

Eligibility Policy

16-18 Apprenticeships

- Level of qualification to be undertaken Level 2 or 3.
- Age: Must be below 19 at start of programme.
- Prior qualifications: Must not have obtained a prior qualification at Level 4 or above – ie degree or NVQ 4 – or have a qualification at a similar level in the same area.
- Employment: Apprentice must be employed for 30 hours. Only in exceptional circumstances will learners who work less than 30 hours be enrolled on to programme. Confirmation & Agreement to be obtained from MIS manager prior to enrolment of these learners.
- Level of qualification to be undertaken: Level 4 or 5.
- Age: Must be 18 or above at start of programme. (Learners under 18 are generally not funded for Level 4–5 apprenticeships.)
- Prior qualifications: Must not have obtained a prior qualification at Level 5 or above – e.g., master's degree or QCF/Apprenticeship Level 5 or above – or a qualification at a similar level in the same subject area, as defined by the awarding organisation.
- Employment: Apprentice must be employed for a minimum of 30 hours per week. Learners working fewer than 30 hours require prior written approval from the MIS Manager, with documentation retained for audit purposes.

19-23 Apprenticeships

- Level of qualification to be undertaken: Level 2 or 3.
- Age: Must be over 19 and under 24 at start of programme.
- Prior qualifications: Must not have obtained a prior qualification at Level 4 or above – ie degree or NVQ 4 – or have a qualification at a similar level in the same area.
- Employment: Apprentice must be employed for 30 hours. Only in exceptional circumstances will learners who work less than 30 hours be enrolled on to programme. Confirmation & Agreement to be obtained from MIS manager prior to enrolment of these learners.
- Level of qualification to be undertaken Level 4 or 5

- Age: Must be over 19 and under 24 at start of programme.
- Prior qualifications: Must not have obtained a prior qualification at Level 5 or above – ie master's degree – or QCF/Apprenticeship at Level 5 or above or have a qualification at a similar level in the same area.
- Employment: Apprentice must be employed for 30 hours. Only in exceptional circumstances will learners who work less than 30 hours be enrolled on to programme. Confirmation & Agreement to be obtained from MIS manager prior to enrolment of these learners.

24+ Apprenticeships

- Level of qualification to be undertaken: Level 2, Level 3, Level 4, or Level 5 (depending on funding eligibility).
- Age: Must be 24 or over at start of programme.
- Prior qualifications: No restrictions, but funding eligibility must be checked if learner already holds a qualification at the same or higher level in the same subject area. Learner must be new into the job role/sector, or, if in an existing role, require significant new knowledge and skills. The apprenticeship must be the most appropriate programme of learning.
- Employment: Apprentice must be employed for a minimum of 30 hours per week. Learners working fewer than 30 hours require prior written approval from the MIS Manager, with documentation retained for audit purposes.

Traineeships

- Level of qualification to be undertaken Level 2.
- Age: Must be 16-24 on the first day of learning.
- Prior qualifications:
 - 16-18: Have not yet achieved a full Level 3 qualification.
 - 19-24: Have not yet achieved a full Level 3 qualification.
- Employment: Must be unemployed on first day of traineeship, have little work experience and be focused on work or the prospect of it.

Sector Based Work Academies

- Level of qualification to be undertaken Level 2
- Age: Must be 19 or over at start of programme.
- Prior qualifications: No restrictions.
- Employment: Must be unemployed.

24+ Learning Loans

- Level of qualification to be undertaken: Level 2 (if part of current DWP-approved programmes).
- Age: Must be 19 or over at start of programme.
- Prior qualifications: No restrictions.
- Employment: Must be unemployed on the first day of programme.
- Note: SBA programmes are subject to current DWP funding rules. Providers must confirm programme eligibility prior to enrolment.

Policy Date: 01/11/2025

Next review date: 31/10/2026

Signed:

