

**Upskill Shropshire Apprenticeship Levy Funding**

**Application for Apprenticeship Training for Professional Development**

**The Application Form for Apprenticeship Levy Funding is required as part of the Upskill Process. Please ensure that you complete all sections of this form accurately and return to** [**apprenticeshiplevy@shropshire.gov.uk**](mailto:apprenticeshiplevy@shropshire.gov.uk) **at the earliest convenience. The Application Form is initially reviewed by the Upskill Team and may be returned if more details are required; Upskill Shropshire will conduct a high-level eligibility check for the Apprentice. Once we have both the Application Form and the Business Case, these will then be shared with the appropriate Executive or Assistant Director for review and decision on outcome (approval/non-approval).**

**The Application Form enables Upskill Shropshire to:**

* **Determine the training need and support need, ensuring the requested training is appropriate.**
* **Determine whether the apprentice meets the eligibility criteria determined in the funding rules.**
* **Determine whether there is a need for functional skills (maths and English) or if the apprentice can evidence that they meet the requirement of GCSE Maths and English Grade A\*-C/9-4 or equivalent.**
* **Determine prior learning pathways**
* **To determine the commitment of the apprentice to the learning throughout the entire journey.**
* **Collate monitoring information to report at a national level.**
* **Confirmation of Line Manager support for apprentice.**

**If you have any questions or require support with your Application or Apprenticeship requirements, please contact the Upskill Team as soon as possible.**

Please complete **all** sections of the form and return by email to [apprenticeshiplevy@shropshire.gov.uk](mailto:apprenticeshiplevy@shropshire.gov.uk)

