**Expression of Interest/Application for Apprenticeships or Qualifications**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Full Name: | | | |  | | Work Email Address (for emails):  Personal Email Address (for bud systems): | |  | | |
| Line Manager: | | | |  | | **Email Address:** | |  | | |
| Employer Name and Workplace Address: | | | |  | | | | | | |
| Apprenticeship  & Qualification: *(please specify the standard you are applying to enrol onto and where applicable where you are looking to enrol onto a qualification alongside)* | | | |  | | | | | | |
| Reason for application: *(please describe your reasons and motivation to complete the Apprenticeship/Qualification – please be specific and also include your future career aspirations)* | | | | | | | | | | |
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| Details of Apprenticeships/Qualifications already achieved: *(please note completion dates)* | | | | | | | | | | |
| Apprenticeship/Qualification: | | | | | | | **Date achieved:** | | | |
| Other relevant CPD – Continuing Professional Development/Training/Learning  *(please note completion dates)* | | | | | | | | | | |
| CPD/Training/Learning – Type/Duration: | | | | | | | **Date completed:** | | | |
| Summary of your current employment role*: (please include an outline of your current job description, roles and responsibilities/or attach your job description if you have one)* | | | | | | | | | | |
|  | | | | | | | | | | |
| For Apprenticeships Only – Line Manager please complete your endorsement of this apprenticeship application*: (please include an outline of the planned support for 20% off the job requirement)* | | | | | | | | | | |
|  | | | | | | | | | | |
| Overview of previous relevant employment roles and experience: *(if applicable please summarise your career/job history and/or attach your cv)* | | | | | | | | | | |
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| Are there any other factors regarding access to learning or funding we need to be aware of?  For example, do you consider yourself to have a learning difficulty/disability/health issue?  *(This is so we are aware of any adjustments that may need to be made - this information will also be requested on Apprenticeship enrolment forms)*  Apprenticeship only… Do you have valid and eligible residency status?  Will you spend at least 50% of your working hours in England over the duration of the apprenticeship? | | | | | | | | | | |
|  | | | | | | | | | | |
| To be completed by Trainer/Assessor  Notes to confirm suitability for Apprenticeship/Qualification taking into account all assessment methods and evidence to determine suitability/duration/price/target grade.  (Initial Assessment scoring forms only one part of evidence needed – it should not be the only factor used)  *This section needs to demonstrate Trainer/Assessor rationale for suitability/target grade/duration/price with a judgement of Red/Amber/Green on each factor listed.*  Please tick Red Amber Green | | | | | | | | | | |
| Evidence of career history/experience: | | | | | | | |  |  |  |
| Evidence of qualifications/training/apprenticeships: | | | | | | | |  |  |  |
| Evidence of current role (i.e. will it allow sufficient experience/practical application of KSBs): | | | | | | | |  |  |  |
| Evidence of motivation/commitment: | | | | | | | |  |  |  |
| Evidence from application process/form completion (note quality, accuracy and timeliness): | | | | | | | |  |  |  |
| Evidence of line manager/employer commitment and support: | | | | | | | |  |  |  |
| Initial assessment scores – evidence/comments: | | | | | | | |  |  |  |
| Summary from additional competency/proficiency questions and evidence: | | | | | | | |  |  |  |
| Overall comments/additional information: | | | | | | | | | | |
| Offered a place: | Y / N | | If no, what possible alternatives considered/advised:  *NB: Where there are 4 ‘Reds’ do not progress the application (please agree rationale with Department Head).* | | | | | | | |
| Applicant Name: |  | | | | **Signature:** |  | | **Date:** |  | |
| CMT Trainer/Assessor: | |  | | | **Signature:** |  | | **Date:** |  | |

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**Author: Tom Bartlett**

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