

Multiverse Admissions Policy

This policy outlines the admissions process for candidates who wish to pursue an apprenticeship with Multiverse within the UK. The purpose of the admissions policy is to ensure transparency around our admissions process and selection criteria.

Section 1 - Introduction

1. Policy aims

1.1 Multiverse apprenticeships combine focused and relevant training, personalised support, and a unique community offering to reach our goal of creating a diverse group of future leaders. To meet the aims of this mission, Multiverse is committed to operating admissions procedures that are fair, transparent and consistent as well as compliant with relevant apprenticeship and higher education legislation and regulations.

1.2. As a UK apprenticeship provider, Multiverse Admissions adheres to rules and guidance as set out by the Education, Skills and Funding Agency (ESFA). This policy should be read in conjunction with the ESFA's [Apprenticeship Funding Rules](#) which clearly outlines the guidance for apprenticeship funding and associated admissions criteria.

1.3 This policy describes our approach to admissions, including the application process candidates must follow, what data is collected at each stage and how this data is used to assess whether a candidate can be approved to join one of our programmes. It covers both the ESFA admission criteria Multiverse follows, alongside Multiverse's own admissions criteria,

2. Quality Principles:

2.1 This document has been prepared using the core practices and guiding principles outlined in the [Admissions, Recruitment and Widening Access](#) guidance by the QAA. The guiding principles which will be adhered to within the Policy and throughout this document are:

- 1) Policies and procedures for application, selection and admission to further and higher education courses are transparent and accessible;
- 2) As a further and higher education provider, Multiverse uses fair, reliable and appropriate assessment methods that enable them to select students with the potential to complete the course successfully;
- 3) Further and Higher education providers reduce or remove unnecessary barriers for prospective students;

- 4) Information provided to prospective students for recruitment and widening access purposes supports students in making informed decisions;
- 5) All staff, representatives and partners engaged in the delivery of admissions, recruitment and widening access are appropriately trained and resourced;
- 6) Providers continually develop widening strategies in line with local and national guidance.

3. Application routes

3.1 At Multiverse, we have two possible routes to an apprenticeship - all applicants to our UK programmes fall into one of the two following categories:

- **“Sourced by Multiverse”** - This route is for candidates who don't have a degree, who are seeking both employment and apprenticeship training through Multiverse. Candidates who apply through this route are applying for a Multiverse Career Starter Apprenticeship. This process places candidates within a pool that our employer partners can then choose from when hiring for new apprentices.
- **“Upskillers”** - This is for an individual who is looking to complete their apprenticeship training through Multiverse, but will remain with their current employer whilst doing so. The company with which they are already employed will be sponsoring their apprenticeship.

3.2 Although the core criteria Multiverse assesses are broadly the same across the two application routes, the application process and information candidates need to provide differs across the two routes. Candidates should refer to the section of the admissions policy relevant to the route through which they are applying.

4. Multiverse Assessment Criteria

4.1 Multiverse is committed to sourcing and supporting candidates who we believe have a strong likelihood of successfully completing one of our programmes. To meet this commitment we assess both sourced by Multiverse and Upskiller candidates against the following areas:

- **Eligibility** - does the candidate meet the ESFA and Multiverse eligibility requirements
- **Role Fit & Suitability** - confirmation that the candidate will be learning new knowledge, skills and behaviours in their programme, and be able to apply these in their role

4.2. In order to be approved for one of our programmes, candidates must meet both the requirements as set out by the ESFA and the required standard against the Multiverse criteria set out above.

5. Application process & data collection

5.1 All applicants to a Multiverse apprenticeship must complete an online application form to be considered for one of our programmes. The data collected in this form is used for assessment purposes, as well as for monitoring purposes (e.g. monitoring of diversity & inclusion initiatives). Candidate's data may also be shared, where necessary, with their employer and/or their Multiverse coach to allow a tailored learning experience.

5.2 For more information on how we store and use the data collected, please read our privacy policy [here](#). This privacy policy (together with our Terms of Service) sets out the basis on which any personal data we collect, or that is provided to us, will be processed and stored. Please read the information carefully to understand our practices and procedures regarding personal data, why we collect it and how we will treat it.

