



**Upskill Shropshire Apprenticeship Levy Funding**

**Apprenticeship Levy Transfer Application Form 2024/25**

**Before completing this application form, please ensure that you have read and understood the Shropshire Council Apprenticeship Levy Fund Transfer Policy. Please ensure that your organisation meets all the necessary criteria outlined in the policy and that you complete the form below thoroughly.**

**Email:** **apprenticeshiplevy@shropshire.gov.uk**

**Tel: 01743 258521**

**If you have any questions, please contact the Upskill Shropshire team as soon as possible.**

1. **Your Organisation**

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| **Contact Name** |  | **Job Title** |  |
| **Business Name** |  |
| **Business Address** |  |
| **Business Postcode** |  | **Website** |  |
| **Telephone Contact Number** |  | **Mobile Number** |  |
| **Email Address** |  |

1. **Organisation Details**

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| **Main Business Activity/Sector (see Policy - Section 5)** |  |
| **Company/Charity Registration Number (if applicable)** |  | **VAT Registration Number (if applicable)** |  |
| **Date Business Started Trading (xx/xx/xxxx)** |  | **Number of employees (FTE)** |  |
| **Turnover (per annum) from latest accounts** |  |  |  |

1. **Application Form Questions**

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| **Which of the following priorities will you meet through the Apprenticeship Levy Fund Transfer?**  |
| **Priorities (Applicants must meet 1 or more of the following priorities).**  | **Yes or No?** | **If yes, how will you meet the priority in line with the Apprenticeship Levy Transfer Policy? Min 50 words per priority.**  |
| **Creating Career Starter opportunities for 16-24 year olds via Level 2 Apprenticeships**  |  |  |
| **Creating apprenticeship opportunities for higher level skills (Level 3 apprenticeship training and above).**  |  |  |
| **Enabling progression opportunities from A Level/T Level, industry placements, sector based work academies, government led skills programmes, work experience etc. into higher level apprenticeship opportunities.**  |  |  |
| **Creating apprenticeship opportunities for 16-18 year olds with no access to other funding opportunities i.e., Traineeships.** |  |  |
| **Creating apprenticeship opportunities for those who are unemployed and seeking work.**  |  |  |
| **Creating apprenticeship opportunities for disadvantaged groups *(see Shropshire Council Social and Inclusion equality pages for more information on this:*** [***https://www.shropshire.gov.uk/equality-diversity-and-social-inclusion/equality-diversity-and-social-inclusion/***](https://www.shropshire.gov.uk/equality-diversity-and-social-inclusion/equality-diversity-and-social-inclusion/)***).*** |  |  |
| **Please detail why you would like to receive the levy funds and how will apprenticeships support your organisation? Min 100 words.** |  |
| **Please detail how your organisation will support the apprentice development throughout the programme. Min 100 words.** **You may want to consider the following:*** **what support will they get in the workplace**
* **meeting off the job requirement**
* **line manager support/peer support/workplace mentors/buddies**
* **how they will be supported to maintain the employment, complete the apprenticeship, achieve success etc.**

*Please note, Shropshire Council will request Case Studies throughout the programme to evidence the information given here.*  |  |
| **Please detail how you will support the apprentice following the completion of the apprenticeship programme. Min 100 words.** **You may want to consider the following:*** **interview support**
* **CV development**
* **a role following completion of the apprenticeship**
* **permanent contract**
* **continued development**
* **further opportunities/further development**
* **career progression etc**

*Please note, Shropshire Council will request Case Studies throughout the programme to evidence the information given here.* |  |
| **Any further information you would like to provide to support your application.**  |  |

