Document Control

Version History

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<th>Date</th>
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<td>0.1</td>
<td>15/02/2017</td>
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<td>0.2</td>
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Changes since previous version

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Approvers

<table>
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Background

72% of employers in Scotland have reported a lack of technical, practical or job specific skills in job applicants\(^1\).

Skills Development Scotland (SDS) has developed Graduate Level Apprenticeships as a way for individuals to develop the necessary knowledge, skills and competence required by Scottish industries.

By building on the success of SDS’s existing Foundation and Modern Apprenticeship programmes, Graduate Level Apprenticeships give individuals an opportunity to be in paid employment while gaining qualifications from Dip HE up to Master’s level. And because they have been developed with employers, they ensure that learners gain the necessary knowledge and skills required for their chosen area of work.

Since 2015 SDS has been developing Graduate Level Apprenticeships in partnership with industry representatives and universities/colleges. This work has focused on highly skilled sectors that have been identified as requiring a new approach to education and skills development. From January 2017 Graduate Level Apprenticeships will be delivered across Scotland in partnership with employers, universities and colleges.

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\(^1\) UKCES Employer Skills Survey 2013 (Scottish sample)
Overview

GLAs will help you to:

- widen your talent pool
- develop existing staff
- plan for your skills needs
- bring new knowledge and skills into your business
- retain employees by supporting and investing in their development
- develop networks with colleges and universities
- attract new talent as an alternative to traditional graduate schemes
- develop well rounded employees

GLAs are different because:

- They have flexible entry and exit points, so your employees can get qualified to the level your business needs.
- GLAs have been designed by industry and for industry, so you can be confident that what your employee is learning is right for the role.
- Universities and colleges will work with you to create a flexible learning timetable that meets the needs of your business.
- GLAs are open to new or current employees.
- There is no maximum age limit on who can become a GLA so you can benefit from an applicant’s additional skills and experience. The employee must be a minimum of 16 years of age (or in some cases 18, because of health and safety requirements).
- Employees who have already studied or achieved a degree level qualification are still eligible to apply if it leads to a higher level of qualification or a new area of learning.
Qualifications offered

What Graduate Level Apprenticeship courses are available?

The courses listed below are available now:

- IT Software Development at SCQF level 10 (honours degree level)
- IT Management for Business at SCQF level 10 (honours degree level)
- Engineering Design and Manufacturing at SCQF level 10 (honours degree level)
- Civil Engineering at SCQF level 8 (Dip HE level)

Additional courses are in development and will be available later on in 2017 in the following areas:

- Engineering: Instrumentation, Measurement and Control at SCQF level 10 (honours degree level)
- Civil Engineering at SCQF level 10 (honours degree level)
- Business Management (Financial Services) at SCQF level 10 (honours degree level)

Proposed:

- Civil Engineering: Built environment at SCQF level 10 (honours degree level)
Who is delivering Graduate Level Apprenticeships?

Our current university and college delivery partners are as follows:

- University of the Highlands and Islands (with Inverness College)
- Glasgow Caledonian University
- Robert Gordon University
- Glasgow Kelvin College
- Heriot-Watt University
- Edinburgh Napier University
- University of the West of Scotland (with Ayrshire College, Glasgow Clyde College and New College Lanarkshire)
- The University of Dundee

We expect further partners to sign up before the end of 2017. Please see Appendix 1 for a table showing our current delivery partners and the GLAs they are offering.

What if my preferred delivery partner doesn’t offer a GLA course I am interested in?

In the first instance you can find a list of all the partners we are current working with and the GLAs they are offering in this document (please see Appendix 1) or on the Apprenticeship.Scot website (https://www.apprenticeships.scot/). This information will allow you to find an alternative delivery partner who is running the course you want.

However, we would advise you to let your preferred delivery partner know that you want to take on a GLA apprentice and the courses you would be interested in. Receiving expressions of interests will help delivery partners decide the GLA courses they may want to offer in the future.
What qualification(s) can a Graduate Level Apprentice gain?

GLAs are currently available from SCQF level 8 (Dip HE) through to SCQF level 10 (Honours degree Level). The qualification an apprentice receives at the end is the same as the one they would get after a conventional learning programme with a further or higher education institute.

