

# **HETA (HumberSide Engineering Training Association) applications policy and process for Traineeships and Apprenticeships starting in September 2018**

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## **HETA applications policy**

This policy is applicable to all applicants applying for a Traineeship or Apprenticeship programme starting in the academic year 2018/19.

### ***HETA is committed to ensuring that all applicants:***

1. Are treated fairly in their application via an open and transparent process.
2. Have access to information, advice and guidance at all stages throughout the process including providing a clear entry criteria and routes in to paid work.
3. Are provided with information about likely career or employment outcomes.
4. Are provided with a timely and efficient application process.
5. Are offered, where appropriate, employment in a company best suited to their ability and aspirations.

This process supports our commitment to equality and diversity. It also underpins our duty of care to ensure that all those seeking to study at HETA are on the right pathway that will allow them to succeed in their chosen career.

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## Application Process

### *Applications*

The application process will open on **Monday 2<sup>nd</sup> October 2017** and the deadline for an Apprenticeship or Traineeship for September 2018 entry is **Thursday 19<sup>th</sup> April 2018**.

By meeting the identified application deadline we guarantee, where appropriate, eligible applicants will be invited to sit our initial assessment, successful completion of this will secure an interview with the appropriate Centre Manager, or a member of the Senior Leadership Team. This does not guarantee a place on any programme and there may be occasions where students who meet the entry criteria are placed on a waiting list due to high demand for places. If this is the case, we will make it clear that it is a precondition of our “conditional” offer.

Demand for HETA places are high and Centre Managers or members of the Senior Leadership Team will therefore not interview applicants who on their application form do not demonstrate that they meet the minimum entry criteria.

Applications received after the relevant application deadline will be considered, however we cannot guarantee the applicant an initial assessment or interview.

It is our policy to contact the learner if they are unsuccessful at any point during the application process.

**Please see appendix 1 for the full applications process.**

### *Application format*

HETA accepts applications from the online application form (on-line or paper) or via local platforms such as Lincs2, Lincs4U and energy estuary. Apprenticeship applications are also accepted via the national apprenticeship vacancy website. If an applicant sources their own company for an apprenticeship then we have a separate application form (reviewed on a case by case basis).

We will acknowledge an application within 3 working days of receiving it and will screen each application within 10 working days, organising an initial assessment if applicable.

Applicants will be able to access up to date information about their application throughout the application process by contacting the local admin representative per site.

### *Accessing information, advice and guidance*

We will offer all applicants access to information, advice and guidance at all stages throughout their application process. This may be through our dedicated Training and Development Advisors, Schools Engagement Administrator, or Centre Managers as part of an interview if appropriate. All parties ensure that the information and advice provided to potential learners is accurate and given in the applicants’ best interests to support their achievement.

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As part of the recruitment process we offer all applicants the opportunity to visit HETA to ensure they make an informed decision when they accept a place. Applicants are invited to attend our ‘open evenings’ and/or taster days; if attendance at one of these events is not possible, we can support individual visits.

### *Entry criteria*

We set our entry criteria to ensure applicants are placed on a programme that matches their academic ability and therefore gives them the best chance to succeed. It supports progression through levels of learning for those applicants who are academically able to advance.

Government legislation now states that all 16–18 year old students must continue to study English and maths as part of their studies until they achieve a minimum Grade C (Grade 5). For this reason all programmes now have a minimum English, Science and maths entry criteria. Students who do not achieve Grade C (Grade 5) **MUST** participate in English and maths functional skills; individuals will be assessed on a case by case basis.

It is recommended that students wishing to progress on to degree level, who do not have a Grade C (Grade 5) in English and maths continue to do so; HETA will support this via their timetable.

We will clearly publish the entry criteria both in our printed materials and online. The criteria reflects the **minimum** entry requirements that applicants must meet.

All applicants will be required to provide an acceptable reference from a current or previous school, college, training provider or employer as part of the entry criteria.

All applicants are required to provide evidence of their qualifications in order to show that they meet the entry requirements. This evidence must identify the institution (i.e. the previous school) and/or the accrediting body as well as the qualification and level achieved. We reserve the right to determine the acceptability of any evidence provided and may require the applicant to provide further evidence if there is any ambiguity or lack of clarity.

