

TIRO

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Admissions Policy

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1.1 Introduction and Scope

1.1.1 This document summarises Tiro's Apprenticeship Admissions Policy. It is intended to provide an accessible summary for employers, applicants and their advisors. Where more detailed information is publicly available, this is highlighted below.

1.1.2 Apprenticeships are a joint contract between an employer and Training provider to provide an individual Apprentice with on the job learning combined with education provision that verifies and standardises the skills developed.

1.1.3 The admissions decisions will be carried out in combination with both the employer and training provider. Therefore, statements within this policy would cover both entities.

2.1 Policy Statement

2.1.1 We believe it is important to attract, champion and support a broad and diverse range of candidates to our apprenticeships. We do not believe great grades always translates to whether a learner will be any good in the workplace. A key differentiator is whether people have the potential, behaviour, mindset, motivation and drive to perform in their roles and complete their apprenticeship.

2.1.2 Whilst we believe entry level roles are about potential and behaviour, it is important to ensure learners are matched not only with a great employer but matched to the right apprenticeship programme that will stretch and develop them. – (nobody wins if the apprentice fails.) As such we have developed entry requirements and routes into our programmes which supports our ethos.

2.1.3 Tiro aims to admit students of the highest calibre, who have the academic potential and motivation to succeed on its challenging courses.

2.1.4 Tiro will provide accurate information and advice to prospective students concerning its opportunities for Apprenticeships.

2.1.5 Tiro welcomes applications from all candidates with the potential to succeed, regardless of their background. We are committed to equality of opportunity, as stated in our Equality, Diversity and inclusivity policy.

2.1.6 Wherever possible both the employer and training provider will review applications for admission in an anonymised way. Decisions will not be based on age, gender, race or disability.

2.1.7 Tiro complies with the provisions of the General Data Protection Regulation, however Tiro will share information about the progression of an application with an applicant's intended employer as an Apprentice, and with the relevant funding agencies. Tiro will not disclose to any other third party any details regarding an individual's application without the applicant's permission to do so. This policy of non-disclosure will include family members of the applicant.

3.1 Implementation of Admissions Criteria and Selection

3.1.1 Absolute minimum entry requirements are developed by the Institute for Apprenticeships (working with trailblazer employer groups at subject level) published at [the Institute for Apprenticeships and Technical Education](#) as “standards”.

3.1.2 Tiro and the Employers it delivers Apprenticeships with may also set additional entry requirement thresholds deemed suitable for each individual position. These criteria must be approved by the Director of Client Services and will be published on our course’s webpages in advance.

3.1.3 To reduce bias and increase inclusion and diversity our applications are anonymised, so employers assess candidates for interview based on competencies and not any personal attributes.

3.1.4 The Education and Skills Funding Agency sets legal requirements for qualification as an apprentice. These include that an apprentice must:

3.1.4.1 Be employed as defined by HMRC.

3.1.4.2 Be 16, or over, by the July before they start the apprenticeship.

3.1.4.3 Have lived in England for over 3 years.

3.1.5 Be in a position to complete the apprenticeship within the time they have available and have an employment contract that covers the duration of the apprenticeship.

3.1.6 Not be enrolled on any other apprenticeship or other Department for Education funded Further or Higher Education programme at the same time they start the apprenticeship.

3.1.7 Not use a student loan to pay for the apprenticeship.

3.1.8 Spend at least 50% of their working hours in England over the duration of the apprenticeship.

3.1.9 Have the right to work in England.

3.1.10 Be a citizen of a country from the EEA; or have the right of abode in the UK and have been resident in the EEA or the UK for at least the previous three years on the first day of the apprenticeship; or a non-EEA citizen with permission from UK government to live in the UK (NOT for educational purposes).

3.1.11 Full eligibility requirements are published in the Education and Skills Funding Agency Funding Rules which are updated every year.

3.1.12 Individual employers may have specific requirements to take up employment with them as an apprentice. These may be different or in addition to those published in the apprenticeship standards or the entry requirements set by Tiro. For example, an employer may require an apprentice to have worked for the company for a minimum amount of time, or to have previous experience in a specific role. Any requirements such as this will be communicated to applicants through the employers’ materials advertising apprenticeship opportunities, such as the advertised job description or person specification.

