



Apprenticeship Enrolment Form

Levy Transfer	Levy	Non-Levy
Funding		
Training Cost		
EPA		
Assessor		
ERN		

Funding adjustment / additional notes

First Names

Home Address

Surname

Preferred Name

Title: Mr Mrs Miss Ms Other

Postcode

What best describes your gender?

Male Female Prefer not to say Prefer to self describe

Date of Birth:

Telephone: Mobile

National Insurance No.

Telephone: Home

Email:

Unique Learner Number

Emergency Contact - Name

Emergency Contact - Number

Have you been a resident of the UK for the last 3 years? Yes No

Have you ever lived outside of the European Economic Area? Yes No

If Yes, please give the date of your return/entry into the UK

Eligibility - Please tick all that apply

I live full time in the UK. I am aged:- 16 - 18 19 - 24 25 or over

Please only complete this section if applicable

An individual with any of these 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 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

Calais Leave to Remain

Section 67 of the immigration act 2016 leave

The husband, wife, civil partner and child of any of the above in this paragraph

Additional Personal/Educational Needs - Please state any additional needs (including personal and social) that you feel may have an impact on your programme of learning. This will enable us to make suitable support arrangements and alterations to your programme of learning. Should this not apply, please place N/A in the box.

Do you consider yourself to have a learning difficulty, disability or health problem? Yes No

Learning Difficulty

Medical Condition

Physical Disability

Do you have an Educational Healthcare Plan? Yes No

Do you have a Criminal Record? Yes No If yes, please notify us during enrolment

Under 25 in care/care leaver Yes No Prefer not to say

Household Situation - Please tick which of the following statements apply (one or more may apply)

01 No member of the household is employed & there are dependent children

02 No member of the household is employed & there are no dependent children

03 Single adult household with dependant children

04 Prefer not to say

05 None of the above

Have you been enrolled previously, or are you currently on an Apprenticeship Programme? Yes No

If Yes, please give details

Apprenticeship Programme	Name of college/training organisation	Name of employer	Start date of training	End date of training
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Please list any prior learning, work experience or associated qualifications related to the chosen apprenticeship area of study.

Apprentice Career Aspirations - What are you hoping to get from this programme? What is your long term goal?

Employers Aspiration for the Apprentice- What aspirations do you have for your apprentice?

Details of qualifications and <u>Highest Qualification to date.</u>	Where was the qualification taken?	Date completed, if applicable (state year where exact date is unknown)	Grade achieved	Certs collected/attached
Maths				
English				
Highest				

Prior Qualifications checked by Apprenticeship Office:

Learner's Employment Status

When the Apprenticeship is achieved, the Apprentice should remain with the employer where the job opportunity exists and where the Apprentice wishes to remain. Where this is not possible, the Apprentice will be supported by HSDC and the employer to seek an alternative opportunity

Company Name

Contracted Hours

Length of current Employment

Apprentice Job Title

Line Manager

Workplace Address

Postcode

Mentor Name

Position

Telephone

Email

OFFICE USE ONLY:- Details of the apprenticeship programme

Course Code

Course Title

Standard Ref:

Pathway Number

Component Qualifications

College (c)
or Work (w) Start date

Expected
end date

Details of EPA [End Point Assessment]

Ethnic Origin - The Government has requested that colleges collect this information, to promote educational training opportunities for all. It will be treated in the strictest confidence. Please tick one box.

- | | | | |
|-------------------------------------|---|--|--|
| White | | Black/African/Caribbean/Black British | |
| 23 | English/Welsh/Scottish/Northern Irish/British | 15 | African |
| 24 | Irish | 16 | Caribbean |
| A1 | Gypsy or Irish Traveller | 17 | Any other Black/African/Caribbean background |
| 25 | Any Other White Background | | |
| Mixed/Multiple ethnic groups | | Other ethnic group | |
| 21 | White and Black Caribbean | A2 | Arab |
| 20 | White and Black African | 98 | Any other ethnic group |
| 19 | White and Asian | | Prefer not to say |
| 22 | Any other Mixed/multiple ethnic background | | |
| Asian/Asian British | | | |
| 12 | Indian | | |
| 13 | Pakistani | | |
| 11 | Bangladeshi | | |
| 18 | Chinese | | |
| 14 | Any other Asian background | | |

Privacy Statement – How we use your personal information

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA. Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes. Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is following data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you for them to carry out research and evaluation to inform the effectiveness of training.

