Existing Employee Apprenticeship

Expression of Interest

**Please make sure that before completing this EOI form you;**

* Read the guidance contained on our website:   
  <https://pod.admin.ox.ac.uk/work-learn-develop> <https://www.apprenticeships.ox.ac.uk/wld>
* [Research](https://www.instituteforapprenticeships.org/apprenticeship-standards) the information on the apprenticeship you are interested in applying for, and;
* If possible, read our Apprenticeship Information slides: <https://www.apprenticeships.ox.ac.uk/apprenticeship-events>

Apprenticeship based training is a fantastic way to develop new skills and support your continued professional development. However, it is not for everyone and does not suit every work situation. To make sure you are getting the training that is right for you, following your expression of interest form, the identified training provider will arrange a meeting with you and your manager, and conduct an assessment of your training needs.

During the application process, the training provider will assess:

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 additional costs that are not covered by the Apprenticeships Levy, such as text books, professional membership where required as part of the apprenticeship, travelling to attend class, where this is further than you would travel for work (ask the Training Provider to give full details of these)

# Step 1: Employee Overview

|  |  |
| --- | --- |
| Employee name |  |
| Employee contact details  (email and phone) |  |
| Job Title |  |
| Department |  |
| Work address |  |
| Employment contract | Choose an item. |
| Choose an item. |
| If fixed term, please state contract end date |  |
| If part-time, please state how many hours worked per week |  |
| Is your contract externally funded? | Yes / No *(please circle/highlight)* |

# Step 2: Apprenticeship Overview

|  |  |
| --- | --- |
| What apprenticeship are you interested in? |  |
| Please give brief details of your previous qualifications. |  |
| Please explain why you wish to join this programme, outline your current and planned work responsibilities, and describe why new learning is needed to perform your role effectively. | |

# Step 3: Employee Declaration

|  |  |
| --- | --- |
| I confirm that the information that I have given is true and correct and that I have not withheld any information, which may be to my disadvantage. I understand that any false or misleading information may lead to a place on the course being withdrawn. | |
| Employee Signature: | Date: |

# Step 3: Manager Information

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Email address |  |
| Manager’s Supporting Statement (*Please confirm below how this apprenticeship will benefit your staff member and the department)* |  |

# Step 4: Manager Declaration

|  |  |
| --- | --- |
| I confirm that:   * The applicant requires significant new learning to enable them to fulfil their role effectively by the end of the apprenticeship practical training period. * The applicant is in an appropriate job role that will allow them to demonstrate the apprenticeship competencies to achieve the apprenticeship. * The applicant will not be asked to pay for professional registrations, text books, equipment or similar, that may be required as part of the apprenticeship and these costs must be covered by the departmental training budget * I understand that there is a requirement that the learner will need training time minimum of 6 hours per week. * I agree to support the applicant throughout this apprenticeship. | |
| Manager Signature: | Date: |

## Step 5: HAFs / HR Managers

By signing off on this EOI, you are confirming that you have been made aware of the implications of the apprenticeship and give approval for the employee to undertake this apprenticeship.

In doing so, you are confirming that the contractual elements stated above are accurate at the time of signing, and if the role is externally funded, you have sought permission from the external funder for the employee to embark on this apprenticeship as part of their role.

Please make sure you have taken time to understand the off-the-job training elements of an apprenticeship with the employee.

If any of the employment contractual details change at any time during the employee’s apprenticeship, it is your responsibility to notify the apprenticeships team so they are aware.

|  |  |
| --- | --- |
| Head of Administration & Finance / HR Manager |  |
| Job Title |  |
| Email Address |  |
| Date |  |

Thank you for filling out the above information. Please ensure that you send this across to the apprenticeships team on[**apprenticeships@admin.ox.ac.uk**](mailto:apprenticeships@admin.ox.ac.uk)and attach an up-to-date **Job Description** for your role**.**