



University of the  
Highlands and Islands  
Oilthigh na Gàidhealtachd  
agus nan Eilean

## GRADUATE APPRENTICESHIP TRIPARTITE AGREEMENT

*between*

The UNIVERSITY OF THE HIGHLANDS AND ISLANDS, a company registered in Scotland number SC148203, registered Scottish charity No. SC022228 and having its registered office at 12B Ness Walk, Inverness, Inverness-shire IV3 5SQ (**“the university”**)

*and*

the EMPLOYER PARTNER (**“the employer”**):.....

Address:.....

*covering*

arrangements for the delivery of the GRADUATE APPRENTICESHIP BA Eng (Hons) CIVIL ENGINEERING (**“the programme”**).

**How many places are being allocated:** ..... (if more than one place a separate contact and signature and sheet will be required for each student)

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The following Partnership Agreement (**“the agreement”**) sets out agreed expectations and responsibilities for the student, the employer and the university in the delivery of the programme.

A copy of the agreement, signed by the university, the employer and (once employed) the student, is a mandatory requirement prior to the student commencing the programme. Whilst this agreement does not constitute a legal contract between the signatories, on signing this agreement all parties are committing to undertaking the programme and confirming their understanding and acceptance of the expectations and responsibilities placed upon them in ensuring the successful delivery of the programme.

It is recognised that there is continued disruption and uncertainty resulting from the COVID-19 Coronavirus, and it is acknowledged that circumstances may therefore change, after this agreement has been entered into, that may result in a need to review arrangements accordingly.

The provisions within this agreement are split into two main sections. The ‘Overarching programme information and requirements’ section lays out important information, expectations and responsibilities that are applicable across all parties. The ‘Specific responsibilities’ section then lays out some further responsibilities specific to each party.

## 1. OVERARCHING PROGRAMME INFORMATION AND REQUIREMENTS

This programme comprises a full time BA Eng (Hons) Civil Engineering award, taking four years to complete (from start of year one of the programme), delivered through a work-based learning model.

In order to take part in this programme, all apprentices must be in paid employment for the duration of the programme.

The expected time commitment for study is 200 notional learning hours per 20 credit module. This study time will be split between time spent at UHI (normally on block release), time spent within the workplace, and time spent by the student in self-directed study.

Time spent at university will normally include 3-4 visits (blocks) to Inverness College UHI each year, with each block lasting between 2-3 weeks. This blended online learning will also include access to academic learning and support with their tutor/assessor. This would equate to around 20% of the student's contract and can be spread out over the year to fit into the organisation's workload. COVID-19 based alternative arrangements may be in operation in place of block visits depending on government guidelines and social distancing requirements.

Study time spent in the workplace is intended to align as closely as possible to the student's job responsibilities but, must also ensure that there is appropriate opportunity given to reflect, consolidate and apply learning, and to gather evidence towards assessment. This will include accessing the university's Virtual Learning Environment (VLE).

The exact split in study time between university, employer and self-study will be agreed in consultation as part of the development of an Individual Learning Plan (see sub-section 1.1 below).

Responsibility for all assessment will lie with the university, however the employer will be expected to play an important role to support, facilitate and contribute towards the assessment that takes place within the workplace environment, which will be agreed, in consultation, within the development of the Individual Learning Plan.

The University is committed to ensuring that the processing of personal data is only undertaken in the legitimate operation of the University's business. The University collects and uses information (data) about its students and stores it in accordance with the EU General Data Protection Regulation and the UK Data Protection Act 2018. As part of this agreement, we will share information with the employer regarding the student's progress and academic achievement throughout the course of study. The information sharing will be governed by a specific data sharing agreement which will be issued by the relevant academic partner of the University. More details on how the university will manage the personal data required for the SDS reporting requirements of this programme are contained within the University's Work-based Learning privacy notice at <https://www.uhi.ac.uk/sds-privacy>

Funding is through SAAS and covers each year of the course, any re-sits or deferments will have to be agreed in advance with the university and may be subject to additional fees. Graduate Apprentices starting their course in session 2021 –22 can apply to SAAS to cover all tuition fees. Funding is subject to meeting residence conditions. Applications to SAAS can be made as soon as the place on the programme has been confirmed.

