



Eligibility Policy

To be eligible for an apprenticeship, the apprentice must satisfy the requirements of the DfE funding rules. These require that the apprentice must:

- Be aged 16 or older at the start of the apprenticeship.
- Not be enrolled on another funded apprenticeship or another funded further education or higher education programme at the time you start your new apprenticeship.
- Be employed in a full-time job (minimum of 30 hours per week) or have a signed contract to start a full-time job role, which is relevant to the apprenticeship you're applying for. Note, most employers wait to issue the signed contract until after the apprentice has applied and been accepted by Stanfords Training Limited.
- Meet the qualification entry requirements of the apprenticeship standard and be able to provide original qualification certificates at enrolment.
- Only apply for an apprenticeship unrelated to any qualifications they hold at the same or higher level than the apprenticeship they wish to apply for. The apprenticeship being applied for must be unrelated in subject and content from the qualification already held.
- Not expect funding for a repeated qualification – the Department for Education (DfE) will not fund apprentices who are repeating the same qualification.
- Not be asked to contribute financially to the direct cost of your apprenticeship fees or use a student loan to finance any apprenticeship.
- Over the duration of your apprenticeship, the apprentice must:
 - Have the right to work and study in England and be one of the following:
 - A citizen of a country within the European Economic Area (EEA) or have the right to abode in the UK and have been resident in the EEA for at least the previous three years on the first day of your apprenticeship.
 - A non-EEA citizen with permission from the 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 learning.
 - Spend at least 50% of their working time in England.
- Follow the Department for Education funding rules.

In some cases, employers can sponsor people on apprenticeships who do not meet the DfE funding criteria, but they will not be able to use the levy funding. If this applies to your situation, our Apprenticeship Team will be able to discuss your options with you.

Policy Date: 01/11/2025

Next review date: 31/10/2026

Signed:

