



Preparing for your Apprenticeship Application

This guide will give you an overview of all the supporting documents you will be required to upload when you start your Arden University online apprenticeship application.

Apprenticeship Application - Eligibility

Before you can apply to join any of our apprenticeship programmes, you need to have approval from your employer and line manager. We therefore recommend that you discuss this opportunity with your line manager first and link in with your Apprentice Lead to understand the internal application process.

1

To start an apprenticeship with Arden University, you must:

- Be aged 18 over (no upper age limit)
- Be a UK/EU/EAA resident for at least three years prior to starting the apprenticeship.
- Have the right to work in England and spend at least 50% of your working hours in England for the duration of your apprenticeship.

2

Employed in the right role

- You must be employed on a permanent or fixed term contract, for the full duration of the apprenticeship, and have approval from your employer.
- You must work in a role that exposes you to the apprenticeship standard KSB's - Knowledge, Skills & Behaviours, where you can demonstrate substantial new learning to be able to excel and apply this to your role and workplace.

3

English and maths requirements

- It is a condition of apprenticeship funding, at any level, that all applicants are able to evidence GCSE (or equivalent) English and Maths passes at grade A*- C / 9-4 or
- Commit to completing Functional Skills Level 2 in English or Maths or both if required, in addition to the apprenticeship programme. Arden University will provide this at no additional cost to you as an apprentice.

Collation of documents

Embarking on your apprenticeship is an exciting time.

To ensure your application can move swiftly through to enrolment, you are required to collate and save electronic copies of the below documents prior to starting your online application.

Once you start your online application, you will upload all supporting documentation in one sitting.

Please see the following pages for a list of supporting documentation that we require.

Document Checklist



Valid photo ID

Typically this is either your passport or driving licence



Proof of Nationality

Typically this is your passport. Alternatively you can provide your Birth Certificate (long certificate before 1983, or short if after 1983), plus photo ID such as your driving licence.



Proof of residency/address

Typically this is either a bank statement or utility bill dated within the last 6 months).

[List of accepted documents](#)



Level 2 Maths & English Qualifications

Applicants are to evidence GCSE English & Maths passes at grade A*- C/9-4 or commit to completing Functional Skills Level 2. This is provided by Arden University at no additional cost to you as an apprentice.

[List of accepted documents](#)

How to retrieve past results?

For advice on how to retrieve results from certificates that have been lost, please visit:

gov.uk/replacement-exam-certificate



Proof of Proficiency in English Language

If no prior learning has been taught in English, we will require evidence of proficiency in the English language. We require an IELTS 6.5 (no less than 6.0 in any element); or TOEFL iBT 90 or equivalent.



Name change paperwork
(if applicable)

If your name no longer matches your academic qualifications and certificates, we will require name change evidence such as a marriage certificate, a civil partnership certificate, divorce papers or a change of name deed.



Academic Qualifications

We require a copy of your prior academic qualifications to assess whether your chosen apprenticeship will give you significant new learning and compliment your job role in line with apprenticeship funding rules.



Your CV

We require a copy of your CV to assess whether your chosen apprenticeship will give you significant new learning and compliment your job role in line with apprenticeship funding rules.



Your job description

We require a copy of your job description to assess whether your chosen apprenticeship will give you significant new learning and compliment your job role in line with apprenticeship funding rules.



Personal statement

We require a personal statement from you on why you want to join the programme. We want to know how this apprenticeship standard will give you significant new learning in your job role. Please use our [handy guide](#) for help on how to write your personal statement.

Top Tips

HOW TO PREPARE

Ensure you collate and save electronic copies of all your documents in advance as you will be required to upload everything onto your online Apprenticeship Application in one sitting. Once enrolment opens you will receive a welcome email and link to start your Arden University apprenticeship application.

RESULTS

If you have previous level 2 qualifications in English and Maths but have lost your certificates, use this link for instructions on how to get a replacement statement of results.

Exam boards can take 30 days to respond, however we can start an application with English and Maths certs to follow.

[gov.uk/replacement-exam-certificate](https://www.gov.uk/replacement-exam-certificate)

Spring 2024 enrolment opens Monday 6th November 2023

Applications close Friday 1st March 2024 - Any applications received after this date will defer to the following intake in Autumn 2024

Contact us

For information about a specific programme, please contact: degreeapprenticeships@arden.ac.uk or speak to your Arden University representative.

Telephone **0800 268 7737**, and choose the option for apprenticeships to speak to a member of the degree apprenticeships team



Scan to view our
2024 apprenticeships

