Data Literacy Application Guidelines

Application form overview

The form is designed to capture all the information we need to make a full and final assessment of your application. It is broken down into 9 sections, some of which will require more time than others. We recommend allowing at least **1 hour to complete** the form.

You can save your progress however, once you move on from a section, you will be unable to edit it, so please ensure you are happy with your answers before doing so!

The sections of the form are as follows:

1. [Eligibility](#)
2. About You
3. Your Background
4. [Maths & English](#)
5. [Previous Learning](#)
6. [Role Fit](#)
7. [Intent](#)
8. [Maths Assessment](#)
9. [English Assessment](#)

Eligibility Requirements

Residency

You need to meet one of the following criteria AND have been living in the UK and/or EEA for at least the previous 3 years:

- UK national (with a British Passport and/or Birth Certificate)
- EEA national (with an EU passport and/or EEA card)
- Non-EEA National with permission from the UK government to live and work in the UK (e.g. Visa Permit)

We can accept copies of your Passport (UK only), Residency Sharing Codes, Settlement Confirmation Letters, or ECS as evidence of the above.

Job

In order to qualify for Levy funding, you need to spend at least 50% of your working hours in England over the course of your apprenticeship. Additionally, you need to work at least 30 hours a week, including any off-the-job training.

Maths and English

Overview

It is a government requirement to hold a Level 2 qualification in English and Maths in order to complete an apprenticeship. The most typical equivalency to this is a GCSE at grade C/4 or above.

We can consider any qualification - both UK and international - that is directly equivalent to this level. However, please note for English, we are only able to accept qualifications from a specific list of countries.

Please note that Undergraduate degrees cannot be considered as proof of English & Maths unless they are specifically in the subject (e.g. BSc Maths / BA English).

Certificates

We will need copies of your certificates as evidence and these can be uploaded with your application. If you don't have them to hand… don't panic! You will have 6 weeks from the start-date of the apprenticeship to provide these (to admissions@multiverse.io).

We can accept the following:

- Certificates or Certified Statements of Results
- Provisional results slips from Exam Boards
- A report produced by your School's Information Management System (SIMS) or Candidate Management Information System (CMIS)
  - This needs to be stamped by your School/College/Provider, and signed by the Examinations Office or equivalent. It will also need to confirm your full name, full qualification details (including organisation name and/or qualification number), the grade awarded, and date of achievement.

Please note, we cannot accept simple headed letters from Schools.

Prior Learning

Overview

Apprenticeships need to represent a significant source of new knowledge, skills, and behaviours for individuals. To be eligible for Levy funding, we therefore need to be able to affirm that you won't be duplicating any training/knowledge you've already gained through our apprenticeship.

This section of the form will ask you some questions about your Prior Learning experience. To submit a great application, it's important that you provide as much detail and context to help us determine whether there is any overlap with the programme content. The more information you give us, the less likely it is we will have to contact you after you submit your application!

Concurrent Study

Our programmes are demanding so we recommend that you set aside time to complete assignments and apply the learning so you get the full benefits of the apprenticeship

Additionally, **we cannot allow individuals who are currently completing a degree or apprenticeship programme onto any of our programmes**, regardless of whether this is self- or Student Loan-funded.

Intent and Role Fit

For a successful application, **you need to demonstrate that you understand the learning areas of the programme**, how they will apply to your role, and how they will benefit your career.

The Intent section will ask you questions designed to ensure;

- that you **understand the programme learning areas** and that you have thought about how your role will allow you to apply them (200 words min)
- That you have discussed the apprenticeship with your manager, including OTJ time and that you have a **support plan in place** (200 words min)

Read on to make sure you have all the information to submit successful answers!

Programme Learning Outcomes

It is essential that you read through the module structure and learning outcomes of the Data Literacy programme in order to answer this section successfully.

CLICK HERE **for an overview of the module structure for Data Literacy**

Manager Conversation

Why do I need to have a conversation with my manager?

In order for your learning experience to be a success it is critical that you have the support of your manager throughout the entirety of the apprenticeship. *We find that those who do not have the appropriate level of support from their manager are more likely to withdraw from the apprenticeship before gaining a recognised qualification.*

To ensure that both you and your manager have clear expectations of the apprenticeship, and the commitment required, please ensure you have a 1:1 with them prior to applying.

CLICK HERE **to review the Manager Conversation Guide**

Off The Job (OTJ) Time

In your application, we will need to see that you have **considered the demands of OTJ time** and that you have a clear plan in place to incorporate the time **during your working hours.** This includes **talking with your line manager** (please refer to the section above) and making sure you have discussed **a plan** to incorporate OTJ in your role.

CLICK HERE **for more information on OTJ time**

Maths and English

Individual Assessments

As part of the application form, **all applicants need to complete separate Maths and English tests.** These are designed to determine your eligibility for the programme.

You can take as long as you need to complete the tests and are welcome to use any tools that might be helpful, such as a calculator for Maths test and a dictionary for English. Please note however that you cannot retake the assessments.

Your eligibility to come onto the programme depends on the combination of your certificates held and whether you Pass or Fail the assessment. The table below summarises this:

Functional Skills

This section is only relevant if you don't hold acceptable Maths and/or English qualifications, but you have passed the assessments. In this case, you will be eligible to complete Functional Skills Level 2 qualifications alongside your apprenticeship for free.

Doing so will give you a qualification that is directly equivalent to a GCSE Maths and English grade C. You'll also have a dedicated team to support you every step of the way!

	I have a GCSE at Grade C or above or equivalent	I do not hold an equivalent qualification
Assessment - Pass	Eligible for entry	Eligible for entry but you will need to complete **Functional Skills** *(see next section)*
Assessment - Fail	Eligible for entry	Not eligible for entry

CLICK HERE **for more information about the Functional Skills exams and support we offer**

Good luck with your application!

Please get in touch with us at admissions@multiverse.io

- Any queries you have about the application process
- If there is anything we can do to make the application more accessible for you
- Technical issues you are having with the Platform