3.1.13 Applicants should provide evidence of attainment of the academic criteria outlined in the relevant published standard, or on the Study pages where this is higher before employment and enrolment commence.

3.1.14 Applicants must meet the minimum entry requirements for their chosen Apprenticeship as set out in the relevant apprenticeship standard or Tiro’s entry requirements, whichever is the highest. Applicants who don’t meet this criteria may need to undertake further assessment; such applicants will be admitted only if the assessment demonstrates that they have sufficient skills necessary to successfully engage with and complete the course.

3.2 Programme Entry Requirements

3.2.1 Our entry requirements provide a guide to the qualifications needed to join our apprenticeship programmes. We have a personalised admissions approach, and we make fair but aspirational admission decisions. We want our learners to aim high and achieve great results. We will always aim to be as flexible as possible and take into consideration any barriers learners may have faced in their learning.

3.2.2 Apprentices without level 2 English and mathematics will need to achieve this level prior to completion of their apprenticeship

3.2.3 Absolute minimum entry requirements are developed by the Institute for Apprenticeships (working with trailblazer employer groups at subject level) published at [the Institute for Apprenticeships and Technical Education](#) as “standards”.

3.2.4 We accept applications from students with a wide range of qualifications, including combinations of qualifications and equivalent experience. Outlined below are our general principles on entry routes to our programmes.

3.3 Entry Routes

Programme	Job Role	Minimum Entry Route	Assessment	Additional Support
Level 3 Laboratory Technician	Laboratory Technician Laboratory Assistant Field Technician Environmental Technician Materials Testing Technician Dental Technician Science Technician	Grade C/4 in Maths and English ideal, but not essential	Discovery call to ascertain motivation and core competencies Initial Assessment	Learners to complete Functional Skills if they do not have the grades in Maths and English
Level 3 Science Manufacturing Technician	Process Operator Manufacturing Technician Production Technician Process Technician Quality Control Technician	Grade C/4 in Maths and English ideal, but not essential	Discovery call to ascertain motivation and core competencies Initial Assessment	Learners to complete Functional Skills if they do not have the grades in Maths and English

Level 3 Business Administration	Quality Administrator Document Controller Administration Assistant Executive Assistant Office Co-ordinator Office Administrator Project Administrator	Grade C/4 in Maths and English ideal, but not essential	Discovery call to ascertain motivation and core competencies Initial Assessment	Learners to complete Functional Skills if they do not have the grades in Maths and English
Level 3 Information Communications Technician	1st and 2nd Line Support Cloud Technician Help Desk Support Network Technician IT Support Analyst IT Field Technician Telecommunications Technician	Grade C/4 in Maths and English ideal, but not essential	Discovery call to ascertain motivation and core competencies Initial Assessment	Learners to complete Functional Skills if they do not have the grades in Maths and English
Degree Materials Technologist	Development Engineer Graduate material scientist Graduate sales executive Materials tester Quality assurance/quality control R&d technologist Technical service specialist	Completion of Level 3 Qualification A Levels/ BTEC Graduate - Degree but not related to field GCSE Maths & English C/4 = You may still begin the programme without these, you must obtain these qualifications during your programme in order to begin the End Point Assessment - in the event of GCSE below this level, must have meeting with HE Lead to determining suitability. No Formal Qualifications but Other relevant or prior experience may also be considered as an alternative - Must have meeting with HE Lead to determine suitability. AND = Practical Experience working in a Lab	Discovery Call to ascertain motivation and core competencies, eligibility Interview/Portfolio submission (if appropriate) Initial Assessment	Learners to complete Functional Skills if they do not have the grades in Maths and English
Degree Laboratory Scientist	Laboratory Manager Analytical Chemist Research & Development Scientist Molecular Biologist	Completion of Level 3 Qualification A Levels/ BTEC Graduate - Degree but not related to field	Discovery Call to ascertain motivation and core competencies, eligibility	Learners to complete Functional Skills if they do not have the grades in Maths and English

	Formulation Scientist Medicinal Chemist Process Scientist	GCSE Maths & English C/4 = You may still begin the programme without these, you must obtain these qualifications during your programme in order to begin the End Point Assessment - in the event of GCSE below this level, must have meeting with HE Lead to determining suitability. No Formal Qualifications but Other relevant or prior experience may also be considered as an alternative - Must have meeting with HE Lead to determine suitability. AND = Practical Experience working in a Lab	Interview/Portfolio submission (if appropriate) Initial Assessment	
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3.3.1 Qualifications

We accept applications from candidates with a wide range of qualifications, including combinations of qualifications. The requirements for our most common entry qualifications are as follows:

Level 3 GCSE (or equivalent) Grade C/4 in English and Maths – If a candidate does not have these grades, they are placed to study Maths and English Functional Skills throughout the programme.

