**AAT Apprenticeship Application Form**

**Please do not leave any areas blank and ensure all questions are answered**

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| **SECTION 1 – MAIN DETAILS** | | | | | | |
| **Business Name:** | |  | | | | |
| **Business Address:** | |  | | | | |
| **Office phone number:** | |  | | | | |
| **Person responsible for H&S:** | |  | | | | |
| **ERN Employer reference No.:** | |  | | | | |
| **How many staff do you employ?** | |  | | | | |
| **Do you pay the apprenticeship Levy?** | | **Yes** | |  | **No** |  |
| **If no, how would you prefer to pay the 5% employer contribution?** | | | | | | |
| **Full amount up front** |  | | **Spread over 10 monthly payments** | |  | |

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| **SECTION 2 – APPRENTICE PERSONAL DETAILS** | | | | | |
| **Title (e.g. Mr, Mrs, Ms)** |  | | | | |
| **First Name:** |  | | | | |
| **Last Name:** |  | | | | |
| **Date of Birth:** |  | | | | |
| **Current Age:** |  | | | | |
| **Home Address:** |  | | | | |
| **Home Email:** |  | | | | |
| **Work Email:** |  | | | | |
| **Mobile Number:** |  | | | | |
| **National Insurance Number:** |  | | | | |
| **AAT Registration No. (if applicable):** |  | | | | |
| **Which office will they work in?** |  | | | | |
| **Study location – please select from the below:** | | | | | |
| **Exeter College Day** | |  | | **Plymouth College Day** |  |
| **Taunton College Day** | |  | | **St Austell College Day** |  |
| **Camborne College Day** | |  | | **Falmouth College Day** |  |
| **Remote Only** | |  | |  | |
| **Please indicate preferred day: (we will try our best to accommodate your request, subject to availability)** | | | |  | |
| **Manager’s Name:** | | |  | | |
| **Manager’s Email Address:** | | |  | | |
| **How many hours per week will they work?** | | |  | | |
| **How many days holiday will they get?** | | |  | | |
| **Employment start date:** | | |  | | |
| **Is there a contract of employment in place?** | | |  | | |
| **Is this a fixed term contract? If yes, when does it end:** | | |  | | |
| **Is at least 50% of working time spent in England?** | | |  | | |
| **Are there any planned holidays or other periods of absence over the next three months?**  **If yes, please provide dates:** | | |  | | |
| **Has the apprentice enrolled on any previous apprenticeship programmes in the last two years?**  **Please provide details, and whether these have been completed:** | | | **(please note this will not necessarily mean you cannot continue, we need to know for funding purposes so please let us know, even if you left after 1 month etc)** | | |
| **Has the apprentice worked in finance or business previously?**  **If yes, please provide details:** | | |  | | |