Section 2 - Sourced by Multiverse

6. Application Process

6.1 Sourced by Multiverse candidates must follow a two step application process:

- Step 1 - Build a candidate profile on the Multiverse platform, to be approved by the admissions team.
- Step 2 - Apply for open roles with employers through the Multiverse Platform.

7. Step 1 - Building an Approved Candidate Profile

7.0.1. Candidates will be asked to complete a candidate test, as well as a series of questions / to upload pieces of evidence to create their Multiverse candidate profile. Information gathered includes both personal data, work experience and qualification history and open questions on motivation and skills. The required fields allow the Multiverse admissions team to assess the candidate's eligibility, suitability and intent for a Multiverse apprenticeship, and approve the candidate's profile if appropriate. Only once a candidate has an approved Multiverse online profile are they able to start applying for roles with employers.

7.1 Eligibility Requirements

7.1.1 Candidates must meet the following eligibility criteria in order to apply for a UK Multiverse Career Starter Apprenticeship:

- Does not hold a University degree - *requirement of Multiverse*
- Has the right to work in the UK - *requirement of UK government regulations*
- Has lived in the UK or the EEA for the last 3 years - *requirement of UK government regulations*
- Holds a C grade or higher in English and Maths or equivalent qualification - *requirement for level 3 apprenticeships and higher*

7.1.2 Further details on eligibility requirements for specific programmes can be found in section 20

7.1.3 The restriction on degree status has been put in place to enable Multiverse to achieve our social mission - to empower people to build great careers without first having to pursue 4 years of university education.

7.1.4 All candidates should be aware that meeting the qualification criteria listed above for a Multiverse apprenticeship does not mean that they are guaranteed a position with one of Multiverse's clients. Multiverse acts as an employment agency on its recruitment platform - the ultimate decision whether or not to employ a candidate lies with the employer who will be funding the apprenticeship.

7.1.5 To assess eligibility, candidates may be asked to provide information including their name, date of birth, age, contact details, postcode, education qualifications, right to work in the UK, degree status. The Multiverse admissions team may validate the data provided against other sources, for example candidate reported GCSE grades are checked against Public Learner Record (PLR).

7.2 Assessing role fit and suitability

7.2.1 *Knowledge assessments* - For some programmes, candidates are required to complete a knowledge assessment. The knowledge assessment is an online activity which identifies potential knowledge gaps and evaluates whether candidates are prepared for the level of the apprenticeship and programme for which they have expressed interest.

7.2.2 *Previous Education* - Candidates may also be asked for information about their previous education, to allow our Admissions team to assess if they have the necessary qualifications for the apprenticeship they are applying for and check for any overlap between previous modules completed and the apprenticeship training.

7.2.3 *Prior Learning* - Assessing prior knowledge of candidates is a requirement of the ESFA; as an apprenticeship provider Multiverse must confirm that candidates do not have significant overlap between their prior learning and the apprenticeship content. Transcripts and/or module descriptions may be requested to determine the amount of prior overlap. In the case that we identify that a candidate has too much prior learning for a particular programme, we will explore the option to switch them to another programme where appropriate.

7.3 Assessing intent & competencies

7.3.1 Multiverse is committed to matching employers with candidates we believe have the competencies and motivation to be successful in their roles. In order for our Admissions team to assess this candidates may be asked to complete:

- Candidate profile; three 'about me' statements, prior experience, achievements,, courses.
- 1 minute personalised video - explaining why they want an apprenticeship and what skills they are looking to develop
- Situational Judgement test (SJT) - an online assessment, used to assess Multiverse core competencies (professionalism, grit, curiosity, coachability and interpersonal skills) and to assess their career expectations.

7.3.2.Candidates must meet the required level against our core competencies in order to be progressed and approved to apply for roles with employers. Multiverse reserves the right to not progress candidates who have not evidenced that they have our core competency set.

7.4 Profile approval

7.4.1 Once a candidate has completed their Multiverse profile and the necessary assessments/phone screens they will be assessed by the Multiverse Admissions team on whether they can be approved to apply for a Multiverse apprenticeship. This assessment is based on whether the candidates eligibility, role fit, intent and career aspirations align with the requirements for the specific apprenticeship programme.

