

**PERSONAL DETAILS**

Male <input type="checkbox"/>	Female <input type="checkbox"/>	Other <input type="checkbox"/>	Title:	Date of birth: (evidence of this will have to be provided)					
Surname:				ULN number:					
Forename(s):				National Insurance number:					
Address (at the start of the programme):				Telephone: Mobile:					
Postcode (at the start of the programme):				Postcode prior to enrolment if different					
Email (personal): Email (work):									
Emergency contact name:									
Emergency contact telephone number:									
Parent or guardian details are needed if you are under 18:			Parent/Guardian Name:						
Ethnicity			Parent/Guardian Telephone:						
<table border="0"> <tr> <td style="vertical-align: top;"> <b>White</b>  <input type="checkbox"/> English / Welsh / Scottish / Northern Irish / British  <input type="checkbox"/> Irish  <input type="checkbox"/> Gypsy or Irish Traveller  <input type="checkbox"/> Any Other White background             </td> <td style="vertical-align: top;"> <b>Mixed / Multiple ethnic group</b>  <input type="checkbox"/> White and Black Caribbean  <input type="checkbox"/> White and Black African  <input type="checkbox"/> White and Asian  <input type="checkbox"/> Any Other Mixed / multiple ethnic background             </td> <td style="vertical-align: top;"> <b>Asian / Asian British</b>  <input type="checkbox"/> Indian  <input type="checkbox"/> Pakistani  <input type="checkbox"/> Bangladeshi  <input type="checkbox"/> Chinese  <input type="checkbox"/> Any other Asian background             </td> <td style="vertical-align: top;"> <b>Black / African / Caribbean / Black British</b>  <input type="checkbox"/> African  <input type="checkbox"/> Caribbean  <input type="checkbox"/> Any other Black / African / Caribbean background  <b>Other ethnic group</b>  <input type="checkbox"/> Arab  <input type="checkbox"/> Any other ethnic group             </td> <td></td> </tr> </table>					<b>White</b> <input type="checkbox"/> English / Welsh / Scottish / Northern Irish / British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any Other White background	<b>Mixed / Multiple ethnic group</b> <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any Other Mixed / multiple ethnic background	<b>Asian / Asian British</b> <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background	<b>Black / African / Caribbean / Black British</b> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black / African / Caribbean background <b>Other ethnic group</b> <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group	
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**WHAT APPRENTICESHIP STANDARD ARE YOU APPLYING FOR?**

Standard:

**MOST RECENT SCHOOL/COLLEGE OR OTHER EDUCATION**

Applicants need to list all their previous qualifications and training. They may be asked to provide original certificates for verification. The purpose of this process is to Recognise their Prior Learning (RPL). RPL relates to the use of knowledge, understanding and skills that the applicant has already demonstrated through either a previous qualification / training or job role.

RPL allows the use of this prior learning or experience to be counted towards the achievement of units within a qualification. The aim is to stop learners duplicating learning or accreditation that they have already achieved.

- It is very important that**
- ◆ you give details of your English and maths.
  - ◆ you include the highest qualification you have achieved is and the level.
  - ◆ you include any qualifications/training done relating to the programme you are applying for

GCSEs at grade D – G or grade 3-1= Level 1      GCSEs at grade A\* - C or grade 9-4 = Level 2      AS and A Level = Level 3  
 Certificates of Higher Education = Level 4      Foundation Degree= Level 5      Bachelor's Degree= Level 6      Master's Degree= Level 7

Details of qualifications/exams taken or pending	Level and type of qualification e.g. GCE/GCSE/OCN/NVQ	Results	Date achieved (if applicable)	School/College/Provider


### EMPLOYMENT HISTORY

Please tick as appropriate. Are you currently **employed?**  **unemployed** looking for an apprenticeship?

**If unemployed:**  
How long have you been unemployed?  
  
Are you in receipt of any employment or other state benefit? If so please state which.

**If employed :** Please enter previous and present employment in date order (you may include details of voluntary work).  
If you are applying for an Apprenticeship and your current employer is supporting you please tick here:

Employer's name and address	Nature of work	From (date)	To (date)

### HOUSEHOLD INFORMATION

In principle, this sensitive Information must be collected for all participants. Nevertheless, individuals reserve the right to refuse consent for the data to be collected, as the data is to be collected by consent.

Please tick which of the following statements apply (one or more may apply):

- No member of the household in which I live (including myself) is employed
  - The household that I live in includes only one adult (aged 18 or over)
  - There are one or more dependent children (aged 0-17 years or 18-24 years if full time student or inactive) in the household
  - None of these statements apply
- Or
- I confirm that I wish to withhold this information

### ADDITIONAL SUPPORT QUESTIONNAIRE

1. Do you have any health or medical conditions? (Consider allergies too)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you answered 'Yes' to question 1 please give details:		
2. Do you have a disability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you answered 'Yes' to question 2 please give details.		
3. Do you have a learning difference? (e.g. Dyslexia, Dyspraxia etc.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you answered 'Yes' to question 3 please give details and if already certified please provide evidence.		

