



Delivery Name:

Employer Agreement Number (REQUIRED):

Please complete this form in **FULL**, in **BLOCK CAPITALS** and **BLACK INK**

Personal Details

1. Please complete your personal details below

First Name/s: Surname:

Title (Mr/Mrs/Miss etc...): Previous Name/s: (i.e. maiden name/change of name etc..):

Preferred Name: (i.e. name you would like on your certificates, if different)

NI Number: Date of Birth (DD/MM/YY):

House Number/Name & Street Name: Town:

County: (e.g. West Mids) Post Code:

Home Tel. No: Mobile No.:

E-mail Address:

Time spent at Current Address: (e.g. 3 years) Gender (please ✓): Male Female Current Age:

Ethnicity (Please ✓ ONE from below)

White	Mixed / Multiple Ethnic Group	Asian / Asian British
English / Welsh / Scottish / Northern Irish / British	White and Black Caribbean	<input type="checkbox"/> Indian
Irish	White and Black African	<input type="checkbox"/> Pakistani
Gypsy or Irish Traveller	White and Asian	<input type="checkbox"/> Bangladeshi
Any Other White background	Any Other Mixed / Multiple ethnic background	<input type="checkbox"/> Chinese
Black / African / Caribbean / Black British	Other Ethnic Group	<input type="checkbox"/> Any Other Asian background
African	Arab	
Caribbean	Any Other Ethnic Group	
Any other Black / African / Caribbean background		

Health

Do you consider yourself to have any disabilities, health problems or learning difficulties? (if yes, please specify below) Yes No

- | | | |
|-----------------------------------|---|--|
| 1 Visual impairment | 8 Severe learning difficulties | 15 Other physical disability |
| 2 Hearing impairment | 9 Dyslexia | 16 Other specific learning difficulty (e.g. dyspraxia) |
| 3 Disability affecting mobility | 10 Dyscalculia | 17 Other medical condition (e.g. epilepsy, asthma, diabetes) |
| 4 Profound complex disabilities | 11 Autism spectrum disorder | 18 Other learning difficulty |
| 5 Social & emotional difficulties | 12 Asperger's syndrome | 19 Other disability |
| 6 Mental health difficulty | 13 Temporary disability after illness or accident | 20 Prefer not to say |
| 7 Moderate learning difficulties | 14 Speech, Language & Communication Needs | |

From the list above please tell us which number you think is the most important to you and affects you most in your education

Does the applicant have an Education Health Care Plan (EHCP)? Yes No



Please provide below any further information you think we may need to know regarding your disabilities, health or learning difficulties

Note: Please include any medication you require for the conditions specified above as well as the frequency and any special requirements

Care Leaver or Looked After Status (i.e. foster care/care home)

Are you 16 or 17 and have you been looked after by the local authority/Health and social care trust for at least 13 weeks since the age of 14 and are still being looked after? (Eligible)	Yes	No	N/A
Are you 16 or 17 and left care after your 16 th birthday, but was looked after by the local authority/health and social care trust for at least 13 weeks since the age of 14? (Relevant)	Yes	No	N/A
Are you 18 to 21 (up to your 25 th birthday if in education or training) and previously met either of the above? (Eligible or Relevant)	Yes	No	N/A

2. Nationality & Residency Status

UK/EEA - Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Republic of Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden)

(a) Are you a British or European (EEA) Citizen?	Yes	<input type="checkbox"/>	No
(b) Have you lived in the UK or EEA consistently for the last 3 years?	Yes	<input type="checkbox"/>	No
(c) What is your Nationality?	<input type="text"/>		
(d) Are you planning on leaving the country for any reason within the duration of the programme (i.e. extended holiday, work commitments etc..)?	Yes	<input type="checkbox"/>	No

If you have answered 'No' to being a British or European Citizen please complete the following questions, if you answered 'Yes' please go straight to Section 3. Household Situation

(e) Are you the family member of a UK, EEA or EU citizen and have they been ordinarily resident in the EEA for at least 3 years prior to you applying for this programme? <i>If so, tell us your relationship to this person? (i.e. husband, wife etc...)</i>	Yes	<input type="checkbox"/>	No
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(f) Do you have one of the following immigration statuses? (if yes, please specify below)	Yes	<input type="checkbox"/>	No
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- | | | |
|---------------------------------------|--|---------------------------|
| 1 Refugee Status | 3 Exceptional Leave to Enter/Remain | 5 Humanitarian Protection |
| 2 Discretionary Leave to Enter/Remain | 4 Indefinite Leave to Enter/Remain | 6 Leave Outside the Rules |
| 7 Stateless Leave to Remain | 8 The husband, wife, civil partner or child of someone with one of the above immigration status' | |