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| 1. **Apprenticeship Training Details** | | | | | | |
| **Title of Apprenticeship Training for which you are applying:**  **Level:**  **Please refer to Apprentice Standards on the Institute for Apprenticeships and Technical Education website for correct title. The link will need to be opened in a new tab:** [**https://www.instituteforapprenticeships.org/apprenticeship-standards/**](https://www.instituteforapprenticeships.org/apprenticeship-standards/) | | | | | | |
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| 1. **Personal Details of Applicant** | | | | | | |
| **Surname:**       **Forename:** | | | | | | |
| **Home Address:**      **Postcode:** | | | Contact Telephone/**Mobile Number:**  **Email Address:**  **DOB:** | | | |
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| 1. **Work Details of Applicant** | | | | | | |
| **Job Title:**  **Team:**  **Directorate:**  **Line Manager:**  **Work Location:**  **Work Address**:      **Work Phone Number:**  **Work Email Address:** | | | | **Grade:**  **ERP number:**  **Employment Status:**       **(permanent, casual, fixed term)**  **End date (For fixed term contracts):**  **Days worked per week:**  **Hours worked per week:** | | |
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| 1. **Training** | | | | | | |
| Are you currently enrolled on another apprenticeship? **Yes  No**  Have you previously undertaken an apprenticeship? **Yes  No**  Are you currently participating in any other formal training? i.e., Open University degree **Yes  No** | | | | | | |
| ***Please list below details of job-related training which you have achieved or are in the process of undertaking.*** | | | | | | |
| **Date Completed/Achieved:** | | **Course title and Level (please do not include Leap into Learning Modules, formal training only.)** | | | | |
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| 1. **Educational qualifications** | | | | | | |
| Please give details of all academic qualifications achieved (this could affect your eligibility for training). **Start with the highest level achieved**.  Do you have GCSE (or equivalent):   * Maths A\* - C/9-4 or equivalent? **Yes  No** * English grade A\* - C/9-4 or equivalent? **Yes  No**   Can you evidence your grades with a certificate (transcripts are not acceptable)? **Yes  No** | | | | | | |
| Please be aware, if you do not have GCSE Maths or English at the required grades or are unable to provide certificates as evidence you may be required to undertake Functional Skills Level 2 alongside your apprenticeship or if you have already achieved the grades you could repurchase the certificates from the examination board or contact Employment Services to see if they have them on record. If you are required to undertake Functional Skills alongside the apprenticeship, this is funded by the training provider, and you will receive appropriate support. Functional Skills Level 2 will need to be achieved in both subjects by the end of the apprenticeship or the apprentice will be unable to complete. If you need support or guidance, please contact Upskill Shropshire. | | | | | | |
| Date Qualification Achieved | Qualifications gained or pending, and subject | | | | | Grade obtained |
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| 1. **Personal Statement** | | | | | | |
| Please write a statement to support your application which should highlight:  o Why you wish to undertake this training and why you feel that this would benefit you as an employee  o How your current job offers the opportunity to demonstrate the skills, knowledge and behaviours needed to achieve this apprenticeship  o How will this training benefit your team and the wider organisation?  For example, we would expect to see in this section a description of specific skills which you have identified as needing development within your team to enable you to become more commercial or efficient as a team or service area as we move towards becoming a more commercially aware Council. | | | | | | |
| ***Min 300 words. Max 500 words.*** | | | | | | |
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| 1. **Agreement Statements** | | | | | | |
| I have read the Manager/Apprentice guidance and Appendix A and understand the Apprenticeship process, my responsibilities as a learner and will adhere to this. ***I understand I will be in breach of the Apprenticeship Levy Funding Rules if I do not adhere to these.*** | | | | | **Yes  No** | |
| I have read the off the job learning requirement guidance and I understand this.  *If you do not understand the off the job learning, please seek support from the Upskill Team or your training provider.* | | | | | **Yes  No** | |
| I have agreed with my Line Manager that it is acceptable to undertake an apprenticeship and they have agreed that they will support me in obtaining the off the job learning requirement. | | | | | **Yes  No** | |
| I agree I will respond, promptly when requested, on a quarterly basis, when the Upskill feedback form is circulated regarding my apprenticeship training programme and training provider. | | | | | **Yes  No** | |
| 1. **Monitoring Information** | | | | | | |
| ***Please complete all sections. This information will be recorded by Upskill Shropshire and used for statistical purposes including reports to the Education and Skills Funding Agency (ESFA).***  **Age Band:** (Please highlight)  16 – 24 25 – 44 45-54 55- 64 65+  **Gender:**  Male  Female  Other  Prefer not to say  **Nationality:** (Please select from Appendix 1.)  **Ethnic Origin:** (Please select from Appendix 2.)  **Do you have an Educational Healthcare Plan (EHC) in place?** Yes  No  **Do you consider yourself to have a disability?** Yes  No  **Are there any special arrangements we/your training provider would need to make for you during your training?** Yes  No  **Is there anything your training provider will need to know to ensure the training is appropriate/you are properly supported?** Yes  No  **If you have answered yes, please provide brief details:** | | | | | | |
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| 1. **Your Signature** | | | | | | |
| I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that if I have provided false or misleading information in response to any questions on this form or have failed to disclose information, this will result in the termination of any contract of training entered, or the withdrawal of any offer of training. Please see the Privacy Statement below and ensure you give consent by signing below.  Name:  Signature:  Date: | | | | | | |
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| 1. **Line Manager endorsement** | | | | | | |
| ***I can confirm that the applicant has identified a development opportunity which can be covered by the suggested training and that this will benefit the applicant in their job role as well as the wider team. I am aware that there is a commitment by both myself and the applicant for the duration of the training provision and that I will be expected to support the employee through this training. I will complete a business case in support of this application to enable access to Apprenticeship Levy Funding.***  Line Manager name:  Line Manager signature:  Date: | | | | | | |
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| 1. **Privacy Statement** | | | | | | |
| **How do we collect information from you and for what purpose?**  The information collected is used to check apprenticeship eligibility and will be used for manager support and agreement.  **How do we collect information from you and for what purpose?**  The information collected is used to check apprenticeship eligibility and will be used for manager support and agreement.  We will share the name of both the manager and apprentice, the contact details of the apprentice and the apprenticeship title and level with the relevant training provider who will be delivering training for that apprentice.  The information will also go to SMT and senior managers for reporting and monitoring.  Monitoring information collected may also be shared with the Education and Skills Funding Agency/ Local Government Association/Department for Education as required for diversity and inclusion reporting. All monitoring information will be anonymised.  **Who do we share this information with?**  The information provided will form part of reporting to SMT and senior managers.  The information provided will also be shared with the training provider as to fulfil the apprenticeship training, they will need both the manager and apprentice name, the contact details of the apprentice and the apprenticeship title and level.  The information provided may be shared with the Education and Skills Funding Agency (ESFA), Local Government Association (LGA), and the Department of Education (DfE), this is in conjunction with diversity and inclusion monitoring and reporting. All monitoring information will be anonymised.  We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.  **Further information**  For further details as to how the Council uses your information please see our full privacy notice, which can be found on our website here: <https://shropshire.gov.uk/media/15083/upskill-apprenticeship-levy-privacy-notice.pdf> | | | | | | |

