

Graduate Apprenticeships at GCU

Frequently asked questions from employers

Qualifications and recruitment

Q. What qualifications does the apprentice achieve?

A. The Graduate Apprenticeship qualifications offered by Glasgow Caledonian University (GCU) are BA (Hons) or BSc (Hons) or BEng (Hons), MSc or MBA - the same as a student would receive after a conventional programme.

Q. Would the apprentice be an employee or a student?

A. The apprentice will be an employee, spending most of their time working with you, the employer.

Q. Do I advertise for a Graduate Apprentice?

- A.** It depends:
- **No** – if you currently have an individual within the workplace, who you consider would be suited to the programme.
 - **Yes** – if you are looking to employ a school leaver, register with [Skills Development Scotland \(SDS\)](#)
 - You can also discuss how to place an advertisement and register a successful candidate with [GCU's Business Development Officer](#).

Duration and planning

Q. How much time do apprentices spend in university?

A. There are three terms per academic year and each term is usually between 12-15 weeks long. Apprentices will either spend one whole week or one day per week in each term throughout the programme.

Q. How do I ensure the university programme is relevant for the apprentice's work and my business?

A. The work the apprentice carries out in their employment can count towards their qualification in some instances.

All university assignments are co-created with employers to ensure relevance to the job the apprentices are doing.

Q. How long will it take the apprentice to complete a Graduate Apprenticeship?

A. A Graduate Apprenticeship at honours level takes four years to complete. However, GCU can recognise and assess higher education and work experience which can accelerate learning.

Q. When would the apprentice start the course?

A. Our Graduate Apprenticeship programmes start in September each year. Some programmes vary dependent on the specific Graduate Apprenticeship programme.

Once a place is accepted apprentices and employers are given a full timetable for their programme and can plan accordingly. [Contact us](#) to find out more about duration and planning for specific Graduate Apprenticeship programmes.

Eligibility

Q. Are there age restrictions on who can apply to become a Graduate Apprentice?

A. To apply to become a Graduate Apprentice, the apprentice must be a minimum of 16 years of age. There is no maximum age set on who can become a Graduate Apprentice.

Q. Can an existing employee become a Graduate Apprentice?

A. Yes

Q. If the apprentice has an existing qualification at the same or a higher level in a different subject, are they still eligible for funding?

A. Yes. If the apprentice has already completed a degree in another discipline, they can still apply for a Graduate Apprenticeship.

If their qualification is within a different area, they can start the course from the beginning, provided there is no repeat learning. We can establish this prior to the apprentice applying for the programme.

Q. Does the apprentice have to be resident and working in Scotland to apply for a Graduate Apprenticeship?

A. Yes. They must be resident in Scotland before they start a Graduate Apprenticeship.

In addition to this, the place of employment (working premises) must also be located in Scotland. As an accredited provider on the [Register of Approved Training Providers](#), we also run Degree Apprenticeships in England for apprentices living and working in England, from our GCU London campus.

[Contact us](#) to find out about eligibility for specific Graduate Apprenticeship programmes in Scotland and Degree Apprenticeship programmes in England.

Entry requirements

Q. What qualifications does the individual require to apply for entry to a Graduate Apprenticeship?

- A.** This varies dependent on the specific Graduate Apprenticeship programme:
- **Existing employees:** Any previous industry experience the apprentice has can be taken into consideration alongside any formal qualifications they hold.
 - **School leavers:** The required qualifications are equivalent for entry to a similar course through a conventional university degree.

Q. Can the apprentice do part of the Graduate Apprenticeship?

A. Some Graduate Apprenticeship have flexible entry points.

Q. What if the proposed apprentice does not have the qualifications required for the Graduate Apprenticeship we are interested in?

A. We can assess work-based experience as an equivalent to a qualification through our Recognition of Prior Learning (RPL) process. Where relevant, we can recommend any additional pre-entry assessment to qualify for entry.

[Contact us](#) to find out about entry requirements for specific Graduate Apprenticeship Programmes.

Funding

Q. Do I pay for the Graduate Apprentice?

A. No. Graduate Apprenticeship university places are free. Any additional costs in relation to books, materials and travel should be discussed/ negotiated between you and the apprentice.

Q. Are there other funding options to me or the Graduate Apprentice?

A. As a Graduate Apprentice is a paid employee of your organisation, you would not be entitled to any SAAS funding for the course.

Contracts

Q. Do I have to sign a contract?

A. Yes. GCU will issue a provision of service contract* which outlines your responsibilities to the apprentice and to GCU for the duration of the programme.

Q. Does the apprentice have to sign a contract?

A. Yes. GCU will issue a learning contract* outlining the apprentice's responsibilities to the programme and to the University for the duration of the programme.

Q. What else do employers need to do?

A. Employers must allocate a mentor to support and advise the apprentice throughout the programme. This role will be clearly defined in the contract and Employer Mentors will be invited to some programme sessions.

[Contact us](#) to find about the contract requirements for specific Graduate Apprenticeship programmes.

*Subject to GCU receiving sufficient numbers of funded places from Skills Development Scotland.

Graduate Apprenticeship programmes

Our existing Graduate Apprenticeship Programmes are:

- BSc (Hons) IT Management for Business
- BSc (Hons) Software Development for Business
- BEng (Hons) Mechanical Engineering: Design and Manufacture
- BSc (Hons) Cyber Security

We are launching a further four exciting Graduate Apprenticeship Programmes in September 2018:

- BSc (Hons) Construction and the Built Environment with a focus on Quantity Surveying
- BA (Hons) Business Management with CMI Accreditation
- BSc (Hons) Civil Engineering
- MSc Cyber Security

Contacts

- [Please contact our Team](#) with any further enquiries.
- To discuss how GCU can be your strategic partner in delivering work-based education and Graduate Apprenticeships please contact: [Claire Young](#), Head of Business and Partnerships: [0141 331 3140](tel:01413313140).
- If you are an employer who wants to find out more about our IT and Engineering programmes, please contact: [Ronnie Beattie](#) on [0141 331 8418](tel:01413318418).
- For information on our built environment and business programmes, please contact: [Usman Ahmad](#) on [0141 331 3094](tel:01413313094).