**Form 3: EMPLOYER: REGISTRATION FORM
APPRENTICESHIP TRAINING FOR EXISTING STAFF**

**Please download this form and return it to vacancies@esfapprenticeships.co.uk**

(Press File on the top left of the screen, then the download icon)

| **Employer/School Name:**(who the employee contract is held with) |  |
| --- | --- |
| **Contact Name:** |  |
| **Contact number:** |  |
| **Email address:** |  |
| **Full School Address (including postcode):** |  |
| **Name of: Business Manager/Email Address** |  |
| **Name of intended mentor (If known)**  |  |
| **Email address:** |  |
| **Number of employees: 1-50 or 51+** |  |
| **How did you hear about Educational and Sporting Futures** |  |

 **PART A:**

| **Apprenticeship position(s) you are upskilling:**(You may wish to upskill more than one member of staff) | **Funded programme you would like to offer as CPD for your existing staff**  |
| --- | --- |
| Level 2 Community Activator |  |
| Level 2 Early Years Practitioner |  |
| Level 3 Early Years Educator |  |
| Level 3 Teaching Assistant (PE, Health and Wellbeing) |  |
| Level 3 Teaching Assistant (Classroom with optional additional SEND training) |  |
| Level 4 Sports Coach  |  |
| Level 5 Specialist Teaching Assistant |  |
| Level 5 Assistant SENCO |  |
| Advanced Send Leader Level 7 Senior Leader  |  |
| Level 7 Senior Leader + NPQSL Qualification |  |

**Funding Apprenticeship Training:**Please complete either **Part B** or **Part C**:

| **PART B: I am a LEVY paying organisation**Please add an ‘X’ to confirm your organisation has a combined payroll of over £3 million. |  |  |
| --- | --- | --- |
| Is your school part of an Academy Trust? | YES/NO |
| If Yes, please provide the Name of Academy Trust: |  |
| Name of apprenticeship Funding Manager: |  |
| Email of apprenticeship Funding Manager:  |  |
| Name of the school site where the apprentice will be working:  |  |
| Is your school Local Authority controlled? (If yes, please provide the local authority you are aligned to below) | YES/NO |
|  |  |

| **PART C: I am a NON-LEVY paying organisation:**Please add an ‘X’ to confirm your organisation has a combined payroll of under £3 million. |  |  |
| --- | --- | --- |
| **Please note:**The government apprenticeship funding rules state that non-Levy schools are required to contribute 5% of the cost of apprenticeship training. Educational and Sporting Futures will make every effort to secure a Levy transfer for your organisation to cover this cost, but this cannot be guaranteed. |
| Name of apprenticeship Funding Manager: |  |  |

**PART D: Declaration:**

| **Enrolment Process: (Once an apprentice is appointed)**Please confirm the best **day** of the week and **time** for us to schedule this online meeting with either: **Headteacher/Mentor/Business Manager** |  |
| --- | --- |
| **Confirmation:**I confirm that the above information is correct. (Please type your name if you don’t have an electronic signature). |
| **Signed:**………………………………………………………………………………………… | **Dated:**……………………………………………………………………………………………………… |
| **GDPR NEW LAWS:** Sporting Futures Training UK Ltd will collect and store your contact details. We process this data for administrative purposes only. We will receive your information via email. Which is fully compliant with EU data protection laws. We would like to keep this data until a position. Our privacy policy can be found on our website. In this policy, you will find information about our compliance with GDPR (data protection law.) You have the right to lodge a complaint about the way we handle your data with ICO, or you can contact our Data Controller **Jilleaton1@esfapprenticeships.co.uk** for more information or concerns. |