



London Metropolitan College

Key Information Applicable to the Provision of the Services for Apprenticeship Programmes

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Introduction

An apprenticeship is a job with training to industry standards. It should be about entry to a recognised occupation, involve a substantial programme of on and off-the-job training and the apprentice's occupational competence should be tested by an independent, end point assessment. Apprenticeships are employer-led, employers set the standards, create the demand for apprentices to meet their skills needs, fund the apprenticeship and are responsible for employing and training the apprentice. But the needs of the apprentice are equally important: to achieve competence in a skilled occupation, which is transferable and secures long term earnings potential, greater security and the capability to progress in the workplace.

Your employer will be responsible for ensuring that your role within your workplace provides the opportunity for you to gain the knowledge, skills and behaviours required to achieve the relevant apprenticeship standard that applies to your apprenticeship. London Metropolitan College will provide the training of your Apprenticeship Programme to you with reasonable care and skill and make arrangements for your end-point assessment, alongside your employer.

Policy statement

London Metropolitan College is committed to providing a wide range of learning opportunities specialised in Project Management and Control. It is our policy to operate an admissions service that guides prospective apprentices on to appropriate programmes of study and courses from which they are likely to benefit and which will enable them to succeed and progress. This is achieved through London Metropolitan College's values of being learner / employer focused, high performing and demonstrating openness, respect and honesty.

Policy aims

It is the aim of London Metropolitan College to ensure the admissions procedures are designed to:

- Provide impartial information, advice and guidance (IAG) to help prospective apprentices make realistic and informed decisions about their choice of learning opportunities.
- Make available clear, accessible and accurate information for each course or programme, which includes entry criteria, aims, any costs, study requirements, progression routes and assessment methods.
- Manage applications and enrolments in a timely and efficient manner, with high levels of customer service.
- Ensure that the admissions procedures do not disadvantage applicants by discriminating on any grounds, such as disability, age, gender and gender identity, marriage and civil partnership, race, religion or belief, pregnancy or maternity, sexual orientation and gender reassignment.

- Make reasonable adjustments to facilitate access to learning programmes for people with disabilities and/or learning needs.
- Provide information and advice on support services.
- Undertake best endeavours to maintain a safe environment for all our apprentices, staff and visitors.
- Ensure applicants are notified of the reason where admission to their chosen course is declined.
- Provide applicants with information on alternative opportunities, including those offered by other providers, where we are unable to meet their needs.
- Treat applicants with courtesy and respect at all times.

High Quality Apprenticeships

Apprenticeships are built upon:

An agreed partnership:

- An employer with the intention and capability of employing the apprentice to completion of their training and end-point assessment and securing their longer term future,
- An apprentice who is motivated to learn and work diligently to complete their apprenticeship,
- Training and support delivered either inhouse or on behalf of the employer by a registered training provider, college or university,
- An initial assessment of the apprentice's prior learning and the job role, against the standard,
- An apprenticeship agreement and commitment statement between the employer, the apprentice and the provider, which sets out the training programme and covers the points in this statement. This statement sets out the obligations you as the apprentice has to follow, as well as the obligations of your employer and London Metropolitan College.

The occupation and standard:

- Entry to a recognised occupation which can be transferred to other relevant employers and is sufficiently skilled to require employment and training of at least a year's duration with 20% of the time in off the job training,
- A written standard approved by the Institute for Apprenticeships & Technical Education, which fully defines the occupation in terms of the responsibilities and tasks involved and the skills, knowledge and behaviours required to achieve competence.

The job:

- Employment in a job with legal and contractually acceptable terms and conditions,
- The job role, together with the off the job training, provides opportunities to cover the full occupational profile and learning all of the skills, knowledge and behaviours required.

The training programme:

- A challenging and stretching training and learning programme developed and delivered with the active involvement of the employer(s), which uses a range of effective on and off the job training methods as well as work itself,
- A motivating and supportive workplace with coaching and mentoring support for the apprentice and continuous assessment of progress,
- An extended period of on and off the job training (at least twelve months duration with a minimum of 20% of the time in off the job training) which develops not only the knowledge and skills required but also the additional transferable skills which allow an apprentice to deal with new employers, situations, problems and equipment.

End-point assessment and certification:

- Achievement prior to entry to end-point assessment, of the appropriate level of English and maths, any digital skills required and other specified components of the Apprenticeship, signed off by the employer
- National standards built into a demanding independent assessment at the end of the apprenticeship, carried out by a registered apprenticeship assessment organisation, which meets the Institute's requirements for quality, set out in its guidance on external quality assurance.
- Certification by the Institute on completion of the whole apprenticeship. Recruiting employers and apprentices use this trusted record of employability as a licence for the occupation and to access related professional status

Admissions Criteria and Selection

- Absolute minimum entry requirements are developed by the Institute for Apprenticeships & Technical Education (IfATE) (working with trailblazer employer groups at subject level) published at www.instituteforapprenticeships.org/apprenticeship-standards/ as "standards".
- London Metropolitan College working with Employers may also set additional entry requirement thresholds above the standards published by IfATE.

Education and Skills Funding Agency

The Education and Skills Funding Agency is an executive agency of the government of the United Kingdom, sponsored by the Department for Education. The ESFA was formed on 1 April 2017 following the merger of the Education Funding Agency and the Skills Funding Agency.

The Education and Skills Funding Agency sets requirements for apprentices that must be followed to ensure public funding is being used fairly. These include that an apprentice must:

- Be employed,
- 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;
- Not be enrolled on any other 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;
 - Be one of the a citizen of a country from the EEA; or have the right of abode in the UK, and have been resident in the EEA for at least the previous three years on the first day of the apprenticeship; or a non-EEA citizen with permission from UK government to live in the UK (NOT for educational purposes) and have been ordinarily resident in the UK for at least the previous three years before the start of the apprenticeship.

Requesting feedback on an unsuccessful application

- Where applicants are successful in the Employer selection process but do not receive an offer from London Metropolitan College, London Metropolitan College will provide feedback to applicants and their employer.
- London Metropolitan College will respond to requests for feedback in a timely manner.
- Feedback will normally include generic information to help applicants understand the means by which applicants are selected for the apprenticeship to which they have applied.

Policy review

We reserve the right to update this privacy policy at any time, and will seek to inform you of any substantial changes. We may also notify you in other ways from time to time about the processing of your personal data. This policy will be reviewed annually.