**Business Case to Support Request for Apprenticeship Qualification -**

|  |  |
| --- | --- |
| **Name:** |  |
| **School** |  |
| **Qualification:** |  |
| **Training Provider:** |  |
| **Qualification Cost pa:** |  |
| **School contribution to levy pa:** |  |
| **Start Date of apprenticeship:** |  |
| **Anticipated end date of apprenticeship:** |  |

**Applicant - Your Supporting Statement**

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| --- |
| **How will you, your team and the school benefit from you undertaking this qualification?** |
| **As well as completing coursework, 20% of the apprenticeship must be taken off-the-job but within work time. Have you discussed with your manager how you will balance the demands of your role with meeting the requirements of the qualification?** |
| **What support if any will you require from your headteacher/your team and the school to enable you to achieve your qualification?** |
| **How will this qualification support your future career aspirations?** |
| If you have been sponsored for previous apprenticeships or professional qualifications, please confirm the details of the qualification, the duration and year sponsored. |
| **Headteacher Supporting Statement**  **Demonstrate how you believe that this person is ideally suited to undertake this apprenticeship and how you will ensure that the school will support the required 20% off-the-job element of the training.** |

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| --- | --- | --- |
| **Applicant Signature:** |  | **Date:** |
| **Print:** |  |  |
| **Headteacher Signature:** |  | **Date:** |
| **Print:** |  |  |

**Agreement to fund apprenticeship training from digital account -: Head of Schools HR Consultancy**

|  |  |
| --- | --- |
| **Yes** | **No** |

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| **Reason(s) for decision** |

|  |  |
| --- | --- |
|  | **Head of Schools HR Consultancy** |
| **Signature:** |  |
| **Print:** |  |
| **Date:** |  |

**Equalities Monitoring Data - Please circle those applicable to you: -**

**Gender**

Male

Female

Prefer not to say

**Disability: -**

|  |  |  |
| --- | --- | --- |
| Yes | No | Decline to Specify |

**Ethnic Background**

**Asian or Asian British –**

Bangladeshi

Chinese

Indian

Pakistani

Any other Asian background

**Black or Black British**

African

Caribbean

Any other black background – Please Specify: Decline to Specify

Mixed – White and Asian

Mixed – White and Black African

Mixed - White and Black Caribbean

Any other mixed background, please specify: Decline to specify

White British

White Irish

White Irish Traveller/Gypsy

Any other ethnic group – Arab please specify: Decline to Specify