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| **SECTION 3 - TRAINING** | | | | | | | | | | | |
| **Apprenticeship (Please select from the following):** | | | | | | | | | | | |
| Level 2: Accounts / Finance Assistant | | | | | | | | | | |  |
| Level 3: Assistant Accountant | | | | | | | | | | |  |
| Level 4: Professional Accounting Technician | | | | | | | | | | |  |
| **If Level 3, will they complete the Level 2 Certificate in Bookkeeping as well?** | | | | | | | | | | |  |
| **If Level 4, which optional units will they complete?** | |  | | | | | | | | | |
| **STANDARD APPRENTICESHIP DURATION (Select from the below):**  If not, please indicate below your preferred duration for the apprenticeship and explain why in the “any factors” section overleaf. | | | | | | | | | | | |
| **Level 2: Accounts / Finance Assistant** | | **14 months** | | |  | **Preferred duration:** | | | | |  |
| **Level 3: Assistant Accountant** | | | | | | | | | | | |
| AAT Level 3 only | | **16 months** | | |  | **Preferred duration:** | | | | |  |
| AAT Level 3 + AAT Level 2 Bookkeeping | | **19 months** | | |  | **Preferred duration:** | | | | |  |
| **Level 4: Professional Accounting Technician** | | **18 months** | | |  | **Preferred duration:** | | | | |  |
| **SECTION 4 – ELIGIBILITY** | | | | | | | | | | | |
| **To be eligible for an apprenticeship, you must have the right to work and study in England and be one of the following (please tick the one that applies to you:** | | | | | | | | | | | |
| A UK national who has been ordinarily resident in the EEA/UK for at least 3 years prior to the start of the Apprenticeship. | | | | | | | | | |  | |
| Have the Right of Abode in the UK and have been ordinarily resident in the UK for at least 3 years prior to the start of the Apprenticeship. | | | | | | | | | |  | |
| An EEA National who has obtained presettled or settled status under the EU settlement scheme and has been ordinarily resident in the EEA/UK for at least 3 years prior to the start of the Apprenticeship. | | | | | | | | | |  | |
| A non-UK national with 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 3 years prior to the start of the Apprenticeship. | | | | | | | | | |  | |
| **Country of birth:** |  | | | | | | | | | | |
| **I have the right to work in England with no restrictions:** | | | | **Yes** | | |  | | **No** |  | |
| **How many hours a week paid study leave will be provided?** | | | | | | | | | |  | |
| **How many hours a week of paid internal training (linked to the apprenticeship learning outcomes) will be provided?** | | | | | | | | | |  | |
| **How many hours a week of personal (unpaid) study time will the apprentice be expected to undertake?** | | | | | | | | | |  | |
| **What is the prospective apprentice’s current job role and for how long have they been undertaking it?** | | | | | | | | | | | |
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| **What work experience will be provided during the apprenticeship in order to develop significant new skills and when do you anticipate that this well be obtained? Please make this as detailed as possible.** | | | | | | | | | | | |
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| **If there any factors that you would like us to take into account when planning and delivering this apprenticeship, please specify. E.G. Any times of the month or year when the office is extremely busy and it might be hard for the apprentice to be able to find the time to study? Are there quieter times when they can catch up?** | | | | | | | | | | | |
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| **SECTION 5 – EDUCATION HISTORY** | | | | | | | | | | | |
| **Have you officially left school?** | | | **Yes** | | |  | | **No** | |  | |
| **Are you currently enrolled on any other training course?** | | | **Yes** | | |  | | **No** | |  | |
| **If yes, please advise the planned end date of your current course:** | | | | | |  | | | | | |
| **If yes, please provide full details of the course:** | | | | | | | | | | | |
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**Please list all your qualifications to date. For Maths and English we will need to be provided with certificated evidence of these qualifications. If you cannot provide these, you may be required to complete Functional Skills as part of your programme. Please also ensure to list AAT units and results already achieved, together with any finance-related qualifications (like an A-Level in Accounting or Business, or a degree in Economics etc.).**

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| **Qualifications** | **Start / End date** | **Grade** | **Do you have your certificate?** |
| GCSE - Maths |  |  |  |
| GCSE - English |  |  |  |
| **A – Levels (if applicable)** |  |  |  |
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| **Degree (if applicable)** |  |  |  |
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| **Masters (if applicable)** |  |  |  |
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| **AAT Qualifications:** |  |  |  |
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| **Any other relevant qualifications:** |  |  |  |
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| **SECTION 6 – CONFIDENTIAL INFORMATION** | | | | | | | | | | | |
| **The reason we ask this information is to identify whether we can support you in any way. This could include more time in exams, extended duration of study and additional resources. If you would prefer not to say and to discuss this privately, please contact your contact at Accountancy Learning directly.** | | | | | | | | | | | |
| **Please tick any may apply:** | | | | | | | | | | | |
| I am an Asylum Seeker | | | | |  | I am in care / a care leaver | | | | |  |
| I am a carer | | | | |  | I prefer not to say | | | | |  |
| I have an EHCP | | | | |  | None of these statements apply | | | | |  |
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| **4** | Vision impairment |  | **9** | Mental Health Difficulty |  | **14** | Autism spectrum disorder |  | **94** | Other specific learning difficulty (e.g. dyspraxia) |  |
| **5** | Hearing impairment |  | **10** | Moderate learning difficulties |  | **15** | Asperger’s syndrome |  | **95** | Other medical condition (for example epilepsy, asthma, diabetes) |  |
| **6** | Disability affecting mobility |  | **11** | Severe learning difficulties |  | **16** | Temporary disability after illness (e.g. post viral) or an accident |  | **96** | Other learning difficulty |  |
| **7** | Profound complex disabilities |  | **12** | Dyslexia |  | **17** | Speech, language and communication needs |  | **97** | Other disability |  |
| **8** | Social and emotional difficulties |  | **13** | Dyscalculia |  | **93** | Other physical disability |  | **98** | Prefer not to say |  |
| \* If you have more than one disability, learning difficulty and/or health problem tick all applicable and then please mark your most significant or primary learning difficulty, disability or health problem, that impacts on your education with a 1 | | | | | | | | | **99** | Not provided |  |

