**Employee Apprenticeship Application Form**

**This form is for completion by an existing member of staff and their line manager if they wish to apply for an apprenticeship (to potentially be funded through UoE/WHH/UECS’s employer apprenticeship levy pot).**

The term applicant in this form refers to the person requesting to complete the apprenticeship traning and assessment. Applications can be submitted at any time. **Line management support for an application is essential.**

**Please note that the information on this form will be shared with others (including the potential training provder) to support and expedite eligibility assessment checks and/or sign up processes.**

**Please ensure all fields are completed** and that detailed information is provided on the business requirement and applicant’s reasons for wanting to enrol. **Please save a copy of this template, complete and return it (as per the instructions at the end of this form).**

Please visit the dedicated Employee Apprenticeships staff directory page for more background and general information about apprenticeships and the Employee Apprenticeship Scheme at Essex.

**Section 1: Line Manager Details**

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| Name: | Click or tap here to enter text. |
| Job title: | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |
| Team & School/Business area: | Click or tap here to enter text. |
| Contact number: | Click or tap here to enter text. |

**Section 2: Applicant Details**

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| Name: | Click or tap here to enter text. |
| Job title: | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |
| Team & School/Business area: | Click or tap here to enter text. |
| Contact number: | Click or tap here to enter text. |
| Contracted Hours [[1]](#footnote-1) | Click or tap here to enter text. |
| What is the highest level of qualification you have already achieved?[[2]](#footnote-2) | Click or tap here to enter text. |
| Have you any qualifications in the same field/area as the apprenticeship standard you are looking at studying? If yes, please provide more details.2 | Click or tap here to enter text. |
| What is the highest level of qualification and grade you have attained in maths?2 | Click or tap here to enter text. |
| What is the highest level of qualification and grade you have attained in English?2 | Click or tap here to enter text. |

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| Staff member to provide below a statement (circa 500 words in length) in the text box below which covers the following:   1. What they believe the impact of undertaking this apprenticeship wil be on their job role; 2. How they intend to manage completing the apprenticeship whilst in employment; 3. Their personal motive for wanting to do the apprenticeship; 4. Their career goals and ambtions and how they feel completing the apprenticeship will help them to achieve these. |
| Click or tap here to enter text. |

**Section 3 : Key Funding Criteria Checklist**

Apprenticeship training is funded by the government apprenticeship levy account, as a consequence enrolment criteria must be met for levy funding to be used. Please put a mark in all applicable boxes to demonstrate that the applicant meets the criteria detailed:

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|  | The applicant has a contract of employment for at least the length of the apprenticeship programme (including time for the End Point Assessment). |
|  | The applicant has full line management support for the application and all requirements of the training (including the mandatory off the job training element). |
|  | The applicant doesn’t have a higher education qualification in the same subject areaas the apprenticeship applied for. |
|  | The apprenticeship would allow the individual to acquire substantive new skills and evidence could be provided that the content of the training is materially different from any previous qualification achieved. |
|  | The job role/duties undertaken should provide adequate opportunity to meet the (knowledge, skills and behaviour) requirements of the relevant apprenticeship standard.[[3]](#footnote-3) |
|  | The applicant is currently not in any other form of funded education (School, College or University). |
|  | The applicant has a valid and eligible residency status and the right to work in England. |
|  | The individual would be spending over 50% of their working hours in England over the duration of the apprenticeship. |
|  | The individual can evidence holding level 2 qualifications in English and maths OR is committed to achieving these in advance, or as part, of the apprenticeship programme. |

**Section 4 : Additional Information**

1. Please detail below the business requirement(s) that support(s) this application. This section asks you to make a business case detailing why the request for central levy funding should be considered. What will be the potential impact on the business if funding is approved? How will it help meet individual, team and organsational needs? What are the benefits of this training and how does it align to role, service and wider business objectives/plans/strategies?

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| Click or tap here to enter text. |

1. Which apprenticeship standard is being considered? (ideally you would have reviewed the details of the standard to check its suitability for your development needs; please include the level of the standard you are considering if possible)[[4]](#footnote-4)

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| Click or tap here to enter text. |

1. Have you an idea of which training provider[[5]](#footnote-5) you would like to consider using, and if so please provide details as to why you have proposed that specific provider? Have you an idea of when you would ideally like the training to commence?

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| Click or tap here to enter text. |

**Section 5 : Commitment checklist**

* The applicant must complete **at least** the equivalent of 6 hours per week (for roles over 30 hours per week) within their normal working hours of off-the-job training throughout the duration of the apprenticeship programme. If lectures/workshops are completed outside of normal working hours then these hours must be given as TOIL.
* Although the direct training fees from the provider are covered by the apprenticeship levy, a service/school’s budget would have to be used (at the discretion of the budget holder) to consider covering any additional associated training costs, such as:

1. Essential subscriptions
2. Uniform, tools and equipment
3. Essential professional regulations or licences
4. Exam fees

* Apprentices may need to pay their own travel and subsistence expenses linked with completing their apprenticeship, including in relation to attending off-the-job training.
* The applicant and line manager are aware that if accepted onto a funded apprenticeship programme there are expected to fully complete the programme (including the End Point Assessment) in a timely fashion.
* There may be a requirement for the applicant to complete English and maths training as part of the apprenticeship, and in the case of level 3 qualifications or higher, achieve a level 2 English and maths qualification. Evidence of existing qualifications held will be required for exemption to be considered.

**By completing this form and before commencing an apprenticeship programme, the line manager and applicant must have read, understood and agree to sign up to the above commitments. Adding details below confirms this, as well as that you believe all eligibility funding criteria (as detailed in Section 3 above) can be fully met.**

**Form completed by:**

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| **Prospective Apprentice (Name & electronic signature, where possible):** | Click or tap here to enter text. | **Date:** | Click or tap to enter a date. |

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| **Prospective Apprentice Line Manager (Name & electronic signature, where possible):** | Click or tap here to enter text. | **Date:** | Click or tap to enter a date. |

***Please return this completed form, with a copy of the current job description, to Claire Cross, Employee Apprenticeships Manager,*** [***claire.cross@essex.ac.uk***](mailto:claire.cross@essex.ac.uk)***.***

1. Applicants must work for at least 16 hours per week over the course of the apprenticeship to qualify for funding. Applicants working less than 30 hours per week will need to increase the length of their apprenticeship. [↑](#footnote-ref-1)
2. Evidence will be required by the training provider before sign up [↑](#footnote-ref-2)
3. This should be considered by revgiewing the details of the apprenticeship standard on the Institute for Apprenticeships & Technical Education website. [↑](#footnote-ref-3)
4. If unknown, please speak to the Employee Apprenticeships Manager in People & Culture or [visit the online apprenticeship search](https://www.instituteforapprenticeships.org/apprenticeship-standards/?) page (<https://www.instituteforapprenticeships.org/apprenticeship-standards/>?) [↑](#footnote-ref-4)
5. You can search [Find apprenticeship training if you're an employer - GOV.UK (www.gov.uk)](https://www.gov.uk/employers-find-apprenticeship-training) to find training providers - <https://www.gov.uk/employers-find-apprenticeship-training> or Employee Apprenticeships Manager will be able to help/advise. [↑](#footnote-ref-5)