



# Admissions Policy: Apprenticeships

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## 1. Policy statement

- 1.1 University Centre Quayside (UCQ) aims to ensure equality of opportunity for applicants and for all students in teaching, learning and assessment. UCQ strives to create an environment whereby students are treated solely on the basis of their academic achievement, ability and potential, regardless of age, religion, ethnicity, gender, family or marital status, sexual orientation or disability. The initial eligibility benchmarks for Apprenticeship Standards is underpinned by the Education and Skills Funding Agency (ESFA) apprenticeship rules of funding.
- 1.2 UCQ operates a procedure whereby a student can claim academic credit for relevant previous study or learning experiences, known as Recognition of Prior Learning (RPL). The RPL Policy can be found on the UCQ website at <https://ucq.ac.uk/wp-content/uploads/2020/06/AD-006-Recognition-of-Prior-Learning-RPL-Policy-V5.pdf>.

## 2. Apprenticeship eligibility criteria

- 2.1 UCQ will at all times seek to operate admissions onto the apprenticeship programme in accordance with the ESFA Apprenticeship Rules for Main Providers. To be eligible, the **individual** must:
  - 2.1.1 Start their apprenticeship after the last Friday in June of the academic year in which they have their 16th birthday.
  - 2.1.2 Be able to complete the apprenticeship within the time they have available.
  - 2.1.3 Not be asked to contribute financially to the cost of training, on-programme or end-point assessment. This includes both where the individual has completed the programme successfully and has left the programme early. Costs include any co-investment or additional training and assessment costs, above the funding band, that the employer has paid directly to the main provider where this is part of the agreed apprenticeship.
  - 2.1.4 Not use a student loan to pay for their apprenticeship. Where an individual transfers to an apprenticeship from a full-time further education or higher education course, and that course has been funded by a student loan, the loan must be terminated by the individual and UCQ must be satisfied that this has occurred.
  - 2.1.5 Not benefit from funding from an employer's apprenticeship service account or government-employer co-investment for any part of their programme where either you or another party claim funding from another government department or agency for the same purpose. This includes any funding for that individual from the European Social Fund, the Education and Skills Funding Agency or Jobcentre Plus.
  - 2.1.6 Not benefit from funding for any part of their programme that duplicates training or assessment they have received from any other source.
  - 2.1.7 Spend at least 50% of their working hours in England over the duration of the apprenticeship. For working hours to be counted in the 50% limit, they must be regular, planned, and known at the start of the apprenticeship.
  - 2.1.8 Have the right to work in England.
  - 2.1.9 Have an eligible residency status (information can be found in the residency eligibility section in Annex A of the ESFA Apprenticeship Funding Rules for Main Providers)

## 2.2 Employment

- 2.2.1 The apprentice must be engaged by an employer, or an apprenticeship training agency (ATA), for a period which is long enough for the apprentice to complete the apprenticeship successfully (including, for standards, the end-point assessment).
- 2.2.2 The apprentice will ordinarily be employed for at least 30 hours per week on the first day of their apprenticeship and be paid at least a wage consistent with the law for both the time they are in work and in off-the-job learning. In exceptional circumstances, an apprentice may work fewer than 30 hours a week. In this case, the expected duration of the apprenticeship will be extended to take account of this. This will also apply to any temporary period of part-time working.
- 2.2.3 At least 20% of the individual's normal working hours, over the planned duration of the training period within the apprenticeship must be spent on off-the-job training. This training is received during the individual's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the apprenticeship.
- 2.2.3 In all instances, the apprentice must be starting a new job role or in an existing job role, where they require significant new knowledge and skills.
- 2.2.4 For full employment eligibility criteria please refer to the ESFA Apprenticeship Funding Rules for Main Providers (<https://www.gov.uk/guidance/apprenticeship-funding-rules>).

## 2.3 Prior qualifications

- 2.3.1 An apprentice can undertake an apprenticeship at the same or lower level than a qualification they already hold, if the apprenticeship will allow the individual to acquire substantive new skills and the content of the training is materially different from any prior qualification or a previous apprenticeship.
- 2.3.2 An assessment of the applicant's prior learning will be undertaken prior to commencement of the programme. Please refer to the UCQ Recognition of Prior Learning (RPL) Policy for further information: <https://ucq.ac.uk/wp-content/uploads/2020/06/AD-006-Recognition-of-Prior-Learning-RPL-Policy-V5.pdf>.
- 2.3.3 For full prior qualification eligibility criteria please refer to the ESFA Apprenticeship Funding Rules for Main Providers.

