



# Eligibility Requirements

To be eligible for an apprenticeship, the apprentice must satisfy the requirements of the ESFA funding rules.

These require that the apprentice must...



...be aged 16 or older at the start of the apprenticeship.



...not be enrolled on another funded apprenticeship or funded further or higher education programme at the time they start their new apprenticeship.



...be employed in a full-time job or have a signed contract to start a full-time job role, which is relevant to the apprenticeship being applied for.

or

Where an apprentice is working less than 30 hours per week, they must work enough hours each week so that they can undertake sufficient regular training and any on-the-job activity (if required).



...not expect funding for a repeated qualification – the Education and Skills Funding Agency (ESFA) will not fund apprentices who are repeating the same qualification.

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# Eligibility Requirements Continued...

## Qualification entry requirements

The learner must meet the qualification entry requirements of the apprenticeship standard and be able to provide original qualification certificates at enrolment. They will also...

- Complete a Skills Scan of their current knowledge, skills and behaviors.
- Complete an initial assessment of both English and Maths (even if they hold exemption for these).

When applying a learner will need to show:

- a birth certificate or valid passport
- or
- a Visa or Home Office letter with access to public funds (where applicable)
- and
- provide Proof of ID such as driving licence or Photo ID (where a passport is not provided).
- or
- provide evidence of address dated within the last 3 months of their application.

The learner must be able to complete and pass an apprenticeship. They must have evidence of achieving a GCSE or equivalent grade C or above in Maths and English. If this is not the case CareShield's specialist tutors can support the learner to achieve the appropriate level of functional skills to make achievement possible.

## Funding requirements

An apprentice must not be asked to contribute financially to the direct cost of the apprenticeship fees or use a student loan to finance any apprenticeship.

Follow the Education and Skills Funding Agency (ESFA) funding rules.

- [Main Provider Funding Rules 2022-23 V2](#)
- [Employer Funding Rules 2022-2023 V2](#)

The above rules may be subject to change – keep up to date here:  
<https://www.gov.uk/guidance/apprenticeship-funding-rules>

# Eligibility Requirements Continued...

## During the apprenticeship...

...the learner must have the right to work and study in England and be one of the following:

- a UK citizen of 3 years or more.
- or
- a citizen of a country within the European Economic Area (EEA) or have the right to live in the UK and have been resident in the EEA for at least the previous three years on the first day of their apprenticeship.
- or
- an Apprentice with access to Public Funds and if from outside of the UK, be able to provide evidence of their right to work.
- or
- a non-EEA citizen with permission from the UK government to live in the UK, and have been ordinarily resident in the UK for at least the previous three years before the start of learning.



## In addition

- All employers must support and commit to the off-the-job-training element of their apprenticeship programme. This means allowing apprentices to receive formal training within their contracted working hours. An apprenticeship must not be completed outside of the learner's contracted working hours.
- The learner must spend at least 50% of their working time in England.

# Eligibility Requirements Checklist

Use this quick checklist to ensure your learners are eligible for an Apprenticeship.

## Your learner must...

- be aged 16 or older at the start of the apprenticeship.
- not enrolled on another apprenticeship or further/higher education program.
- be employed in a full-time job or work enough hours each week that they can undertake sufficient regular training.
- meet the qualification entry requirements of the apprenticeship standard.

## Your learner must also...

have the right to work and study in England and be one of the following...

- a UK citizen of 3 years or more.
- a citizen of a country within the EEA or have the right to live in the UK and have been resident in the EEA for at least the previous three years.
- an Apprentice with access to Public Funds and if from outside of the UK be able to provide evidence of their right to work.
- a non-EEA citizen with permission from the UK government to live in the UK and have been ordinarily resident in the UK for at least the previous three years before the start of learning.

At enrolment the learner must be able to provide the following identification documents:

- a birth certificate, valid passport or a Visa or Home Office letter  
and
- a driving licence or Photo ID (where a passport is not provided); or provide evidence of address dated within the last 3 months.

If you would like any help with establishing the eligibility of your employee(s) please contact CareShield and our specialist team will be delighted to help.

For more information on our apprenticeship service,  
please email [sales@careshield.co.uk](mailto:sales@careshield.co.uk) or call us on **0345 880 1818**