# Degree Apprenticeships Admissions Policy

## What is a Degree Apprenticeship

Degree Apprenticeships are an alternative to traditional university study that combine the work-based element of an apprenticeship with a Higher Education academic qualification.

Degree Apprenticeships work differently throughout different UK regions and a degree apprenticeship taken at Cardiff Metropolitan University provides the opportunity to study with the University 1 day per week whilst working for the employer for the remaining 4, all whilst gaining real-world experience and gaining the academic qualification.

Employers in Wales can offer a range of degree apprenticeships in partnership with a university in Wales. The employer covers the salary and Medr funds the apprenticeship qualification.

## Applying for a Degree Apprenticeship

Applications for Apprenticeships are made direct the University through the Self-Service system.

Degree Apprenticeship vacancies are advertised and managed by employers, with the University working with a range of employer partners throughout Wales.

Degree Apprenticeships are fully funded by Welsh Government and, to be eligible, applicants must be employed within Wales for at least 51% of their time and be over the age of 16. Applicants must also be in a job role relevant to the apprenticeship framework to which they are applying.

## Admissions Cycle, Decisions and Acceptance

The Admissions Cycle for degree apprenticeships runs from **May to September** and consists of the following:

Application – Applications are received, reviewed and sent to the Academic School for consideration. Decisions are processed by Admissions staff, with each stage of the admissions process being recorded on the electronic admissions and student system.

Offers – Admissions staff will process a Conditional or Unconditional Offer. Unconditional Offers are made to those applicants who have achieved the entry criteria through obtaining qualifications and evidencing work experience. Conditional Offers are made to those applicants who may be undertaking qualifications or work experience that need to be completed.

Acceptance – Applicants can accept their offer acceptance on the Self-Service system.

All applicants who are offered a place and firmly accept will be sent information, with the aim of supporting and guiding them through the acceptance stage of the Admissions Cycle. This will include the University’s terms and conditions, fees policy, admissions policy, complaints policy and Student Handbook, as well as information on enrolment, starting at the University and transition activities.

## Admissions Criteria

Applicants for a Degree Apprenticeship must meet the eligibility criteria which will be made in partnership between the University and the Employer to ensure that applicants meet the standard academic as well as the professional entry requirements.

This is determined by the Degree Apprenticeship Lead, industry link within the programme team and employer representative before programmes open for applications.

Applicants normally need to meet the entry requirements equivalent to those for standard degree programmes offered within Cardiff Met. Specific entry requirements are published on the entry requirement section of all course pages.

Applicants may be considered based on a combination of academic or professional qualifications as well as relevant work experience, equivalent to the published entry requirements. Applicants wishing to be considered based on work experience will be asked to provide detailed information, along with supporting information from their employer.

All apprentices enter a three-way learning agreement upon acceptance to the programme.

## Entry Requirements

Entry requirements for all courses are published on the Cardiff Metropolitan University website.

Entry criteria and procedure for selection are followed consistently and professionally by University staff involved in the admissions process. Applications however are considered on an individual basis considering all available information to ensure individual circumstance are taken into account and offers can vary taking into account a range of experiences and expertise.

Previous study, work experience and training can also count as credit towards your programme of study, which is known as Recognising Prior Learning (RPL) and please refer to the section on Prior Learning.

We encourage students of all ages and from all backgrounds to study with us and know that significant achievement can be obtained through work or private study.

The University guarantees not to change entry requirements published on course pages on Cardiff Met’s website for Apprenticeship courses during an Admissions cycle.

## Selection

Each application is considered on an individual basis, based on the information provided as part of the application form which will need to contain:

* Proof of qualifications or qualifications being undertaken for entry listed on course pages
* Job Description
* CV
* Reference
* Personal Statement
* Any Recognition of Prior Learning
* Employer Liability
* Apprenticeship Supplementary Application Form
* Employer Health and Safety Checklist

## Recognition of Prior Learning (RPL)

Cardiff Met recognises that previous study, training and experience gained through work or volunteering are activities that may count towards courses of study known as Recognition of Prior Learning.

Applicants wishing to claim credit for prior learning are asked to review information on the Recognising Prior Learning page.

Apprentices with an appropriate HND/C or equivalent qualification in a relevant subject may be considered for direct into years 2 or 3 or exception. Work experience demonstrated through Recognition of Experiential Learning may also allow direct entry or exemption.

Applicants with degrees or other apprenticeships may be considered and granted RPL with a maximum of 240 credits. If the degree and apprenticeship have the same content, entry for the apprenticeship will not be allowed due to the apprenticeships being funded by Medr.