

APPRENTICESHIP APPLICATION FORM

Apprenticeship course applied for:	
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PERSONAL CONTACT DETAILS

Legal Surname:		Legal First Name:		Title:	
Legal Sex:		Date of Birth: <i>DD/MM/YYYY</i>	/ /		
Preferred name/pronouns:					
Address:					
Town:					
Postcode:		Mobile Telephone No.			
Nationality:		Personal Email Address:			

QUALIFICATIONS

Qualification type	Number	Grade/Level	Year Achieved
Maths (GCSE / Functional Skills)			
English (GCSE / Functional Skills)			
Number of GCSEs taken (excluding Maths & English):			
Number of AS / A Levels:			
BTEC / NVQ/any other vocational qualification:			
Higher Level Qualification / Degree:			

LEARNING DIFFICULTIES, DISABILITY and/or HEALTH

Do you consider yourself to have a learning difficulty, disability and / or health problem?	
If YES please specify	

RESIDENCY

Have you lived in the UK or EEA continuously over the last 3 years?	
If you have lived outside the UK or EEA, what date did you enter?	
Do you have the 'right of abode' or 'indefinite leave to enter or remain' (ILE/R) or 'pre-settled or settled status' and have been ordinarily resident in the UK/EU for the three years preceding the start date and such residence was not to receive full time education during any part of the three year period.	

EDUCATION or TRAINING STATUS

Are you currently in full-time education or training:	If yes, is your course self funded?
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EMPLOYMENT DETAILS

When are you hoping to start your apprenticeship?			
Is this a new or existing job?			
Employer details (if applicable)			
Employer name (company)			
Employer contact			
Contact email address		Contact phone number	

APPLICATION SIGNATURE & CONSENT TO SHARE DATA

	I give permission for Skern Training & Skills to share my name, email address and phone number with employers for the purpose of finding me an apprenticeship placement.		
	I have read the LRS privacy notice (attached) and give permission for Skern Training & Skills to access my Personal Learning Record to obtain details on my prior qualifications to determine my eligibility for the apprenticeship programme.		
Signature:		Date:	

Please fully complete this form (including the free writing task on the next page) and email it to sts@skernlodge.co.uk.

FREE WRITING TASK

Please tell us why you would like to take this apprenticeship and what you hope to gain from it?

Please write approximately 250 words.

Please give your reader as much information and detail as you can.

Pay particular attention to:

- The context of your writing, whether it is informative, detailed and purposeful.
- How well you have constructed your sentences.
- How well you have structured and formatted your writing.
- Your punctuation, grammar and spelling.
- How creative your writing is to the reader, your ideas, opinions and recommendations.

(Please do not use spell check or grammar checks on your work, as this helps us define your starting point.)

LRS Privacy Notice

Overview

To comply with data protection legislation, schools, colleges, local authorities, and training sector organisations are responsible for issuing a copy of this privacy notice to learners and/or parents/guardians. This notice summarises the information held on record about them, why it is held and the third parties with whom the data may be shared.

Privacy notice for pupils, students, learners, and trainees

The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning Records across England, Wales, and Northern Ireland, and is operated by the Department for Education (DfE) in England. This privacy notice explains how we use your personal information. For the purposes of relevant data protection legislation, the DfE is the data controller for personal information processed.

Who we are?

The LRS supports the DfE by collecting learner information from training providers and awarding organisations. For the purposes of relevant data protection legislations, the DfE is the data controller for personal information we process.

How we will use your information

We receive your personal data from:

- schools, colleges, local authorities, and training/learning providers
- accredited achievement data supplied by awarding organisations

The aims of LRS are to:

- create a trusted and verified record of learning for citizen across England, Wales, and Northern Ireland
- enable education organisations to access these records when required to support individuals with enrolment to education and careers advice, ensuring they get access to the correct education and government funding
- issue you with a Unique Learner Number (ULN)
- create your Personal Learning Record (PLR)

The nature of your personal data that LRS will process

The categories of personal data that can be processed in LRS includes:

- personal contact details
- data related to an individual's learning
- data and information about your learning, including courses and qualifications you are taking or have taken

To ensure that our records are accurate, it may be necessary for training providers to collect further personal information from you. This information will be used to identify the correct learner where their personal information is similar to other learners (e.g. name(s) and date of birth):

where further information is required to distinguish between learners, the following personal information is deemed as mandatory:

- last known post code
- date of birth
- gender

Why our use of your personal data is lawful

For our use of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. For LRS, the relevant conditions are:

- Article 6(1)(e) UK General Data Protection Regulations (GDPR), to perform a public task as part of our function as a department

Who we will make your personal data available to

We sometimes need to make personal data available to other organisations. These might include contracted partners (who we have employed to process your personal data on our behalf) and/or other organisations (with whom we need to share your personal data for specific purposes).

Where we need to share your personal data with others, we ensure that this data sharing complies with data protection legislation. For LRS we share your personal data with the following:

- schools, colleges, local authorities, and training/learning providers when you enrol onto a course
- awarding bodies to record achievement/attainment information such as exam or course grades
- permitted organisations such as Federation for Industry Skills & Standards (FISSS) and Universities and Colleges Admissions Service (UCAS) to record or verify individual's qualifications

How long we will keep your personal data

DfE will keep your personal data as part of LRS for 66 years after which time it will be deleted.

Your data protection rights

You have specific rights under data protection law. You can:

Request a copy of all information relating to you held by the DfE. You can do this by making a Subject Access Request using the [DfE Contact Form](#).

DfE processes your personal information on LRS in the exercise of its official authority under the Education Act 2011 and the Apprenticeships, Skills, Children & Learning Act 2009. This allows us to ensure that training providers are claiming for the correct government funding, safeguard public money and prevent fraud.

More information about how the DfE handles personal information is published in the [DfE Personal Information Charter](#). If you need to contact us regarding any of the above, please do so via the DfE site at [DfE - Contact Us](#). If you are unable to use the online contact form, you can write to us at the address provided under Contact Information below.

Further information about your data protection rights appears on the Information Commissioner's website [at Information Commissioners Office - Individual Rights](#)

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 16 August 2022.