**Appendix A. Apprentice and Line Manager Responsibilities**  
All Apprenticeship Training must follow and adhere to the [Funding Rules](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1092604/2223_Employer_Rules_Version_1_Final.pdf) as established by the Education and Skills Funding Agency. Breaching the Funding Rules can result in jeopardising the apprenticeship funding for the organisation not just the individual. Upskill Shropshire want to ensure that all Apprentices and Line Managers are aware of the funding rules and have provided a summary of responsibilities as detailed within the funding rules below. When Line Managers and Apprentices complete the Business Case and Application form, they are committing to the apprenticeship; this is formalised and legalised at the beginning of the apprenticeship programme when you will be asked to sign the Apprenticeship Agreement and Commitment Statement. The Line Manager plays a key role within the apprenticeship journey and is required to provide consistent support throughout; from enrolment to End Point Assessment.

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| **Apprentice (Employee) Responsibilities** | **Line Manager Responsibilities** |
| * Adhere to Shropshire Council’s Policies and Procedures as an employee of the Local Authority. * Make a positive commitment and contribution to their own learning and development in line with the Apprenticeship programme and confirm this by signing the Commitment Statement provided by the Training Provider at the start of an Apprenticeship.      * To understand all elements of apprenticeship training by reading the Upskill Guidance available to Apprentices and Managers including the off the job learning rule. * Complete the Apprenticeship to the required standard and within a reasonable timeframe as set out, and agreed by all parties, at the initial assessment stage. * To engage on a regular basis with the training provider to progress apprenticeship training. * To meet all deadlines for work submissions and to meet regularly with their assessor and manager. * Actively engage and reflect with their line manager about how the apprenticeship is progressing and aiding them in their job role. * To raise immediately with their manager any workplace issues/concerns that may affect the completion of the apprenticeship. * To develop occupational competence, a professional attitude and meet the expectations and performance measures of Shropshire Council. * Inform the Training Provider of any issues which may affect the completion of the apprenticeship qualification within the agreed timescales. | * Follow the processes, as set out by Upskill Shropshire, to engage with current employees or to recruit to new apprenticeship vacancies. * To understand all elements of apprenticeship training by reading the Upskill Guidance available to Apprentices and Managers including the off the job learning rule. * To commit to the employee’s Apprenticeship journey throughout the programme, providing thorough support, commitment and confirm this by signing the Commitment Statement provided by the Training Provider at the start of an Apprenticeship. * Work with, and be supported by, the training provider to ensure that appropriate work is planned to develop the required skills and knowledge. * To engage in an appropriate induction to the apprenticeship programme, in accordance with national guidelines, for all learners with the provider. * Provide informal coaching, guidance and feedback which will help staff undertaking apprenticeship training develop knowledge and skills to meet the requirements of the apprenticeship standard or framework. * Discuss the progress of the employee’s apprenticeships with them on a regular basis and provide suitable supervision throughout their training and employment. * Provide a Workplace Mentor to provide additional support. * To attend meetings either virtually or face to face, with the training provider and the apprentice at mutually agreed regular intervals (at least quarterly) to discuss progress and any issues which may require joint resolution. * Inform the Training Provider of any issues which may affect the completion of the apprenticeship qualification within the agreed timescales. * Enable the apprentice to undertake the requirement off the job training against their contracted time in off the job training activity (based on 6 hours). * To communicate with the Training Provider and Upskill Shropshire if the employee is absent from the workplace for more than 2 weeks as appropriate measures may need to be implemented. |