(g) Are you an Asylum Seeker with the following Status? (if yes, please specify below)	Yes	<input type="checkbox"/>	No
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- 1 I have been legally in the UK while my claim is being considered by the Home Office for longer than 6 months and no decision has been made
- 2 I am in the care of the local authority and receiving Local Authority Support

(h) Have you been refused Asylum but meet one of the following criteria? (if yes, please specify below)	Yes	<input type="checkbox"/>	No
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- 1 I have lodged an appeal within the last 6 months but have not yet had a decision
- 2 I have been granted Section 4 support under the immigration & Asylum Action 1999
- 3 I am in the care of the Local Authority and receiving Local Authority Support

(i) If your Immigration status is not listed above please identify your status below	Yes	<input type="checkbox"/>	No
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- 1 I have a Tier 4 Student Visa
- 2 None of the statements above apply, my status is....(please specify)



3. Household Situation

(a) Please select your current household situation from the options below

- 1 All members of the household are unemployed and there is one or more dependant (child)
- 2 All members of the household are unemployed and there are no dependants (children)
- 3 Learner lives in a single parent household with dependants (at least 1 child)
- 4 None of the 3 statements above apply
- 5 Learner has withheld this information or prefers not to say

Education and Training

4. Please tell us about your prior education and any training or qualifications you have achieved or undertaken to date

(a) Does the Personal Learning Record contain all of your qualifications? Yes No If not, please detail any missing below

List <i>in full</i> any qualifications and certificates					
NVQs, GCSEs, A' Levels etc...	Subject	Grade / Level	Where did you achieve this?	Date Achieved (DD/MM/YY)	Could you provide a copy of the certificate?
					Yes No
					Yes No
					Yes No
					Yes No
					Yes No
					Yes No
					Yes No
					Yes No

(b) Please list any non-accredited/in-house learning

Subject	Grade / Level	Where did you achieve this?	Date Completed (DD/MM/YY)

(c) Are you currently undertaking any other funded learning? (if yes, please specify below what subject, level and type)

Yes

No

(d) Have you previously started and not completed any other funded learning? (if yes, please specify below the subject, level, type & date ended)

Yes

No



*If you need more space please complete on a separate piece of paper

Current Employment Status

5. Are you currently in paid employment?

Yes
(please skip to Question 6, below)

No
(please complete details below then skip to Question 7)

As you are currently unemployed we would like to ask you some questions so that we can better support you

(a) Please tell us about the type of work you would like to do Do you have any experience?

Preferred Job Role	<input type="text"/>	Yes	No
2 nd Choice Role	<input type="text"/>	Yes	No

(b) Is there an employer you would really like to work for? If so, please tell us who it is and why

(c) Please tell us how many hours you would like to work per week and any specific times/days

(d) Please tell us where you would be willing to travel to for work (Detail areas/distance etc..)

6. As you are currently employed, we need to understand your current role further.

(a) What is the name of your current employer?

(b) What date did you start working with your current employer? (DD/MM/YY)

(c) What is your current job title?

(d) What date did you start your current job role, if different to 6(b)? (DD/MM/YY)

(e) What type of Employment Contract do you have? Permanent (1) Fixed Term (2) Zero Hours (3)

(f) If you are on a Fixed Term (2) Contract, what date does this end? (DD/MM/YY)

(g) How many hours do you generally work per week? (e.g. average for the last 4 weeks?)

(h) If you do not generally work 30+ hours per week please briefly detail why

(i) Have you worked in a similar job role previously? Yes No

(j) If so, please confirm how long you have worked in a similar role prior to this one?

(k) As you are already employed, is there a need for you to learn significant new knowledge and skills in your role? Yes No

(l) If so, please tell us what skills and knowledge you feel you need to develop?



(m) Please tell us how you think an apprenticeship will benefit you and your employer?