7.4.2 Candidates should be aware that completing their profile and the necessary assessments does not guarantee them access to apprenticeship opportunities with Multiverse. The Multiverse Admissions team may refuse approval to candidates that do not meet our eligibility criteria or we deem not suitable for a Multiverse apprenticeship.

8. Application process - applying to a role

8.1 Shortlisting

8.1.1 Once their profile is approved candidates will be able to apply for roles available within the Multiverse Platform. Candidates will only be able to apply for roles in which they would be completing the apprenticeship programme for which they have been approved. Candidates are able to apply for multiple roles at once.

8.1.2 Following application to a role, the Multiverse Admissions team reviews completed candidate profiles, assessing their personal videos, portfolios and intent statements to shortlist candidates for roles.

8.1.3. Multiverse will always endeavour to provide clients with a diverse pool of talent as per our social mission. Candidates are chosen for the shortlist based on their suitability for the role, as per their prior experience, knowledge and competencies. Candidates may also receive a screening call from Multiverse to assess their suitability for specific roles. Multiverse will not always be able to provide feedback to those candidates who were not shortlisted for roles. Multiverse retains sole discretion over candidate progression to any further stage.

8.1.4 If shortlisted for a role, Multiverse will share a candidate's digital profile with the employer. This enables the employer to see the candidate's profile video, a short cover letter, personal 'about me' statements, their work experience, achievements and qualifications. Employers are also able to see the number of contextual flags linked to a candidate's profile (but not what these flags represent) and whether the candidate is an academic outperformer (see section 19.3). Multiverse will not share any additional personal information with employers that candidates have disclosed to us, without the permission of the candidate.

8.1.5 Through guided conversations and discussions, the employer reviews the shortlist with the Early Talent Team to select finalists for the employer interview. It is at the employers discretion who they wish to interview for the role.

8.2 - Employer Interviews

8.2.1 Finalists receive communication that they have been selected to interview, and will be supported by our Admissions team to arrange and prepare for the employer interview. Employers conduct the interview and feedback on successful and unsuccessful candidates to their Multiverse Admissions team, including which candidate they have selected for the role.

8.2.2 The final hiring decision is that of the employer. At this stage the employer's internal HR policies come into effect including the decision whether to complete formal references or background checks including DBS.

8.2.3 Multiverse's admissions team will not be able to influence the employer's decision not to interview or hire a candidate.

8.2.4 Candidates not selected for an employer interview will be informed of this decision. Multiverse cannot guarantee candidates will receive feedback at this stage, but candidates will be eligible to apply for other roles for the programme they are approved for.

8.3 - Offer

8.3.1 The successful candidate is informed that they have been selected for the role by the Multiverse Admissions team, who discusses the details of the offer and identifies whether the candidate will accept or need time to review the offer.

8.3.2 Once accepted, the candidate then is required to complete a right to work check and moves into the "onboarding" phase of the Programme. This is where they are introduced to their employer and subsequently supported with details around their start date and first day / week with new employer (led by the employer / hiring manager), and provided details around their apprenticeship Flying Start date.

8.3.3. Candidates not successful at the employer interview stage will receive feedback on their performance. They will be able to apply for further roles for the programme for which they are approved, and may receive support from the Multiverse admissions team to strengthen their profile ahead of future applications.

Section 3 - Upskillers

9. Application Process

9.1 Upskiller candidates will be offered the opportunity to apply for a Multiverse Apprenticeship through their employer. Upskiller candidates are unable to apply without prior agreement between Multiverse and their employer to run an apprenticeship programme.

9.2 Candidates will be asked to complete an application form, hosted across the Multiverse platform and Qualtrics, which will collect the necessary information required for the Multiverse admissions team to assess the candidate's eligibility and role fit for the apprenticeship programme to which they have applied. Candidates may also be contacted by the Multiverse admissions team by email or phone where further information is required.

9.3 The remainder of Section 3 - Upskillers sets out how the Multiverse Admissions team uses the data collected during the application process to determine whether candidates are suitable for a Multiverse Upskiller apprenticeship.