You can agree to be contacted for other purposes by ticking any of the following boxes:

- | | |
|---|---|
| <input type="checkbox"/> For surveys and research | <input type="checkbox"/> About courses or learning opportunities |
| <input type="checkbox"/> By post | <input type="checkbox"/> I agree to visual images being used for marketing purposes |
| <input type="checkbox"/> By phone | |
| <input type="checkbox"/> By email | |

If HSDC have qualification or centre approval withdrawn by any awarding organisation, we will support you in finding a local provider with who you can complete your studies.

Further information about use of, and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit:- <https://www.gov.uk/government/publications/esfa-privacy-notice>

Agreement/Signature

I agree that initial assessment and guidance concerning the course has been provided, this included information about the course, its entry requirements, the implications of the choice of course, its suitability and the support which is available to students. I agree that I have read this document and the information given on this application is correct to the best of my knowledge. I agree that this information can be used to process my data for any purposes connected with my studies or my health and safety whilst on the premises or for any other contractual requirements; in particular to the disclosure of all the data on this form or otherwise collected about me to the ESFA for the purposes noted above in the Privacy Statement.

Learner
signature

Learner's Declaration

I am employed as an Apprentice in a full-time job and work at least 30 hours a week, unless specific circumstances dictate that I cannot work 30 hours a week and my course has been extended accordingly.

I confirm that the initial assessments and guidance covering the course have been provided. This includes information about the programme, its entry requirements, the implications of the choice of programme, its suitability and the support that is available for students.

I agree to pursue the programme of study, with a view to achieving the qualification(s) in the time scale agreed. I agree to attend fully and meet all assignment deadlines.

I understand that it is my responsibility, in consultation with my assessor, to ensure that any examination entry is made in a timely fashion.

To enable other students to learn effectively, I agree to treat all other members of the College community with respect at all times and not do anything which disrupts the learning of others. I agree to comply with College Regulations. I confirm that all the information on this form is correct and I declare that I have correctly identified my prior qualifications. I understand that if I have declared false information the provider may take action against me to reclaim the tuition fees and any support costs provided. I agree to inform the College should there be any changes to the above information, including my employment status.

I have read and understood the Apprenticeship Agreement, Commitment Statement and Declaration. I am signing to agree to these conditions.

Learner
signature

Employer's Declaration

I confirm that, to the best of my knowledge, the information on this form is correct. The above named learner is employed, and I declare that they have a contract of employment. I agree that I will ensure the learner's responsibilities in the workplace are appropriate for them to achieve all the qualification aims of the Apprenticeship programme. I agree to provide appropriate support for the learner in the workplace and allow adequate opportunities for their performance and progress to be monitored and assessed. I agree to allow the learner to attend College as appropriate, if required. I agree to inform the College if there are any changes to the learner's employment status.

I have been made aware of the 16-18 employer incentive (which also applies to care leavers and those in receipt of an EHCP/under 25).

How many employees work at this workplace?

Is your company a small employer (under50)?

I agree to provide my apprentice with 6 hours per week or equivalent (20%) "off the job" training, excluding English and Maths.

I confirm the apprentice will be allowed to complete the apprenticeship within their working hours, including English and Maths.

I have received a contract of services and where applicable, a detailed plan outlining my digital apprenticeship service Levy Commitment.

I can confirm that the apprentice will spend 50% or more of their time in England.

I confirm I have received the College's Safeguarding & Prevent booklet and I understand my responsibilities.

I have read and understood the apprenticeship agreement, commitment statement and declaration. I am signing to agree to these conditions.

Business Name

Contact name

Position

Employer
Signature

College Declaration

I confirm that the information on this form is correct and I have supported the learner in the completion of this document and to the best of my knowledge, the above named learner is eligible to enter an Apprenticeship programme. I have evidence to support the residency criteria, where applicable.

I confirm this employer is eligible for the 16-18 employer incentive (which also applies to care leavers and those in receipt of an EHCP/under25). Yes No

I have read and understood the apprenticeship agreement, commitment statement and declaration. I am signing to agree to these conditions.

College
Signature



Apprentice Hours Per Week (Hrs)

Weeks On Programme (Wks)

Less Annual Leave Entitlement (Wks)

Minimum 20% Calculation (Hrs)

Please see Smart Assessor ePortfolio for Plan of Training

Commitment Statement

In line with Apprenticeship Standards Funding Rules the Employer and Lead Provider must make sure that the commitment to successful completion of the Apprenticeship is set out in writing for the Apprentice. The commitment statement must be signed by the Apprentice, their Employer and the Lead Provider, and all three parties must keep a current signed and dated version on record.

