

**NON-SCHOOL LEAVER
APPRENTICESHIP
ADMISSIONS PROCEDURE**

Non-School Leaver Apprenticeship Admissions Procedure

Policy Owner: ELT

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Responsibility for Review: Vice Principal Curriculum Delivery and Planning

Policy Review Frequency: 3 years

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Applicable to students: Yes

Publish on College website: Yes

Consultation:

Undertaken with:	Yes/No:	Date:
Board/Committee		
ELT	Yes	22 April 2025 3 June 2025
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

ELT SIGN-OFF: Mick Noblett, Vice Principal Curriculum Delivery and Planning



Non-School Leaver Apprenticeship Application Process

1. Stage 1 – The Application Process

- 1.1 All applications are to be submitted via Preston College website. Every application received will be immediately acknowledged by an automated response email to confirm receipt of the application.
- 1.2 In support of their application, applicants are asked to provide a Curriculum Vitae (CV), a copy of their certificates, evidence of their residency status and their National Insurance number.
- 1.3 If an applicant does not have a CV and require support in developing one, they can visit our website for further advice and guidance or alternatively make an appointment with our Careers Team.
- 1.4 Applicants who do not meet the criteria for maths and English will be invited in to College to complete an assessment if required. Ahead of the assessment, applicants will be asked to declare any SEND needs so that support can be arranged as appropriate.
- 1.5 Applicants who indicate or declare any SEND or Safeguarding details at application stage will be contacted by a specialist member of the team to discuss their needs and any further assessments required.
- 1.6 Applicants not requiring assessment will be invited to interview.
- 1.7 Internal applicants who are looking to progress to a Preston College Apprenticeship will have a progression meeting with a Business Development Lead towards the end of their programme to outline individual progression opportunities and complete and confirm their application.
- 1.8 Applicants who have an Education Health and Care Plan (EHCP) are asked to declare this on their application form.

2. Stage 2 – Maths and English Assessments (where applicable)

- 2.1 Applicants will receive an email and text reminder of their assessment date and supporting revision material. If a SEND need has been declared at application then their needs will be supported throughout the assessment.
- 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, results are analysed and discussed with the applicant. If they do not pass an assessment, the College will discuss options including:

- Re-sitting the relevant assessments
- Undertaking a College course which will support in upskilling in support of the apprenticeship application
- Withdrawing their apprenticeship application to undertake alternative provision with the College as appropriate

2.4 Applicants successful in assessment will be invited to interview.

3. Stage 3 – The Interview

3.1 Interviews will be arranged by the Apprenticeship Administration Team and can be conducted face to face, through Teams or via telephone based on applicant availability and preferences.

3.2 In preparation for the interview, applicants are encouraged to bring any supporting evidence for their application, for example, certificates, work experience feedback and portfolios when attending interview.

3.3 Applicants who indicate or declare any SEND or Safeguarding details will receive a SEND phone call following their initial interview. School Leavers will be seen by a SEND specialist during their interview in school. All safeguarding matters will be overseen by the Designated Safeguarding Lead.

3.4 Where applicants have an EHCP the Local Authority will consult with the College to ensure that needs can be met.

3.5 Applicants who do not attend their interview appointment will be contacted by text message the next day asking them to rebook their interview if they are still interested.

3.6 Applications will be automatically withdrawn if the applicant does not rebook their appointment following two reminders.

3.7 Applicants who are deemed suitable for an apprenticeship and do not have an employer 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 the 'matching' process and receive ongoing communications from the apprenticeship team.

3.8 In some circumstances a panel meeting is required, to ascertain if Preston College is the right place for a young individual. The college will liaise with external stakeholders and support services to gather information which will be reviewed at the panel meeting with a supportive approach. External stakeholders can include but are not limited to; social workers, previous educational establishments, parents, CAMHS, health professionals Local Authority, carers and employers.

4. Stage 4 – Matching

- 4.1 Applicants who are not employed will attend interviews with employers as facilitated by the Business Development Leads. 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 Business Development Lead to discuss alternative options.
- 4.3 Applicants who are successfully matched with an employer will be contacted by their Business Development Lead to discuss the next steps - Stage 5.
- 4.4 Applicants who are not successfully matched will continue to work with their Business Development Lead 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 Applicants who are successful in interview and who meet maths and English eligibility will receive a formal offer of an apprenticeship place at Preston College within 5 days of interview.
- 5.2 Applicant and their employer will be in direct communication with their Business Development Lead to sign all relevant documentation.
- 5.3 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.
- 5.4 Progressing apprentices who are successful in securing a place on their next level of study will have a place reserved. Their enrolment will be confirmed on the day that EPA results are published or alternatively, they will be invited into college for additional CEIAG to discuss progression options
- 5.5 Applicants will be enrolled to their chosen apprenticeship programme and will receive a copy of the signed apprenticeship documents (Training Plan, Apprenticeship Agreement, PLA etc.) and an Apprenticeship Welcome Pack which will include all relevant material for induction. As part of the enrolment process, all students will sign a privacy notice which will enable the College to carry out its legal duty under the Education Act 2011 and Education and Inspections Act 2006, and contractual obligations with other funding agencies and awarding bodies.
- 5.6 For those applicants referred to an admissions panel, the panel will review barriers, opportunities, funding restraints and risks to admission to fulfil its duty of care for the applicant and wider college body. This can include adapting curriculum, setting small realistic goals and bespoke support packages to aid a successful transition into college. At this point the applicant will receive an offer.

Where the panel determines that no offer can be made the panel will provide a response in writing, along with recommendations to alternative providers or support services.

- 5.7 Preston College are committed to ensuring that all students enrolled on our courses have the potential to succeed. Therefore, we reserve the right to decline an application if, following our thorough assessment process, we determine that the course may not be suitable for the applicant.
- 5.8 Where applicants have an EHCP, the College will comply with the duty to admit in line with the Children and Families Act 2014. In doing so the College will review whether the setting is suitable for the applicants age, ability, aptitude and special educational needs in addition to the compatible and efficient education of others. Where the College is not suitable for the applicant, based on their EHCP, the College will consult with the Local Authority, who will seek alternative education pathways.

6 Stage 6 – Appeal

- 6.1 Any applicant who is declined a place at the college has the right to appeal. Appeals must be submitted in writing to the College Principal, Simon Nixon, within 5 working days of the decision being communicated.