10. Eligibility Requirements

10.1 Candidates must meet the following ESFA set eligibility criteria in order to apply for a UK Multiverse Upskiller apprenticeship:

- Has the right to work in the UK - *requirement of UK government regulations*
- Has lived in the UK or the EEA (or Switzerland) for the last 3 years* - *requirement of UK government regulations*
- Works minimum 28 hours a week for their employer - *requirement of UK government regulations*
- Spends at least 50% of their working hours in England over the duration of the apprenticeship** - *requirement of UK government regulations*
- Holds a C grade or higher in English and Maths, or equivalent qualification - UK government *requirement for level 3 apprenticeships and higher*
- Is in a role that will allow them to apply the skills and knowledge they learn on the apprenticeship - *requirement of UK government regulations*
- Does not hold a qualification in or has significant prior experience of the subjects taught on the apprenticeship - *requirement of UK government regulations*

*Some exceptions apply. If you believe you are exempt from this rule but are unable to complete your application online, please get in touch with us so we can review if an exception applies. You can find a list of exceptions on [this page](#).

** If candidates will not be spending at least 50% of their hours in England, they can still apply for an apprenticeship, but the employer will need to pay for the cost of the apprenticeship as we will not be able to draw funds from the levy. Commercial funding should always be agreed in advance with the employer.

10.2 Candidates will be asked to answer a series of questions to check for basic eligibility (*do they meet the UK government requirements*) and Multiverse eligibility (*does the candidate's profile match the requirements of the programme they are applying to*). The areas we assess for are listed below and expanded on in section 11.

- Right to work
- Role Fit
- Intent
- Maths & English
- Prior learning
- Funding

11. Assessing Right to Work

11.1 When a candidate signs up for a Multiverse apprenticeship, they will be asked a series of questions to determine their eligibility for UK government apprenticeship levy funding (see eligibility criteria in section 7).

11.2 As part of the eligibility assessment candidates may be asked to provide evidence of their right to work in the UK:

- UK and Irish candidates will not be asked to provide proof of right to work during sign-up. If accepted though, they will need to provide this proof at a later date, before starting the apprenticeship.
- EEA citizens with pre-settled or settled status, as well as anyone with a UK work permit or other right to work document, will be asked to provide required evidence of this when signing up.

11.3 Candidates who are unsuccessful in their application due to not having lived in the UK/EEA/Switzerland for the last 3 years can reapply once they meet this requirement (providing their employer is supporting this opportunity).

11.4 In a small number of cases, candidates who do not meet the above criteria may still be able to complete a Multiverse Upskiller apprenticeship, providing their employer has agreed to commercially fund their apprenticeship training. Commercial funding should be agreed in advance between the employer and Multiverse ahead of an apprentice application.

12. Assessing Role Fit

12.1 In order to successfully complete a Multiverse Apprenticeship, apprentices must be able to put into practice what they learn on our programmes in their day to day role with their employer. This means a core part of our assessment is checking that a candidate's role will allow them to practise and build upon the necessary skills.

12.2 To be approved for a Multiverse Upskiller apprenticeship, candidates must meet the following role fit criteria on the next page:

UK government requirement	Multiverse requirement
Candidates must be able to dedicate a minimum of 6 hours a week to off-the-job learning*	Degree-level apprentices (<i>those enrolled on a level 5 and 6 programme</i>) will need a minimum of 7.5 hours for off-the-job learning

Candidates must be able to apply the skills they will learn directly into their role.	Software access - candidates will need access to certain types of software during the apprenticeship. Multiverse can help facilitate access to this software, but it must be pre-agreed with the company that all successful candidates will be given access to it.
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*Off-the-job is a government term but this work must be done in working hours to be valid. This includes any Multiverse-led sessions, as well as then taking time to apply what is learned in those sessions to day-to-day work.

12.3 If a candidate is unsure whether their role will meet the criteria above, they should speak with their line manager to check that the role can accommodate the requirements.

12.4 Where a candidate's role does not meet the requirements for the programme they have applied for, Multiverse may explore with the candidate and their employer whether an alternative programme could be more suitable.

