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**Higher/Degree Level Apprenticeship**

**Apprentice & Employer Application Form**

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| COURSE YOU WISH TO APPLY FOR |
| Course Name |  |
| Start Month/Year |  |

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| PERSONAL DETAILS |
| Surname |  | Forenames |  |
| Previous Name |  | Known as name: |  |
| Title |  | Mr |  | Ms | Gender | Female  |  | Male |  | Other |  |
|  |  | Mrs |  | Dr | National Insurance Number |  |
|  | Miss |  | Other |
| Date of Birth |  | Age at start of course |  |
| Next of Kin |  | Next of Kin Tel No |  |
| If under 18, next of kin has authority to liaise with the university on your behalf |  |  |
| Have you ever been convicted of a criminal offence or received a caution? No |  |  Yes |  |
| NOTE: Unless you are registering on a programme that includes contact with children and/or vulnerable adults, you need not disclose ‘spent’ convictions. If you tick yes to this question UoC may require further information. You may be subject to statutory background checks depending on your programme. You need not include motoring offences for which you have 3 points or a fine. |

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| ADDRESS DETAILS |
| Address |  |
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|  | Postcode |  |
| Home Tel No |  | Mobile Tel No |  |
| Work Email |  | Personal Email |  |

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| Are you a care leaver? | Yes |  | No |  |  |
| Do you have a Local Education and Healthcare Plan? | Yes |  | No |  |  |
| Do you have a disability or learning difficulty? Please select as appropriate; |
| Emotional/behaviour difficulties (1) |  | Multiple disabilities (2) |  | Multiple learning difficulties (3) |  | Visual impairment (4) |  | Hearing impairment (5) |  |
| Disability affecting mobility (6) |  | Profound complex disabilities (7) |  | Social & emotional difficulties (8) |  | Mental health difficulty (9) |  | Moderate learning difficulty (10) |  |
| Severe learning difficulty (11) |  | Dyslexia (12) |  | Dyscalculia (13) |  | Autism spectrum disorder (14) |  | Asperger’s syndrome (15) |  |
| Temporary disability after illness (e.g. post-viral) or accident (16) |  | Speech, Language and Communication Needs (17) |  | Other physical disability (93) |  | Other Specific learning difficulty (e.g. Dyspraxia) (94) |  | Other medical condition (e.g. epilepsy, asthma, diabetes) (95) |  |
| Other learning difficulty (96) |  | Other disability (97) (please specify) |

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| RESIDENTIAL STATUS |
| What is your Nationality as states on your Passport or Birth Certificate? |  |
| What is your Country of permanent address? |  |
| Have you continuously lived in the UK/EU/EEA for 3 years prior to the start of your course? | Yes |  | No |  | If no, what was your date of entry to the UK?  \_ \_ / \_ \_ / \_ \_ \_ \_ |
| Have you entered the UK on a visa? | Yes |  | No |  | If yes, please state type of visa: |
| Do you have a time limit on your stay in the UK? | Yes |  | No |  | If yes, what is your expiry date?  \_ \_ / \_ \_ / \_ \_ \_ \_ |
| Are you a; | Refugee |  | Asylum Seeker |  | Neither |  |
| Member of UK Armed Forces or Royal Fleet Auxiliary |  | Member of another nation’s armed forces or a family member based in England |  |
| EMPLOYMENT DETAILS (as of the first day of learning) |
| Name of Employer/Company |  |
| Premises Full Address |  |
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|  | Postcode |  |
| Employer Contact Name |  | Employer Contacts Job Title |  |
| Telephone number |  | Email address |  |
| Apprentice Skill/Trade |  | Apprentice Job Title |  |

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| On the day you start your apprenticeship |
| Are you | Employed | ✓ |  Hours worked per week |  |
| Employer ID |  | Employers Data Reference Service (EDRS) Number |  | Number of employees |  |