4. Do you have any wellbeing issues? (e.g. depression, anxiety, eating problems, obsessive compulsive disorder, phobias or personality disorders)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you answered 'Yes' to question 4 please give details:		
5. If you have more than one condition/disability/ learning difficulty or issue, which one would you consider to be your primary one?		
6. Is there any support you think you would require during your training?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you answered 'Yes' to question 6 please give details:		

### ELIGIBILITY CHECK FOR APPRENTICESHIPS

To access government funded training, a learner must firstly meet a set eligibility criteria and then complete the relevant documents which training providers will process on their behalf.

If, a person does not meet the criteria for government funding, training could still be provided however, it will need to be funded by the employer or the individual.

<b>Eligibility for Apprenticeship Funding</b>	<b>YES</b>	<b>NO</b>
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### RESIDENCY INFORMATION

#### UK NATIONALS

Are you UK National (British)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you 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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>(UK nationals in the EEA)</b> Have you 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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

#### EEA NATIONALS in the UK

If you are not British, are you a citizen of a country within the European Economic Area (EEA) or other countries determined within the European Economic Area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What is your country of birth?		
What is your nationality?		
<b>If you are Irish please answer this question:</b> Have been ordinarily resident in the UK, Ireland, or the EEA for at least the previous three years before the start of the apprenticeship.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>All other EEA nationals</b> please answer the following questions	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you obtained either pre-settled or settled status under the EU Settlement Scheme? <small>*Applicants NOT born in the UK will need to prove their pre-settled or settled status</small>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
have been ordinarily resident in the EEA, Gibraltar, or the UK for at least the previous three years before the start of the apprenticeship? <small>*Applicants NOT born in the UK will need to prove their residency</small>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

#### NON-UK NATIONALS (those that fall into the categories above)

Do you have permission from the UK government to live in the UK (not for educational purposes)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you been ordinarily resident in the UK for at least the previous three years before the start of the apprenticeship?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please state what type of permission you have got. Your immigration status will determine whether you are eligible for funding. We will need to see your immigration permission and check this against the latest <b>Apprenticeship funding rules</b> for main providers to establish your eligibility.	PERMISSION TYPE:  EXP. DATE:	

#### OTHER GENERAL INFORMATION REQUIRED FOR ELIGIBILITY PURPOSES

1. Have you got a contract of employment with your employer and are you aware of your job role?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Are you currently undertaking any other form of funded qualifications or training? If yes, please give details.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

3. Have you got an Education Health and Care plan provided by your local authority or have you been in the care of your local authority? If yes, please give details	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. If you have answered yes to the question above we need your permission to share this with your employer. This will not affect your programme or employment but will have an impact on the funding we can get to support your programme. To agree to give us permission to share please tick and sign.	<input type="checkbox"/> Yes I agree.	

**How we use your personal information:**

Please note that the information you give in this application form will be used as the basis to check if you are eligible for the apprenticeship you are applying for. If successful then your details will be held on our learner record system and will be used for the purposes of administration, guidance, monitoring and feedback to assist you with your apprenticeship. As part of our administration process we will send you information and communications relating to your application and admissions (by email, text, post or phone). Email will be your ticked as your preferred method of communication unless other is specified here ... ..

The Data you supply will also be used to check your prior learning and/or obtain a unique learner number from the Learner Record Service. We will have to make some of your information available to external agencies e.g. Ofsted, auditors, examination and certification agencies; end-point assessment organisation and the Apprenticeship Service. By signing this application you agree to all the above. Request our Privacy Policy if you want further details.

When you start your programme your data will be passed to the Education and Skills Funding Agency. See their privacy note below.

**ESFA Privacy notice**

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 used for education, training, employment and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation.

You can agree to be contacted by other third parties by ticking any of the following boxes:

- About courses or learning opportunities.  For surveys and research.  
 By post.  By phone.  By e-mail.



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/esfa-privacy-notice>

To meet the requirements of the data protection legislation, schools, colleges and learning/training organisations are responsible for issuing a copy of the privacy notice to learners and/or parents/guardians. This notice summarises the information held on record about them, why it is held and the third parties with whom the data may be shared.

**Learner Record Service Privacy notice**

The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE). For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notice>

The applicant: I confirm that to the best of my knowledge the information given on this form is correct and if needed I will give any other relevant information to assist in learner or programme eligibility check

Signature:

Date:

Please return to BEMA by Post: BEMA Ltd,5a Stover Road. Yate, Bristol BS37 5JN or by E-mail: admin@bema.co.uk

<b>For office use only</b>		<b>Programme</b>			
Learning/programme start date			Programme planned end date (This includes EPA)		
Learning planned end date			Off the job planned hours		
English and maths tick if needed (if none ticked= learner exempt)	<input type="checkbox"/> English L1	<input type="checkbox"/> English L2	<input type="checkbox"/> Maths L1	<input type="checkbox"/> Maths L2	
ULN number (LRS)			Learner Record report in file / uploaded		
Prior learning checked and assessed *			Initial Skills done *		
* If "NO" has been entered explain reasons for the NO:			* If "NO" has been entered explain reasons for the NO:		

- I confirm that the date of birth in application is correct.
- I confirm that the apprentice is over 15 and has legally left school.
- I confirm I have seen the applicant's identity documents
- I confirm that, where applicable, I have seen their immigration permission to verify their residence eligibility in line with Annex A of the funding rules and
- I confirm I am satisfied the applicant is eligible for funding.

<b>Name</b>		<b>Signature</b>	
<b>Date</b>			

**Other information if applicable (i.e. documents checked for ID, residency and immigration) :**