

APPRENTICESHIP LEVY

PersonAL. CommerciAL. GlobAL.



Henley
Business School

UNIVERSITY OF READING

Where business comes to life

The Apprenticeship Levy and the business opportunity

Today's businesses face unprecedented challenges and the mission of Henley Business School is to prepare Managers to meet them. Our Management programmes have been designed to equip them with core skills as well as inspire them to question convention and become agents of change.

The introduction of the Apprenticeship Levy has given added impetus to this. Now, people development is no longer a luxury but a key component of business strategy.

In an era of rapid cultural and technological change, organisations have a powerful incentive to equip their people with the knowledge and capabilities to manage their business effectively now and in the future.

It's an exciting prospect but delivering on the promise is full of complexities. With our expertise in delivering innovative executive education programmes, Henley Business School is ideally placed to help businesses capitalise on the opportunities it presents.

Degree Apprenticeships at Henley Business School

For businesses paying the Levy, it's important that they get the maximum return from their contribution, using the funds to develop their people in a way that tangibly improves business performance.

To help you, Henley Business School is developing a number of Degree apprenticeships such as a BA in Applied Management as part of the approved Standard of the Chartered Managers Institute. You can give your key employees the opportunity to undertake a world-class programme that has been designed by leading business academics and practitioners. It's also approved by the government and all funded by your Levy contributions.

Unlike many programmes, it is work-based and takes place at your own offices and at our Greenlands campus in Henley. And it is flexible, allowing personalisation to your business sector and the needs of your organisation.

The qualities of a Henley graduate

At Henley Business School, our programmes are designed to develop outstanding leaders who are strong, adaptable and able to wrestle a successful outcome from any situation.

Henley alumni have a unique quality that sets them apart from the crowd, distinguished by a group of characteristics we call the five C's:



Curious

They're **curious**, continuously exploring new possibilities and applying this thirst for knowledge to the achievement of personal and organisational success.



Context

They recognise the need for **context** in leadership and understand the subtle changes in approach required in different situations.



Confidence

They have the **confidence** that comes from self-awareness, knowledge, reflection and applied intellect – so they feel empowered to take brave decisions.



Choice

When they make a **choice**, they consider their obligations to society and the business's future, as much as short-term financial gain.



Community

They're conscious of the need for **community**. They network, and make a conscious effort to develop their peers, as well as themselves.



Executive education that challenges people

Degree Apprenticeships

Henley Business School is an approved provider of Apprenticeship Levy services to the Skills Funding Agency. Our programmes utilise Henley's long-standing heritage and expertise in executive education that has led to us being one of the select business schools globally to have acquired triple accreditation.

The Levy has a degree of flexibility within it which allows us to offer a customised programme to clients in which managers from a single organisation work and study together, both at our Greenlands Campus in Henley-on-Thames, and/or at your offices. It is a formula that ensures that content is actively focused on the Client's business challenges of today and tomorrow.

A case study: The Chartered Managers Degree

- The CMDA is a Chartered Management Institute Degree, funded by the Apprenticeship Levy
- The programme is delivered both at the client's businesses location, and at Henley Business School in Henley-on-Thames
- Teaching is through a combination of face-to-face learning with Henley faculty and online tutoring
- New recruits and existing staff are eligible for the programme
- The programme suits employees who have significant management responsibilities
- On completion, employees receive a BA in Applied Management from Henley Business School, University of Reading together with Chartered Manager status.

The CMDA can be delivered in any business occupation. In time, the Business School expects to be involved in more Degree-level programmes and in 2017 and 2018, we aim to have a suite of specialist offers in finance, accounting, banking, HR and other management disciplines.



Making the most of the Levy

A quick summary

The Apprenticeship Levy is a government programme to boost the UK's productivity and competitiveness by investing in skills development. This means not just the technical skills traditionally associated with apprenticeships but also high-level executive and management training. Funding is now available up to levels 6 and 7 (BA and Master's levels).

Businesses with a payroll over £3 million pay the Levy. They can then use their Levy to procure apprenticeship training from Henley Business School or other Government-approved colleges, universities, and independent training providers using the Digital Apprenticeship Service.

What it means for businesses

It is an ambitious programme and one that no major organisation can afford to ignore. The government has committed to an additional 3 million apprenticeship starts by 2020, funded by the Levy. Employers who are committed to training will be able to get back more than they put in with the difference topped up by the government. However, you have only 24 months to use the Levy before it is made available for other businesses to use so it's important to plan quickly.

The Henley service

The Apprenticeship Levy is new and some aspects are complex. Henley Business School offers organisations the opportunity to use our experience and expertise to maximise your return from the Levy.

Our services are available to both existing and new Henley Business School clients. The Henley approach is a highly customised one and includes:

- Providing you with an Account Manager to help produce a workforce development plan that focuses on your whole business, not just management issues

- Sharing case studies of how other organisations are using the Levy
- Keeping you updated on the government systems and the latest policy thinking
- Developing new Standards that are specific to your industry sector
- Identifying other providers who deliver Standards that Henley and The University of Reading don't currently offer.



