|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Personal Details | | | |  | | | | | |  | | |
| Surname: | | | |  | | | | | | First Names: |  | |
| Sex (legally) | Male | 🞏 | Female | | 🞏 | Title |  | | | Gender:  if different from sex please specify |  | |
| Date of birth:  (evidence of this will have to be provided) | | | |  | | | | | | Mobile: |  | |
| National Insurance No: | | | |  | | | | | | LRS Unique Learner number: |  | |
| Email (personal): | | | |  | | | | | | Email (work): |  | |
| Address (at the start of the programme): | | | |  | | | | | |  |  | |
| Postcode (at the start of the programme): | | | |  | | | | | | Postcode prior to enrolment if different: |  | |
| Emergency contact name: | | | | | | | | | | | | |
| Emergency contact telephone number: | | | | | | | | | | | | |
| Parent or guardian details are needed if you are under 18: | | | | | | | | Parent/Guardian Name: | | | | |
| Ethnicity | | | | | | | | Parent/Guardian Telephone: | | | | |
| **White**  🞏 English / Welsh / Scottish / Northern Irish / British  🞏 Irish  🞏 Gypsy or Irish Traveller  🞏 Any Other White background | | | **Mixed / Multiple ethnic group**  🞏 White and Black Caribbean  🞏 White and Black African  🞏 White and Asian  🞏 Any Other Mixed / multiple ethnic background | | | | | | **Asian / Asian British**  🞏 Indian  🞏 Pakistani  🞏 Bangladeshi  🞏 Chinese  🞏 Any other Asian background | | | **Black / African / Caribbean / Black British**  🞏 African  🞏 Caribbean  🞏 Any other Black / African / Caribbean background  **Other ethnic group**  🞏 Arab  🞏 Any other ethnic group |

|  |
| --- |
| What Apprenticeship Standard are you applying for? |
| Standard: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Most Recent School/College Or Other Education | | | | |
| Applicants need to list all their previous qualifications and training. They may be asked to provide original certificates for verification.  The purpose of this process is to Recognise their Prior Learning (RPL). RPL relates to the use of knowledge, understanding and skills that the applicant has already demonstrated through either a previous qualification / training or job role.  RPL allows the use of this prior learning or experience to be counted towards the achievement of units within a qualification. The aim is to stop learners duplicating learning or accreditation that they have already achieved.  **It is very important that ⬩ you give details of your English and maths**  **⬩ you include what the highest qualification you have achieved is and the level**  **⬩ you include any qualifications/training done relating to the programme you are applying for**  GCSEs at grade D – G or grade 3-1= Level 1 GCSEs at grade A\* - C or grade 9-4 = Level 2 AS and A Level = Level 3  Certificates of Higher Education = Level 4 Foundation Degree= Level 5 Bachelor’s Degree= Level 6 Master’s Degree= Level 7 | | | | |
| Details of qualifications/exams taken or pending | Level and type of qualification e.g. GCE/GCSE/OCN/NVQ | Results | Date achieved  (if applicable | School/College/Provider |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employment History | | | | | |
| Please tick as appropriate. Are you currently **employed**? 🞏 **unemployed** looking for an apprenticeship? 🞏 | | | | | |
| **If employed:**  If you are applying for an Apprenticeship and your current employer is supporting you please tick here: 🞏 | | | | | |
| Are you self employed as a sole trader? | | | **YES** | | **NO** |
| Are you a shareholder/director in your company with no separate identifiable line manager? | | | **YES** | | **NO** |
| Do you spend at least 50% of your working hours in England? | | | **YES** | | **NO** |
| **If unemployed**:  How long have you been unemployed?  Are you in receipt of any employment or other state benefit? If so please state which. ……………………………………………………………………. | | | | | |
| **Employment History:** Please enter your **present and previous employment details** in date order- current or most recent one at the top (you may include details of voluntary work). | | | | | |
| Employer’s name and address | Nature of work | From (date) | | To (date) | |
|  |  |  | |  | |
|  |  |  | |  | |
|  |  |  | |  | |

|  |
| --- |
| **HOUSEHOLD INFORMATION** |
| In principle, this sensitive Information must be collected for all participants. Nevertheless, individuals reserve the right to refuse consent for the data to be collected, as the data is to be collected by consent. |
| Please tick which of the following statements apply (one or more may apply): |
| * No member of the household in which I live (including myself) is employed 🞎 * The household that I live in includes only one adult (aged 18 or over) 🞎 * There are one or more dependent children (aged 0-17 years or 18-24 years if full time   student or inactive) in the household 🞎   * None of these statements apply 🞎   Or   * I confirm that I wish to withhold this information 🞎 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Additional Support Questionnaire | | | | |
| 1. Do you have any health or medical conditions? (Consider allergies too) | Yes | | No | |
| If you answered ‘Yes’ to question 1 please give details: | | | | |
| 2. Do you have a disability? | Yes | | No | |
| If you answered ‘Yes’ to question 2 please give details. | | | | |
| 3. Do you have a learning difference? (e.g. Dyslexia, Dyspraxia etc.) | Yes | | No | |
| If you answered ‘Yes’ to question 3 please give details and if already certified please provide evidence. | | | | |
| 4. Do you have any wellbeing issues?  (e.g. depression, anxiety, eating problems, obsessive compulsive disorder, phobias or personality disorders) | Yes | | No | |
| If you answered ‘Yes’ to question 4 please give details: | | | | |
| 5. If you have more than one condition/disability/learning difficulty or issue, which one would you consider to be your primary one? | | | | |
| 6. Is there any support you think you would require during your training? | | Yes | | No |
| If you answered ‘Yes’ to question 6 please give details: | | | | |

