

Apprenticeships Admission Policy

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Admissions Synopsis for Apprenticeships

Apprenticeships

There are minimum entry requirements for apprenticeships that are developed and set out by the Institute for Apprenticeships and Technical Education (IFATE) and the employers that they have developed the apprenticeships with. These are called Standards. University College Birmingham, Regulatory bodies, and the Employers it delivers Apprenticeships with, may also set additional entry requirement thresholds. These criteria's will be approved by UCB and will be published on University College Birmingham's website.
<https://www.ucb.ac.uk/study/apprenticeships/>

University College Birmingham aims to ensure equality of opportunity for all applicants and for all apprentices in teaching, learning and assessment. We strive to create and maintain a diverse community of apprentices, employers and staff by encouraging access and participation.

Admissions Criteria and Selection

If you are interested in starting an apprenticeship, you may need to find a vacancy with an employer and submit your application through them. Please contact the Centre for Apprenticeships through apprenticeships@ucb.ac.uk for further details. This process can differ depending on the apprenticeship you are applying for and the employer, but it's likely that you will have to complete an employer's application form, submit a CV and undertake an interview. In some circumstances, you may be required to attend an assessment centre. Depending on the standard you are applying for, University College Birmingham will also have a criteria to meet. Please see details on our website.

The requirements for each apprenticeship are different. You will need to read the eligibility criteria for the standard you are interested in for specific requirements.

Applying for an apprenticeship is like applying for a job. This means that unlike other university courses, apprenticeship opportunities can open at various points in the year.

Applicants are considered by Employers first. Applicants who are successful in the Employers' selection processes will be recommended to the University who will then verify the application and any supporting materials and will notify the applicant of its formal decision. This formal decision will be communicated to the applicant by the employer and University College Birmingham's Centre for Apprenticeships team.

In the case of applicants being made an offer, this offer will include any conditions which need to be met in advance of the apprenticeship starting. To take up an offer applicants must have a live job offer from their employer, and an employment contract long enough for the applicant to successfully complete their apprenticeship.

Unfortunately, University College Birmingham does not accept applications directly, but we support our employers with the recruitment process.

You will find vacancies at UCB on our website <https://www.ucb.ac.uk/about-us/work-for-us/> but we recommend that you look on the National Apprenticeship service website <https://www.gov.uk/apply-apprenticeship>

If you are already in a job and interested in an apprenticeship, you may refer your employer to our website via this link: <https://www.ucb.ac.uk/media/mi3dlp54/apprenticeships-learner-brochure.pdf>

For further information, please see Apprenticeship Admission policy on our website: <https://www.ucb.ac.uk/study/apprenticeships/apply-for-an-apprenticeship/>

Fees and Funding

Your training is paid for by the Apprenticeship Levy. Unlike traditional university courses, you won't have to pay for your tuition yourself. You will earn a salary while learning. Though you will study part-time at university, around 80% of your time will be spent doing practical work. This allows you to get real-life work experience and still gain a recognised qualification.

Complaints

Refer to section 9 of Admissions Policy for the overarching policy. <https://www.ucb.ac.uk/media/u32nc34q/ucb-admissions-policy-2025.pdf>

Apprenticeship Application the Detail

Policy Statement

Minimum entry requirements for apprenticeships are developed and set out by the Institute for Apprenticeships and Technical Education <https://www.instituteforapprenticeships.org/> (IFATE) and the employers that they have developed the apprenticeships with. These are called Standards.

University College Birmingham and the Employers it delivers Apprenticeships with, may also set additional entry requirement thresholds. These criteria's will be approved by the academic regulation panel and will be published on University College Birmingham's website.

University College Birmingham aims to ensure equality of opportunity for all applicants and for all apprentices through teaching, learning and assessment. We strive to create and maintain a diverse community of apprentices, employers and staff by encouraging access and participation.

What is an Apprenticeship?

An apprenticeship is a paid job where an apprentice learns and gains valuable experiences. Alongside on-the-job training, apprentices spend at least 20% of their working hours completing learning with University College Birmingham which leads to a nationally recognised qualification.

