**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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**With regards professional registration or membership: if you have ever been declined or barred from joining a professional register such as HCPC or NMC for example, then please disclose any information and outcome with your employer.**

**Residency/Eligibility Check**

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| [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **Please tick the boxes relevant to you:****UK nationals are eligible for funding if they:****have been ordinarily resident in the UK, the British Overseas Territories, or Crown Dependencies (Channel Islands and Isle of Man) for at least the previous three years before the start of the apprenticeship.****The right of abode is a status under United Kingdom immigration law that gives an unrestricted right to live in the United Kingdom. It was introduced by the Immigration Act 1971. Individuals with the right of abode are eligible for funding if they:****have been ordinarily resident in the UK, the British Overseas Territories, or Crown Dependencies (Channel Islands and Isle of Man) for at least the previous three years before the start of the apprenticeship.****UK nationals who have been living in the EEA prior to their apprenticeships are eligible for funding if they:****have been ordinarily resident in the EEA for at least the previous three years before the start of the apprenticeship; or have been ordinarily resident in a combination of the UK and EEA for at least the previous three years before the start of the apprenticeship.****Irish nationals are eligible for funding if they:****have been ordinarily resident in the UK, Ireland, or the EEA for at least the previous three years before the start of the apprenticeship.****All other EEA nationals are eligible for funding if they:****have obtained either pre-settled or settled status under the EU Settlement Scheme; and have been ordinarily resident in the EEA, Gibraltar, or the UK for at least the previous three years before the start of the apprenticeship.****A non-UK national (with exception to those that fall into the categories above) is eligible for funding if they have permission from the UK government to live in the UK (not for educational purposes), and have been ordinarily resident in the UK for at least the previous three years before the start of the apprenticeship.****Family members of UK nationals are eligible for funding if:****They (the family member) have been ordinarily resident in the UK or EEA for at least the previous three years before the start of the apprenticeship. (A ‘family member’ is the husband, wife, civil partner, child, grandchild, dependent parent or grandparent of a UK or EEA national.)****Family members of EEA nationals who have obtained pre-settled or settled status under the EU Settlement Scheme are eligible for funding if:****They (the family member) have been ordinarily resident in the UK or EEA for at least the previous three years before the start of the apprenticeship. (A ‘family member’ is the husband, wife, civil partner, child, grandchild, dependent parent or grandparent of a UK or EEA national.)****Any individual with any of the statuses listed below, is eligible to receive funding and is exempt from the three-year residency requirement rule. You must have seen the individual’s immigration permission in these circumstances:** **refugee status;** **discretionary leave to enter or remain;** **exceptional leave to enter or remain;** **indefinite leave to enter or remain;** **humanitarian protection;** **leave outside the rules;** **Afghan locally engaged staff under the intimidation policy;** **the husband, wife, civil partner and child of any of the above in this paragraph** **section 67 of the Immigration Act 2016 leave;** **Calais leave to remain****A child of a person who has received leave under section 67 of the Immigration Act 2016 will be eligible where they have been granted "leave in line" by virtue of being a dependent child of such a person.****A child of a person who has received Calais leave to remain will be eligible where they have been granted "leave in line" by virtue of being a dependent child of such a person.****The individual’s immigration permission in the UK may have a ‘no recourse to public funds’ condition. This does not include education or education funding, so this does not affect an individual’s eligibility, which must be decided under the normal****eligibility conditions.****Any individual, or relevant family member, who has applied for an extension or variation of their current immigration permission in the UK is still treated as if they have that leave. Keeping this permission applies as long as the application was made before their current permission expired. Their leave continues until the Home Office make a decision on their immigration application.****An individual, or relevant family member, is considered to still have the immigration permission that they held when they made their application for an extension. Their eligibility would be based upon this status.****Asylum seekers are eligible to receive funding if they:****have lived in the UK for six months or longer while their claim is being considered by the Home Office, and no decision on their claim has been made; or are in the care of the local authority and are receiving local authority support under section 23C or section 23CA of the Children Act 1989 or section 21 of the National Assistance Act 1948.****An individual who has been refused asylum will be eligible if they:****have appealed against a decision made by the UK government against granting refugee status and no decision has been made within six months of lodging the appeal; or are granted support for themselves under section 4 of the Immigration and Asylum Act 1999; or they are in the care of a local authority and are receiving local authority support for themselves under section 23C or section 23CA of the Children Act 1989.****A child of a Turkish worker is eligible if:****the Turkish worker was ordinarily resident in the UK on or before 31 December 2020 and has Turkish European Community Association Agreement (ECAA) rights or extended ECAA leave; the Turkish worker is, or has been, lawfully employed in the UK; and the child has been ordinarily resident in the EEA and / or Turkey for the full three-year period before the start of their programme and is resident in the UK on or before 31 December 2020.****Persons granted stateless leave (see p405)** [**https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/1007548/2021-07-28\_-\_2122\_Provider\_Rules\_Version\_Version\_1.pdf**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007548/2021-07-28_-_2122_Provider_Rules_Version_Version_1.pdf)**)** |

**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 |  |

To enable us to schedule progress reviews please complete the below with the working hours (i.e. Monday – Thursday, 8am – 4pm) that both the apprentice and mentor work

|  |  |
| --- | --- |
| Apprentice working pattern  |  |
| Mentor working pattern |  |

A representative from the apprentice’s employer will need to photocopy each document provided and sign and date these copies to verify they have seen the originals and then scan all the copies and forward in an email from the employer to our team - confirming who has seen and signed for the originals; their job title and association to the learner (e.g. line manager, apprenticeship lead or HR rep).

Documents to be checked, please include copies when submitting application:

[ ]  Passport (or other recognised photo ID such as driving license)

[ ]  Proof of address (driving license, utility bill)

[ ]  National Insurance Number

[ ]  Immigration permission / residency documentation if applicable

[ ]  Marriage certificate if applicable

[ ]  Certificates for all qualifications documented in application form

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