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| The apprentice is carrying out a new job role:  | Yes |  |  No |  |
| The apprentice is in an existing job role, where they need significant new knowledge and skills | Yes |  |  No |  |
| Rationale for conversion to apprenticeship *(you must provide evidence that significant skills are required and that the apprenticeship you are applying for is materially different to previous study):* |

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| Are you currently enrolled on a course at another education provider?  | Yes |  |  No |  |
| If YES, where are you enrolled? What course (s) are you enrolled to? |
| If you have a ULN (Unique Learner Number) please supply here; |  |

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| **QUALIFICATIONS** |
| Please list all qualifications that you hold, particularly any qualifications which specifically meet the entry requirements for the course you are applying for. **Please indicate the level of English and mathematics qualifications achieved (this may include achievement of Level 2 functional skills, equivalent GCSEs, O Levels, A Levels or AS Levels).** Also include details of any qualifications you are currently studying/awaiting results for. |

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| Subject | Examination Board | Level/Award eg Level 2, GCSE, A Level, Degree | Year | Result |
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| **Any other relevant qualifications/courses** |

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| **Title of Course** | **Institution/Awarding body** | **Award/ Level/** **No. of Credits** | **Year** | **Result** |
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| **Initial Assessment of Maths, English and IT skills (to be completed by applicant)** |
| English, Maths and Information Technology are essential to participating in life, learning and work. Applicants for a Higher Level Apprenticeship will be able to use the University’s ‘skills@Cumbria’ on line resource to develop their skills in these areas as part of their apprenticeship. Applicants should complete the following initial assessment to identify which on line packages may be helpful to you. Please assess your confidence levels by circling the relevant box. 1 = low and 5 = high |
| **English** – how confident are you in? | Low -----------------------------High |
| Writing a formal report or assignment  | 1 | 2 | 3 | 4 | 5 |
| Reading and understanding complex reports and text | 1 | 2 | 3 | 4 | 5 |
| Speaking and presenting in a group  | 1 | 2 | 3 | 4 | 5 |
| **Maths** – how confident are you in?  |
| Interpreting statistics and data (e.g. comparisons of data in tables and graphs) | 1 | 2 | 3 | 4 | 5 |
| Solving problems using maths (working with complex formulae) | 1 | 2 | 3 | 4 | 5 |
| Your own calculating skills (e.g calculating area, averages, volumes) | 1 | 2 | 3 | 4 | 5 |
| **Information Technology** – how confident are you in?  |
| Word processing (e.g. formatting pages and paragraphs, using spell check) | 1 | 2 | 3 | 4 | 5 |
| Using spreadsheets (e.g. entering data, creating formulas, producing graphs) | 1 | 2 | 3 | 4 | 5 |
| Sending emails (e.g. composing e-mail, replying, forwarding & sending attachments) | 1 | 2 | 3 | 4 | 5 |
| Using the Internet (e.g. using search engines to find information) | 1 | 2 | 3 | 4 | 5 |

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| ETHNICITY Please select as appropriate; |
| White; |  | Mixed / Multiple Ethnic Group; |  | Asian / Asian British; |  | Black / African / Caribbean/Black British; |  | Other Ethnic Group |  |
| British |  | White & Black Caribbean |  | Indian |  | African |  | Arab |  |
| Irish |  | White & Black African |  | Pakistani |  | Caribbean |  | Any other ethnic group |  |
| Gypsy or Irish Traveller |  | White & Asian |  | Bangladeshi |  | Any other Black / African / Caribbean |  |  |  |
| Any other White |  | Any other Mixed / multiply ethnic |  | Chinese |  |  |  |  |  |
|  |  |  |  | Any other Asian |  |  |  |  |  |

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| **PERSONAL STATEMENT** |
| This is to ensure that this is the most appropriate learning programme for you, either because it is a new job role, or it is an existing job role, where you are required to learn significant new knowledge and skills. Please explain clearly below whether this is a new job role, or whether it is an existing role which now requires you to obtain new knowledge and skills, what attracts you to the course and tell us about your wider interests and experience. Tell us about any relevant experience or visits you have made in the workplace in relationship to your chosen programme of study. Highlight your individual strengths and qualities, personal skills, capacity for teamwork, contribution to the community and your enterprise, originality and determination. |