University College Birmingham offers Apprenticeships from Level 2 to Level 7, and the entry requirements will differ based on the apprenticeship that you are on.

Your training is paid for by apprenticeship funding, so unlike with traditional university courses, you won't have to pay for your tuition yourself. You will earn a salary while learning. Though you'll study part-time at university, around 80% of your time will be spent doing practical work. This allows you to get real-life work experience and still gain a recognised qualification.

<https://www.ucb.ac.uk/media/mi3dlp54/apprenticeships-learner-brochure.pdf>

What is a degree Apprenticeship?

A degree apprenticeship gives an Apprentice the opportunity to gain a paid-for degree while getting industry experience and earning a salary.

Degree Apprenticeships are equivalent to a bachelor's or, at Level 7, a master's degree. Apprenticeships are different to traditional academic qualifications because they combine practice and theory with a mixture of on-the-job and off-the-job training. A degree apprenticeship allows you to study towards an undergraduate or master's degree while you work, getting invaluable industry experience and earning a salary. Your off-the-job training takes place in your working hours, and you will not have to pay for your tuition.

Degree apprenticeships are jobs with training. On completion of the apprenticeship, you will achieve an undergraduate or master's degree – just like someone who has got their degree through a full-time route.

The requirements for each degree apprenticeship are different and will be clearly set out when applying.

Some Level 6 apprenticeships will ask for at least five GCSEs at 9-4 (or A*- C on the old grading scale), including English and maths. But you could also progress into a degree apprenticeship from a lower-level apprenticeship, or another qualification like a T Level.

However, as well as considering your grades, employers will be looking for other skills like communication, teamwork and commitment. They might also value prior industry experience as much as formal qualifications.

How to apply for an apprenticeship?

You apply for an apprenticeship direct with the employer. You can now search for degree apprenticeships via the [Find an Apprenticeship](#) website or via [UCAS](#). Opportunities are also posted on [University College Birmingham's Website](#).

Applying for an apprenticeship is similar to applying for a job. This means that unlike with university courses, apprenticeship opportunities can open at various points in the year.

Applications will differ depending on the apprenticeship, but it's likely that you'll have to complete an application form, submit a CV and undertake an interview. In some circumstances, you may be required to attend an assessment centre.

Apprenticeship Eligibility Criteria

Applicants are considered by Employers first. Applicants who are successful in the Employers' selection processes will be recommended to the University who will then verify the application and any supporting materials and will notify the applicant of its formal decision. This formal decision will be communicated to you by the employer and the Centre for Apprenticeships team.

All eligible applicants will also be assessed through employer selection processes, any further assessment carried out by the University and University academic background checks to determine whether any exemptions must be applied. In line with Department for Education eligibility and funding criteria, where it is identified that a successful applicant already has prior learning which maps to the knowledge, skills and behaviours (KSBs) of the apprenticeship, this will be noted and where necessary the content and cost of the course offered will be reduced to reflect this.

In the case of candidates being made an offer, this offer will include any conditions which need to be met in advance of the course starting and the start and expected end dates of the course. In order to take up an offer applicants must have a live job offer from their employer, and an employment contract long enough for the applicant to successfully complete their apprenticeship. The University's offer is not a guarantee of funding and is subject to applicants' employment. Applicants will be informed of the procedure for accepting or declining such offers. Applicants accepting their offer will have the full offer Terms and Conditions brought to their notice in advance of being asked to make this decision.

Applicants who do not meet the conditions of their offer before the course commences (including employment, academic, contractual documentation completion and relevant Professional, Statutory and Regulatory Bodies' requirements) shall be considered, in the first instance, by the academic department to which they have applied.

The Centre for Apprenticeships at UCB, and the academic team may decide to either accept the applicant onto the course or escalate the decision. In the case of escalation, final decisions will be made by the Director of Apprenticeships and the Pro Vice Chancellor (External affairs) following joint consideration by the head of the academic department.

