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| **Company Information**  |
| Company Name |  | Full Address |  |
| Main Contact |  | Position |  |
| No. Employees |  | Apprenticeship Service Agreement ID |  |
| Apprenticeship Service Account Name |  | Apprenticeship Service Account ID |  |
| Registered on Levy Matchmaking Service | Yes/No | Sector |  |

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| **Apprenticeship Information** |
| Date apprentice last recruited |  | Date existing staff last started apprenticeship |  |
| Levy or Non/Levy | Levy / Non-Levy | Vacancy or Matched Learner  | Vacancy / Matched |
| Employer 5% contribution or Levy match |  | Support required with applying? |  | Planned vacancy or learner start date |  |
| Preferred Delivery method | Workplace / Day release / Block release | Why Apprenticeship? |  |
| Apprentice wage/hour | Age related minimum /£ | Minimum age of apprentice? |  | Standard(s) required |  |
| Hours per week |  | Usual working days | M T W T F S S |
| Annual leave allowance | *e.g., national minimum of 20, plus 8 bank holidays* | Usual working times |  |

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| **Description of Business**  |
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| **Company Aims, Objectives and Strategy -** *Is there a clear strategy, key measures, targets, vision and identifiable goals – is there a people development and/or skills plan in place?* |
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| **Organisational Development Needs –** *Consider motivation of staff and capacity to deliver job requirements; Communication methods with staff, customers and suppliers; managing sickness, absence and performance of staff; leadership and management capabilities; delegation capacity and capability skills gap, technical skills, supervisory skills* |
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| **Learner information if known (please add additional lines as required)** |
| **Standard required** | **Learner surname** | **Age on enrolment** | **Home postcode** |
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| **Client Signature** |
| I (on behalf of the company) agree with the proposed referrals of the information and data provided above, to SYMCA support hubs, as well as external training providers as identified by the South Yorkshire Apprenticeship Hub, for the sole purpose of accessing training and/or funding.I confirm we have (or will by the time the apprenticeship starts) in place the relevant policies and procedures to enable us to safely and legally support an apprentice. This includes but is not limited to: Safeguarding Children and Young People (where apprentice is under 19) and/or Safeguarding Adults, which incorporates Modern Slavery; Health and Safety (where more than 5 employees in organisation); Equality, Diversity and Inclusion; as well as Employer Liability insurance, and where required, Public Liability.A full list of the requirements for an employer to contract with the ESFA (for the funding of apprenticeships) can be found [here.](https://www.gov.uk/government/publications/agreement-between-an-employer-and-the-education-and-skills-funding-agency-esfa/esfa-apprenticeship-agreement-for-employers-for-use-of-the-apprenticeship-service-to-access-funded-apprenticeship-training) |
| Print Name |  | Position |  |
| Signature |  | Date |   |

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| **SYAH Advisor** |
| Print Name |  | Position |  |
| Signature |  | Date |  |

Please return to claire.eley@southyorkshireapprenticeships.org