In some cases, candidates may have higher level qualifications, as long as they are not in the same field and there is sufficient new learning of knowledge, skills and behaviour they are eligible for the programme.

Level 4 Typically a candidate might be expected to have already achieved qualifications equivalent to a level 3 apprenticeship, preferably in a STEM subject. Other relevant or prior experience may also be considered as an alternative.

Level 5 Typically candidates will have grade C or above in at least five GCSE's, including English, Maths and a Science subject and hold relevant level 3 qualifications providing the appropriate number of UCAS points for entry to a level 5 HE programme. Other relevant or prior experience may also be considered as an alternative.

Level 6 The entry requirement for the apprenticeship will typically be a minimum of three A Levels at Grade C/4 or higher or their equivalent

or a relevant Level 3 apprenticeship. Other relevant or prior experience may also be considered as an alternative.

3.3.2 English and Maths

Candidates without level 2 English and Maths will need to achieve this level prior to taking the End-Point Assessment. For those with an education, health and care plan or a legacy statement, the apprenticeship's English and Maths minimum requirement is Entry Level 3. A British Sign Language (BSL) qualification is an alternative to the English qualification for those whose primary language is BSL.

3.3.4 Prior Learning & Experience

3.3.4.1 As an apprenticeship provider recognising prior learning and experience is important. We understand that a learner's journey to study might not have taken the traditional route. If a learner has already been working or has other learning experience relevant to the chosen apprenticeship, then we can count this towards their entry requirements and even certain modules once they start studying.

3.3.4.2 Applications from mature candidates without formal qualifications are welcomed, provided they can demonstrate appropriate levels of relevant ability and experience. Prior learning and experience is assessed and determined via an initial assessment which is used to quantify prior learning which can be used towards their studies. In some cases, it may be appropriate to attend an interview and/or provide a portfolio to evidence suitability to join the apprenticeship programme.

3.3.4.3 If learners are unable to meet the entry requirements for our degree level apprenticeships, they may still be eligible for our level 3/4 apprenticeship programmes. These will provide extra years of study to prepare learners for the full degree.

3.3.5 Academic assessment is undertaken by course selectors (Tutor Team) who are normally academics in departments and by professionals in the Resourcing Team, to ensure that decisions are made fairly.

3.3.6 Applicants are considered by Employers first. Applicants who are successful in the Employers' selection processes will be recommended to Tiro who will then verify the application and any supporting materials and will notify the applicant of its formal decision.

3.3.7 This formal decision will be communicated to the applicant by the employer and the Resourcing Team.

3.3.8 All eligible applicants will also be assessed through employer selection processes, any further assessment carried out by the Tiro background checks to determine whether any exemptions must be applied. In line with Education and Skills Funding Agency eligibility and funding criteria, where it is identified that a successful applicant already has prior learning which maps to the teaching and learning outcomes of the apprenticeship, this will be noted and where necessary the content and cost of the course offered may be reduced to reflect this. Please refer to the recognition of prior learning policy.

3.3.9 In the case of candidates being made an offer, this offer will include any conditions which need to be met in advance of the course starting and the start and expected end dates of the course. In order to take up an offer applicants must have a live job offer from their employer, and an employment contract long enough for the applicant to successfully complete their apprenticeship. Tiro's offer is not a guarantee of funding and is subject to applicants' employment. Applicants will be instructed of the procedure for accepting or declining such offers. Applicants accepting their offer will have the full offer Terms and Conditions brought to their notice in advance of being asked to make this decision.

3.3.10 Applicants who do not meet the conditions of their offer before the course (including employment, academic, contractual documentation completion and relevant Professional, Statutory and Regulatory Bodies' requirements) commences shall be considered, in the first instance, by the academic department to which they have applied, and the Resourcing Team, who may decide to either accept the applicant onto the course or escalate the decision. In the case of escalation, final decisions will be made by the Director for Client Services.

