

**NON-SCHOOL LEAVER
APPRENTICESHIP
ADMISSIONS PROCEDURE**

Non-School Leaver Apprenticeship Admissions Procedure

Policy Owner:	ELT
Date of Review:	November 2022
Date Approved:	January 2023
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Responsibility for Review:	Vice Principal Curriculum Delivery and Planning
Policy Review Frequency:	Annual

Applicable to staff: Yes

Applicable to students: Yes

Publish on College website: Yes

Consultation:

Undertaken with:	Yes/No:	Date:
Board/Committee		
ELT	Yes	January 2023 Business Planning – Nov 2022 17 February 2021
CMT		
Unions		
Students		
Employees		
Employers/Stakeholders		

Any Associated Documentation, for Reference:

FE Admissions Policy, Adult Admissions Procedure, School Leaver Apprenticeship Admissions Procedure, Safeguarding Policy, Fitness to Study Procedure, HE Admissions Policy
16-18 Admissions Procedure

Non-School Leaver Apprenticeship Application Process

1. Stage 1 – The Application Process

- 1.1 All apprenticeship applications are to come via Preston College website's online application. Applicants will receive an immediate email/text response to confirm receipt of the application.
- 1.2 All applicants are asked for Certs, An email will be sent manually from the Admin Team asking for proof of Certs and National Insurance Number. Evidence to be sent to appsinfo@preston.ac.uk
- 1.3 The emails states if they don't have GCSE they will need to sit an assessment and book using the link. This will ask for SEND needs and a member of the team will be there on the day.
- 1.4 Unresponsive applicants will be sent follow-up emails.
- 1.5 Applicants who are exempt from further assessments will be sent an email to inform them that they are being invited to interview and this will include the interview time and date. They will be interviewed by their designated Employer Engagement and Apprenticeship Specialist. This interview will be conducted via phone at a time and date suitable for the candidate.
- 1.6 Applicants who are unsuccessful due to other factors, and who are not ready to take an assessment, will be sent an email to inform them of this outcome and their application will be referred by the Engagement Team and on the bottom of the interview form to the Adult Recruitment Team or The Schools Team, who will be able to offer further careers information, advice and guidance, plus any alternative options.
- 1.7 Applicants who indicate or declare any Special Educational Needs or Disabilities (SEND) or Safeguarding details will receive information on the day of interview or for evening interviews, an alternative discussion will take place thereafter.

2. Stage 2 – Maths and English Assessments

- 2.1 Applicants will receive an email and text reminder of their assessment date (Thursdays) and revision material.
- 2.2 The assessments will incorporate:
 - Initial assessment English
 - Free writing assessment
 - Diagnostic assessment of Maths (set at the appropriate level for chosen apprenticeship)
 - Requirements and expectations
- 2.3 Following the completed assessments, applicants' assessment and free writing results is discussed with them. If they haven't passed they are encouraged to rebook. Option 1; re-sit the relevant assessments, Option 2; withdraw their

application and discuss alternative provision with the College. For those who are successful Admin will notify them of next steps/interview. (1.6)

3. Stage 3 – The Interview

- 3.1 During the interview, applicants will be asked to declare any Special Educational Needs or Disabilities (SEND) or Safeguarding details and if they inform us of a need, they will receive a SEND appointment by a relevant member of Student Services following the interview.
- 3.2 Applicants are encouraged to speak about any supporting evidence for their application i.e. Record of achievements, certificates, work experience and portfolios at their interview. They will also be encouraged to reflect on their CV.
- 3.3 Applicants who do not have an employer will be assessed during the interview in relation to suitability for matching.
- 3.4 Applicants who are suitable for the apprenticeship programme chosen, have the pre-requisite entry requirements and have an employer, will receive an unconditional offer and move to Stage 5.
- 3.5 Applicants who are suitable for the apprenticeship programme chosen, have the pre-requisite entry requirements but do not have an employer, will be notified during interview and receive a conditional offer.
- 3.6 Applicants who are suitable for the apprenticeship chosen, have the pre-requisite entry requirements but scored lower during interview will be notified during interview and receive a conditional offer. They will also be encouraged to undertake further training.
- 3.7 Applicants who are unsuitable for the apprenticeship programme and do not have an employer, will be notified within the interview and receive an email of confirmation with a referral for further Information, Advice and Guidance (IAG) within the College (adult/FT).
- 3.8 Applicants who do not attend their interview as scheduled will be contacted by the Admissions Team and offered an alternative appointment or asked if they would like to withdraw their application. If no responsive they are automatically withdrawn.
- 3.9 If the applicant has an employer, the Employer Engagement and Apprenticeship Specialist will contact employer to discuss the matter further.

4. Stage 4 – Matching

- 4.1 Applicants who are not employed will attend interviews with employers as facilitated by the Employer Engagement and Apprenticeship Specialists. Applicants are also encouraged to source their own employers to assist with this process.

- 4.2 Applicants who wish to change their application choice are advised to contact their Employer Engagement and Apprenticeship Specialist to discuss alternative options.
- 4.3 Applicants who are successfully matched with an employer will be contacted by their Employer Engagement and Apprenticeship Specialist to discuss the next steps - Stage 5.
- 4.4 Applicants who are not successfully matched will continue to work with their Employer Engagement and Apprenticeship Specialist to discuss and identify further vacancy opportunities. These discussions will include whether they would like to remain as an active applicant or be withdrawn with relevant CEIAG.

5. Stage 5 – The Apprenticeship Offer

- 5.1 Applicant and their employer will be in direct communication with their Employer Engagement and Apprenticeship Specialist to sign all relevant documentation.
- 5.2 The applicant and employer will simultaneously complete and sign the Prior Learning Analysis (PLA), Training Plan, and Apprenticeship Agreement, providing all necessary mandatory documents have been obtained, such as Health and Safety, Employer Liability Insurance, Employer Contract and to ensure that the employer has an active Digital Apprenticeship Service (DAS) account.
- 5.3 Applicants will be enrolled to their chosen apprenticeship programme and will receive their Apprenticeship Pack which will include all relevant material for induction.