For example, if a Graduate Level Apprentice completes the IT Software Development course at SCQF level 10 they will receive a BSc degree from their University, as well as a Graduate Level Apprenticeship award.

How will the learning element of the GLA work in practice?

Graduate Level Apprentices are first and foremost employees. It is anticipated that apprentices will spend around 80% of their time in work and 20% of time with a university or college.

However the exact split between work and learning will be agreed between you and their delivery partner. For example, you could agree to have your apprentices attend university or college 1 day a week, or you may opt for more online learning or block release learning for several weeks at a time throughout the year.

This integration of work and learning means that the work employees carry out in your employment counts towards their qualification.

How long does it take to complete a GLA?

A GLA at SCQF level 10 (honours degree level) will take up to 4 years to complete and a GLA at SCQF level 8 (Dip HE level) will take up to 2 years to complete. Some individuals may complete the GLA in a shorter period of time because the format allows attendance at university outwith traditional academic semesters.
Eligibility

Is there an age limit on who can apply for a GLA?

To apply to become a GLA the employee must be a minimum of 16 years of age. Certain employers may require a minimum age of 18 due to health and safety considerations. There is no maximum age set on who can become a Graduate Level Apprentice.

If someone has an existing qualification in the same subject as a GLA they apply for, are they still eligible for funding?

Yes, if the Graduate Level Apprenticeship is a higher level of qualification than the one the individual already holds in the same area.

If someone has an existing qualification at the same level in a different subject, are they still eligible for funding?

Yes. If, for example, someone has already completed a degree in Business but they want get a job in Software Development they can still apply for a Graduate Level Apprenticeship.

Do employees need to be resident and working in Scotland?

Yes. The employee must be resident in Scotland at the start of the Graduate Level Apprenticeship. In addition to this, their employers working premises must also be located in Scotland. When applying to become a Graduate Level Apprentice the individual will be required to satisfy the employer that they have the right to live and work in Scotland.

Can I access GLAs if my business is registered or has its head quarters out with Scotland?

Yes. As long as the employees you want to put on a GLA course are living and working in Scotland.
Can a small or medium sized business take on a GLA?

There is no restriction on the size of organisation that can employ a GLA. However, a smaller organisation would need to be able to provide their Apprentice with the following:

- employee’s wage
- time required away from work for learning
- mentoring support
- benefits package (pension and other normal benefits open to other staff)
- a consistent work load that would allow progression and breadth of opportunity and assessment of day to day practice.

Entry requirements

What qualifications are required to apply for a GLA?

Every applicant should be assessed not just on formal qualifications but also existing experience, during recruitment. The GLA is designed so that previous learning will not be repeated.

Universities can offer flexibility to non-traditional entrants with experience. So if you have taken on a Foundation or Modern Apprentice and want to retain them in your workforce they can progress to a GLA in the same subject area.

It is up to the employer and the delivery partner to ensure that the apprentice joins the programme at the right level, recognising any prior learning that may have taken place.
Do GLAs have flexible “entry and exit points”? 

Yes. Graduate Level Apprenticeships have flexible entry and exit points in the programme so you can ensure your employee begins and leaves their study, at the right point. The delivery partner will take into consideration what a GLA apprentice has previously studied along with any relevant industry experience and agree the employees’ current stage with the employer.

For example, an apprentice who has already attained a relevant qualification at SCQF level 8, prior to enrolling on a GLA at SCQF level 10, may be able to have a percentage of their GLA qualification recognised as being achieved already. This may shorten the amount of time they require to complete the course.

However, if an apprentice doing a GLA at SCQF level 10 (honours degree level) exits before completing the course, they may be able to leave with a GLA at SCQF level 8 (Dip HE level) providing they have met the required level.

What if the employee/applicant does not meet the entry requirements?

If an applicant does not have academic qualifications the employer and university can assess whether the individual would be able to develop the skills and behaviours required to complete a degree programme.

