

TRAINING 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		
Enrolment Contact Name	Enrolment Contact Phone	Employer's signature
Financial Contact Name	Financial Contact phone	Date

CANDIDATE DETAILS

First name	Last name	Hours per week (av)
Date of birth	NI number	Employee signature
Candidate mobile phone number	Candidate email address	
Course required	Level	Cost
First name	Last name	Hours per week (av)
Date of birth	NI number	Employee signature
Candidate mobile phone number	Candidate email address	
Course required	Level	Cost
First name	Last name	Hours per week (av)
Date of birth	NI number	Employee signature
Candidate mobile phone number	Candidate email address	
Course required	Level	Cost
First name	Last name	Hours per week (av)
Date of birth	NI number	Employee signature
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

You will apply for an Apprenticeship Framework or Standard, depending on availability in your area/chosen course:

Contents	Framework	Standard
Certificate or Diploma	Yes	Usually, depends on subject
Technical Certificate	Yes	Depends on subject
Employment Rights and Responsibilities	Yes	Yes
Functional Skills (maths, English, IT)	Yes	Yes
Personal Learning and Thinking Skills	Yes	No
Assessment	By unit throughout the course	At the end of the course

Usually your assessor will visit every four to six weeks providing 1-2-1 support in your workplace. All Apprenticeship programmes take a minimum of 12 months to complete.

Employee terms. By signing 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 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, 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.

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 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 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 course.

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 cqmllearning.co.uk/privacy**