UCB reserves the right to reject apprenticeship applicants it does not feel meet the requirements of a programme of study in consultation with the employer

The requirements for each apprenticeship are different. See Admissions Criteria and Selection.

The apprentice will need to be 16 or over by the July before they start the apprenticeship and at least 18-years-old to participate in most degree apprenticeships. There is no upper age limit.

The UK Government's Department for Education sets legal requirements for qualification as an apprentice. <https://www.gov.uk/employing-an-apprentice/pay-and-conditions-for-apprentices>

These include that an apprentice must:

- Be employed as defined by HMRC.
- Be 16, or over, by the July before they start the apprenticeship.
- Be in a position to complete the apprenticeship within the time they have available and have an employment contract that covers the duration of the apprenticeship including their End Point Assessment.
- Not be enrolled on any other apprenticeship or other Department for Education funded Further or Higher Education programme at the same time they start the apprenticeship.
- Not use a student loan to pay for the apprenticeship.
- Spend at least 50% of their working hours in England over the duration of the apprenticeship.
- Have the right to work in England; (EEA and Switzerland nationals have an eligible residency status if they have obtained either pre-settled or settled status and have lived continuously in the EEA, Switzerland, Gibraltar, or the UK for at least the previous 3 years on the first day of their apprenticeship)

Individual employers may have specific requirements to take up employment with them as an apprentice. These may be different or in addition to those published in the apprenticeship standards or the entry requirements set by the University. For example, an employer may require an apprentice to have worked for the company for a minimum amount of time, or to have previous experience in a specific role. Any requirements such as this will be communicated to applicants through the employers' materials advertising apprenticeship opportunities, such as the advertised job description or person specification.

Eligibility for the apprenticeship programme is based upon the ESFA apprenticeship funding rules <https://www.gov.uk/guidance/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. 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.

Prior qualifications and Experience

Before the apprentice starts their apprenticeship, University College Birmingham must assess their prior learning and experience. This is to make sure that they are eligible to do the apprenticeship and it is the right programme for them. University College Birmingham can then tailor the training programme to meet the needs of the apprentice and employer. Assessing the apprentice's prior learning and experience helps to establish their starting point. A robust initial assessment forms the foundation for a high-quality apprenticeship programme.

An apprentice can undertake an apprenticeship at the same, or at a higher 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 previous apprenticeship.

Funds must not be used to pay for training for knowledge, skills and behaviours already attained by the apprentice, and we will take action to recover apprenticeship funding where this happens. Prior learning and experience include the following:

Training or associated qualifications in a related subject sector area, including any previous apprenticeship undertaken.

Learning or competence gained from prior work experience, particularly where the apprentice is an existing employee, or is beginning their apprenticeship after completing another programme with a relevant work placement.

An assessment of the applicant's prior learning will be undertaken prior to commencement of the programme with a Skill Scan. RPL (Recognition of Prior Learning) may lead to a deduction where necessary from the training costs.

Current ESFA funding rules are stated here:

<https://www.gov.uk/government/publications/apprenticeships-recognition-of-prior-learning/apprenticeships-initial-assessment-to-recognise-prior-learning>

English and Maths

Please note that the following criteria will only apply if:

A) You begin your apprenticeship between the ages of 16 and 18.

or:

B) You begin your apprenticeship at the age of 19 years or older and your employer specifically requires them to do so.

The entry requirements for individual apprenticeship Standards and academic qualifications will continue to apply regardless of age and employer preference.

<https://www.gov.uk/government/publications/english-and-maths-requirements-in-apprenticeship-standards-at-level-2-and-above>

It is expected that apprentices will have achieved a minimum level two qualification in English and maths prior to enrolment. To demonstrate this, applicants must provide evidence of their previously achieved functional skills qualification, or suitable proxy qualifications such as key skills or a GCSE certificate at grade C or above.

Where the apprentice cannot provide evidence of this prior to enrolment, University College Birmingham will support the apprentice through a functional skills qualification in English and/or maths. In preparation for this qualification, apprentices will undertake diagnostic assessments to determine the appropriate qualification level to start at.