**Appendix 1. Nationality**

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| British | Dominican | Lebanese | Saint Lucian |
| Afghan | Dutch | Liberian | Salvadoran |
| Albanian | East Timorese | Libyan | Sammarinese |
| Algerian | Ecuadorean | Liechtensteiner | Samoan |
| American | Egyptian | Lithuanian | Sao Tomean |
| Andorran | Emirian | Luxembourger | Saudi Arabian |
| Angolan | Equatorial Guinean | Macedonian | Senegalese |
| Antiguan | Eritrean | Malagasy | Serbian |
| Argentinean | Estonian | Malawian | Seychellois |
| Armenian | Ethiopian | Malaysian | Sierra Leonean |
| Australian | Fijian | Maldivan | Singaporean |
| Austrian | Filipino | Malian | Slovak |
| Azerbaijani | Finnish | Maltese | Slovene |
| Bahamian | French | Marshallese | Solomon Islander |
| Bahraini | Gabonese | Mauritanian | Somali |
| Bangladeshi | Gambian | Mauritian | South African |
| Barbadian | Georgian | Mexican | South Korean |
| Barbudan | German | Micronesian | Spanish |
| Belarusian | Ghanaian | Moldovan | Sri Lankan |
| Belgian | Greek | Monegasque | Sudanese |
| Belizean | Grenadian | Mongolian | Surinamer |
| Beninese | Guatemalan | Montenegrin | Swazi |
| Bhutanese | Guinea-Bissauan | Moroccan | Swedish |
| Bolivian | Guinean | Mosotho | Swiss |
| Bosnian | Guyanese | Motswana | Syrian |
| Brazilian | Haitian | Mozambican | Tadzhik |
| Bruneian | Herzegovinian | Namibian | Taiwanese |
| Bulgarian | Honduran | Nauruan | Tanzanian |
| Burkinabe | Hungarian | Nepalese | Thai |
| Burmese | Icelander | New Zealander | Togolese |
| Burundian | I-Kiribati | Nicaraguan | Tongan |
| Cambodian | Indian | Nigerian | Trinidadian |
| Cameroonian | Indonesian | Nigerien | Tunisian |
| Canadian | Iranian | Ni-Vanuatu | Turkish |
| Cape Verdian | Iraqi | North Korean | Turkmen |
| Central African | Irish | Norwegian | Tuvaluan |
| Chadian | Israeli | Omani | Ugandan |
| Chilean | Italian | Pakistani | Ukrainian |
| Chinese | Ivorian | Palauan | Uruguayan |
| Colombian | Jamaican | Panamanian | Uzbekistani |
| Comoran | Japanese | Papua New Guinean | Venezuelan |
| Congolese | Jordanian | Paraguayan | Vietnamese |
| Costa Rican | Kazakhstani | Peruvian | Yemeni |
| Croatian | Kenyan | Polish | Zambian |
| Cuban | Kirghiz | Portuguese | Zimbabwean |
| Cypriot | Kittian and Nevisian | Qatari | Other |
| Czech | Kuwaiti | Romanian |  |
| Danish | Laotian | Russian |  |
| Djibouti | Latvian | Rwandan |  |

**Appendix 2.**

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| **Ethnicity** |
| Asian or British Asian: Indian | |
| Asian or British Asian: Pakistani | |
| Asian or British Asian: Bangladeshi | |
| Asian or British Asian or any other Asian Background | |
| Black or Black British African | |
| Black or Black British Caribbean | |
| Other Black Background | |
| Chinese | |
| Mixed White & Black Caribbean | |
| Mixed White & Black African | |
| Mixed White & Asian | |
| Other Mixed | |
| White English | |
| White Scottish | |
| White Welsh | |
| White Irish | |
| White Traveller | |
| White Gypsy/Romany | |
| Other White | |
| Any other ethnic group | |
| Prefer not to specify | |