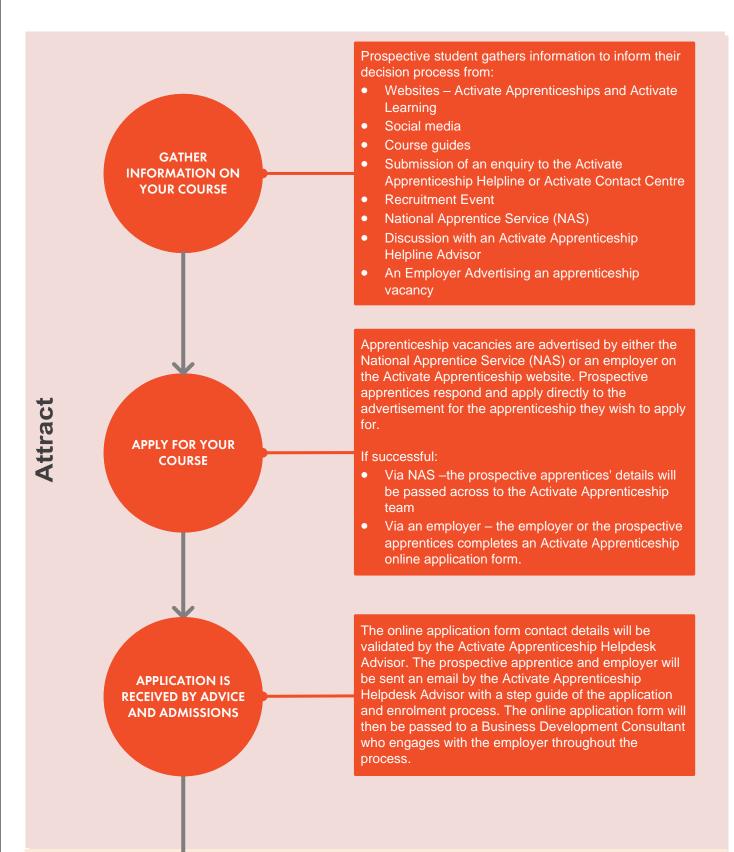


## **Procedure for admissions to Apprenticeships**

## **Procedure Statement**

This procedure states the process by which students apply and enrol to an apprenticeship programme at Activate Learning.

Step-by-step guide to joining an apprenticeship, which commence at the start of the academic year.



## COMPLETE INITIAL ASSESSMENT AND LEARNING STYLE QUESTIONNAIRE

EMPLOYER CONTRACT AND APPRENTICESHIP SERVICE ACCOUNT A link is sent via email by the Enrolment Coordinator and the applicant has two weeks complete a Smart VLE online initial assessment and learning questionnaire. If not completed within the timeframe, the Enrolment Coordinator will follow up with the applicant. If entry requirements are not achieved, they are provided with the opportunity to resit the assessment before being signposted to a local Activate Learning College.

Business Development Coordinator liaises with the employer to complete an Activate Apprenticeships Employer contract the employer has two weeks to sign and return. If not completed within the timeframe, the Business Development Coordinator will follow up with the employer. The TAS Funding Coordinator will assist them with creating an apprenticeship account via <u>GOV.UK</u>. The contract and any additional documentation is passed to the Enrolment Coordinator to upload on to Smart Assessor, an electronic system which is used to assess and monitor the apprentice's skills and knowledge.

INITIAL ASSESSMENT AND SIGNED EMPLOYER CONTRACT RECEIVED

If entry requirements are achieved and the employer contract has been signed and received, the Enrolment Coordinator will contact the Performance Coach to advise of the applicant.

COMPLETE AN INTERVIEW AND SKILLS SCAN WITH A PERFORMANCE COACH

The Performance Coach conducts an interview with the applicant, completes an interview form. The apprentice also completes a Skills Scan. Applicants will be offered a commercial option if their skill scan exceeds 50%.

If any EHCP or LLDD are identified, the Enrolment Coordinator will Signpost to Additional Learning Support Team GSS@activatelearning.ac.uk.

The enrolment pack is checked by Enrolment Coordinator to identify any Criminal Convictions. If declared, the Group Criminal Convictions Policy is to be followed.

Complete criminal conviction disclosure form (Appendix 2) which is to be reviewed by the Safeguarding team and actioned accordingly.

ADDITIONAL SUPPORT

If the interview is successful, then a conditional letter

will be sent. If unsuccessful, the applicant may be signposted to another suitable qualification or advised on next steps.
 Applicants who fulfil the following, will be given an unconditional offer:

 meet the apprenticeship entry requirements
 have a contract of employment
 meet ESFA Funding Rules

• APL considered and Skills Scan criteria

All offers are sent to applicants via email

They will receive a link to a booking system via email and will need to book themselves on to a time and date convenient to them. The interview will either be on Microsoft Teams or in person and will be stated on the booking page. Applicant will have the option to cancel or reschedule their own appointment if they wish to do so.

The Enrolment Coordinator will send an email advising the Apprentice of their start date. The first day in learning can be anytime between mid-September to end of October.

Enrolment

ENROLMENT PACK