Apprentice's name
Position
Company
Apprentice Address 1
Apprentice Address 2
Apprentice Town /Postcode
Email
Telephone number
Date of Birth
Care Leaver
Learning Support
NI number

Employer Name
Position
Company
Address 1
Address 2
Town / Postcode
Email
Telephone number

Main Provider Details	
Position	Chris Richards (Apprenticeship Manager)
Company	Havant and South Downs College
Address 1	College Road
Address 2	Waterlooville
Town / Postcode	PO7 8AA
Email	apprenticeships@hsvc.ac.uk
Telephone number	02392 794 661

EPAO
EPAO Contact
Position
Company
Address 1
Address 2
Town / Postcode
Email
Telephone number

Apprenticeship, EPA and 20% off the job training details

Apprenticeship Programme
Apprenticeship Start and End Dates

EPAO Costs
Expected Gateway Date
Expected EPA Start Date

Training Funding and Delivery

Programme Funding
Co-Investment (if required)
Training and Functional Skills- Delivery and Locations

Key Provider Policies: Employer & Apprentice

[Provider policies](#)

Roles and Responsibilities

<p>Employer</p>	<p>The Employer will:</p> <ol style="list-style-type: none"> 1. Work with their selected main provider to identify the most suitable apprenticeship standard/framework. 2. Provide assistance to the main provider in the eligibility checks of the apprentice (outlined above). 3. Confirm that the main provider has made the appropriate checks (outlined above) with them. They have agreed that the apprenticeship is the most appropriate learning programme for the individual <p>That the apprentice has the opportunity in their job role to gain the knowledge, skills and behaviours needed to achieve the apprenticeship.</p> <p>That the apprentice has the appropriate support and supervision to carry out their job role.</p> <p>They have agreed that prior learning has been taken into account with the design of the programme.</p> <p>They have acknowledged that an apprenticeship requires at least 20% off-the-job training over the duration of the training period</p> <p>That all off-the-job training must be completed during working hours (including English and maths if required)</p> <ol style="list-style-type: none"> 4. Negotiate a price with the provider, taking into account the apprentice's prior learning, and understands any obligations in relation to co-investment. 5. Choose an end-point assessment organisation (at least 3 months prior to the end of the programme). 6. Contribute to and agree to the plan of training, as developed by the provider:- Deliver off-the-job training (where agreed and detailed in the plan of training) Provide the apprentice with opportunities to practise new skills in the work environment Assist the provider in collecting evidence of off-the-job training (where information is held by the employer) Contribute to tripartite progress reviews with the apprentice and provider <p>Agree, with the apprentice and provider, when learning is complete and the apprentice is ready to undertake the end-point assessment</p> <ol style="list-style-type: none"> 7. Seek to resolve any complaints brought by the apprentice/provider.
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<p>Apprentice</p>	<p>The Apprentice will:</p> <ol style="list-style-type: none"> 1. Give the main provider relevant information to assist in learner or programme eligibility checks. 2. Comply with any policies and procedures as outlined in this commitment statement. 3. Attend all required off-the-job training and workshops (or notify the provider/employer (in advance where possible) of non-attendance). 4. Commit to the learning activities required in each module, including any additional self-study and research (to take place during working hours). 5. Complete any coursework, assignments and exams required to achieve the apprenticeship. 6. Assist the main provider in collecting evidence of off-the-job training (where information is held by the apprentice). 7. Attend and contribute to the progress review meetings. 8. Agree, with the employer and main provider, when learning is complete and that they are ready to undertake the end-point assessment. 9. Bring any issues to the attention of the employer/main provider, including any learning support/health issues that might effect the plan of training.
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<p>Main Provider</p>	<p>Use this section to outline the roles, responsibilities and commitment of each of the key parties to the agreement.</p> <p>The Main Provider will:-</p> <p>1. Check the eligibility of the apprentice, including that:- The apprentice has the right to work in England They spend 50% of their working time in England They are not undertaking another apprenticeship or will benefit from DFE funding during their apprenticeship programme (including student loans) They have not been asked to financially contribute towards the apprenticeship</p> <p>2. Conduct the following checks with the employer:- The employer was offered (where appropriate) the option of the free Recruit An Apprentice service The employer has a contract of service with the apprentice which is long enough to complete the apprenticeship successfully (including end-point assessment) The employer and the apprentice have signed an apprenticeship agreement The employer is paying the apprentice a lawful wage The employer has agreed that the apprenticeship is the most appropriate learning programme for the individual The employer acknowledges that the apprentice requires at least 20% off-the-job training over the duration of the training period The employer will allow the apprentice to complete their off-the-job training during working hours (including English and maths if required) The employer will give the apprentice appropriate support and supervision</p> <p>3. Devise a plan of training, for agreement by all 3 parties, taking account of the following:- An initial assessment of the learner's pre-existing knowledge, skills and behaviours, against those required to achieve the apprenticeship The learner's current English and maths working level Any learning support needs The minimum off-the-job training requirement Any requirements for training to be sub-contracted (to be agreed with the employer)</p> <p>4. Negotiate a price with the employer, including the following checks:- Additional payments / bursaries / small employer waiver Relevant prior learning (which would reduce the duration of the programme and the negotiated price) That the employer understands any obligations in relation to co-investment (where appropriate)</p> <p>5. Manage/provide the off-the-job training as detailed in the plan of training :- Provide an induction programme to the (named) apprentice (and the employer if required) that explains the plan of training Provide appropriate learning materials to the apprentice. Report (named) apprentice non-attendance at scheduled training sessions to the employer Manage/oversee the delivery provided by any other party (subcontractors) as detailed in the plan and in accordance with the funding rules. Pass on apprenticeship funding to any subcontractors (as agreed with the employer) and to the end point assessment organisation selected by the employer Ensure the quality of delivery through regular observations of teaching and learning, and apprentice/ employer feedback Provide any certification as agreed with the employer/apprentice and/or required by the apprenticeship. Lead the tripartite progress reviews with the apprentice and employer. Update the Commitment Statement in consultation with the Employer and Apprentice as and when required Agree, with the apprentice and employer, when learning is complete and the apprentice is ready to undertake the end-point assessment</p> <p>6. Administer the programme:- Complete any required paperwork (e.g. ILR) and upload data to the ESFA as required to trigger funding Make efforts to secure alternative employment for the (named) apprentice if made redundant by the employer. Seek to resolve any complaints brought by the apprentice/employer</p>
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Main Provider:

