

Eligibility criteria for Apprenticeships

Apprenticeships are available to new and existing staff who need to develop new knowledge and skills. Employees can be any age, on any pay band, can work full or part-time and can already have qualifications including a degree. All applications have to be supported by the candidate's line manager.

Candidates must meet the following criteria:

- Be up to date with mandatory training
- Have an 'in date' Individual Performance Review (IPR)
- Have an agreed Personal Development Plan (PD)
- Not be aware of any reason why they cannot commit to completing the course in terms of study, submissions, attendance and evidencing the benefits.
- Have completed the Care Certificate if applicable
- To study a Level 2 apprenticeship candidates need a Level 1 qualification in maths and English (GCSE grades 3-1 or D-G, Functional skills level 1) or be working at or towards Level 1.
- To study a Level 3, Level 4, Level 5, Level 6 or Level 7 apprenticeship, candidates need a Level 2 qualification in maths and English (GCSE grade 9-4 or A*-C, A level grade A-E, Functional skills level 2, O Level grade A-C) or be working at or towards Level 2.
- Cannot be enrolled on another apprenticeship or Further Education/Higher Education programme.
- Must have the right to work in England.
- Must be either:
 - a citizen of a country within the European Economic Area (EEA) (including other countries determined within the EEA or those with bilateral agreements), or have the right of abode in the UK, and have been ordinarily resident in the EEA (including other countries determined within the EEA or those with bilateral agreements), for a minimum of three years.
 - or 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 a minimum of three years.

Line Manager's should consider:

- If the apprenticeship will contribute to candidate's Personal Development Plan (PDP)
- If the candidate will gain new skills and knowledge which will improve their performance in their current role.
- If the candidate has attended all mandatory training.
- Whether there are any outstanding capability, attendance or disciplinary issues.
- If there is any reason why the candidate cannot commit to completing the course in terms of study, submissions, attendance and evidencing the benefits.
- The candidate's commitment to NHS values.
- Personal governance and attitude of candidate.
- Candidate's career aspiration and their desire to learn new skills and knowledge.
- If candidate can evidence 6 C's if applicable.