

**SCHOOL LEAVER
APPRENTICESHIP
ADMISSIONS PROCEDURE**

School Leaver Apprenticeship Admissions Procedure

Policy Owner: ELT

Date of Review: March 2025

Date Approved: 3 June 2025

Next Review: June 2028

Responsibility for Review: Vice Principal Curriculum Delivery and Planning

Policy Review Frequency: 3 years

Applicable to staff: Yes

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

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



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 School leavers will receive a text with the date that the Recruitment Team will be attending their school for interviews. Non School leaver applicants and out of county applicants will receive a letter within 5 working days and will be requested to attend an interview at the Preston College campus.
- 1.3 The week before and then the day before the interview, applicants will receive a text message as a reminder of their appointment
- 1.4 Applicants who have an Education Health and Care Plan (EHCP) are asked to declare this on their application form.

2. Stage 2 – The Interview

- 2.1 Interviews will be arranged by the Curriculum Administration team and will be conducted by Curriculum staff and/or the Recruitment team.
- 2.2 Interview evenings will be held throughout the academic year and Directors of School will ensure that Curriculum staff are available to conduct the scheduled interviews and provide applicants with appropriate and effective Careers Education, Information, Advice and Guidance (CEIAG).
- 2.3 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.
- 2.4 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.
- 2.5 Where applicants have an EHCP the Local Authority will consult with the College to ensure that needs can be met.
- 2.6 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.
- 2.7 Applications will be automatically withdrawn if the applicant does not rebook their appointment following two reminders.
- 2.8 Applicants who do not meet the criteria for maths and English will be invited to complete an assessment from March/April onwards if there is an opportunity

that they could be placed with an employer. 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 advised to enrol on a College study programme.

- 2.9 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 16-18 matching process and receive ongoing communications from the apprenticeship team from March onwards.
- 2.10 International applicants will have their prior attainment checked to ensure that the appropriate level of programme can be accessed. International applicants will also be asked to undertake an English assessment and will be required to provide eligibility paperwork outlining the right to study in the UK as part of the interview process.
- 2.11 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.

3. Stage 3 – English and Maths Assessment

- 3.1 Applicants who have predicted GCSE grades that fall below the pre-requisite entry requirements 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 ie '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 study programme 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 Business Development Lead. Applicants are also consistently encouraged by their Business Development Lead to source their own employers.
- 4.2 Applicants who wish to change their application choice are advised to contact a member of the 16-19 Schools Administration Team or their designated Business Development Lead 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 Business Development Lead 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.
- 4.6 Applicants who have not managed to secure an apprenticeship before the start of the summer term will receive continuous communication reminding them to take up their full time offer with the ability to transfer to an apprenticeship in year. If the applicant has an employer and the enrolment process has begun the communications received will be to not attend induction for the full time offer received.

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 Applicants and their employer will then 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 their Apprenticeship 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.