

Degree Apprenticeships Admissions Policy

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Statement

1. Ada recruits apprentices from a diversity of backgrounds, admitting to its programmes those applicants who, by virtue of their interests, abilities, knowledge, experience and motivation, will be best assisted to realise their full academic, creative or professional potential by benefiting from the College's educational provision.
2. Ada aims to admit students of the highest calibre, who have the academic potential and motivation to succeed on its challenging courses.
3. Ada will provide accurate information and advice to prospective students concerning its opportunities for Apprenticeships.
4. Ada wants apprentices to gain the highest level of award of which they are capable. Therefore, the admission of each apprentice is based on a reasonable expectation that the applicant will be able to achieve the aims and outcomes of the programme and the standard required for the award for which they wish to register. This expectation can be demonstrated through a wide variety of forms of preparation, including relevant experiential learning derived from employment or voluntary work, through vocational and professional awards, as well as through conventional certificated qualifications. Where appropriate for some identified groups, offers will be contextualised to ensure all those who have the potential to benefit from higher education have the opportunity to participate.
5. Ada welcomes applications from all candidates with the potential to succeed, regardless of their background and is committed to equality of opportunity, as stated in our [Equal Opportunities Policy](#).
6. Ada aims to eliminate discrimination on the grounds of gender, race, nationality, ethnic or national origin, political beliefs, religious beliefs or practices, disability, marital status, family circumstances, sexual orientation, spent criminal convictions, age or any other inappropriate ground.
7. Ada complies with the provisions of the General Data Protection Regulation and will share information about the progression of an application with an applicant's intended employer as an Apprentice, and with the relevant funding agencies. Ada will not disclose to any other third party any details regarding an individual's application without the applicant's permission to do so. This policy of non-disclosure will include family members of the applicant.

Applicants declaring a disability

8. An applicant declaring a disability on their application will be contacted and asked to complete a questionnaire with regard to their expected support needs whilst at the College. The academic decision on an application is made independent of any disability support needs. The emphasis in the disability procedure is to support the applicant as required additional support needs will be discussed with an applicant and recorded to form the basis of a support plan for the student whilst at the College.

Applicants with criminal convictions

9. As part of its duty of care, the College asks all applicants with unspent criminal convictions to disclose them and to provide further information where needed. A criminal conviction is not of itself an automatic cause for rejection. The emphasis in the criminal conviction procedure is not to discriminate against or further punish an applicant, but to make a responsible assessment of risk to the College's programme, other students, staff and other members of the community which may impact on the College.

Degree Apprenticeship

A degree apprenticeship is a partnership between the College and an employer. Apprentices are employed by the employer, who matches them with experienced staff who will help them to learn relevant skills. Simultaneously, the College's tailored educational programmes equip apprentices with appropriate theoretical and practical knowledge.

Ada offers Degree Apprenticeships in collaboration with employers. Degree Apprenticeships involve a combination of study at Ada and work undertaken at the employer. Students who successfully complete their academic programme are awarded the Foundation or Bachelor degree relevant to their Degree Apprenticeship.

Applying for a Degree Apprenticeship

The learner will need to apply for a degree apprenticeship role within a hiring business, or already be in employment with responsibilities to be aligned with the degree content. Applications for Ada Degree Apprenticeships are normally made through the National Apprenticeships Service: <https://www.apprenticeships.gov.uk/apprentice/>.

In some cases, the application is made direct to the employer. Successful candidates who receive an offer to study on a Degree Apprenticeship will be required to complete a short enrolment form on the college website; [Enrolment Form](#). This allows Ada to create a student record, which you will need in order to enrol, obtain a student ID card and use Ada's facilities.

Eligibility for admissions

General

Applicants for a Degree Apprenticeship must be over 16 years old and must meet other eligibility criteria determined from time to time by the UK Government. These criteria are published by the Education and Skills Funding Agency in the [Apprenticeship funding rules](#).

Learners must meet these eligibility criteria

- Have been a UK/EU resident for the past three years or more prior to starting the programme
- Have left full-time education prior to the start date of the apprenticeship
- Be aged at least 16 years old to meet government funding criteria

Academic qualifications

Applicants for a Degree Apprenticeship must normally meet minimum entry requirements equivalent to those for standard degree programmes offered on site at Ada in the relevant subject.

Entry requirements are agreed then set, based on numerous factors including availability of additional on-the-job support, by both the Employer and Provider. As such, entrance requirements may vary between apprenticeships. Apprentices are selected based on their application, an interview and an assessment process which is tailored to the learner's apprenticeship position.

The entry requirements are generally:

- Three A levels (or equivalent at CCC or above)
- Level 3 (QCF) BTEC National Diploma in Information Technology, or computing related courses
- At least Grade 4/C GCSE Maths, English and IT

Some applicants may not have traditional qualifications as listed above, and have prior learning and skills developed from the workplace, these will be considered on a case by case basis.

