**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)* |
|  |
| 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)* |
|  |
| 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/AssessorNotes 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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