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| DECLARATIONS |
| University of Cumbria agrees: | The employer agrees: |
| * To ensure the Apprentice receives an initial assessment and an induction to the Apprenticeship programme
* To provide the necessary experience, support and training to allow the Apprentice to develop the knowledge and competence required to achieve the Apprenticeship framework/standards
* To conduct reviews with the Apprentice and Employer on a regular basis at least every 12 weeks
* In the unfortunate event of redundancy or loss of employment, to support the apprentice in finding an alternative employer.
 | * To employ the Apprentice/Employee in a position where he/she is able to acquire work-based evidence to satisfy the Apprenticeship framework/standards as outlined in the SFA Apprenticeship Funding guidance: <https://www.gov.uk/education/apprenticeships-traineeships-and-internships>
* To comply with the working time directive and issue the Apprentice/Employee with an employment contract outlining their terms and conditions of employment in line with Employment Rights Act 1996
* To pay the Apprentice/Employee at least the minimum rate in force i.e. the minimum hourly rate for all apprentices/employees within the correct age banding. This includes any off the job learning requirement.
* That the apprentice will spend at least 50% of their working time in England.
* To support the Apprentice/Employee and facilitate him/her completing the training.
* To provide a safe working environment by complying with all Health and Safety regulations and addressing recommendations raised in any appraisals carried out by UoC or its partners.
* To ensure that all accidents and/or near misses are reported to UoC.
* To be registered by the Apprenticeship team on the Employer Data Service through the Skills Funding Agency.
* In the unfortunate event of redundancy or termination of employment to notify UoC within one week.
* Allow the Apprentice/Employee to attend any training deemed appropriate by UoC. Notice of attendance will be given.
* That the employee will be trained towards the skill, trade or occupation identified in the Apprenticeship Standard
* The university is committed to safeguarding all of its apprentices. We will only engage apprentices with employers that abide by our contractual requirements regarding the general rights of employees and who have completed a full risk assessment covering the specific role the apprentice assumes with the organisation
 |
| Apprentice agrees; |
| * **Criminal Convictions** – it is your duty to disclose allegations, convictions and cautions whilst you are a student at the UoC. Unless you are going to be registered on a course with children and/or vulnerable adults you need not disclose ‘spent’ convictions. Statutory background checks may be performed.
* **Your Personal Data** – Your personal data is protected by the Data Protection Act. It includes, but is not limited to, paper records, video recordings and digital images. The personal information you provide may be shared with:
* HESA, UCAS & the Student Loans Company
* The Data Service and The Learner Records Service
* The Chief Executive of Skills Funding
* Your employer
* A UoC Partner providing an element of training for your apprenticeship programme

Such information will only be used to provide contracted services. In accordance with the terms of the agreements with the UoC. In these instances, it will be for the purposes of producing an electronic service for registered students or to support your learning.  |
| Statement of Consent |
| 1. I have read and understood the statements above and I agree with them.
2. I agree to the university using my personal information in the ways detailed above.
3. I understand that my programme of study might be directly or indirectly part-financed by the European Union through the European Social Fund (ESF)- helping to develop employment by promoting employability, business spirit and equal opportunities and investing in human resources.
4. The details shown in this form are correct at time of signing and I will advise the Admissions office of any changes
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**Please note that all sections of the application form must be completed before your application can be processed. If any sections are left blank, you will be asked to resubmit the form**

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| Signatory | Printed Name | Signature | Date |
| Employer |  |  |  |
| Apprentice |  |  |  |

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| Please return the completed application form along with copies of:* Your contract of employment & job profile
* your education qualifications,
* birth certificate
* passport/ driving licence to

uocadmissions@cumbria.ac.uk Admissions, University of Cumbria, Fusehill Street, Carlisle, Cumbria, CA1 2HH  |