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| **SECTION 7 – COMMITMENT TO THE PROGRAMME** |
| **The Main Provider Will:** |
| 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. |
| 1. **Conduct the following checks with the employer:** |
| * The employer was offered (for new recruits) 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 a volume of training that meets the off-the-job training policy * The employer will allow the apprentice to complete their off-the-job training (and maths and English if required) during working hours * The employer will give the apprentice appropriate support and supervision. |
| 1. **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). |
| 1. **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). |
| 1. **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 * Arrange 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 Training Plan 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. |
| 1. **Administer the programme:** |
| * Complete any required paperwork (e.g. ILR) and upload data to the DfE/ESFA as required to trigger funding. * Make effort to secure alternative employment for the (named) apprentice if made redundant by the employer. * Seek to resolve any complaints brought by the apprentice/employer. |
| **The Employer (manager of the apprentice) will:** |
| 1. **Work with their selected provider to identify the most suitable apprenticeship standard.** |
| 1. **Provide assistance to the main provider in the eligibility checks of the apprentice (outlined above).** |
| 1. **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 * That the apprentice has the opportunity in their job role to gain the knowledge, skills and behaviours needed to achieve the apprenticeship * That the apprentice has the appropriate support and supervision to carry out their job role * They have agreed that prior learning has been taken into account with the design of the programme (where relevant) * They have acknowledged that an apprenticeship requires a volume of training that meets the minimum off-the-job training policy * That all off-the-job training (and maths and English if required) must be completed during working hours |
| 1. **Negotiate the price with the provider, taking into account the apprentice’s prior learning, and understands any obligations in relation to the co-investment.** |
| 1. **Choose an end-point assessment organisation and negotiate a price at least 6 months before reaching gateway.** |
| 1. **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 * Agree, with the apprentice and provider, when learning is complete and the apprentice is ready to undertake the end- point assessment. |
| 1. **Seek to resolve any complaints brought by the apprentice / provider.** |
| **The Apprentice will:** |
| 1. **Give the main provider relevant information to assist in learner or programme eligibility checks.** |
| 1. **Comply with any policies and procedures as outlined in this Training Plan.** |
| 1. **Attend all required off-the-job training and workshops (or notify the provider/employer (in advance where possible) of non-attendance.** |
| 1. **Commit to the learning activities required in each module, including any additional self-study and research (to take place during working hours).** |
| 1. **Complete any coursework, assignments and exams required to complete the apprenticeship.** |
| 1. **Assist the main provider in collecting evidence of off-the-job training (where information is held by the apprentice).** |
| 1. **Attend and contribute to the progress review meetings.** |
| 1. **Agree, with the employer and main provider, when learning is complete and that they are ready to undertake the end-point assessment.** |
| 1. **Bring any issues to the attention of the employer / main provider, including any learning support / health issues that might affect the plan of training.** |
| **Further Apprentice Consent** |
| Accountancy Learning may store and use my personal and sensitive information for the purpose of administering and delivering my apprenticeship. This includes sharing my apprenticeship performance with my employer.  Accountancy Learning may also arrange with the AAT for them to send achievement certificates directly to Accountancy Learning, to then forward to me on upon completion of all the learning elements of this apprenticeship programme, including the EPA. |

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|  | **Apprentice** |  | **Employer (Manager of the Apprentice)** |
| **Name** |  |  |  |
| **Signature** |  |  |  |
| **Date** |  |  |  |

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| **Parental consent for Apprentices under 18** | |
| **Parent or guardian signature** |  |
| **Print Name** |  |
| **Date** |  |