

Transfers Policy for Apprentices

Transfers in cases of Change of Employer

- 1) An apprentice must notify the University of Westminster of their intention to change employer prior to accepting an offer of new employment if they are to be assured of being able to continue as an apprentice. The University will confirm that they are eligible to remain on the apprenticeship and that the new employer will support their continuation and all aspects of the apprenticeship up to and including EPA.
- 2) Notification of the intention to change employer should be sent via email to apprenticeships@westminster.ac.uk
- 3) If an apprentice has been made redundant, the apprentice needs to send the University evidence of redundancy.
- 4) Timely notification of a change of employer does not guarantee continuation on the apprenticeship. This will be determined once the duties of the new job role have been confirmed as appropriate to allow the apprentice to continue working towards the KSBs and once the new employer has confirmed they are able to meet their obligations under the apprenticeship commitment statement.
- 5) Failure to notify the University of Westminster of a change of employer could result in an apprentice being withdrawn from the apprenticeship pathway. They will instead be offered a place on the PT equivalent route and will become responsible for their own fees. If the PT equivalent route does not exist, the apprentice will be withdrawn from the University.
- 6) Apprentices who have previously withdrawn from the apprenticeship route and transferred on to the part time degree pathway will not be able to transfer back to the apprenticeship route should they change employer.
- 7) Prior to transfer, the apprentice must ensure that their off the job training log is fully up to date and on track to achieve their target hours. In exceptional circumstances, where an apprentice is behind on their off the job training hours, an agreement between the apprentice, university and employer should be drawn up agreeing how those hours will be achieved.

Transferring Apprenticeship Standard within the University of Westminster

- 1) Apprentices who wish to move from one apprenticeship standard to another, within the University of Westminster can do so, provided the requirements are met for the internal transfer process if the degree aim differs and that the apprentices job role fulfils the KSBs of the standard. This will also need employer consent.
- 2) This transfer must take place at the start of an academic year, with the exception of the Level 4 apprenticeships, in order to meet the 366 days minimum Length of Programme requirement.
- 3) The apprentice will need to complete the relevant Initial Assessment for the new standard and have sufficient knowledge and skills gaps to meet the funding rules of the Education & Skills Funding Agency.
- 4) Apprentices who wish to change apprenticeship standard need to meet the following deadlines to notify the University of Westminster:

Standard	Deadline	Start Date for New Apprenticeship
All Level 4 programmes	Prior to the end of Semester 1, year 1	May, Semester 2, Year 1
L6 Chartered Surveyor – All Pathways	Prior to the end of Semester 1, year 2	Semester 1, Year 3
All remaining Level 6 programmes	Prior to the end of Semester2, year 2	Semester 1, Year 3

Late requests will not be considered.

- 5) Apprentices who wish to transfer apprenticeship standard must notify apprenticeships@westminster.ac.uk and their mentor and the person responsible for apprenticeships at their employer must be copied in.
- 6) No apprentice can be transferred from one standard to another without their off the job training log being fully up to date and on track to achieve their target hours.

Transferring within the University of Westminster, from a degree course to an apprenticeship programme

It is not possible to transfer to an apprenticeship course from a full-time or part-time course at the University.

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