13. Assessing Intent

13.1 To ensure we can set apprentices up for success on programme, our application form asks for the following details:

13.1.1 **Shift patterns:** to ensure a candidate is able to attend live Multiverse sessions (e.g. group coaching sessions) within their contracted working hours, we need to know if their standard working hours fall within Multiverse's delivery hours (09:00 to 17:30).

- If a candidate's regular shift pattern is outside of these hours, the Admissions team will first follow up with the candidate's line manager to see if they can support some flexibility to their working hours on days where they'd need to attend a live coaching session.
 - If the line manager is able to provide confirmation on this, we will approve them to ensure their shift pattern is not an unnecessary barrier to accessing the apprenticeship opportunity.
 - If the line manager is not able to confirm flexibility and the candidate would not be able to attend coaching sessions within their contracted working hours, the Admissions team must reject the candidate as they would fail to meet the ESFA's OTJ requirements.

13.1.2. **Other circumstances:** we ask candidates to provide details (optionally) of any known circumstances that may impact their ability to complete the apprenticeship in the allocated months. The Admissions team will use this information, where necessary, to provide additional guidance to the candidate.

- For example, if the candidate is scheduled to go on maternity or paternity leave in the early stages of their apprenticeship, the Admissions team can support them in understanding how to utilise their BIL (break in learning) right once on programme, or, in some cases, delay their apprenticeship until a more appropriate start date, if the candidate agrees this would be beneficial (e.g. if they would miss the first month or two of the apprenticeship).

14. Assessing Maths & English

14.1 It is a government requirement that all apprentices must hold a (*minimum*) GCSE C/4 or equivalent grade in order to complete an apprenticeship.

UK government requirement	Multiverse requirement
An initial assessment must be made of the candidate's current level of maths & English.	If candidates do not currently hold a GCSE C/4 or equivalent grade, we will use their initial assessment score to determine whether they can sit a Functional Skills exam through Multiverse.
Candidates must have a GCSE C/4 or equivalent grade by the time they complete the apprenticeship.	

14.2 During the application candidates will be asked to take a maths and english test (initial assessment) and be asked to provide information on the qualification they currently hold in these subjects.

14.3 All candidates must have a minimum level C/4 or equivalent before they *complete* their apprenticeship, therefore we use a combination of the initial assessment score and the information candidates provide us about their current maths & English qualifications to make our assessment:

	Has a GCSE at Grade C or above (or equivalent)	Does not hold an equivalent qualification
Initial assessment passed	Eligible for entry	Eligible for entry but will need to sit Functional Skills exam

Initial assessment failed	Eligible for entry	Not eligible for entry
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14.4 Candidates who have the required grades but cannot provide their certificates during the application process are still eligible, providing they can provide evidence of their grades at a later date.

14.5 Candidates who fail one of their initial assessments may (at their employers discretion) apply again during a future round of applications to retake the initial assessment.

14.6 Based on government guidelines, we are only able to accept the following as evidence of GCSE-equivalent (Level 2) qualifications:

1. Certificates or Certified Statements of Results.
2. Provisional results slips from Exam Boards.
3. A report produced by your School's Information Management System (SIMS) or Candidate Management Information System (CMIS).

14.7 Degrees are NOT an acceptable form of evidence (only degree certificates with Mathematics or English in the title may be considered acceptable).

14.8 For a list of government-recognised qualifications for maths & English, please refer to [this page](#).

14.9 International Certificates- We follow the guidelines set out by ENIC-NARIC to determine whether a candidate's international certificates are considered equivalent to GCSE/level 2 qualifications. The following usually applies:

- High school **maths** certificates (*with a passing grade*) from most countries around the world are considered equivalent to GCSE maths.
- For **English**, we can only accept English-as-a-first language certificates, which means that many international English grades are **not** equivalent to GCSE (*including certificates such as CELTA, IELTS or ESOL*).
 - If candidates have an English certificate that *is* considered equivalent, we can accept it. Otherwise, they will need to sit a Functional Skills Level 2 English exam through Multiverse alongside the apprenticeship - proving they pass the initial assessment.