About You & Your Career Objectives

7. We would now like to ask you a little more about yourself and your plans for your future

(a) Please tell us what your career goals are and what you would like to be doing in 5 years' time.

(b) Please tell us how you think you can achieve your career goals above
(e.g. further training, being promoted, taking on extra responsibilities, delivering higher quality and/or performance etc...)

(c) Please tell us what apprenticeship you would like to achieve

(d) Please tell us what you think are your strengths, what are you good at?

(e) Please tell us what you think are your weaknesses, what do you need support with or need to develop further?

(f) Please tell us about your hobbies and interests and what you like to do in your spare time?

Cinema	<input type="checkbox"/>	Cooking/Baking	DIY	<input type="checkbox"/>	Exercise	Gaming	Listening to music
Playing sports	<input type="checkbox"/>	Reading	Socialising	<input type="checkbox"/>	Theatre	Travelling	Visiting friends/family
Watching sports	<input type="checkbox"/>	Watching TV/films	Other (please specify):	<input type="text"/>			

Use of Data

Some of the information you supply will be used by GEOTRAINING and any delivery partners, and will be passed to the Education and Skills Funding Agency (ESFA). Where necessary it will also be shared with the Department for Education. The information is used to meet statutory responsibilities, including under the Apprenticeship, Skills, Children and Learning Act 2009, and to create and maintain, a unique learning number (ULN) and a Personal Learning Record (PLR). Your information will be securely destroyed after it is no longer required for these purposes.

The information you provide may be shared with other organisations 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 in compliance with data protection legislation. The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

You may be contacted during your programme to obtain feedback on your progress and the performance of your delivery partner, as well as after you have completed your programme to establish whether you have entered employment or gone onto further training. For other purposes, detailed below, you can opt in by ticking either of the following boxes (a) and telling us how you prefer to be contacted (b).

(a) Please tell us if you agree to be contacted for either of the following:

Courses & Learning Opportunities (RUI6) Surveys & Research (RUI7)

(b) Where you agree to be contacted for the above (courses and/or surveys), please tell us how you would like to be contacted (tick all that apply):

Post (PMC4)	<input type="checkbox"/>	E-mail (PMC6)	<input type="checkbox"/>
Phone Call (PMC5)	<input type="checkbox"/>	SMS/Text (BCT1)	<input type="checkbox"/>

Further information about use of or access to your personal data, and details of organisations with whom we regularly share data are available at <https://www.gov.uk/government/publications/sfa-privacy-notice>



APPLICANTS – MANY THANKS, ALL DONE! WE WILL COMPLETE THE REST OF THIS APPLICATION.



Interview & IAG

PROVIDER USE ONLY – APPLICANTS PLEASE DO NOT COMPLETE

8. Check the applicants personal information is correct and confirm eligibility for funding

(a) Was the applicant born in the UK/EEA? Yes No

UK/EEA – (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland)

(b) If not born in the UK/EEA, please answer the following questions:

Length of stay in the UK/EEA: (Years / Months) Does the applicant need a work permit? Yes No

Residency status, condition & length of permitted stay in UK

Please Note: All applicants are required to provide evidence of their right to work in the UK, copies of all evidence should be kept on file except for British Passports and Birth Certificates.

Please complete this section for **ALL** applicants, the last 4-digits of passport number/birth certificate (I.D. Number), Type of Evidence Seen, Country ID was issued by and Expiry Date (N/A for birth certificates)

I.D. Number: Country ID Issued by: Expiry Date (where applicable):

Type of Evidence Seen:

UK/EEA Acceptable Evidence	Non UK/EEA Acceptable Evidence (Copy required)
UK/EEA Passport:	Visa
UK/EEA Birth Certificate:	Biometric Residence Permit
UK Photo card Driving Licence:	Home Office Letter
EU National ID Card	UK/EEA Passport (along with evidence of settlement)

9. Discuss the applicants prior qualifications

(a) Does the learner have any prior qualifications/units/credits that would cross over into their desired apprenticeship? Yes No

(b) Does the learner have any prior learning, knowledge or experience that would cross over into their desired apprenticeship? Yes No

Please confirm the learners prior attainment Level based on current qualifications held prior to starting the programme

Entry Level	Level 1	Level 3	<input type="text"/>	Level 5	<input type="text"/>	Level 7 or above
Other Below L1	Level 2	Level 4	<input type="text"/>	Level 6		No Qualifications

10. Discuss impacts on the apprenticeship programme

(a) Does the learner work less than 30 hours per week? Yes No

(b) If working less than 30 hours and still deemed suitable, how long with the programme be extended by?

