

APPRENTICESHIP APPLICATION SUPPORT

Understand the application process and what support may be available for individuals with additional needs

Who can apply for an apprenticeship?

Anyone who is over the age of 16 and not in full-time education can apply to become an apprentice. There is no upper age limit.*

What are the entry requirements for apprenticeships?

Entry requirements are decided by employers with guidance from their training provider (the organisation that provides the learning element of an apprenticeship) and vary in the same way they do for any job. Some apprenticeships will require qualifications, such as English and maths GCSE, A-level grades and T Level grades. However, many do not, with employers preferring to recruit based on the potential of the individual.

Are entry requirements usually fixed?

Not necessarily. If an employer thinks you are the right person for the job, they may decide to offer you the role and support you to achieve any necessary qualifications, such as English or maths. You could contact the employer if you are worried they might not shortlist you based on your qualifications.

What does the apprenticeship application process involve?

The apprenticeship application process varies from employer to employer, but could include some or all of these elements:



CV



Application form



Video assessment



Online assessment



Assessment day



Online interview



In-person interview

Many employers recognise that this may be the first time someone is applying for a role and provide guidance and support to help applicants through the process.

What if you require additional support during the recruitment process?

Most employers will include a question within the application form asking if an applicant has any additional support needs, sometimes called reasonable adjustments. This is often the first opportunity to tell the employer about any additional support requirements.

It is a good idea to share information at this point so that the employer can make any adaptations to the recruitment process to ensure it is inclusive. If they don't know

*certain standards are not funded for those aged 22+ unless eligibility is met



Linked resource

Find out more about the application process in this useful guide (see link below).



[Click here](#) to view or scan the QR code



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about a requirement then they cannot anticipate the support needed. The Equality Act 2010 requires employers to make Reasonable Adjustments for applicants with a disability during the application process.



Linked resource

Find out more about reasonable adjustments in this short guide (see link below).



[Click here to view or scan the QR code](#)



- A quiet room or noise cancelling headphones.
- Additional information about what to expect from the interview process.
- Flexibility with interview times.

Examples of reasonable adjustments from employers:

If you are attending a virtual assessment centre, the platform we use allows you to make adjustments if needed, such as: altering background colours and magnifying letters.



How can you ask for reasonable adjustments if they aren't offered?

Don't let it put you off continuing with your application. If there are adjustments you require, look on the employer's website, find out who to contact about recruitment and explain the adjustments you need.

What adjustments could you expect in the recruitment process?

This will depend on your requirements, but some of the things you could ask for are:

- The application form in a different format.
- Interview questions in advance, or in written format.
- Additional time for tests or other assessment activities.

Whether your selection process is virtual or face to face, we can make adjustments such as subtitles over Zoom, providing you with extra time or adapting our questions – whatever is the appropriate adjustment for your needs.



If you need extra support, let us know. We value diversity and recruit people based on their strengths and what they can bring to our Group, rather than their experience. We want our people to feel that they belong and can be their best, regardless of their background, identity or culture.

