hours. Information on off-the-job training [Guidance for off-the-job training](#)

Who can participate?

All employed staff, regardless of age or grade. Individuals must have a valid and eligible residency status, and a contract of employment which exceeds the length of the programme. Employees who are on part-time hours can still go onto an apprenticeship course.

It is important that the professional learning needs are a good fit for the training programme, and that the line manager supports the application and will release the employee from work to undertake the required training and assessment.

Fully eligibility criteria will be reviewed as part of an application. More information on eligibility criteria can be found [here](#).

What upskilling training can be funded by the levy?

The upskilling apprenticeship must provide opportunities to gain significant new skills. To be eligible the employee must **not** already hold a qualification at a higher level in the same field. Although upskilling can be used to help retrain into a new professional area; the current role must match the content of the proposed apprenticeship course and provide appropriate opportunities for on-the-job training and skills development.

Please note that the levy pays for the apprenticeship training, not the employee's salary.

During upskilling training, staff will be paid at their current grade level. The Government funding rules require all persons undertaking apprenticeship-based training to be issued with an approved Apprenticeship Agreement - please see [here for the latest funding rules](#). Current upskilling employees will continue to be subject to their contract of employment and University of Bristol policies and procedures.

What is required from upskilling employees?

Time to be committed towards the training, either for college day-release, online learning, self-study or for formal work-based assessments. This will be included in the UOB Upskilling Apprenticeship Agreement. In addition to the contract of employment with the university, this apprenticeship agreement document must be signed by the: employee, line manager and HR (representative).

Should the apprentice agreement be in breach, this will result in the termination of payments from the levy for the upskilling apprenticeship and the employee will return to

contracted working hours. However, the employee's existing contract of employment, and all related terms and conditions are not affected.

Upskilling employees are required to undertake required training (on- and off-the-job) whilst in employment, to submit college work on time and to fully complete all relevant components to the required standard. Also, to work in accordance with university policies and procedures and to comply with the terms of the UOB Upskilling Apprenticeship Agreement.

What is required from line managers?

The line manager needs to complete and sign the Upskilling Apprenticeship Agreement, at the start of the apprenticeship. This is used to document individual arrangements between the upskilling employee and the employer.

Managers will need to commit to release the apprentice for around 20% of their contracted hours for the duration of the programme (usually 12 to 24 months, depending on the course). This will not all be time out of the office, but you must allow time to complete assignments and other training activities.

Line managers also need to work in partnership with the relevant training provider and be involved in reviewing and developing the progress of each upskilling employee. They also need to update the Staff Development Team regards to progress; to ensure ongoing levy funding.

What is the role of the training provider?

There are various levels of apprenticeship standard ranging from level 2 to level 7, listed on the [Find Apprenticeships](#) site including the training providers who deliver them. Training programmes may require day release, block release, virtual learning; completion of assignments; assessment and observation visits to the workplace; a portfolio of work-based evidence; and an End Point Assessment,

The training provider should ensure this is included in a tailored 'apprenticeship commitment statement', signed by themselves, the upskilling apprentice and line manager. This document will be kept alongside the apprenticeship agreement on ERP (within the employees HR record).

Applying for Upskilling funding

The following form needs to be completed by the applicant and their manager. Once submitted please email sd-course@bristol.ac.uk to notify.

[Upskilling Funding Request Form](#) Please also see Upskilling Employee Process Document

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