



APPLICATION PROCESS

Chartered Manager Health and Social Care Degree Apprenticeship

APPLICATION ENTRY ROUTES

R1: Direct

- Masters, degree or Level 5 qualifications
- 2+ years management experience

R2: 800-word assessment, personal statement

- Level 4 qualifications
- 2+ years management experience

R3: 800-word assessment, personal statement

- Qualifications that don't meet above criteria
- 5+ years management experience

LM **JOB ROLE ANALYSIS (JRA)**
Line manager completes JRA and uploads job description to confirm suitability for the Apprenticeship

U **ROUTE DETERMINATION**
Manchester Met determines entry route - 1, 2 or 3

A **PRE-APPLICATION - STAGE 1**
All applicants complete Pre-Application Form and upload evidence of:

- Evidence of maths and English at Level 2+ (eg GCSE C/4+, Functional Skills (FS) Level 2)
- Evidence of highest qualifications (e.g. A Level) or above (eg HE diploma, degree)
- Valid passport, UK driving licence or birth certificate
- Name change evidence if applicable
- Evidence of residency status if applicable

U **ROUTE 2 OR 3 ASSESSMENT**
A Manchester Met to provide non-standard entry tasks. Applicant to complete alongside Pre-Application.

MISSING EVIDENCE OF LEVEL 2 QUALIFICATIONS

No evidence of GCSE C/4+ or FS Level 2 **Does not hold GCSE C/4+ or FS Level 2**

A Show Mcr Met confirmation of re-order of evidence **A** Maths and English assessments. Pass = Level 1.7

Pass Fail
Declined

A Complete maths and/or English FS with Mcr Met within first year of Apprenticeship

A **APPLICATION FORM - STAGE 2**
This part of the application form asks for employment history, a full list of your qualifications and a personal statement. Anyone who completed their personal statement as part of Route 2 or 3 entry can add it here.

A **SKILLS SCAN**
To assess the applicant's existing knowledge, skills and behaviours (KSBs) against the apprenticeship standard.

U **OFFER**
Offer letter (firm or conditional) sent to applicant

A **ACCEPT**
Applicant to accept/decline offer

A **ENROL**
Enrol onto programme via instructions in offer letter

U **APPLICANT WELCOME CALL**
A Pre-induction session. Ask questions and meet the team ahead of the start of the Apprenticeship

U **LINE MANAGER/MENTOR WELCOME CALL**
LM Explanation of line manager/mentor roles and responsibilities during the Apprenticeship

U **PRE-INDUCTION ACTIVITIES**
A Applicants are sent the induction pack. Applicant must complete the essential tasks before induction. Links to videos and websites are all provided within the document.

U **INDUCTION**
A Two-day classroom session in a relevant location