

# APPRENTICESHIP

## Criminal Convictions Policy for Apprenticeship Programmes

### 1. Purpose

This policy outlines how First Intuition manages criminal convictions disclosed by those applying for and those currently enrolled on our apprenticeship programmes in line with the End Point Assessment Organisations (EPAO's) that we work with. The EPAO's are also the accountancy professions awarding bodies whom apprentices will hold memberships with.

### 2. Scope

This policy applies to all applying for and those currently enrolled on apprenticeship programmes offered by First Intuition.

### 3. Principles

First Intuition is committed to creating opportunities for apprentices with criminal convictions, balancing this with its duty of care and the requirements of the EPAO's.

- Disclosures are handled confidentially, fairly, and in compliance with safeguarding and data protection laws.
- Having a criminal record will not automatically bar an applicant from admission. It just means that a discussion is required with the EPAO.
- Each of the EPAO's that we work with, AAT, ACCA, CIMA and ICAEW have similar policies regarding criminal convictions. All organisations emphasise the importance of maintaining high ethical standards and ensuring that individuals with relevant unspent convictions are appropriately managed.

### 4. Disclosures

Applicants must disclose all **unspent** criminal convictions during the application process for their apprenticeship.

Enrolled apprentices must notify First Intuition of any new criminal convictions during their programme within 10 working days.

### 5. Handling Disclosures

The point at which First Intuition is made aware of the disclosure we will discuss with the individual and encourage them to contact the relevant EPAO for discussion about their membership. First Intuition are to be kept informed by the apprentice of the discussion with the EPAO.

Wherever possible we will signpost the apprentice towards other careers opportunities if they are not permitted to study within the accountancy profession.

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### 6. Confidentiality

All information disclosed under this policy is handled in compliance with the Data Protection Act 2018. Details of criminal convictions are shared only on a strict need-to-know basis.

Owned by	Comp Gov
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Next Review	January 2026