Postgraduate **Apprenticeship**

Application process







'Express interest' and employer due diligence

To begin the application process, the key contact in the organisation will need to complete the 'Express Your Interest' form. Once this form is completed, the Apprenticeship Team will commence employer due diligence. As part of the process to determine eligibility for apprenticeship funding, the key contact will receive a link requesting the completion of the employer due diligence. See the 'Next steps' section on the course web page for the next 'Express Your Interest' deadline date



Candidate initial assessment

The applicant completes an initial assessment with the help of their line manager/mentor so that the Apprenticeship Team can ensure eligibility criteria are met, and prior learning is taken into account. The initial assessment will support the development of a personalised learning plan.



Application form

Candidates will receive a link to complete the application form, and they will be asked to submit evidence of work history and qualifications. At the application stage, candidates will be required to choose their desired programme. See the 'Next steps' section on the course web page for the next application deadline date.



Interview stage

The Admissions Board may identify candidates that do not meet the entry criteria for study, for example, they have not completed an undergraduate degree or their length of work experience is insufficient. In this case, candidates will be interviewed before a decision is made on their application.



Admissions and Scholarship Board

The applications of those who are eligible for apprenticeship funding will be reviewed at the Admissions Board. The Board will assess applications and review whether offers will be made or whether interviews will be required. The Admissions Board is held once a week.



Offers to study

If candidates meet all the requirements and have successfully interviewed (where applicable), offers of study will be made. Applicants will receive an email notifying them of our decision, which can be found on our EVE portal - this is where offers can be formally accepted. Candidates cannot start the programme unless they have a Commitment Statement, Apprenticeship Agreement and Mastership Agreement in place.





Course preparation

Once an offer has been formally accepted on our EVE portal, the student and Academic Support Team (SAS) will be in touch to begin the candidate's on-boarding process and send out any required pre-coursework. Participants will not receive this information if an offer has not been accepted.