|  |  |  |
| --- | --- | --- |
| Eligibility Check For Apprenticeships | | |
| To access government funded training, a learner must firstly meet set eligibility criteria and then complete the relevant documents which training providers will process on their behalf.  If, a person does not meet the criteria for government funding, training could still be provided however, it will need to be funded by the employer or the individual. | | |
| **Eligibility for Apprenticeship Funding** | **YES** | **NO** |
| **RESIDENCY INFORMATION** | | |
| **UK NATIONALS** | | |
| Are you UK National (British)? | Yes | No |
| Have you been ordinarily resident in the UK, the British Overseas Territories, or Crown Dependencies (Channel Islands and Isle of Man) for at least the previous three years before the start of the apprenticeship? | Yes | No |
| **(UK nationals in the EEA and Switzerland)**  Have you been ordinarily resident in the EEA, Switzerland, EU overseas territories, Gibraltar for at least the previous three years before the start of the apprenticeship; or have been ordinarily resident in a combination of the UK and EEA for at least the previous three years before the start of the apprenticeship? | Yes | No |
| **EEA and Switzerland nationals in the UK** | | |
| If you are not British, are you a citizen of a country within the European Economic Area (EEA), Switzerland, Gibraltar or other countries determined within the European Economic Area? | Yes | No |
| What is your country of birth? |  | |
| What is your nationality? |  | |
| **If you are Irish and have been resident in the UK or Republic of Ireland, please answer this question:**  Have been ordinarily resident in the UK and Islands, and / or Republic of Ireland for at least the previous three years before the start of the apprenticeship.? | Yes | No |
| **If you are Irish and have been resident in the EEA and Switzerland please give details or your residence status** | | |
| **All other EEA, Switzerland nationals** please answer the following questions: | | |
| Have you obtained either pre-settled or settled status under the EU Settlement Scheme?  \*Applicants NOT born in the UK will need to prove their pre-settled or settled status | Yes | No |
| Have you been ordinarily resident in the EEA, Switzerland, Gibraltar, or the UK for at least the previous three years before the start of the apprenticeship?  \*Applicants NOT born in the UK will need to prove their residency | Yes | No |
| **NON-UK NATIONALS (those that fall into the categories above)** | | |
| **Right of abode in the UK**: Have you got the right to abode in the UK have been ordinarily resident in the UK, the British Overseas Territories or Crown Dependencies (Channel Islands and Isle of Man) for at least the previous three years before the start of the apprenticeship. | Yes | No |
| Do you have permission from the UK government to live in the UK (not for educational purposes)? | Yes | No |
| Have you been ordinarily resident in the UK for at least the previous three years before the start of the apprenticeship? | Yes | No |
| Please state what type of permission you have got.  Your immigration status will determine whether you are eligible for funding.  We will need to see your immigration permission and check this against the latest ***Apprenticeship funding rules*** for main providers to establish your eligibility. | PERMISSION TYPE:  EXP. DATE: | |
| **OTHER GENERAL INFORMATION REQUIRED FOR ELIGIBILITY PURPOSES** | | |
| 1. Have you got a contract of employment with your employer and are you aware of your job role? | Yes | No |
| 1. Are you currently undertaking any other form of funded qualifications or training? If yes, please give details and specify how many weeks you are from completion. | Yes | No |
| 1. Have you got an Education Health and Care plan provided by your local authority or have you been in the care of your local authority? If yes, please give details: | Yes | No |
| 1. If you have answered yes to the question above we need your permission to share this with your employer. This will not affect your programme or employment but will have an impact on the funding we can get to support your programme. To agree to give us permission to share please tick and sign. | 🞏 Yes I agree.  ……………….. | |

**How we use your personal information:**

Please note that the information you give in this application form will be used as the basis to check if you are eligible for the apprenticeship you are applying for. If successful then your details will be held on our learner record system and will be used for the purposes of administration, guidance, monitoring and feedback to assist you with your apprenticeship. As part of our administration process, we will send you information and communications relating to your application and admissions (by email, text, post or phone). Email will be your ticked as your preferred method of communication unless another is specified here …………………….

The Data you supply will also be used to check your prior learning and/or obtain a unique learner number from the Learner Record Service. We will have to make some of your information available to external agencies e.g. ESFA, DfE, Ofsted, auditors, examination and certification agencies; end-point assessment organisation and the Apprenticeship Service. By signing this application you agree to all the above. Request our Privacy Policy if you want further details.

