



Apprenticeships Admissions

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1.1	Additional Section on Recognition of Prior Learning	Dr F.Keissarian	Aug 21
2	Additional Section on Appeals	Dr F.Keissarian	Aug 22
3	Removed redundant sections (RPL, opening statement, Apprenticeship Commitment), updated roles and feedback process, and streamlined language and structure for clarity.	J. Simpson	Sept 25

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1. Introduction

Ada, The National College for Digital Skills offers Higher and Degree apprenticeships in collaboration with employers. Higher and Degree Apprenticeships involve a combination of study with Ada and work undertaken at the employer. Apprentices who successfully complete their academic programme are awarded the Foundation Degree or bachelor's degree relevant to their Apprenticeship standard.

2. Applying for an Apprenticeship

Applications for Ada, The National College for Digital Skills Higher and Degree Apprenticeships are normally made through the National Apprenticeship Services: [National Apprenticeship Service](#). In some cases, the applications are made direct to the employer.

Shortlisted candidates who receive an offer to study on a Degree Apprenticeship will be required to complete an enrolment form. This allows Ada to check the eligibility of candidates against the DfE Funding rules and create a student record, which you will need to enroll, obtain a student ID card and use Ada's facilities.

- **Applicants declaring a disability**

An applicant declaring a disability on their application will be contacted and asked to complete a questionnaire regarding 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.

- **Application with a criminal conviction**

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.

3. Eligibility for admissions

- **General**

Applicants for a Degree Apprenticeship must meet the eligibility criteria determined by the UK Government. These criteria are published by the Department for Education in the Apprenticeship funding rules.

Applicants must meet these eligibility criteria for an apprenticeship in England as specified in the [funding rule](#), which includes:

- Being 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 higher or degree apprenticeship must normally meet minimum entry requirements to those for standard programmes.

Entry requirements are agreed then set, based on numerous factors including availability of additional on-the-job training by both Ada, The National College for

Digital Skills and the Employers. 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 apprentice's position.

The entry requirements are generally:

- Three A levels (or equivalent at CCC or above) or;
- A relevant Level 3 qualification, for example a BTEC National Diploma, a T Level, or successful completion of a Level 3 Apprenticeship Standard in a related subject area and;
- At least Grade 4/C GCSE Maths and English

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.

- **Work experience or other relevant qualifications**

Applicants for a Higher or 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 published 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 Programme Leader who will make a recommendation to the Apprenticeships Operations Team.

4. 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 one undertaken when 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.

5. Receiving an Offer

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

- **Unconditional offer**

Applicants who have met the academic requirements of the 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 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, stating the grades that they must obtain to be able to join the programme.

- **Accepting an offer**

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

6. Confirmation of Place

Applicants will receive confirmation that they have a place on the apprenticeship programme 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.

7. Unsuccessful Applications and 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

Employer in a timely manner when this is requested by the applicant.

Feedback will normally include generic information to help applicants understand how applicants are selected for the programme 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.

8. 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.