General Information and Additional Support

11. From the general discussions with the applicant please determine the following

(a) **PARTICIPATION** - Are there any factors that may affect the applicant's commitment to the programme? E.g. dependants (children), carer responsibilities, hospital appointment etc... If so, ensure this is factored into the planned duration: Yes No

(b) **IAG** – Does the applicant need any information, advice or guidance? E.g. finance, debt, housing, health, addiction etc... If so please ensure they are supported/signposted appropriately and keep evidence on file. Yes No

(c) **LS** - Does the applicant have any personal or social skills needs that have been identified, if so please complete Part 4 Learning Support Plan to record the specific needs Yes No



(d) **CARE LEAVER** – Is the learner declared as a Care Leaver (if no, please skip to 11(e) below) Yes No

NOTE: If the learner is a care leaver, please complete the Apprenticeship Care Leaver Bursary Application Form if they wish to access the bursary

(i) If the learner is aged 19-24 years old, are they happy to inform their employer they were previously in care? Yes No

NOTE: If the learner does not want to inform their employer, the employer will not receive the incentive payment

(e) Is the learner employed by an Apprenticeship Training Agency (ATA), i.e. TAW? If so enter LDM code **130** Yes No

(f) **Interview Details** - Please tell us if there is any further information you have gained from the applicant that you need to know, relate to their personal circumstances where relevant

12. From the general discussions with the applicant please determine the programme selected and why this is deemed suitable

Please tell us what programme has been agreed for the applicant

(a) Is this a new Apprenticeship at a higher level than any other previously held qualification? Yes No
(i.e. the highest qualification held is a Level 2 and the learner will be undertaking a Level 3 Apprenticeship)

(b) Is this a new Apprenticeship at the same level or lower that the highest qualification already held? Yes No
(i.e. the highest qualification held is a Level 3 and the learner will be undertaking a Level 2 Apprenticeship)

(c) If the new Apprenticeship is at the same level or lower than the qualification already held, is it materially different? Yes No
(i.e. the content of the programme is significantly different from any other qualifications held, such as prior qualification in Hairdressing but now undertaking Childcare)

(d) Is this new Apprenticeship a genuine job with an accompanying skills development programme? Yes No

(e) Will the training required on this Apprenticeship will be substantially different from any previous qualifications already held or training completed? (If no, ensure APL/RPL has been considered and the programme is still valid – 12m min) Yes No

Education & Skills Funding Agency

Planned Apprenticeship

(a) Learner Age Band 16-18 19+

(b) Planned Apprenticeship Type Framework Standard

(c) Planned Apprenticeship Name



(d) Planned Apprenticeship Level

Declarations

13. Please confirm the following to ensure eligibility for the programme

Eligibility

Please tick if applicable

- (a) I am normally and lawfully resident in the UK and have been for the last 3 years, or I fulfil the residency criteria (detailed in Section 2)
- (b) I confirm that I am not currently undertaking another Apprenticeship programme or in receipt of any other DfE funding at the same time as the programme I am applying for

Learner's Employment Status

Please tick the option that is applicable

- (c) I confirm that I am employed and have a contract for employment with my employer
- (d) I am currently unemployed and looking for an Apprenticeship

Personal Learning Record (PLR)

Please tick to confirm your agreement

- (e) In order for my training provider to confirm my eligibility I hereby give authorisation for my PLR (personal learning record) to be opened by an authorised person if not already available. I understand I can access further information regarding this on the website: <https://www.gov.uk/government/publications/learning-records-service-the-plr-for-learners-and-parents>
- (f) In order for my training provider to confirm my eligibility I hereby give authorisation for them to contact and share my PLR information with other training providers and colleges to validate the information and resolve any queries.

The European Social Fund

The European Social Fund financially supports the Apprenticeship Programme through match funding and the learning you undertake may be used to match to European funds. It is important that you are aware of what the ESF is all about. The European Social Fund (ESF) is one of five Structural Funds designed to reduce differences in prosperity and to strengthen economic and social cohesion in the European Union.