Adding value to our clients

Our policy is to work with businesses who have an identified strategic requirement and work with them to maximise their return from the Levy opportunity.

This involves collaborating with you to identify your key strategic issues, embedding them in our programmes and directing them to deliver on these objectives.

Choosing participants

We ask you to select a group of people within your organisation who you see as important to your future and have the skills and maturity required to complete their programme. We are happy to help with this screening process.

How we help you

Naturally, the programme will have an operational impact on your organisation and Henley Business School is here to help you with both the administration and operational support with three inclusive services:

1. System administration that includes the management of the HMRC Levy Gateway
2. Employee inductions that prepare the employee for the programme with support on how to manage their time to get the best results
3. Manager training to support managers with team members are on the programme.

Throughout the programme, Development Coaches will monitor and support employees to ensure that they are making progress and this data can be shared with your Project Manager. If necessary, programmes can be modified or refocused to meet changing requirements.



The Journey

From start to finish, our programmes are designed to help you add new dimensions and capabilities in your people and thereby transform the performance of your business. To achieve this, we support you and your staff at every step.



Stage 1

First, we'll work with you to identify the key strategic issues you want to address. We'll help you devise a project plan, agree governance and direct the content and project work towards issues pre-agreed with your organisation. If you require specialist training in an area our faculty doesn't cover, we'll find and recommend another provider to complement our offering.

Stage 2

Once the objectives are set, you identify a group of key employees with the skills, job role and maturity to complete the programme. We'll make sure all the employees you put forward are eligible for Levy funding, and we can even help you with the screening process.

Stage 3

We will induct the relevant members of staff – making sure they know exactly how to get the most out of the programme. This includes time-management, as well as HMRC Levy Gateway training, and learning management advice. We will also provide guidance to their managers on how to support someone on the programme.

Stage 4

Throughout the programme, our Development Coaches will ensure that your employees are making sufficient progress towards their learning aims. If required, we'll arrange additional support to help them fulfil their learning potential. We'll also provide the client with management information.

Stage 5

Each module combines reflective and workplace learning with one-to-one sessions and group masterclasses – a blended approach which gets the best out of every type of learner, and ensures that the course material is relevant to your organisation's day-to-day activities.

Stage 6

Evaluation to ensure that the programme is delivering the ROI set out at the initial engagement.

How your organisation benefits:

- A team of leaders who are equipped to meet your most important business challenges – and drive growth in your organisation
- More rounded employees who will contribute to your business by innovating, changing cultures, implementing new projects, challenging stereotypes and improving workplace relationships
- Improved recruitment and staff retention, with world-class training on the table
- Maximum return on your Levy investment.

How your individual employees benefit:

- They receive a degree or top qualification from Henley Business School, validated by the University of Reading
- They enjoy all the benefits of the 70,000-strong, international Alumni of Henley Business School – one of the most distinguished alumni programmes in the world
- They will become members of professional bodies, such as Chartered Managers and members of the CMI.

About Henley Business School

Henley was the UK's first business school and is one of the most respected. We are ranked among the world's top business schools by the Financial Times and we're one of only 74 in the world to hold triple-accredited status from the UK, European and US awarding bodies.

- 70 years of delivering Executive Education
- Full range of Degree, Masters, MBA and Customised Education
- Triple Accredited
- Part of the University of Reading.

Executive Education at Henley

Executive education has been at the heart of Henley Business School for 70 years and in that time, we have worked with some of the UK's most successful organisations. We currently offer highly-regarded courses in Leadership, Strategic Management, HR and Coaching and have recently been ranked in the UK top 3 for open programmes by the FT.





An inspiring environment

Our programmes include study at our Greenlands campus in Henley-on-Thames. This tranquil riverside location is home to all our executive education programmes and our world-ranked MBA. It offers the perfect environment for personal and professional development.

World-class faculty

Henley Business School has a world-renowned faculty of 150 experienced business practitioners and academics who combine teaching with research to ensure that your employees benefit from the latest business thinking. All are at the forefront of their fields and widely published.



**150
COUNTRIES**



**72,000 HIGH
CALIBRE BUSINESS
PROFESSIONALS**



**NETWORKING
RECEPTIONS AND
REGULAR SEMINARS**



**FORGE CONNECTIONS ACROSS
PROFESSIONS, SECTORS,
INDUSTRIES AND COUNTRIES**

Henley alumni

All graduates of our degree apprenticeship programmes automatically become part of our powerful alumni network with access to a vibrant, truly global community of more than 72,000 high calibre business professionals in 150 countries. The strength of our network gives them the opportunity to forge connections across professions, occupations, industries and countries.

Key contacts

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All information is correct at time of print June 2017