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| **Please state the following:** |
| **Number of apprentices you are looking to recruit or the number of existing staff you wish to enrol on apprenticeship training.** ***NB. Do not submit application form if you have not already identified apprentices to go on to an apprenticeship programme if professional development.***  | **New Recruits** | **Professional Development** |
| Number of Apprentices =  | Number of Apprentices =  |
| **How much do you intend to pay your apprentices?** [**https://www.gov.uk/national-minimum-wage-rates**](https://www.gov.uk/national-minimum-wage-rates)**.** Please detail for each apprentice (if more than one, please break down in detail).**Whether the roles will be fixed term or permanent within your organisation. If fixed term, please state contract length per apprentice.**  | Salary per apprentice:  | Salary per apprentice:  |
| Fixed Term (include end date) or Permanent contract per apprentice:  | Fixed Term (include end date) or Permanent contract per apprentice:  |
| **Apprenticeship Standard (title/s) and max funding band for each.** [**https://www.instituteforapprenticeships.org/apprenticeship-standards/**](https://www.instituteforapprenticeships.org/apprenticeship-standards/) | Detail for each apprentice:  | Detail for each apprentice:  |
| **When you are looking to commence the apprenticeship programme.**  |  |  |
| **Have you identified learners if Professional Development to start the programme within three months (maximum) of submitting this application form.** **If you are recruiting to an apprenticeship post, have you established your timeline so that the apprentice will start on their programme within three months of you submitting this application form?** **Please provide detail.**  |  |  |
| **Do you need support in identifying an Apprenticeship provider?**  |  |
| **Do you need any further support (please state).** |  |

1. **Business Declaration, Commitment Statement and Signature**

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| ***I confirm that, to the best of my knowledge and belief all of the information within this application is true and correct.*** ***I confirm that I understand the purpose of this form and the reasons for the collection of my personal data (to the extent that this form contains information which is personal data for the purpose of the General Data Protection Regulation (GDPR).*****GDPR Statement**Shropshire Council complies with the Data Protection Law and is registered with the Information Commissioners Office (ICO) as a Data Controller. The Data Protection Act 2018 controls hoe your personal information is used by organisations, businesses or the government. The Data Protection Act 2018 is the UK’s implementation of the General Data Protection Regulation (GDPR). ***Your Rights***Under the Data Protection Act 2018, you have the right to find out what information organisations store about you. These include the right to:* Be informed about how your data is being used
* Access personal data
* Have incorrect data updated
* Have data erased
* Stop or restrict the processing of your data
* Data portability (allowing you to get and reuse your data for different services
* Object to how your data is processed in certain circumstances.

More information on how we handle personal information and your rights under the Data Protection legislation can be found on Shropshire Council’s web site, please follow this link: <https://www.shropshire.gov.uk/privacy/> The Data we collect is for the purpose of Shropshire Council’s Apprenticeship Levy Transfer Fund. The programme requires your data to be added to our Apprenticeship Levy Transfer Fund database. We will use the information you supply to; * Provide business support to you and make referrals to training providers, partners and other providers of relevant services as appropriate.
* Evaluate against our criteria and report outcomes to our strategic Upskill Apprenticeship Levy Board for monitoring and evaluation purposes.

Your details will be stored securely and retain until the end of the apprenticeship programme in compliance with GDPR. We will only use your data for this programme and not for marketing or commercial purposes unless you give us consent to use your data for these purposes. *I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant or for the purpose of assisting any person to obtain grant is liable to be prosecuted. A false or misleading statement will also mean that approval may be revoked any grant may be withheld or recovered with interest.* ***You should not enter into any legal contracts, including the ordering or purchasing of any equipment or services, or recruitment of apprentices, before the formal outcome of your application. Any expenditure incurred before the outcome in confirmed will not be eligible for grant support and may also adversely affect your case for the funding.***  |
| **Signed** |  | **Print Name** |  |
| **Position** |  | **Date** |  |
| **Commitment Statement** Our organisation is fully commitment to fulfilling the requirements of the Shropshire Council Apprenticeship Levy Funding and will deliver against the details given within this application. We are committed to providing regular updates to Shropshire Council’s Upskill Shropshire Team in terms of the outcome of any recruitment and progress in the apprentice’s journey.  |
| **Signed** |  | **Print name** |  |
| **Position** |  | **Date**  |  |

**Please return your completed application form to:** **apprenticeshiplevy@shropshire.gov.uk** **and please use this email address should you have any further queries.**