14.10 More information can be found [here](#) on Functional Skills.

15. Assessing Prior Learning

15.1 Apprenticeship funding is provided to support candidates in learning *new* knowledge, skills and behaviours (KSBs); it is therefore an ESFA requirement that we must establish whether candidates have any prior knowledge in the areas we teach on our programmes.

UK government requirement	Multiverse requirement
Candidates must not use levy funding to study KSBs that they have already learned or acquired before.	Candidates must not have too much prior knowledge of our programme's KSBs, in order to fully benefit from our programme and learning modules

15.2 To assess prior learning, we ask candidates to state their highest level of study (A Levels, Undergraduate degree, etc.) and any additional qualifications they have that may overlap with the course contents. Candidates may also be asked for details of exactly what modules they covered in qualifications they have previously and/or are currently undertaking.

15.3. Additionally, Upskiller candidates will be asked, within the application form, to answer a series of questions related to their prior knowledge and experience of the apprenticeship's KSBs. This tool, the Prior Learning Assessment tool (PLA), calculates any existing knowledge the candidate has that significantly overlaps with the KSBs they will be learning to provide the Admissions team with a prior learning adjustment score. If this score is above 0, the Admissions team will review it to either reject the candidate (where the overlap is too significant), or to flag that a funding adjustment must be made.

15.4 Significant prior knowledge or experience in the programme's KSBs will most likely result in us not being able to progress the application. In some scenarios where the candidate has too much prior learning for the programme to which they have applied, the admissions team may explore the option of switching a candidate to an alternative programme. Any switches would be first discussed with the employer and candidate to ensure it is right for them

15.5 For candidates with small amounts of overlap between prior learning and the programme they have applied for, candidates may be approved pending a funding adjustment. It is at the Multiverse Admissions team's discretion whether candidates with prior learning overlap are able to be approved for our programmes.

15.6 Candidates who wish to join our Advanced Data Fellowship Top-up (L6) programme must demonstrate they hold a level 4 Data Analytics certificate (or equivalent knowledge level) either through Multiverse or another provider. Please refer to the [Recognition of Prior Achievement Policy](#) for further information.

- Multiverse L4 Data Fellowship alumni (*those who have completed the level 4 through Multiverse*) can evidence the required level 4 knowledge by providing their completion certificate. Our Admissions team will also collect their ULN and EPAO Grading Document as part of the process.
- Candidates who have not studied the level 4 qualification through Multiverse must also provide their level 4 certificate, along with their level 4 portfolio. They will also be required to complete an RPL (Recognition of Prior Learning) form to ensure their current skill level is appropriate.

15.7 Candidates who wish to join an Advanced Programme (L6) via the Top-up route but do not hold a relevant and eligible level 4 certificate and instead hold significant experience within their chosen field are considered Experiential Candidates. Multiverse welcomes applications for Recognition of Prior Achievement from candidates who have experiential learning if they believe that experiential learning meets some or all of the learning outcomes from the first year of the Multiverse programme. See the Recognition of Prior Achievement Policy for more information.

16. Funding

16.1. To ensure that we meet the ESFA's eligibility requirement that a candidate must be spending at least 50% of their working hours in England, we ask candidates to confirm this in our application form. Where candidates do *not* meet this criteria, Multiverse may still agree to put them on programme, but in these cases the cost of the apprenticeship must be paid for commercially by the Client. If this is the case, funding for that candidate will be pre-agreed with the employer before the candidate can be approved by Admissions.

UK government requirement	Multiverse requirement
Candidates must spend at least 50% of their working hours (over the duration of the apprenticeship) in England	

17. Application Deadlines

17.1 Multiverse operates with monthly application deadlines for each of our Upskiller programmes. Candidates will be informed of this deadline prior to starting their application.

17.2 Failure to complete the application (and provide any additional information requested by the Multiverse Admissions team) may result in applicants being rejected. It is also possible for the candidate to be approved in a later month, but this is at the discretion of Multiverse and the candidate's employer.