Resolving problems

<p>Resolving problems between the Employer and the Apprentice</p>	<p>Havant and South Downs College cannot advise on employment disputes and whilst we will endeavour to support both parties in an impartial fashion, we would refer Employer and Apprentice to ACAS (Advisory, Conciliation and Arbitration Service) Whether you are an employer, employee or representative, you can call the Acas helpline for free and impartial advice. They will provide you with clear and confidential guidance about any kind of dispute or query that you have about relationship issues within the workplace. 03001231100.</p>
<p>Resolving problems between the Employer/ Apprentice and the Training Provider</p>	<p>Any issues between the Employer/Apprentice and the Training Provider will be addressed through the complaints and appeals procedure as identified in the Employer Training Agreement.</p>
<p>In the event that any complaint needs to be raised</p>	<p>Please contact Chris Richards Email: chris.richards@hsvc.ac.uk Phone: 02392 794 661 In the event that you are not satisfied with our primary respondent you can escalate your complaint through our policies page on the college website www.hsvc.ac.uk/policies In the event you are not satisfied by the College's resolution of any complaint, you can escalate your complaint to the apprenticeship helpline. Phone: 0800 0150400</p>

Please sign to confirm that you agree with this commitment statement:

<p>Apprentice</p>
<p>Employer</p>
<p>Lead Provider</p>



Apprentice Hours Per Week (Hrs)
Weeks On Programme (Wks)
Less Annual Leave Entitlement (Wks)
Minimum 20% Calculation (Hrs)

Apprenticeship Agreement

Provider

Employer

Apprentice

Skill, Trade or Occupation

Qualification and level

Duration

Start Date

Planned end date

1. The apprenticeship agreement

The apprenticeship agreement is a statutory requirement for the employment of an apprentice in connection with an approved apprenticeship standard. It forms part of the individual employment arrangements between the apprentice and the employer; it is a contract of service (i.e. a contract of employment) and not a contract of apprenticeship. If all the requirements of section 1 of the Employment Rights Act 1996 are complied with, the apprenticeship agreement can also serve as the written statement of particulars of employment. You are not required to use this template, but the requirements of the legislation as described below must be met when you form your apprenticeship agreement.

2. Why an apprenticeship agreement is required

The Apprenticeships, Skills, Children and Learning Act 2009 (ASCLA) introduced the requirement for an apprenticeship agreement to be in place when engaging an apprentice under a statutory apprenticeship. The requirements for an apprenticeship agreement can be found in section A1 of ASCLA and the Apprenticeships (Miscellaneous Provisions) Regulations 2017.

3. When the apprenticeship agreement must be in place

An apprenticeship agreement must be in place when an individual starts a statutory apprenticeship programme and should remain in place throughout the apprenticeship. The end date is when the end-point assessment is due to be completed.

