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Description automatically generated**Shropshire Council Apprenticeship Levy Transfer Application**

**Shropshire Council’s Apprenticeship Levy Transfer Fund**

**Application Form 2020-2021**

***Before you submit the information below, please ensure that your organisation meets all the necessary criteria for the Shropshire Council Apprenticeship Levy Fund.***

1. **Your Organisation**

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

1. **Organisation Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Main Business Activity/Sector** |  | | |
| **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**

|  |  |
| --- | --- |
| **How will the Apprenticeship Levy support your business e.g. growth ambitions, role that apprenticeships will play, accessing new opportunities etc.** |  |
| **How will your organisation meet the criteria set out in our Apprenticeship Levy Fund Policy?** |  |
| **Any further information?** |  |
| **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.** |  |
| **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) |  |
| **Whether the roles will be fixed term or permanent within your organisation. If fixed term, please state contract length.** |  |
| **Apprenticeship Standard (title/s) and max funding band for each.** [**https://www.instituteforapprenticeships.org/apprenticeship-standards/**](https://www.instituteforapprenticeships.org/apprenticeship-standards/) |  |
| **When you are looking to commence the apprenticeship programme.** |  |
| **Do you need support in identifying an Apprenticeship provider?** |  |
| **Do you need any further support (please state).** |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| ***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 ……. 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**](mailto:apprenticeshiplevy@shropshire.gov.uk) **and please use this email address should you have any further queries.**