3.3.11 Students with a disability, specific learning difference or developmental condition are encouraged to apply to Tiro and are considered on the same academic grounds as all other candidates. In a parallel process, candidates with specific learning differences, motor, sensory and 'unseen disabilities', mental health difficulties, Autistic Spectrum Disorder, or any disabling illness may be contacted by Tiro to discuss their requirements prior to entry, in order to ensure that reasonable adjustments can be made.

3.3.12 Where it is not considered reasonable to adjust, the decision is referred to the Director for Client Services. Applicants should also discuss reasonable adjustments with their employers.

3.3.13 Where financial support may be required towards the additional cost of studying with a Disability, candidates should discuss possible eligibility for additional ESFA funding with their Apprenticeship Tutor.

3.3.14 Individual employers reserve the right to determine whether an applicant can be considered for deferred entry.

3.3.15 In cases where information of a relevant non-academic nature concerning a candidate for admission to Tiro is such that the relevant course selector wishes to either reject an application or revoke an existing offer of admission on these grounds, the course selector(s) shall refer the application to Director for Client Services for consideration. Such relevant information may include:

3.3.15.3.1 activities outside of the law

3.3.15.2 anything done or said by the applicant which prima facie presents a clear and immediate danger of infraction of the law, such as violence or threat of violence to persons or serious damage of property

3.3.15.3 anything done or said by the applicant (in person or online) that could be considered a breach of our Policies and practices at Tiro.

3.3.16 Tiro reserves the right to withdraw any offer made on the basis of an application containing fraudulent, incomplete or misleading information.

3.3.17 Applicants in receipt of an offer based on attainment in Level 3 qualifications may be made an alternative offer with reduced requirements if Tiro considers that there are contextual factors which should be taken into account, provided the standards are still met. Contextual factors may include attendance at a school with lower than average GCSE results, living in an area of low progression to higher education or having been in care.

3.3.18 Tiro cannot sponsor any applicants requiring a Visa for study. Students requiring Tier 4 sponsorship are not eligible for Apprenticeships.

3.4 Requesting feedback on an unsuccessful application

3.4.1 Where applicants are successful in the Employer selection process but do not receive an offer from Tiro, Tiro will provide feedback to candidates and their (potential) Employer when this is requested by the candidate in writing either to the Resourcing Team or to the relevant academic department.

3.4.2 The Resourcing Team will respond to requests for feedback in a timely manner, although timescales may be longer at pressurised points in the admissions cycle.

3.4.3 Feedback will normally include generic information to help applicants understand the means by which applicants are selected for the course to which they have applied, but a certain amount of specific information on an individual's application may be available on request.

3.4.4 Feedback will not be provided to any third party including, but not limited to, a parent, agent or other supporter. Feedback will be provided on request to potential employers.

3.4.5 Tiro will not provide feedback to applicants who are unsuccessful in the Employer Selection process.

4.1 Admission Complaints

4.1.1 Complaints from applicants regarding the service they receive during the admissions process will be reviewed by Student Services Manager to ensure that Tiro admissions policies, employment law and all ESFA requirements have been adhered to.

4.1.2 Applicants do not have the right to appeal against the academic judgement made on their application.

5.1 Monitoring

5.1.1 This policy will be reviewed on a regular basis in response to any sector or regulatory changes and updated on an annual basis

5.1.2 An annual Admissions report will also be provided to the SMT (Senior Management Team). The report will provide analysis on the admissions data including applications, unsuccessful applications and Equality and diversity data in key targeted and identified areas and complaints/appeals for review.

6.1 Responsible parties

6.1.1 Responsibility for Tiro's admissions practices adhering to regulatory requirements and its own policies remains with Director of Client Services.

Appendix A - Change Control Log

Version	Details of amendments/change	Author	Formal approval required	Approved by	Date of approval	Date adopted by the Board
V.1	N/A	Inna Voenkina, Student Services Manager	Y	Charlotte Blant, CEO	November, 2022	November, 2022
V1.1	Updated 3.3 entry routes grid	Inna Voenkina, Student Services Manager	Y	Kathryn Jeacock, Director of Client Services	March 2023	