Applications from candidates without the required, formal qualifications will be considered on an individual basis and all aspects of the application will be taken into account when making a decision.

### *Interviews*

All applicants who meet the application deadline and demonstrate that they meet the minimum entry criteria for an Apprenticeship or Traineeship following the initial assessment will be guaranteed an interview with a Centre Manager or members of the Senior Leadership Team, lasting approximately 30 minutes.

Interviews can take place either on an individual level or as part of a larger group. The HETA administration team will ensure that all applicants receive a minimum of 5 working days’ notice of an interview to allow applicants time to prepare.

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This interview itself does not guarantee a place with HETA and there may be occasions where applicants who meet the entry criteria are placed on a waiting list due to high demand for places.

If applicants miss a booked appointment without letting us know in advance we will contact them to confirm they wish to continue with their application. We will not arrange an alternative appointment until we have that confirmation from the applicant. We will automatically reject applicants who miss 2 interviews.

Where an applicant has been selected for an Apprenticeship they will also be required to attend an interview with the potential employer.

### *Supporting applicants with additional learning support needs*

We welcome applications from learners with Special Educational Needs (SEN) and/or disabilities. We require all applicants to let us know about any specific needs on the application. The student support team will agree reasonable adjustments and support programmes on an individual basis to meet the needs of the learners.

Where an applicant has an Education, Health and Care Plan (EHCP), a medical letter, or any other documentation relating to SEN or disability, they should provide this information at interview or notify the applications team as soon as possible. It is very important HETA are informed of specific difficulties or disabilities so we can ensure applicants are provided with the help needed. Applicants will have the opportunity to disclose information about specific needs at any stage throughout the application process so if you think you have an EHCP please talk to us about it.

All applicants, whether they have an EHCP or not, are entitled to an additional learning support interview/assessment which will form the basis of any support offered on the programme.

In exceptional cases that HETA may be unable to offer the support required, we will offer appropriate guidance and referral to appropriate external agencies.

### *Criminal convictions*

In accordance with the HETA's safeguarding requirements, all applicants/learners are asked to disclose any unspent criminal convictions or prosecutions pending; this includes learners who receive a criminal conviction whilst on a programme at HETA.

If the programme requires an Enhanced DBS, learners are required to declare all convictions (including warnings, cautions, reprimands) which are 'spent' and 'un-spent' due to certain professions being exempt from the Rehabilitation of Offenders Act 1974. Applicants must check what your future planned employment requires.

For prospective students you must disclose criminal convictions at the first point of contact with HETA. For existing students, you must declare immediately upon receiving the criminal conviction. Please note that declaring a criminal conviction does not automatically prevent anyone from becoming or continuing as a student at HETA and we offer appropriate support when necessary.

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Applicants will be asked to complete the 'Confidential Details of Criminal Convictions' form. Any disclosed convictions will then be assessed in accordance with HETA procedures and the applicant will be informed of the outcome of the assessment within a maximum of 2 weeks of the admin team receiving the completed form.

HETA reserve the right to refuse a place to an applicant if s/he is assessed as a high risk to others or if HETA is unable to meet their specific requirements and ensure a safe or controlled environment for both learners and staff. We will also undertake such risk assessments after a learner has enrolled if information is received at any time which suggests that the learner may present a risk or may be unable to be properly supported.

### *Offers of a place with HETA*

An applicant will be made an 'unconditional offer' if there is a place on the programme and they can show that they:

- have already achieved the minimum entry criteria
- have successfully completed any testing and interviews required
- have presented an acceptable reference from a current or previous school, college or training provider
- have secured employment through an apprenticeship programme

All other offers to join HETA will be "conditional". We will ask applicants to present evidence at induction that they have met all the "conditions" of their entry before they will be able to start a HETA programme.

Non-eligible applicants holding offer of a place on an Apprenticeship will not be able to start their programme at HETA without a suitable employer. HETA will support these applicants in securing employment before induction where possible.

Where a programme is full but the applicant meets all the set entry criteria, we will offer the applicant a conditional place on a waiting list. Part of their entry conditions will include that a place must become available before they can join HETA as we cannot create additional places over our capacity.