When you start your programme **your data will be passed to the Education and Skills Funding Agency and the LRS where applicable**. See their privacy notices below.

**ESFA Privacy notice**

This privacy notice explains how the Department for Education (DfE) uses (processes) any personal data you give to us, or any that we may collect about you in relation to Key Stage 5 and adult education.

For the purposes of relevant data protection legislation, the DfE is the data controller for personal data, this includes personal data processed by Education and Skills Funding Agency (ESFA).

Information is collected from and shared by third parties so DfE and ESFA can deliver their obligations to safeguard children and young people.

We share your personal data with other parts of DfE and ESFA, and third parties, including other government departments, agencies, local authorities and organisations, where the law allows it, or we have a legal duty to do this.

For further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, the kinds of personal data we process about you, how and why we get personal information, sharing your personal data, how long we will keep your personal data, storing personal data outside the UK, your data protection rights and how to complain please visit [Privacy notice for Key Stage 5 and adult education - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education/privacy-notice-for-key-stage-5-and-adult-education#how-to-complain).

To meet the requirements of the data protection legislation, schools, colleges and learning/training organisations are responsible for issuing a copy of the privacy notice to learners and/or parents/guardians. This notice summarises the information held on record about them, why it is held and the third parties with whom the data may be shared.

**Learner Record Service Privacy notice**

The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning Records across England, Wales, and Northern Ireland, and is operated by the Department for Education (DfE) in England. This privacy notice explains how we use your personal information. For the purposes of relevant data protection legislation, the DfE is the data controller for personal information processed). For full information about how your information is processed, and to access your Personal Learning Record, please read: [LRS privacy notice - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/lrs-privacy-notices/lrs-privacy-notice#privacy-notice-for-pupils-students-learners-and-trainees).

The applicant: I confirm that to the best of my knowledge the information given on this form is correct and if needed I will give any other relevant information to assist in learner or programme eligibility check. I have seen the privacy notices

Signature: …………………………………………………………………………………………… Date: ……………………………………………………

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **For office use only** | | **Funding Eligibility Statement (Eligibility Criteria: details of who the Department for Education fund can be found in in Funding Rules Annex A)** | | |
| * **I confirm that the date of birth in application is correct.** * **I confirm that the apprentice is over 15 and has legally left school.** * **I confirm I have seen the applicant’s identity documents -proof of age – Document seen: ……………………………………………………** * **I confirm that, where applicable, I have seen their immigration permission to verify their residence eligibility in line with Annex A of the funding rules and – Document seen ……………………………………………………………………………..…….** * **I confirm I am satisfied the applicant is eligible for funding.** | | | | |
| **Name** |  | | **Signature** |  |
| **Date** |  | |

**Other information if applicable (i.e. documents checked for ID, residency and immigration):**

|  |
| --- |
| **Please note** where a learner’s permission to stay has expired they must hold evidence that an application to remain has been made. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **For office use only** | | **Programme** | | |  | | | | | | | |
| Programme/Practical Period start date | |  | | | | | Programme planned end date  (This includes EPA) | | |  | | |
| Practical Period planned end date | |  | | | | | Off the job planned hours | | |  | | |
| English and maths tick if needed  **(if none ticked= learner exempt)** | | | English L1  Start date:  Planned end: | | | English L2  Start date:  Planned end: | | Maths L1  Start date:  Planned end: | | | Maths L2  Start date:  Planned end: | |
| ULN number (LRS) | |  | | | | | Learner Record report in file / uploaded | |  | | | |
| Prior Learning information  for App Service  whole numbers only, no decimals | Has recognised prior learning been identified? (enter YES or NO) | | | | | | | | | | |  |
| **If yes**, you must answer the following questions: | | | | | | | | | | | |
| Total off-the-job training time for this apprenticeship standard (Enter the total in hours) | | | | | | | | | | |  |
| Total reduction in off-the-job training time due to RPL(Enter the reduction in hours) | | | | | | | | | | |  |
| Have you reduced the actual apprenticeship duration due to RPL? (Enter Yes or No) | | | | | | | | | | |  |
| If yes, how many weeks was the apprenticeship reduced by? (Enter the total in weeks) | | | | | | | | | | |  |
| Total price reduction due to RPL (Enter the price in whole pounds) | | | | | | | | | | | £ |
| **FINANCIAL DETAILS** | | | | | | | | | | | | | |
| **Total cost of Training + EPA agreed** | | | | **£** | | | **Employer fees agreed** | | **£** | | | | |
| **Training price** | | | | **£** | | | **Additional Payments** | | **☐ NO ☐ YES**  **☐ Bank details** | | | | |
| **EPA price** | | | | **£** | | | **EPAO** | |  | | | | |
| **Subsidy Control declaration completed**  (levy receiving employers) | | | | **form in file**  **NA** | | |  | |  | | | | |
| **Full initial assessment including English and maths done:**   * **Recognition of Prior Learning form completed and signed,** * **Skills Scan** * **BKSB** * **Roles and responsibilities** | | | | | | | | | **tick to confirm forms in file/SharePoint** | | | | |