

Norfolk County Council, Adult Learning Apprenticeship Admissions Process (2023 – 2025)

| Document details | Information |
|-----------------------|------------------------|
| Document creation | Carl Fiander |
| Document approval | Denise Saadvandi |
| Document endorsement | Senior Leadership Team |
| Version | 2 |
| Date of first issue | 01 October 2018 |
| Date document updated | 24 January 2023 |
| Document review date | 23 January 2025 |

How to contact us:
Telephone: 0344 800 8020, option 5
Email: adultlearning@norfolk.gov.uk

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Purpose

The purpose of this operating process is to detail the entry requirements to enrol onto an Adult Learning apprenticeship scheme, and to outline the expectations of apprentices with regard to their continued progress toward a successful and timely completion in every aspect of the programme. For the purpose of clarity, maths, English, and ICT collectively are classed as transferable skills and are referred to as such throughout this operating process.

Scope

a) Entry Statement

Adult Learning is committed to providing the very best opportunity for success to every individual that enrolls on any of our apprenticeship programmes and as such, we ensure that every apprentice is continually challenged, in every aspect of their apprenticeship to achieve to the best of their ability and make a positive contribution to the organisation they work for, and their sector as a whole. Adult Learning is equally committed in ensuring that every apprentice that enrolls, does so on a programme that they, and their employer, are fully committed to, does not exceed the apprentice's academic and vocational potential, or exceed the timeframe of that apprenticeship

b) On Programme commitment to learning

Apprenticeships are varied in their requirements for successful completion however, there is a requirement for every apprentice to have attained a specified and agreed level of achievement in maths and English by the end of their programme in order to successfully achieve

Accountability

Responsibility lies with the Senior Leadership Team to ensure that the Apprenticeships Admissions operating process is adhered to. On a day-to-day basis the Apprenticeships Team will administer the operating process in conjunction with the Assistant Head of Service - Planning and Service Quality.

Entry requirements

a. Apprenticeships requiring attainment of Level 1 English and maths on completion

Prior to enrolment, the applicant must provide evidence of achievement of these qualifications or their equivalents as detailed in the Apprenticeship Certificates England document – Transferable Skills.

[Download the Transferable Skills Feb 2021 guidance from the Apprenticeship Certificates England website.](#)

or

An initial assessment of skills and knowledge that the applicant is of at least working at

academic level 'Entry 3' in both disciplines prior to enrolment on the apprenticeship scheme.

- b. Apprenticeships requiring attainment of Level 2 English and maths on completion

Prior to enrolment, the applicant must provide evidence of achievement of these qualifications or their equivalents as detailed in the Apprenticeship Certificates England document – Transferrable Skills.

[Download the Transferable Skills Feb 2021 guidance from the Apprenticeship Certificates England website](#)

or

An initial assessment of skills and knowledge that the applicant is of at least working at academic 'Level 1' in both disciplines prior to enrolment on the apprenticeship scheme.

- c. Apprenticeships requiring attainment of Level 1 ICT on completion

Prior to enrolment, the applicant must provide evidence of achievement of these qualifications or their equivalents as detailed in the Apprenticeship Certificates England document – Transferrable Skills.

[Download the Transferable Skills Feb 2021 guidance from the Apprenticeship Certificates England website](#)

or

An initial assessment of ICT skills and knowledge that the applicant is of at least working at academic level 'Entry 3' prior to enrolment on the apprenticeship scheme.

- d. Apprenticeships requiring attainment of Level 2 ICT on completion

Prior to enrolment, the applicant must provide evidence of achievement of these qualifications or their equivalents as detailed in the Apprenticeship Certificates England document – Transferrable Skills.

[Download the Transferable Skills Feb 2021 guidance from the Apprenticeship Certificates England website](#)

or

An initial assessment of ICT skills and knowledge that the applicant is of at least working at academic 'Level 1' prior to enrolment on the apprenticeship scheme.

- e. Exceptions for Standards requiring English, maths, and ICT

Where applicants can provide evidence of prior attainment of the required maths and English transferable skills, consideration for enrolment will be given where ICT skills do not meet the requirements set out above. This will be subject to a full individual ICT

diagnostic assessment prior to enrolment.

Acceptance onto the apprenticeship scheme will be at the discretion of the teaching team responsible for delivering the ICT element of the Apprenticeship Standard and ultimately the Assistant Head of Service - Planning and Service Quality.

On programme progress of transferable skills

a) Reviewing Progress

Progress against all elements of an Apprenticeship programme, including the required transferable skills, will be reviewed every 12 weeks by the Apprenticeships Tutor/Assessor as a minimum.

b) Insufficient Progress

Where apprentices are considered not to be making sufficient progress with attaining their required transferable skills for successful completion of their apprenticeship programme, Adult Learning reserves the right to ensure that the main focus of the apprenticeship programme will be on the attainment of those skills.

c) Postponement of Transferable Skills

Transferable skills are an essential element of the apprenticeship programme. These skills will aid the apprentice in all aspects of their role and ultimately their career. As such, apprentices (or their employers on behalf of the apprentice) will not be permitted to postpone transferable skills progress in preference of progressing toward a vocational and/or academic qualification/s in isolation.

Recognising International Transferable Skills

Whilst Adult Learning will support any apprentice holding international qualifications to evidence their legitimacy of exemption from completing the required transferable skill detailed in the relevant Apprenticeship Standard, it is the responsibility of the apprentice to provide this evidence at their own expense as this is not covered by the funding allocation determined by the Education and Skills Funding Agency.

Should an apprentice be unable to evidence attainment of an equivalent 'transferrable skills' qualification that is accepted by the body responsible for awarding the apprenticeship within six weeks of their start date, then the apprentice must agree to enrol on, and progress toward successful completion of the appropriate transferrable skill in line with item 5 of this Apprenticeships Admissions Operating Process.

Appeals Procedure

All appeals and complaints regarding this operating process should be addressed to the Assistant Head of Service, Planning and Service Quality, Carl Fiander and sent via

carl.fiander@norfolk.gov.uk, all appeals will receive a response within 7 working days.