4. The 'practical period'

The practical period is the period for which an apprentice is expected to work and receive training under an approved English apprenticeship agreement. The practical period does not include the end-point assessment. For the purpose of meeting the Education and Skills Funding Agency funding requirements, the practical period start date set out in the apprenticeship agreement must match the practical period start date in the commitment statement and the start date in the Individual Learner Record.

5. In certain circumstances, an apprenticeship can be completed without an apprenticeship agreement being in place

To commence a statutory apprenticeship (when an individual starts their apprenticeship programme) it is a legal requirement that an apprenticeship agreement be in place. The two circumstances in which an apprentice can complete a statutory apprenticeship without an apprenticeship agreement are where (i) they are holding office as an apprentice police constable, or as an apprentice minister of a religious organisation; or (ii) where they have been made redundant with less than six months of their apprenticeship's practical period left to run (see regulation 6 of the Apprenticeships (Miscellaneous Provisions) Regulations 2017).

6. Who needs to sign the apprenticeship agreement?

The employer and the apprentice need to sign the agreement – it is an agreement between these two parties only. Training providers sign a separate commitment statement which outlines the planned content and schedule for training, what is expected of and offered by the employer, provider and the apprentice, and how to resolve queries or complaints.

7. What you need to do with the signed agreement

You (the employer) must keep the agreement for the duration of the apprenticeship and give a copy to the apprentice and the training provider.

8. Information needed in an apprenticeship agreement

The apprenticeship agreement must comply with the requirements as provided in ASCLA. It must:

- provide for the apprentice to work for the employer for reward in an occupation for which a standard has been published by the Institute for Apprenticeships and Technical Education;
- provide for the apprentice to receive training in order to assist the apprentice to achieve the standard in the work done under the agreement;
- specify the apprenticeship's practical period; and
- specify the amount of off-the-job training the apprentice is to receive.

9. Specifying the amount of off-the-job training

This is a requirement of the Apprenticeships (Miscellaneous Provisions) Regulations 2017. Off-the-job training is a critical requirement of apprenticeships and, in order to meet the Education and Skills Funding Agency's funding rules, this must be at least 20% of the apprentice's normal working hours over the total duration of the apprenticeship (until gateway). Off-the-job training can only be received by an apprentice during their normal working hours. Maths and English, up to and including level 2, does not count towards the minimum 20% off-the-job training requirement. The amount of off-the-job training should be agreed with the main provider. The provider must account for relevant prior learning the apprentice has received and reduce the content and duration of off-the-job training as necessary to achieve occupational competence. All apprenticeships must be of minimum duration of 12 months and include at least 20% off-the-job training.

10. Off-the-job training definition

Off-the-job training is defined as training which is received by the apprentice, during the apprentice's normal working hours, for the purpose of achieving the standard connected to the apprenticeship. It is not on the job training received by the apprentice for the sole purpose of enabling the apprentice to perform the work to which the apprenticeship agreement relates. More information, including examples of off-the-job training, can be found on gov.uk .

11. The apprenticeship agreement does not mean a change to existing contracts or terms and conditions

Any apprenticeship entered into before 15 January 2018 (the date the Apprenticeships (Miscellaneous Provisions) Regulations 2017 came into force) will not be affected by the additional requirements that must be set out in an apprenticeship agreement. Any apprenticeship entered into after 15 January 2018 in connection with an apprenticeship standard must satisfy the requirements of the 2017 Regulations.

Apprentice
Employer
Lead Provider

APPRENTICESHIP REGISTRATION FORM

To be completed by Apprentice - Please use BLOCK CAPITALS

Forename and Surname -			
Address - Including town			
Postcode			
Gender	Male	Female	Prefer to Self Describe
Date of Birth			
Ethnic Group			
National Insurance Number			

Employer / Business Name				
Contact Person in Employment				
Employer Address - Including Town				
Postcode				
Phone Number				
Email				
Employer Size	0-10	11-50	51-250	250+

To be completed by HSDC Assessor/Staff - Please use BLOCK CAPITALS

Start Date					
Expected End Date					
Apprenticeship/Pathway full title					
Apprenticeship Level	1	2	3	4	5
Qualification linked to Apprenticeship if applicable (eg. NVQ, Diploma)					
Qualification code					
Awarding Body					
End Point Assessment (if standard)					
Functional skills - tick appropriate	Maths -			Level 1	Level 2
	English -			Level 1	Level 2
	ICT -			Level 1	Level 2
Enhancements (note any additional stand-alone elements if applicable - e.g. ERR) with qualification numbers					

Checked
by administration
team

Please register the above candidate for the Apprenticeship and qualification noted