



APPLICATION FORM: 19-23 YEAR OLDS

Use this form to apply for fully funded qualifications



If you are handwriting this form, please use **BLOCK CAPITALS**

Name of business

Enrolment Contact

Name of group (if applicable)

E-mail

OFFICE USE ONLY:

RES / DOM / SUP.L

EY 0-5 / CYP 6-16 / ADULT 16+

PAPER

E-PORT

BOOKER

Site address (for training delivery)

Enrolment Contact Phone

Postcode

No of employees

First name	Last name	Date of birth	Candidate email address	Hours per week (av)	NI number	Course required	Level	Highest previous qualification	Employee signature

Please ensure you have read the employer terms on page 2 and that all candidates have read the employee terms. Please note that this information will only be used by CQM Learning and relevant third parties for the purpose of completing the course. You can read our privacy policy at cqmllearning.co.uk/privacy.

If you or your employee would like to discuss the application in further detail, please contact us on 0114 281 5781.

By signing this box you confirm that your staff are ready to enrol within 30 days:

Employer's signature

Date

Preferred enrolment date W/C

Terms & Conditions

You will apply for a Certificate or Diploma, depending on the subject chosen.

Eligibility criteria

- 1 Candidates must be aged 19 to 23 years old on commencement of course (and must be born before 01/09/1999 to qualify in this funding year)
- 2 Candidates must have been UK/EU Residents for 3+ years
- 3 Candidates must NOT already hold a full qualification at the level they wish to study i.e. for Level 2 qualifications, candidates must not hold a Level 2 vocational qualification in another subject nor have more than 5 GCSE passes at Grade C or higher

Usually your trainer will visit every four to six weeks providing 1-2-1 assessment in your workplace. These qualifications usually take 6 to 9 months to complete.

Employee terms. By signing this form, you are confirming that you have read and understood what is involved in undertaking this qualification and agree to the following statements:

- 1 You are contracted to work a minimum of 16 hours per week, and have a permanent contract of employment.
- 2 You have been a resident of the UK or EU for at least three years and have the right to claim public funds for training.
- 3 You are willing to participate in the course, and commit to complete it once you have enrolled.
- 4 You have at least three-months experience within your job role/the industry either within your current employment or from previous jobs.
- 5 You will be permitted to complete the qualification by your employer.
- 6 You consent to CQM storing your personal details and sharing them with our training provider partners to enable them to confirm your eligibility for the course requested and to arrange your enrolment.

Employer terms. By completing this form, I confirm that the employees named:

- 1 Are contracted to work a minimum of 16 hours per week, and have permanent contracts of employment.
- 2 Have been a resident of the UK or EU for at least 3 years and have the right to claim public funds for training.
- 3 Are willing to participate in the course, and will be expected to complete it once they have enrolled.
- 4 Have at least three-months experience within their job role/the industry either within our employment or from previous jobs.
- 5 Will be permitted to complete the qualification.
- 6 Have read and understood the eligibility criteria as detailed on this form.
- 7 If the employee has not signed the form, you as the employer are signing the form to confirm you have permission to pass on your employees' personal data to be shared with CQM and relevant third parties, for the purpose of completing the qualification.

PLEASE NOTE: If incorrect information is provided, which affects the candidate's eligibility, some training providers will charge employees to cover any costs incurred through the enrolment session or delivery of the course. Completing this application form does not guarantee that you will receive funding for the training. Funding is allocated on a first-come-first-served basis and only to candidates meeting all eligibility criteria.