Where there is an existing employee who does not already hold the required qualification(s), they can undertake a process for recognition of prior learning (RPL), for skills and knowledge gained in the workplace at an equivalent level. This could involve creating a portfolio or writing a piece of work that allows the individual to evidence their skills. The university or college may also choose to interview the individual.

Each university or college will outline a method for RPL and they will lead on this section of admissions.
Funding

How are Graduate Level Apprenticeships funded?

For those starting in 2017, Graduate Level Apprentices’ learning costs will be funded by Skills Development Scotland for the full duration of the course.

What is the employer contribution?

We recognise that a significant investment is made by employers when paying and training an apprentice. As such, GLA learning costs for cohorts starting up to the end of September 2017 will be paid for by SDS for the duration of the course.

How much should GLA apprentices be paid?

As GLA apprentices are your employees so you would be expected to pay their salary. This salary is not set by SDS but, we do encourage all employers to pay the Living Wage. The employer will be expected to employ the apprentice full-time with full access to the employers’ facilities and benefits.
How will the Apprenticeship Levy impact GLAs?

Following on from the recent consultation on the apprenticeship levy, Scottish Government has reaffirmed its commitment to the expansion of work-based learning opportunities through Foundation, Modern and Graduate Level Apprenticeships.

Scottish Ministers are committed to increasing the number of Modern Apprentices, including Graduate Level Apprentices to 30,000 by 2020, and have expressed their strong support for the expansion of Foundation Apprenticeships, as an important part of its Developing the Young Workforce (DYW) youth employment strategy.

Does an employer receive any payment from SDS for taking on a GLA apprentice?

SDS will pay the full fees of those apprentices starting in 2017 but employers will not receive any direct payments for taking on a graduate level apprentice.

Is there other funding open to the employee?

As a GLA is a full time employee they will not be entitled to any SAAS funding. The university or college delivering the GLA course can advise whether there are any other grants/bursaries available to the apprentice.
Recruitment

How do you recruit a GLA?

The normal steps to recruit a GLA are as follows:

1. Contact the university/college delivering the course you are interested in.
2. Discuss entry requirements, timescales for recruitment, course content and assessment methods with the university/college.
3. Create the job description (including entry requirements and a closing date)
5. You will be sent all job applications received
6. Liaise with the delivery partner throughout recruitment process, with support provided at interview stages.

These steps can be varied, in agreement with the delivery partner.
What is expected of GLA employers?

Typically, the following would be expected:

- To meet with the delivery partner (university/college) to agree the structure of the GLA programme. This will include assessment methods, time spent at university, and projects that will need to be supported in the workplace.
- Attending quarterly meetings with the delivery partner and the GLA apprentice (employee).
- Mentoring the GLA apprentice and involvement in training and assessment elements as agreed with the delivery partner.

Your role will depend on the individual partnership with the university and/or college. In the first instance you can find a list of all the partners we are current working with and the GLAs they are offering in this document (please see Appendix 1) or on the Apprenticeship. Scot website (https://www.apprenticeships.scot/).

What happens if the apprentice is unable to meet the academic demands of the course?

If the Apprentice’s academic work is not meeting the required standard, they will be offered resits as per university or college policy. If the Apprentice is not successful in resits but has successfully completed other elements of the course, they will be awarded a certificate or diploma at the last level they achieved.

What happens if an apprentices’ employment is terminated before they complete their GLA?

If you can no longer keep the individual in employment, the GLA apprentice will have the option to continue their apprenticeship with another employer, where available, or to join a related course with the university or college who is delivering their learning. SDS would be involved to provide support.
When can employers recruit GLAs?

GLAs are not bound by traditional university timetables so courses can potentially start at any point throughout the year. However, there will usually be some alignment with academic semesters with most start dates occurring between January and September. This would be agreed between the employers recruiting GLAs and the universities/colleges providing the GLA.

Where relevant, are GLAs accredited by professional bodies?

In most cases, the GLA courses have been mapped to professional body standards so apprentices will be able to apply for membership to any professional body relevant to their industry at the conclusion of their programme.

GLA development

How are GLAs developed?

