

**SCHOOL LEAVER
APPRENTICESHIP
ADMISSIONS PROCEDURE**

School Leaver Apprenticeship Admissions Procedure

Policy Owner:	ELT
Date of Review:	November 2022
Date Approved:	January 2023
Next Review:	November 2023
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 – November 2022 17 February 2021
CMT		
Unions		
Students		
Employees		
Employers/Stakeholders		

Any Associated Documentation, for Reference:

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

School Leaver Apprenticeship Application Process

1. Stage 1 – The Application Process

- 1.1 All apprenticeship applications are to come via Preston College website. Applicants will receive an immediate email response to confirm receipt of the application with a link to interview dates. Applicants from local schools will see the list of dates we will visit for interview. Applicants from out of country schools will be booked onto a Curriculum Interview Evening.
- 1.2 All applicants will be interviewed and provided with relevant careers, information, advice and guidance (IAG), and support with alternative full time options including any SEND requirements and support needs that has been identified on their application or during the interview.
- 1.3 Where it is identified that an applicant has additional challenges or barriers to education, the relevant SEND/safeguarding team will make suitable arrangements.

2. Stage 2 – The Interview

- 2.1 Prior to interview, the applicant will receive a reminder from their careers lead in their school and a text reminder from the Admin Team. The email will confirm the date and time, to outline what they need to prepare and what to expect. Applicants will confirm with the Admin Team if they can attend or reschedule if needed.
- 2.2 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.
- 2.3 Applicants who are deemed suitable for an apprenticeship will receive a conditional offer and booklet. In addition, they will be given a full time offer as an alternative option. These applicants will be moved to 16-18 'matching' queue and receive ongoing communications from the apprenticeship team from March onwards.
- 2.4 If the applicant has declared they have an employer and have the relevant predicted grades, these applicants will be moved to 16-18 'ready to enrol' queue. If they have an employer but do not have the relevant predicted grades (Grade 0-2), they will be moved to the 'requires assessment' queue.
- 2.5 Employers will be contacted by the engagement team March/April onwards to ensure that work is started for the apprentices to start as early as possible.
- 2.6 Applicants who do not meet the criteria for maths and English will be invited to complete an assessment from March/April onwards. Those who don't meet the relevant level will be given one further option to re-sit at a later date. Applicants who pass will be moved to 'matching' or 'ready to enrol' if they have

an employer. Whereas those who don't will be encouraged to enrol on their full time course offer.

- 2.7 Applicants who do not attend their interview appointment will be contacted by the Schools Team Administration and offered an alternative appointment, time and date.
- 2.8 Applications will be automatically withdrawn if an applicant does not attend their second interview appointment without notifying the Admissions Team and referred to the Schools Team.

3. Stage 3 – English and Maths Assessment

- 3.1 Applicants who have predicted GCSE grades that fall below the pre-requisite entry requirements (Grade 0-2) and are in the 'requires assessment' queue, will receive communication and a text reminder from March/April onwards inviting them to complete an online assessment in their school or at the College.
- 3.2 The assessments will incorporate where applicable:
 - Initial assessment English
 - FREE writing assessment
 - Diagnostics assessment of Maths (set at the required level based on the apprenticeship chosen)
 - Requirements and Expectations
- 3.3 Following the completed assessments, the results are uploaded to their EBS record and if successful, the engagement team will let the applicant know the next steps i.e: 'matching' or 'ready to enrol' (if they have an employer).
- 3.4 Applicants who are unsuccessful at assessment will be given a referral back to the Schools Team and will be encouraged to follow up on their full time offer.

4. Stage 4 – Matching

- 4.1 Applicants with conditional offers and meet the criteria will have their CVs sent to employers and may be required to attend job interviews as facilitated by their Employer Engagement and Apprenticeship Specialists. Applicants are also consistently encouraged by their Employer Engagement and Apprenticeship Specialists to source their own employers.
- 4.2 Applicants who wish to change their application choice are advised to contact a member of the 16 to 19 Schools Administration Team on 01772 225069 or their designated Employer Engagement and Apprenticeship Specialist as soon as they can.
- 4.3 Following a conditional offer at interview (matching and requires assessment), applicants will be invited to the Apprenticeship Open Event during the summer term. They will also receive relevant keep warm communications from the marketing department; keeping learners up to date with College information.

- 4.4 Applicants who are successfully matched with an employer will be contacted by their Employer Engagement and Apprenticeship Specialist from March/April onwards to discuss the next steps.
- 4.5 Applicants who are not successful at gaining an employer by 1st July will receive communication encouraging them to enrol onto their full time College place. However, their application for an apprenticeship will remain live.

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.