18. - Offers

18.1 Following assessment of a candidate's application form and any additional information required, candidates and their employers will be informed of the outcome of their application. Communication of application outcome may take several weeks post application submission, to allow for Multiverse Admissions to undertake their quality assurance process, and for the employer to confirm they are happy for us to share the outcome with their candidates.

18.2 Candidates must be approved by both Multiverse and their employer in order to be on-boarded onto a Multiverse Apprenticeship.

Section 4 - Additional Information

19. Eligibility Decisions and Appeals

19.1 If a candidate is assessed to be ineligible or unsuitable for a Multiverse apprenticeship, they will be informed and may be provided with an explanation for why they are not eligible or suitable for the programme. Candidates may appeal this decision within 5 working days of receiving the feedback. The appeal must include further evidence if the candidate or employer believes their eligibility has not been accurately assessed.

19.2 The outcome will be communicated to the apprentice within 10 working days of receiving the appeal.

19.3 Multiverse will review any complaints and conduct any appeals about its shortlisting process in accordance with its Complaints Policy. If the complaint relates to an employer's decision not to interview, or not to hire, a candidate, the candidate should raise this issue directly with the employer.

19.4 In the case that an appeal is overturned, this does not guarantee immediate start of the apprenticeship. Candidates may need to wait to join future cohorts in the case where

an appeal has been overturned after the apprenticeship for which they initially applied has already begun.

20. Additional Information collected during the application process

20.1 Multiverse is committed to creating a diverse set of future leaders by improving access to careers for those underrepresented in professional workplaces and the tech industry. In order to achieve this goal and enable candidates applications to be assessed in context, there are a number of additional pieces of candidate data collected during the application process.

20.2 Contextual Flagging System (applicable to all candidates)

20.2.1 Candidates are asked a number of questions to help employers understand a candidate's performance in context when they are deciding who to interview from a shortlist. These questions include:

- ***Is the candidate a refugee or asylum seeker;*** (candidates are able to choose 'prefer not to say')
- ***Is or has the candidate been a carer;*** (candidates are able to choose 'prefer not to say')
- ***Is or has the candidate been in care;*** (candidates are able to choose 'prefer not to say')
- ***Is or has the candidate claimed free school meals;*** (candidates are able to choose 'prefer not to say')
- ***Postcode*** - this is used to assess whether the candidate lives in one of the 20% most deprived neighbourhoods in the country.

20.2.3 Answering 'yes' to any of these questions is represented as a flag on the candidate's profile - indicating to the admissions team that a candidate has faced potential barriers to learning in life.

20.2.4 Prospective employers (of 'Sourced by Multiverse' candidates) and the Multiverse admissions team are able to see how many contextual flags the candidate has reported, but not which specific circumstances these stars represent.

20.3 Academic Outperformer Status (applicable to 'Sourced by Multiverse' candidates only)

20.3.1 Candidates are asked to input the school and year in which they sat their GCSEs, which pulls from the national government database as to whether that individual's English and Maths GCSE grades were in the top 30% of their cohort. Candidates are not able to opt out of the questions (school and year in which they sat their GCSEs) which demonstrate whether they are an "Academic Outperformer".

20.3.2 This is represented by a small star on the grades section of the candidate profile. This information is requested to ensure we are providing clients with a diverse shortlist, and to enable clients to have greater context on candidate profiles, in order to assess potential, as opposed to focusing purely on grades or work experience.

20.4 Adjustments and additional support (applicable to all candidates)

19.4.1 Candidates have the opportunity to let the Multiverse team know that they are disabled or need any adjustments or additional support during the recruitment process. For 'Sourced by Multiverse' candidates, this data is only visible to employers once they have approved candidates for an interview so they can adjust their interview process accordingly. Candidates are able to choose the option 'Prefer not to say'.

21. Programme specific requirements

21.1 Multiverse has a growing portfolio of programmes. While the baseline apprenticeship eligibility process will remain the same for all programmes, assessment of role fit and skill will depend on the programme the candidates apply for.

