



Apprenticeship Application Pack

How you apply for Apprenticeship training and funding has changed.

Your organisation now needs to be registered on the government Apprenticeship Service online platform.

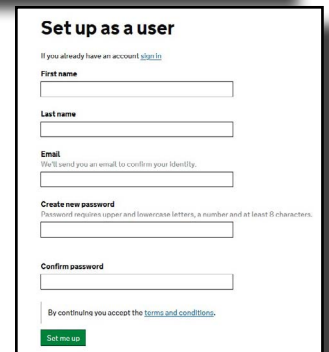
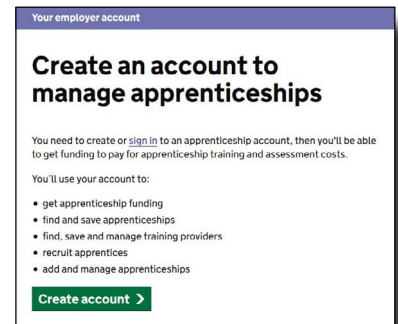
You only need to set up your account once, after that we can help you adding candidates and arranging their training.

To set up your account you will need:

Government gateway login for your organisation OR
Your accounts office reference number and employer PAYE scheme reference.

There is a full guide here:

<https://www.gov.uk/guidance/manage-apprenticeship-funds>



Once your account is set up you will need to use your Apprenticeship Service account ID on our application form (form on next page)



| APPRENTICESHIP APPLICATION FORM | | |
|---|------------------------------|---------------------------------|
| If you are handwriting this form, please use BLOCK CAPITALS | | |
| | | |
| EMPLOYER DETAILS | | |
| Business name | Group name (if applicable) | No. of employees |
| ABC Care | | 47 |
| Site address (for training delivery) | | |
| The High Street, New Town, AC1 2CD | | |
| E-mail | | |
| manager@abc-care.co.uk | | |
| Line Manager Name | Line Manager Phone | Apprenticeship Service Acc. No. |
| Pat Clarke | 01234 567890 | RYM8TW |
| Employer Liability Policy Number | Emp. Liability Provider Name | Emp. Liability Expiry Date |
| 10006738849 | Aviva | 07/03/2022 |
| CANDIDATE DETAILS | | |
| First name | Last name | Hours per week (av) |

As part of our free service to employers like you, we can help add apprentice details to your account.

To take advantage of this you simply add Claire as a limited user on your account.

In your Apprenticeship Service account go to:
Account
Your Team
'Invite a new member'

Create invitation

Invite somebody to access this account.

Email
An invitation will be sent to this email address

Full name

Team member access
Choose the level of access this user can have.

View information but can't make changes

Add apprentices and view information

Accept agreements, view information and manage PAYE schemes, organisations, apprentices and team members

Checklist

1. Has your organisation set up an account on the Apprenticeship Service platform?
2. Have you got your Account ID?
3. Complete and return our application form

CQM Learning will then guide you through reserving funding and accessing the right training provider to deliver your chosen programme.

APPRENTICESHIP APPLICATION FORM

If you are handwriting this form, please use BLOCK CAPITALS



EMPLOYER DETAILS

| | | |
|--------------------------------------|------------------------------|---------------------------------|
| Business name | Group name (if applicable) | No. of employees |
| Site address (for training delivery) | | |
| E-mail | | |
| Line Manager Name | Line Manager Phone | Apprenticeship Service Acc. No. |
| Employer Liability Policy Number | Emp. Liability Provider Name | Emp. Liability Expiry Date |

CANDIDATE DETAILS

| | | |
|-------------------------------|-------------------------|---------------------|
| First name | Last name | Hours per week (av) |
| Date of birth | NI number | Job Title/Role |
| Candidate mobile phone number | Candidate email address | |
| Course required | Level | Cost |
| First name | Last name | Hours per week (av) |
| Date of birth | NI number | Job Title/Role |
| Candidate mobile phone number | Candidate email address | |
| Course required | Level | Cost |
| First name | Last name | Hours per week (av) |
| Date of birth | NI number | Job Title/Role |
| Candidate mobile phone number | Candidate email address | |
| Course required | Level | Cost |
| First name | Last name | Hours per week (av) |
| Date of birth | NI number | Job Title/Role |
| Candidate mobile phone number | Candidate email address | |
| Course required | Level | Cost |

Please make sure you have read the employer terms on page 2 and that all candidates have read the employee terms.

Return to: info@cqmlearning.co.uk f: 0114 281 5785 or CQM Learning, 3 Westbrook Court, Sharrow Vale Road, Sheffield S11 8YZ

TERMS

Apprenticeship Standards include:

Initial Assessment and Functional Skills: employees complete an initial assessment (usually an online test) to check their current level of maths and English skills. If they need improving, they will be supported through a functional skills programme as part of their apprenticeship.

Qualifications: are not mandatory in all standards, but can be included such as the Level 2, 3 and 5 Diplomas in Health & Social Care. Some standards include student membership of professional bodies when a qualification from that organisation has been specified.

Learning: employees must spend **20% of their paid, working time** completing learning activities. This could be visits from their trainer, shadowing a more senior member of staff, reading/research, writing assignments or learning a new skill in the workplace.

Assessment: varies between courses; can include multiple choice tests, professional discussions, presentations of a portfolio of evidence, observations of work and other methods.

Employee terms. By completing this form you are confirming that you have read and understood what is involved in undertaking an Apprenticeship programme and agree to the following:

- 1 You work an average minimum of 20 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, have the right to claim public funds for training and are not currently completing any funded 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 an Apprenticeship programme by your employer.
- 6 You consent to CQM storing your personal details and sharing them with our training partners to enable them to confirm your eligibility for the course requested and to arrange your enrolment.
- 7 You will not reimburse your Employer for the cost of the Apprenticeship programme.

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

- 1 Are contracted to work a minimum of 20 hours per week, and have permanent contracts of employment.
- 2 Have been a UK or EU resident 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 Are ready to enrol in the next 30 days.
- 5 Have at least three-months experience within their job role/the industry either within our employment or from previous jobs.
- 6 Will be permitted to complete an Apprenticeship programme, which includes spending 20% of their working time on learning activities.
- 7 Have read and understood the requirements of an Apprenticeship programme as detailed on this form.
- 8 If the employee is not completing this application themselves, 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 course.
- 9 That the organisation will pay the 5% contribution costs of the Apprenticeship programme or use Levy funds, and will not seek reimbursement from the Employee.
- 10 That the organisation will set up an Apprenticeship Service account.
- 11 By completing and returning this form you acknowledge and accept these terms.

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. By providing the correct information, CQM can assess their eligibility and will inform you upon receipt of the application if they qualify. Completing this application form does not guarantee that you will receive funding for the training. Co-investment and other funding is allocated on a first-come-first-served basis. If you are using Apprenticeship Levy funds you must have approval to do so from your Head Office/central management. **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 cqmlearning.co.uk/privacy**