## 2.4 English and maths

- 2.4.1 It is expected that students will have achieved a minimum level two qualification in English and maths prior to enrolment. In order to demonstrate this, applicants must provide a clear colour photocopy of their previously achieved functional skills qualification, or suitable proxy qualifications such as key skills or a GCSE certificate at grade C or above.
- 2.4.2 Where the student cannot provide evidence of this prior to enrolment, UCQ will support the student through a functional skills qualification in English and/or maths. In preparation for this qualification, students will undertake diagnostic assessments to determine the appropriate qualification level to start at. These diagnostic assessments are not the same as the pre-enrolment BKSB initial assessments detailed in section 3.1. Students must be able to

demonstrate a level two benchmark in English and maths in order to complete their apprenticeship.

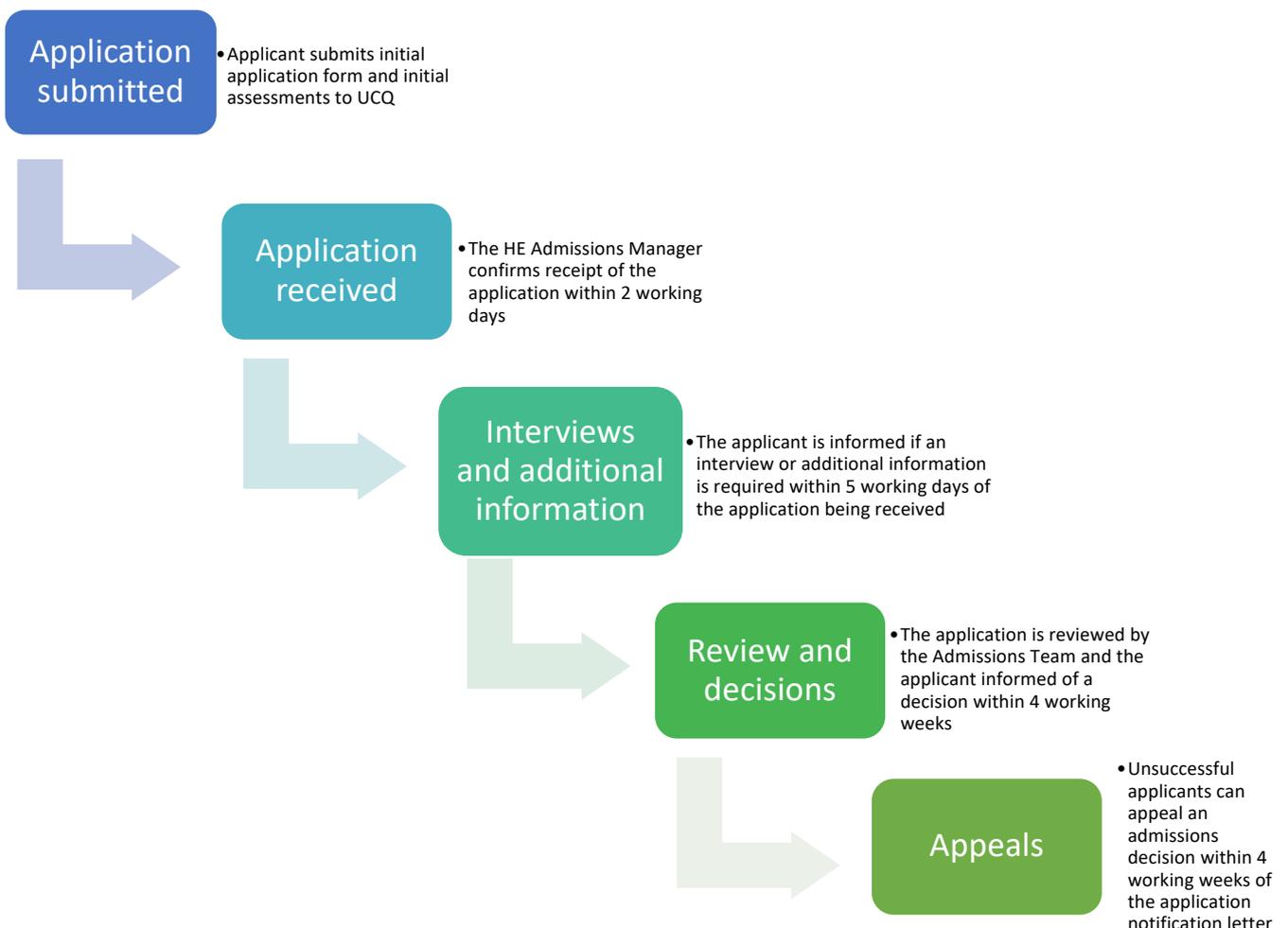
2.4.3 Students undertaking English and maths functional skills during their programme will be given one year to achieve the qualification/s.