GLAs are developed through ongoing consultation with employers, universities, professional bodies and qualifications authorities in the form of Technical Expert Groups (TEGs). The TEGs act as an advisory group on behalf of the sector and are based on the premise that industry provides the expertise to identify the skills and knowledge they need for a competent graduate workforce. The academic representatives develop the programme, quality standards and alignment to professional accreditation required for delivery of the award. This process normally takes 6 months.

What new courses will be developed?

SDS is currently undertaking research to determine industry demand for additional GLAs by subject and level. Information about future developments will be posted on the Apprenticeship.Scot website at https://www.apprenticeships.scot/become-an-apprentice/graduate-level-apprenticeships/.
Comparison: GLAs vs. Other apprenticeship products

How do Graduate Level Apprenticeships differ from a Technical or Professional Apprenticeship?

Technical and professional apprenticeships have different key characteristics to Graduate level Apprenticeships. Whilst both technical and professional apprenticeships are broadly aligned to the same SCQF levels (8 and 10) there are features of each that provide notable differentiation.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Technical/Professional apprenticeship</th>
<th>Graduate level apprenticeships</th>
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<tbody>
<tr>
<td>Size</td>
<td>Variable size</td>
<td>Standard size at each level (240 credits and 480 credits)</td>
</tr>
<tr>
<td>Permeability</td>
<td>Variability of type of qualification achieved with an end only exit point</td>
<td>Flexible entry and exit points</td>
</tr>
<tr>
<td>Qualification Type</td>
<td>Degree level qualification</td>
<td>Recognised Degree</td>
</tr>
<tr>
<td>Transferability</td>
<td>Recognised within Scottish System and across the UK</td>
<td>Recognised within Scottish System &amp; Internationally recognised qualification</td>
</tr>
<tr>
<td>Role type</td>
<td>Designed for Supervisory/Managerial role</td>
<td>Designed for entry level roles and progression to degree</td>
</tr>
<tr>
<td>Accessibility</td>
<td>Not accessible to school leavers</td>
<td>Accessible to school leavers</td>
</tr>
<tr>
<td>Standard</td>
<td>NOS or Professional Standard</td>
<td>Defined Frameworks leading to standards &amp; professional qualifications</td>
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## How are GLAs different from Degree Apprenticeships?

<table>
<thead>
<tr>
<th>Degree Apprenticeships</th>
<th>Graduate Level Apprenticeships</th>
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<tbody>
<tr>
<td>There are more bespoke degree level apprenticeships as the degrees are tailored to the outcomes defined by a job role in a particular group of companies. This makes them very specific to a particular companies needs.</td>
<td>There are fewer GLA frameworks but they have a broader coverage to meet a wide variety of employer needs. This means that they are transferable in the same way as conventional degrees.</td>
</tr>
<tr>
<td>Degree apprenticeships learning costs are part funded by the UK government via the digital voucher scheme with an employer contribution.</td>
<td>Graduate level apprenticeships learning costs are fully funded by SDS (until the end of Sept 2017).</td>
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<tr>
<td>Any organisation or collaboration that can award a degree can register to deliver the degree apprenticeship.</td>
<td>GLA courses are only delivered by Scottish universities.</td>
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<tr>
<td>Degree level apprenticeships are based on English qualifications levels</td>
<td>GLAs are based on the Scottish Certificate and Qualifications Framework (SCQF) which articulates to other frameworks including the European Qualification Framework (EQF).</td>
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Further information

Where can employers find more information?

