**Application Form**

Please make sure that before completing this application form you;

* read the guidance contained on our website: <https://www.apprenticeships.ox.ac.uk/wld>
* read the information on the apprenticeship you are applying for, and;
* ideally, if possible, attend one of the Work Learn Develop information sessions (details available at: [<https://www.eventbrite.co.uk/o/university-apprenticeships-16658296493>](http://oxfordworklearndevelop.eventbrite.com).)

Apprenticeship based training is a fantastic way to develop new skills and support your continued professional development. However, it is not for everyone and doesn’t suit every work situation. To make sure you are getting the training that is right for you, following your application, a member of the training team will come out to meet your manager and you and conduct a detailed assessment of your training needs. This can take around one and a half hours to complete.

Because Apprenticeship based training is accessible to everyone, no matter what your previous qualifications or experience, during this visit everyone is asked to complete an English and Maths assessment so that the right level of support (if any) can be provided throughout the course.

During the application process the training team will be assessing:

1. How your current job role relates to the apprenticeship programme you have applied for and that it provides sufficient work experience to support the course objectives.
2. The genuine need for training and development and the potential for significant skills development, an Apprenticeship cannot just accredit existing skills and knowledge.
3. If your manager supports your application and will:
	1. Agree to releasing you for any formal taught sessions in college
	2. Facilitate training and development opportunities in the workplace
	3. Allow you time as part of normal working hours towards completion of the apprenticeship and any associated work
	4. Fund any ineligible costs that are not covered by the Apprenticeships Levy (*ask the Training Provider to give full details of these*)

**Section A: to be completed by the candidate**

|  |  |
| --- | --- |
| Name |  |
| Department |  |
| Job title |  |
| Current Grade |  |
| Email address |  |
| Full work phone number |  |
| Name or type of apprenticeship applied for? |   |
| How long have you been in your current role? |  |
| Are you responsible for managing staff, if so how many? |  |
| Are you responsible for agreeing targets, giving feedback, developing your staff and for doing their PDRs? If not, which elements do you perform? |  |
| Please give brief details of your most recent qualifications |  |
| How many hours do you work a week? |  |
| If your contract is not permanent, when is it due to expire? |  |
| Have you applied for this programme before? If so, when? |  |
| **Section B: Questions for Managers**  |
| Name |  |
| Job title |  |
| Email address and contact number |  |
| Are you their line manager? Do they report directly to you and if not, who do they report to? |  |
| Can you and your department support this form of development? |  |
| What key areas of development do you see for your applicant? |  |

**Please ensure that you attach an up to date Job Description for your role and your**

**current CV or a recent application**

|  |  |
| --- | --- |
| **Applicant Name**  | **Line manager Name**  |
| **Applicant Signature**  | **Line Manager Signature** |
| **Date**  | **Date**  |