## 2.5 Further information

2.5.1 Eligibility for the apprenticeship programme is based upon the ESFA apprenticeship funding rules that are in force on the apprenticeship start date. The eligibility rules at the point of start will continue to be in effect for the duration of the apprenticeship even if the rules subsequently change.

2.5.2 For further information or clarity on the eligibility criteria for Apprenticeship Standards please refer to the suite of documents within the ESFA apprenticeship funding rules, available here: <https://www.gov.uk/guidance/apprenticeship-funding-rules>.

## 3. Admissions process



### 3.1 Application

- 3.1.1 There is no opening or closing dates for applications.
- 3.1.2 The applicant must complete an application form (available upon request by visiting <https://da.ucq.ac.uk>). The applicant will also be required to complete BKSB numeracy and literacy initial assessments (<https://www.bksb.co.uk>). These initial assessments are separate to the English and maths components that form part of the apprenticeship Standard detailed in section 2.4.
- 3.1.3 The completed and signed documentation must be returned to UCQ and confirmation of receipt will be provided within 2 working days. The HE Admissions Manager can be contacted on 0191 275 5015 for further questions regarding the application process. The application form and tests should be completed in full. If this is not the case these will be returned to the applicant for completion.
- 3.1.4 The HE Admissions Manager will assess the initial eligibility of the applicant against the ESFA apprenticeship funding rules for the relevant academic year.
- 3.1.5 NB: Applications cannot be processed unless an application form is completed in full.**

### 3.2 Formal interviews

- 3.2.1 If a formal interview is deemed necessary to further ascertain an applicant's eligibility to undertake the programme, the applicant and employer will be notified in writing within 5 working days of the application being received.
- 3.2.2 Interviews will be conducted by the Vice Principal or another appointed suitable member of staff. The interview will collect additional information to form a detailed and coherent assessment of an individual's experience and abilities. Further information about the initial assessment process can be found in TLA-015 Initial Assessment for Apprenticeship Process, available from <https://ucq.ac.uk/wp-content/uploads/2020/08/TLA-015-Initial-Assessment-for-Apprenticeships-Process-V2.pdf>.
- 3.2.3 The interview may cover the following areas of discussion:
  - 3.2.3.1 Career aspirations and suitability
  - 3.2.3.2 Functional skills
  - 3.2.3.3 Learning difficulties
  - 3.2.3.4 Potential barriers to learning
  - 3.2.3.5 Personal behaviours and effectiveness
  - 3.2.3.6 RPL
  - 3.2.3.7 Qualifications and achievements
  - 3.2.3.8 Job role and experience
  - 3.2.3.9 Employer arrangements and support

### 3.3 Additional work

- 3.3.1 Where UCQ receives more eligible applications than places they are able to accommodate, all eligible applicants will be asked to carry out an additional piece of work such as a research activity. Prior to commencement of the research activity, the applicant will be provided clear marking criteria. All marking will be undertaken by a member of the Academic Teaching Team.

### 3.4 Review and decisions

- 3.4.1 The Admissions Team will review the application in a way that is consistent with UCQ's Equality and Diversity Policy. The application will also be reviewed against the ESFA funding rules. These strict eligibility criteria must be adhered to and UCQ will be unable to admit applicants that exceed their allocated offer numbers (where provided by the Employer).

### 3.5 Offers

- 3.5.1 All applicants shall be contacted by UCQ within 4 working weeks of their application being received. If successful, a Letter of Acceptance will be sent to the applicant or provided in person by a UCQ representative.
- 3.5.2 All successful applicants will be required to attend a formal induction session prior to their official start date. A member of the UCQ Academic Team will be present at this session to provide all necessary information, advice and guidance (IAG).

### 3.6 Unsuccessful applications

- 3.6.1 UCQ currently receives more applications than available places, which unfortunately means that we have to disappoint some applicants. Should an application be unsuccessful the applicant will be notified in writing explaining the outcome in general terms. If the applicant is not satisfied with this response they may appeal the decision through the Appeals Procedure. This procedure is available from the UCQ website <https://ucq.ac.uk/wp-content/uploads/2020/05/AC-001-Appeals-Procedure-V4.pdf>.

## 4. Questions and additional feedback

- 4.1 Further information about UCQ can be found at [www.ucq.ac.uk](http://www.ucq.ac.uk)
- 4.2 Additional questions or feedback can be emailed to [ask@ucq.ac.uk](mailto:ask@ucq.ac.uk)