## **1.1 Individual Learning Plan**

An essential requirement for the successful delivery of this programme will be the development, implementation and review of a Individual Learning Plan (ILP), tailored to the specific needs and work situation of each student and employer.

The ILP will be a detailed three-way agreement between the university, employer and student that sets out a plan of action, with associated responsibilities and expectations, to ensure the academic and work-based requirements of the programme will be met in a way that balances the requirements of university, employer and student.

The ILP will be developed at the start of the programme, then formally reviewed with all parties at mid-term and end-of-semester meetings.

The ILP will be an important opportunity for the university to identify the work-based requirements of the programme that the employer will be able to facilitate in their workplace. Equally, it will be an important opportunity for the employer to understand the academic and assessment requirements of the programme and how they will need to support the student within the workplace.

## **2. SPECIFIC RESPONSIBILITIES**

### **2.1 Responsibilities of the university:**

Responsible for all academic programme delivery and assessment.

Provide the student with a named Personal Academic Tutor.

Provide any specialist advice and guidance for students with additional support needs.

Provide the student with a programme induction session and handbook.

Provide the employer with a programme induction and handbook, including guidance on the role and responsibilities of the employer mentor.

Ensure the employer is kept up to date with student progress, including assessment results and feedback.

Discuss potential alternative study programmes with the student if they leave their place of employment or change roles whilst undertaking this programme.

Ensure the student has access to appropriate support for the programme through the VLE out with the normal college attendance.

Inform the employer if the student is not attending university or meeting their programme expectations.

Responsible for the health and safety of the student when on campus, with the appropriate insurances in place.

## **2.2 Responsibilities of the employer**

Provide appropriate workplace experience and opportunity to the student to fulfil the programme requirements

Provide the student with access to a named employer mentor of suitable experience and knowledge (e.g. Senior or Supervising Civil Engineer working with the student). The mentor should work in the same organisation and location as the apprentice and supports them on a day-to-day basis.

Take responsibility for keeping up to date with the programme topics being covered by the student through both college attendance and VLE, supporting the requirements of the student regarding reflection, consolidation, application and assessment in the workplace.

Cover any apprentice costs associated with travel and accommodation to attend university.

Inform the university if the student is not meeting the expectations of the programme within the workplace.

Responsible for the health and safety of the student when in the workplace, with the appropriate insurances in place.

Inform the university if the student is off sick in excess of 2 weeks.

## **2.3 Responsibilities of the student:**

To meet all programme deadlines as indicated by the university.

To commit to the required minimum hours of study in accordance with the Individual Learning Plan

To ensure that any information relating to the commercial activities of the employer that are included within coursework and programme discussion are done so with the consent of the employer.

To liaise with the employer mentor and discuss the assignments and programme content as set out in the Individual Learning Plan.

To inform the university if the employer is not meeting programme expectations as set out in the Individual Learning Plan

To inform the employer if the university is not meeting programme expectations as set out in the Individual Learning Plan.

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## CONTACT DETAILS

### Student Details

First Name:	
Surname	
Home address 1	
Home Address 2	
Town/City	
Postcode	
Phone Number	
Email Address	

### Employer Details

First Name:	
Surname	
Job title	
Work address 1	
Work Address 2	
Town/City	
Postcode	
Phone Number	
Email Address	
Has a Mentor been identified yet	YES / NO
If Yes - Name of Mentor	
Email address of mentor	

## SIGNATORIES:

I have read, understand, and agree to abide by all the above conditions contained within this agreement.

### On behalf of the university:

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### On behalf of the employer:

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Student: Once employee is confirmed:

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_