21.2 Sourced by Multiverse

Qualification	Level	Requirements	Exclusions (must NOT have)
Digital Business Accelerator	L3	English & maths GCSE at a grade C (4) or equivalent	Studied business L3 or higher
Data Fellowship	L4	English & maths GCSE at a grade C (4) or equivalent	Studied computer science at L4 or higher
Advanced Data Fellowship	L4-6	English & maths GCSE at a grade C (4) or equivalent + high intent	Studied data at L4 or higher Completed a degree in any subject.
Software Engineering	L4	English & maths GCSE at a grade C (4) or equivalent	Studied computer science at L4 or higher
Technology Consulting	L6	English & maths GCSE at a grade C (4) or equivalent + high intent	Studied business or data at L4 or above Completed a degree in any subject.

21.3 Upskillers:

Qualification	Level	Requirements	Exclusions (Must NOT have)
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Data & Insights for Business Decisions	L3	Basic Apprenticeship Requirements	Completed a degree or have other substantial prior knowledge in chosen programme content
Digital Business Accelerator*	L3	Basic Apprenticeship Requirements	Completed a degree in any subject Have significant corporate work experience (<i>if so, consider Data & Insights For Business Decisions</i>)
Data Fellowship	L4	Basic Apprenticeship Requirements	Completed a degree or have other substantial prior knowledge achievement in chosen programme content
Software Engineering	L4	Basic Apprenticeship Requirements + completion of Multiverse Admissions assessment course or demonstration of basic proficiency in programming	Completed a degree or have other substantial prior knowledge achievement in chosen programme content
Business Transformation Fellowship	L4	Basic Apprenticeship Requirements	Completed a degree or have other substantial prior knowledge achievement in chosen programme content
Advanced Data Fellowship	L4 - L6	Basic Apprenticeship Requirements	Completed a degree or have other substantial prior knowledge achievement in chosen programme content
Advanced Data Fellowship Top-up	L6	Basic Apprenticeship Requirements + Level 4 Data Fellowship certification (or similar academic or experiential learning)	Completed a degree or have other substantial prior knowledge achievement in chosen programme content
Technology Consulting*	L6	Basic Apprenticeship Requirements	Completed a degree in any subject Have significant corporate work experience (<i>if so, consider Advanced Data Fellowship</i>)
Advanced Software Engineering	L6	Basic Apprenticeship Requirements + Level 4 Software Engineering certification (or similar academic or experiential learning)	Completed a degree or have other substantial prior knowledge in chosen programme content

AI For Business Value	L4	Basic Apprenticeship Requirements	Completed a degree or have other substantial prior knowledge in chosen programme content
AI-Powered Productivity	L3	Basic Apprenticeship Requirements	Completed a degree or have other substantial prior knowledge in chosen programme content
Project Management	L4	Basic Apprenticeship Requirements	Completed a degree or have other substantial prior knowledge in chosen programme content
Transformative Leadership	L6	Basic Apprenticeship Requirements	Completed a degree or have other substantial prior knowledge in chosen programme content

*These apprentices are often newly hired by their employers to complete their apprenticeship, but still follow the Upskiler route.

Written (name, role, date):	August 2022
Version number:	V2
Updates:	<p>V2 - July 2023</p> <p>Added Situational Judgement test eligibility requirements.</p> <p>Covers all UK programmes (not just degrees)</p> <p>Full policy reword to make the policy clearer - no other additional content or process changes have been added in addition to the above.</p> <p>V3 - October 2024</p> <p>Established professional replaced with Upskiler throughout</p> <p>Removed age requirement for career starters throughout</p> <p>Apprenticeship replaced with programme throughout</p> <p>Full policy review to reflect new programmes and process changes made since the last review:</p> <ul style="list-style-type: none"> • 3.7.1. Removed phone assessment, which is now covered by the SJT • 4.1 removed 'intent' as this is covered under role fit • 8.3.2 right to work check requirement added • 10.3 funding added • 13 Assessing internet section completely updated to new process • 15.3 added to outline PLA (and subsequent para numbers updated) • 16 funding section added (and subsequent number updated) • 21.3 programme list and exclusions updated

Last updated (name, role, date):	Catherine Nash (Candidate Assessment Executive) and Tegan Luther (Deal Fulfilment Executive)
Last reviewed (name, role, date):	KArine Frame, Senior Quality Lead - October 2024