**Learner Details**

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| **Name** |  |
| **Date of Birth** |  |
| **Age at Start of Programme** |  |
| **National Insurance Number** |  |
| **Address** |  |
| **Contact Number(s)** |  |
| **Email Address** |  |
| **Contracted hours of employment** |  |
| **GDPR Contact Preferences** | Learner agrees to be contacted about courses or learning opportunities  Learner agrees to be contacted for survey and research |
| **GDPR Preferred Method of Contact** | Learner agrees to be contacted by post  Learner agrees to be contacted by telephone  Learner agrees to be contacted by email |
| **Employer Name** |  |
| **Employer Address** |  |
| **Line Manager** |  |
| **Line Manager’s email Address** |  |
| **Mentor** |  |
| **Mentor’s email address** |  |

**Employment Details/Work Experience**

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| **Name & address of employer** | **Date of attendance**  **(month/year)** | | **Job title/position held and brief description of role** |
| **from** | **to** |
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**Self-Declaration of Eligibility**

Please detail below all your existing qualifications and if you are currently undertaking any qualifications. You will need to provide certificates for all the qualifications you have achieved.

You will need to provide copies of all the certificates listed below, these can be hard or soft copy

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| **English and Maths / Functional Skills** | | | | | | | | | | |
| **Subject** | **Level** | **Awarding Body** | | | **Grade** | | **Date achieved or expected achievement date** | | **Copy of Certificates seen\*** | |
| **English** |  |  | | |  | |  | |  | |
| **Maths** |  |  | | |  | |  | |  | |
| **Qualifications previously achieved and/or working towards** | | | | | | | | | | |
| **Subject** | | | **Level** | **Awarding Body** | | **Grade** | | **Date Achieved or expected achievement date** | | **Copy of Certificate Seen\*** |
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**Residency/Eligibility Check**

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| **Please tick the boxes relevant to you:**    **I am ‘settled’ in the UK (that is including the Channel Islands and the Isle of Man) or European Union (EU) country and have been for three years preceding todays date. My main purpose for such residence was not to receive full-time education during any part of the three-year period. ‘Settled’ means having either Indefinite Leave to Enter or Remain (ILE/R) or having the right of abode in the UK. British citizens and certain other people have the right of abode in the UK.**  **I own a United Kingdom of Great Britain and Northern Ireland passport**  **I am a British Dependent Territory Citizens (now known as British Overseas Territory Citizens)**  **My passport has been endorsed to show they have right of abode in the UK**  **I have a certificate of naturalisation or registration as a British Citizen.**  **I am a national of any European Union (EU) country or my spouse, child, grandchild, dependent parent or grandparent of such a person, or of such a person’s spouse and I have been ordinarily resident in the European Economic Area (EEA) for the three years preceding today’s date.**  **A member of my family (recognized by the UK Border Agency) is a member of those European has the Right of Permanent Residence in the UK.**  **I have not been resident in the EEA for three years, but the EU national principal has been ordinarily resident, or lives another EEA state as a worker, self-employed person, self-sufficient person or student.**  **I am an EEA migrant worker or the spouse or child or dependent parent or grandparent of an EEA migrant worker, or of the EEA migrant worker’s spouse, where they have been ordinarily resident in the EEA for the three years preceding todays date.**  **I am recognised as a refugee by the UK Government who has remained ordinarily resident in the UK and Islands since being so recognised, or the spouse or child of such a refugee**  **I have been refused refugee status but I have been granted leave to stay by the Secretary of State, granted humanitarian protection (HP) or discretionary leave (DL), or was granted exceptional leave to enter or remain (ELE/ELR) by the UK Government, and who I have remained ordinarily resident in the UK and Islands since being so recognised, or the spouse or child of such a person.**  **I am studying under reciprocal exchange agreements**  **I am a child of a Swiss national and I have been resident in the EEA for the full three-year period prior to the commencement of this programme.**  **I am a child of a Turkish worker where the Turkish worker has been lawfully employed and resident in the UK at any time in the past and where I have been resident in the EEA and Turkey for the full three-year period prior to the commencement of this programme.**  **I am a non-EEA national who is in the UK with work-related immigration permission as eligible for funding after completing three years of residence in the UK with any work-related permission, or the spouse or child aged less than 18 years of such a person.** |
| **Where applicable, the Provider has seen the learner’s immigration permission and are satisfied the learner is eligible for funding; where a learner’s permission to stay has expired you must hold evidence that an application to remain has been made.**  **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Additional Information Required**

All apprentices are provided with an individual learner file at the start of their apprenticeship. As a requirement, the file must contain details of how the apprentice can access certain local policies and procedures should they need them. Although we do not require copies of these, the access details need to be available in the individual learner file.

Please complete the table below by entering relevant links to policies/procedures.

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| **Requirement** | **URL**  *This is likely to be found on your Trust’s intranet page. Please provide the URL for this* |
| Employer’s data protection details and how your apprentice can access them |  |
| Employer’s Health & Safety details and how your apprentice can access it |  |
| Employer’s complaints procedure details and how your apprentice can access it |  |

We also require documentation which will be added to the individual learner file.

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| **Document required** | **Please tick to confirm this has been sent** |
| A copy of the apprentices’ contract of employment |  |
| Copy of Employer’s liability insurance certificate |  |

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| **Information required** | |
| Apprenticeship lead name |  |
| Apprenticeship lead email |  |
| Contact name for finance document |  |
| Contact email for finance document |  |
| Contact name for apprenticeship contract |  |
| Contact email for apprenticeship contract |  |
| Contact name for commitment statement |  |
| Contact email for commitment statement |  |
| What is the apprentices working pattern? |  |
| What is the mentors working pattern? |  |

**Without the above information we are unable to register an apprentice on the apprenticeship programme**