The personal statement is an essential part of the application process and will help determine whether you are offered a place on the Level 4 School Business Professional Apprenticeship. We are unable to consider applications from anyone who has submitted an application form without a completed personal statement. Please ensure that your completed personal statement is submitted by email within **5 working days** after you complete and submit the online application form (but no later than the final application deadline).

**Personal Statement – to be completed by the applicant(and line manager)**

**\*** This indicates a mandatory question and requires a reply

|  |  |
| --- | --- |
| **\* Full Name:** |  |

|  |  |
| --- | --- |
| **\*Programme start date:** |  |

**Please provide an answer for each of the following 4 questions, up to 200 words per question:**

|  |
| --- |
| **\*1. When approving this apprenticeship your employer agrees to ensure that you are able to spend a minimum of 20% of your normal working hours undertaking activities which will contribute to successful completion of the apprenticeship. This includes attendance at workshops and meetings with your coach but also time to study the online material and prepare your portfolio of evidence.** Activities that support your development in your role may also be included, for example, your attendance at conferences, SBM groups, meetings within the school/trust, work-based dialogue with colleagues. (These ‘off-the-job’ activities/training will need to be logged during the apprenticeship). **Please confirm that you have discussed this requirement with your line manager and describe (in the box below), giving examples, how you envisage you will be able to use this ‘off-the-job’ time. \*\*Employer comments also required for this question.** |
| **Applicant:****\*\*Employer (line manager):** |

|  |
| --- |
| **\*2. What are your employment and career progression objectives in the next three years?** |
|  |

|  |
| --- |
| **\*3. Why do you want to study the SBP Apprenticeship in particular?**  |
|  |

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| --- |
| **\*4. What impact do you think your studies will have on your role and your school/trust? Include both positive and negative effects, e.g. impact on workload, time management, etc.** |
|  |

|  |
| --- |
| 1. **Applicant Declaration**

Please sign and date below *(complete by hand):* |
| **\*Signature:** |  |
| **\*Print name:** |  |
| **\*Job Title:** |  |
| **\*Date:** |  |

**Line Manager Support – to be completed by applicant’s Line Manager**

|  |
| --- |
| 1. **Line Manager Declaration**

I confirm that the above application has been discussed with me and I support the learner in completing this apprenticeship. I also confirm that I understand the requirement of 20% off the job training to be completed by the learner in order to achieve this apprenticeship.I acknowledge that I have read the School Business Professional Apprenticeship Guidance for Line Managers and understand my commitment as the line manager of the above applicant.  I fully support the above applicant to join the Level 4 School Business Professional Apprenticeship. ***Please complete and sign (by hand or electronic signature)*** |
| **\*Signature:** |  |
| **\*Print name:** |  |
| **\*Job Title:** |  |
| **\*Email address & Tel:** |  |
| **\*Date:** |  |

**Please return this document by email to** **sbpa@serco.com** **within 5 working days of your Level 4 School Business Professional Apprenticeship application (and before application closing date).**

Serco Education, Room 201, Conway House, 31 Worcester Street, Gloucester, GL1 3AJ

**Enquiries**

E: sbpa@serco.com

T: 01452 930 300 (office hours)

W: [www.serco-education.com](http://www.serco-education.com)