The European Social Fund aims to:

- Promote sustainable and quality employment and support labour mobility
- Promote social inclusion, combat poverty and any discrimination
- Invest in education, training and vocational training for skills and lifelong learning

Thousands of ESF projects run each year, and many are probably carrying out similar activities as you. Without the support from the European Social Fund the programme that you are completing would probably not have been possible. Further information on ESF is available at <http://www.dwp.gov.uk/esf/>

GEOTRAINING Direct Programme Delivery

By signing, you are confirming your agreement to the following:

- (g) In order for my training provider to effectively deliver my programme of learning (direct delivery), I agree to be contacted about and set-up with access to the following systems where applicable:
 - 'Focus on' newsletters / 6-Steps Guide
 - My-Training/Canvas Virtual Learning Environment
 - eAssessor on-line portfolio
 - BKSB (or similar) on-line English & Maths Initial Assessment and Diagnostic

Learner

- I confirm that I have read, agree and been given a copy of the GEOTRAINING privacy notice
- I confirm that I have read, agree and been given a copy of the LRS privacy notice
- I confirm that all the information on this form is correct and 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.

Learner Signature:

Learner Name:

Date:

Provider

- I confirm that the information on this form is correct and I declare that I have supported the learner in the completion of this document. To the best of my knowledge, the above-named learner is eligible to enter the GEOTRAINING Apprenticeship Programme.
- I also declare that I have seen evidence to support the eligibility and residency criteria for this applicant.



Provider Signature:		
Provider Name:		Date:

Privacy Notice

This statement is intended to provide you with information as to how GEOTRAINING will collect and use your personal information and data, and how you can exercise choice in respect of the use of your personal data.

Why are we processing your personal information?

You may have already been told about the specific purposes for which we are processing your personal information, as well as the 'legal' or 'lawful' basis for that processing (the justification under current data protection legislation). Most of your information is processed due to contractual requirements within our educational contracts, in a small number of instances we may also collect personal information to allow us to perform our 'official functions' as a government funded training provider.

How will we use your personal information?

We will generally use your personal information to provide you with the services, products or information you have requested from us. We may need to share your information with our service providers for these purposes, but we will ensure that appropriate contracts with these parties are in place and they only process your information in accordance with our instructions and data protection legislation.

The personal information we collect includes:

- your personal details (such as name, D.O.B, NI, etc)
- your address and contact details
- your employment status & details
- your educational background
- your household situation
- your programme details including participation, progression and achievement data

In some instances, this will include sensitive information such as:

- sex life
- race or ethnic origin
- physical or mental health
- criminal record (where applicable)

How will we collect your personal information?

GEOTRAINING will collect your personal information from a range of sources to include:

- Application Forms
- Personal Learning Record (PLR)
- Commitment Statement/Learning Plans
- Employer Agreements
- Training registers/logs/progress reviews
- VLE Learning Platform (My-Training, Canvas, BKSb)
- ICQ (i learner)

How will we share your personal information?



All organisations that have control of the personal data about you and that we store in our systems are required to be registered with the Information Commissioners Office (ICO) and to handle your personal information in accordance with the latest data protection legislation.

We may at times need to share limited information with other educational organisations to ensure the eligibility for the programme and the personal data exchanged will be kept to a minimum.

At no time will your personal information be passed to any organisations for marketing or sales purposes.

How long we will keep your data?

We will only keep your personal information for as long as we need it after which it will be securely destroyed. Your personal information stored in our systems will be destroyed in line with contractual requirements, which will differ dependant on the funding. We may need to keep your other personal information where held indefinitely for research and statistical purposes.

What are your data protection rights?

You have the right:

- To receive a copy of your information
- To ask us to correct any errors
- To delete it once we no longer need it
- To ask us to stop using your information in a certain way
- To ask for certain information in a portable, electronic format
- To object to certain uses of your information (for example, marketing and automatic profiling or decision making)

Do we carry out marketing?

If you register an interest with GEOTRAINING or through one of our subcontractors, you may be asked to opt-in to receive marketing communications. This is done at the point where your personal information is first collected. Within any marketing communications, you will be provided with a simple and transparent way to unsubscribe. Any changes you request to how your personal information is processed for the purposes of marketing and/or the provision of service updates will be acted on promptly.

For any queries regarding GDPR or this privacy notice please contact admin@geotraining.co.uk