

## Apprenticeship Trust Eligibility Criteria

### Overview

To ensure fair, transparent, and effective use of the Trust's apprenticeship levy funding, the below eligibility criteria will be applied when considering colleagues for apprenticeship applications. These criteria help us confirm that each applicant is appropriately placed, prepared, and able to undertake the required learning and off-the-job training, ensuring that levy funds are used in line with national requirements and Trust priorities.

By assessing eligibility consistently, we can ensure that apprenticeships provide meaningful development, align with organisational needs, and support colleagues to successfully complete their programme.

### The Criteria

#### 1. General Eligibility (applies to all Apprentice applicants)

- Be employed in a role that allows them to gain knowledge, skills, and behaviours relevant to the apprenticeship standard.
- Not already hold a qualification at the same or higher level in a similar subject area.
- Be able to commit to the required off-the-job training time.
- Meet any entry requirements set by the training provider.
- Demonstrate the ability and motivation to complete the programme.

#### 2. Existing Employees

- The apprenticeship will provide new learning, not simply accredit existing skills.
- Their current role can be adapted (where necessary) to support the apprenticeship standard.
- There is a clear development need which aligns with school objectives.
- The employee demonstrates satisfactory performance in their current role.

#### 3. Apprentice Recruits

- Be appointed into a role designed to support completion of the relevant apprenticeship.
- Meet the minimum entry requirements for both the role and the apprenticeship programme.
- Not be recruited solely to accredit prior learning.



Make a difference in our communities by placing learning at the heart of what we do.