If we believe the training programme an applicant has applied to is not suitable for them, we will advise them of the following options:

- I. We may refer them to their second choice or a suggested alternative.
- II. We may refer them to either their school careers advisor for further guidance.

If we cannot make an offer of a place to an applicant we will explain the reasons clearly at interview. Some of the reasons we do not offer a place or we withdraw an offer of a place can include:

- I. The applicant does not meet the minimum entry requirements based on actual or predicted grades.
- II. We receive a poor reference from a current or previous school, college or training provider that gives negative feedback on attendance, attitude to learning, and suitability for programme.
- III. The applicant does not successfully complete the relevant tests or interviews to the expected standard.
- IV. An applicant is not going to be able to complete the specific work placements required for a programme due to the outcome of a DBS check or safeguarding risk assessment.
- V. HETA is unable to provide the support required and cannot source this externally.
- VI. The applicant misses two arranged appointments without letting us know in advance that they cannot come.
- VII. The applicant does not attend the identified induction session without letting the applications team know in advance.

HETA will aim to provide applicants with the outcome of their interview in writing within 10 working days of the interview.

### *Acceptance of a place at HETA*

We will send an offer email to all applicants we make offers to. As we are unable to hold places open indefinitely, in order to guarantee a place on the programme applicants must reply within 3 working days either confirming their acceptance of the offer or declining the offer. Where demand is high for a programme, applicants who have not accepted an offer within this timeframe may be placed on a waiting list.

### *Complaints process*

Applicants wishing to make a complaint or raise a concern about the application process should do so via the HETA Recruitment Manager. If the complaint remains unresolved, this can be progressed to the Senior Leadership Team using the formal complaints process.

All complaints regarding the applications process or requests for information must be made within the same academic year of the application.

### *Appeals process*

Appeals may only be made by applicants if it is believed that the application process, including entry criteria, has been unfairly or inaccurately applied.

Any appeals against the application process must be supported by evidence that demonstrates how the entry criteria are met, or provide any mitigating circumstances such as long term illness affecting examination results. In such circumstances proof of predicted grades will be required. All appeals must be received within 10 working days of the receipt of the “outcome of interview” notification.

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**Please see appendix 2 for the full appeals process.** The final decision on an appeal sits with the Chief Executive.



## **Appendix 1: Application Process**

1. Online Application Form Minimum grade criteria is 4 GCSEs (Actual or predicted) including Maths, English and Science.
2. Aptitude Test - Candidates come into the training centre to sit a multiple choice Mechanical & Spatial assessment.
3. Open Evenings - Come and learn more about the HETA Engineering Apprenticeship and take a tour of the workshop. We are having a series of Open Evenings giving you the opportunity to find out more about our apprenticeships and get hands on experience in the workshop. Places are limited to find out further information visit: [www.heta.co.uk](http://www.heta.co.uk).
4. Formal Interview - A 1-1 interview with the Centre Manager to discuss candidate's trainability and trade selection.
5. Company/Traineeship offers - Students will be invited for interviews at the company site. Successful candidates will then be offered either a contract of employment or the offer to start on a traineeship.
6. Company Open Day - An opportunity for the applicants to find out more about the client companies looking to recruit an apprentice and register their interest in vacancies. The companies then interview and select from this group.

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## **Appendix 2: Application Appeals Process**

1. Appeals may only be made by applicants if it is believed that the application process, including the entry criteria, has been unfairly or inaccurately applied.
2. The application appeals process applies to all Apprenticeships and Traineeships.
3. Should there be any other concerns about the application process then they should be brought to the attention in the first instance with the HETA Recruitment Manager who will be able to provide more information or guidance.
4. If the problem is not resolved at this stage then a request can be made in writing to the Chief Executive to appeal the outcome of application. Any such appeals will be acknowledged within 5 working days of receipt, and HETA aim to respond fully within 10 working days.
5. Any appeals against the application process must be supported by evidence that demonstrates how the entry criteria are met, or provide any mitigating circumstances such as long term illness affecting examination results. In such circumstances proof of predicted grades will be required.
6. The Chief Executive will liaise with the Centre Manager to resolve the appeal.
7. Decisions of the Chief Executive will be final.

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