It is a requirement for all apprentices to gain approved Level 2 qualifications in English and Mathematics prior to undertaking their End Point Assessment. The University will normally require that these Level 2 qualifications are achieved and evidenced prior to enrolling with the University on the Apprenticeship programme (As above).

In some circumstances, applicants who have not achieved a relevant Level 2 qualification in English and/or maths may still be permitted to enrol on the apprenticeship programme for a Level 2 or 3 Apprenticeship but will be required to undertake and achieve the relevant qualification(s) prior to completing the Practical Period of their Apprenticeship.

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

Equality and Diversity

University College Birmingham is committed to providing an environment free from discrimination, bullying, harassment or victimisation, where all members of its community, including those that seek to apply to University College Birmingham are treated with respect and dignity. University College Birmingham aims to create a culture of diversity, providing a dynamic working and learning environment, where all everyone is valued for their contribution and individuality.

<https://www.ucb.ac.uk/about-us/equality-of-opportunity/>

University College Birmingham is committed to providing equality of opportunity for all, irrespective of:

- age
- disability
- ethnicity (including race, colour and nationality)
- gender (including gender reassignment, marital status, pregnancy or maternity)
- religion, belief
- sexual orientation (including civil partnership status)

Apprentices with a disability <https://www.ucb.ac.uk/student-support/disability-support/>, specific learning difference or developmental condition are encouraged to apply to the University and are considered on the same academic grounds as all other candidates. If accepted by the University, apprentices declaring a disability may be contacted by the University's Support Services (Wellbeing and Student Support) to discuss their requirements prior to entry, to ensure that reasonable adjustments can be made. Where it is not considered reasonable to adjust, the decision is referred to the Director of Apprenticeships.

Applicants should also discuss reasonable adjustments with their employers. Apprentices are not eligible for Disabled Students' Allowance; where financial support may be required, they should discuss possible eligibility for additional ESFA funding with the Centre for Apprenticeships.

Further Guidance

If the apprentice has more than one employer at any one time (e.g., two part-time job roles), then only one of these employers can be used for the purposes of the apprenticeship. This is so that the party undertaking the role of 'employer' in the apprenticeship is clear.

Unless the apprentice is on an alternative English apprenticeship, they must be employed by an employer, an apprenticeship training agency (ATA) or a flexi-job apprenticeship agency (FJAA), under a contract of employment for a period of time which is long enough for them to complete the apprenticeship successfully, including the end-point assessment.

The apprentice must also be on the PAYE scheme of the employer declared in the apprenticeship service account (ASA).

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.

All full-time apprentices (those that work 30 hours per week or more) must spend, as a minimum, 6 hours per week, over the planned duration of the practical period, 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 (KSB's) of the apprenticeship.

University College Birmingham's regulation panel provides, information of a non-academic nature, that may affect an admissions decision. Centre for Apprenticeships advise the Vice-Chancellor that the application be rejected, or an existing offer rescinded. Relevant information may include the declaration of a criminal conviction, activities outside of the law, fraudulent information, misrepresentation, or failure to disclose relevant information.

In cases where information of a relevant non-academic nature concerning a candidate for admission to the University is such that the relevant apprenticeship course leader wishes to either reject an application or revoke an existing offer of admission on these grounds, or where the Director of Apprenticeships believes such information should be further reviewed, the Director of Apprenticeships and Apprenticeship Committee shall refer the application to the PVC for external affairs and Pro Vice Chancellor Teaching, Learning and digital for consideration. Such relevant information may include:

- (i) activities outside of the law
- (ii) anything done or said by the applicant which prima facie presents a clear and immediate danger of infraction of the law, such as violence or threat of violence to persons or serious damage of property
- (iii) anything done or said by the applicant (in person or online) that could be considered a breach of our regulations.

The University reserves the right to withdraw any offer made based on an application containing fraudulent, incomplete or misleading information.