Recognition of prior learning

Where a learner is eligible to apply for the recognition of prior learning on the basis of certificated or experiential learning, this will be considered in the Initial Needs Analysis, as per Education Skills and Funding Agency (ESFA) Funding Rules, and will take due consideration of [Recognition of Prior Learning \(RPL\) Policy](#).

Staff Involved in making admission decisions

All Ada staff have access to, and are required to comply with, the Ada's policies and procedures. Staff involved in the admission of students, who give guidance to applicants and/or undertake admissions and enrolment duties, will be knowledgeable and competent in their roles. They will operate to clear guidance and be supported by appropriate staff development. They will understand the educational and cultural differences of a diverse population of applies and knowledge of different routes into education and employment.

Recognition of prior learning (RPL) Decisions

A meeting team of three academic staff, expert in the subject area, chaired by the head of Degree Programme will review the eligibility of the applicant for RLP base on the RPL policy.

Work experience or other relevant qualifications

Applicants for a Degree Apprenticeship may be considered on the basis of a combination of academic qualifications and relevant work experience or another relevant qualification, where this is deemed to be equivalent to the academic qualifications required for admission. Applicants wishing to be admitted on the basis of work experience will be asked to provide detailed information, together with one or more supporting statements from their employer(s), about their work experience. This will be considered by the Head of Degree Programmes at Ada, who will make a recommendation to the Admission Team.

Selection by employer

In addition to meeting minimum academic requirements (including work experience, where applicable) applicants for Degree Apprenticeships must meet the requirements of the relevant employer for admission to the programme. Assessment normally takes the form of a selection process equivalent to that for seeking employment. This is likely to include:

- a written application, including a personal statement setting out the applicant's suitability and motivation for the Degree Apprenticeship;
- attendance at an assessment centre, involving completion of a number of tasks;
- an interview.

This list is not exhaustive and there may be variations in the approach adopted by different employers.

Receiving an offer

Applicants who meet the minimum entry requirements for the Degree Apprenticeship and are successful in the relevant employer's selection process will receive an offer to join the Degree Apprenticeship and an offer to study at Ada. The Ada's offer to study will normally be issued after the employer has made an offer to join the Degree Apprenticeship.

Unconditional offer

Applicants who have met the academic requirements of the Degree Apprenticeship and who have an offer from an employer will receive an *unconditional* offer to join the programme.

Conditional offer

Applicants who have not yet met the academic requirements of the Degree Apprenticeship and who have an offer from an employer will receive a *conditional* offer to join the programme and must meet these conditions before they can start the programme. For example, an applicant who has an offer from an employer but who has not yet completed their A levels or other equivalent study will receive a conditional offer from Queen Mary, stating the grades that they must obtain in order to be able to join the programme.

Accepting an offer

Applicants who have received an offer to study on a Degree Apprenticeship must accept this firmly by the deadline provided.

Confirmation of place

Applicants will receive confirmation that they have a place on the Degree Apprenticeship once they have firmly accepted the offer of place and met any outstanding academic conditions for admission. Places will only be confirmed where an applicant is holding a valid offer from an employer.

Applicants whose grades fall narrowly below the academic conditions of their offer may have their places confirmed, subject to the recommendation of the relevant employer. It is not usually possible to defer a conditional offer if an applicant chooses to retake their qualifications and improve their grades. However, applicants may apply again in the following recruitment round.

Unsuccessful Application & Right of Appeal

Where applicants are successful in the Employer selection process but do not receive an offer from the College, Ada will provide feedback to candidates and their (potential) Employer in a timely manner when this is requested by the candidate in writing either to the Student Recruitment Admissions Service

Feedback will normally include generic information to help applicants understand the means by which applicants are selected for the course to which they have applied, but a certain amount of specific information on an individual's application may be available on request.

Feedback will not be provided to any third party including, but not limited to, a parent, agent or other supporter. Feedback will be provided on request to potential employers.

Ada will not provide feedback to applicants who are unsuccessful in the Employer Selection process.

Complaints

Complaints from applicants regarding the service they receive during the admissions process will be handled in accordance with Ada Complaints Procedure.

Applicants do not have the right to appeal against the academic judgement made on their application.

Apprenticeship Agreement

An apprenticeship agreement must be in place at the start of the apprenticeship. This agreement must be signed by the apprentice and the employer at the start of the apprenticeship.

The purpose of the apprenticeship agreement is to identify:

- the apprenticeship standard connected to the apprenticeship;
- the dates during which the apprenticeship is expected to take place; and
- the amount of off the job training that the apprentice is to receive.

Please see the Apprenticeship Agreement Template attached to this document.

Apprenticeship Commitment Statement

The commitment statements must be completed prior to the start of the programme Please see the commitment statement, attached to this document.

Policy Name:	Degree Apprenticeships Admissions Policy
Author/Owner:	Head of Admissions, Head of Apprenticeship Programmes
Date of Last Revision	May 2021
Next Review Date:	May 2022