For up to date information on GLA courses, funding, delivery partners and vacancy advertisement please visit the Apprenticeship.Scot website at [https://www.apprenticeships.scot/become-an-apprentice/graduate-level-apprenticeships/](https://www.apprenticeships.scot/become-an-apprentice/graduate-level-apprenticeships/). If you have further questions, there is also an option to contact the GLA team direct via the Apprenticeship.Scot website.
<table>
<thead>
<tr>
<th>Partner</th>
<th>GLA Courses</th>
<th>Induction and start dates</th>
<th>Events</th>
<th>Contact details</th>
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</thead>
<tbody>
<tr>
<td>University of Dundee</td>
<td>• Civil Engineering SCQF 8 (Dip HE)</td>
<td>September 2017</td>
<td>Industrial Launch Event February 17, 2017</td>
<td>Dr. Karen Petrie Associate Dean, School of Science and Engineering <a href="mailto:K_Petrie@dundee.ac.uk">K_Petrie@dundee.ac.uk</a> 01382 388 613</td>
</tr>
<tr>
<td></td>
<td>• Engineering Manufacturing and Design SCQF level 10 (honours degree)</td>
<td></td>
<td>University of Dundee Nethergate, Dundee DD1 4HN 10.00-15.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• ICT Digital: IT Management for Business SCQF level 10 (honours degree)</td>
<td></td>
<td>Contact <a href="mailto:K_Petrie@dundee.ac.uk">K_Petrie@dundee.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• ICT Digital: Software Development SCQF level 10 (honours degree)</td>
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<tr>
<td>Edinburgh Napier University</td>
<td>• ICT Digital: IT Management for Business SCQF level 10 (honours degree)</td>
<td>June 2017: Bootcamp/induction</td>
<td>Employer event (TBC) March 08, 2017 Venue TBC, Edinburgh 17:30 – 20:00</td>
<td>Alison Varey Head of Academic Development, School of Computing <a href="mailto:a.varey@napier.ac.uk">a.varey@napier.ac.uk</a> 0131 455 2725</td>
</tr>
<tr>
<td></td>
<td>• ICT Digital: Software Development SCQF level 10 (honours degree)</td>
<td>September 2017: Course start</td>
<td>TBC. More info to follow</td>
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<tr>
<td>Glasgow Kelvin College</td>
<td>• Civil Engineering SCQF 8 (Dip HE)</td>
<td>May 2017</td>
<td>Apprenticeship Employer Event: GLAs Civil Engineering March 07, 2017 23 Flemington St, Glasgow G21 4TD 11:00 – 13:00</td>
<td>Alastair McGhee Business Development Director <a href="mailto:Amcghee@glasgowkelvin.ac.uk">Amcghee@glasgowkelvin.ac.uk</a> 0141 630 5000</td>
</tr>
<tr>
<td>Heriot Watt University</td>
<td>• Engineering Manufacturing and Design SCQF level 10 (honours degree)</td>
<td>June 2017</td>
<td>TBC. More info to follow</td>
<td>Dr. Robin Westacott Associate Professor, Chemical Engineering and GLA Programme <a href="mailto:R.E.Westacott@hw.ac.uk">R.E.Westacott@hw.ac.uk</a> 0131 451 4717</td>
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<tr>
<td>UHI</td>
<td>• Civil Engineering SCQF 8 (Dip HE)</td>
<td>Currently running. Places still available.</td>
<td>TBC. More info to follow</td>
<td>Matt Tyrer Project Manager, Work Based Learning <a href="mailto:Matt.Tyrer@uhi.ac.uk">Matt.Tyrer@uhi.ac.uk</a> 07552211 631</td>
</tr>
<tr>
<td>University of the West of Scotland</td>
<td>• Engineering Manufacturing and Design SCQF level 10 (honours degree)</td>
<td>June 2017</td>
<td>Company Training: GLAs in Engineering February 16, 2017 JWS Centre for Engineering Arthur Street, Hamilton ML3 0BJ 14.00-16.00 Register here</td>
<td>Suzanne McCuaide Business Development Officer, Enterprise Services <a href="mailto:susanne.mccuaide@uws.ac.uk">susanne.mccuaide@uws.ac.uk</a> 0141 848 3406</td>
</tr>
<tr>
<td>Robert Gordon University</td>
<td>• ICT Digital: Software Development SCQF level 10 (honours degree)</td>
<td>May 2017</td>
<td>TBC. More info to follow</td>
<td>Rhona McComiskie Senior Project Co-coordinator <a href="mailto:r.mccomiskie@rgu.ac.uk">r.mccomiskie@rgu.ac.uk</a> 01224 262 218</td>
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<td>TBC. More info to follow</td>
<td>Colin Murchison Associate Dean Business Development <a href="mailto:C.Murchison@gcu.ac.uk">C.Murchison@gcu.ac.uk</a> 0141 331 1364</td>
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<tr>
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