

## Level 4 School Business Professional Apprenticeship

### Sample of Application Form

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#### Section 1 – Terms and Conditions

For the first section of the application form, you will need to ensure that you and your line manager have read and understood the Key Documents located on the right-hand side of the programme webpage.

These include:

- SBPA Terms and Conditions
- Overview for participants
- Guidance for Line Managers
- FAQ's

You will then be asked to confirm the following:

- \*  
 I confirm that I have read and agree to the Level 4 School Business Professional Apprenticeship Terms and Conditions
- \*  
 I confirm that I have the approval and full support of my line manager.
- \*  
 I understand that I am committing myself to 18 months of study\* (plus end-point assessment) requiring 100% attendance. I confirm my intention to complete the full programme. (\*possibly longer if under 30hrs p/week).

It is extremely important that you understand the programme requirements and that you are fully committed to completing the programme and that you have also obtained the full support of your line manager.

#### Section 2 – Personal Details

We will then ask you for your personal details, such as title, name, date of birth, gender, NI number, address, phone number and email address.

Please note that the name you give here will be used on all programme documentation, including certificates. If your name changes during the programme, please inform us of this. You will be asked to provide evidence, such as a marriage certificate.

We also ask you to confirm your ethnicity from a drop-down list of options, so that we can monitor our equal opportunities performance.

White		Asian/Asian British	
31	English/Welsh/Scottish/N Irish/British	39	Indian
32	Irish	40	Pakistani
33	Gypsy or Irish Traveller	41	Bangladeshi
34	Any other white background	42	Chinese
Mixed/Multiple ethnic group		43	Any other Asian Background
35	White and Black Caribbean	Black/African/Caribbean/Black British	
36	White and Black African	44	African
37	White and Asian	45	Caribbean
38	Any other Mixed/Multiple ethnic background	46	Any Other Black/African/Caribbean Background
Other Ethnic Group			
47	Arab	98	Any other ethnic group

Finally, we ask you to confirm whether you are currently in receipt of any government funding, information about your right to abode in the UK and whether you have any additional requirements regarding support for your studies, such as dietary requirements at workshops or any disabilities you wish to disclose to us. These might include:

<b>ADHD/ADD</b>	<b>Asperger's Syndrome</b>	<b>Autism Spectrum Disorder</b>
<b>Dyscalculia</b>	<b>Dyslexia</b>	<b>Dyspraxia</b>
<b>Emotional/behavioural difficulties</b>	<b>Hearing Impairment</b>	<b>Mental Health Difficulty</b>
<b>Mobility Difficulty</b>	<b>Multiple Learning Difficulties</b>	<b>Physical Condition</b> (e.g. epilepsy, asthma)
<b>Profound/complex disabilities</b>	<b>Severe Learning Difficulty</b>	<b>Social and Emotional Difficulties</b>
<b>Temporary Disability</b> (e.g. illness, accident)	<b>Visual Impairment</b>	

Are you currently in receipt of government funding for training, e.g. college or university study or enrolled on an existing apprenticeship?\*

Yes  
 No

If yes, please give details:

Are you a UK or EEA (European Economic Area) Citizen or do you have the right to abode in the UK?\*

Yes  
 No

Have you been a resident in the EEA for at least 3 years?\*

Yes  
 No

Are you a Non-EEA Citizen with permission from the UK Government to live in the UK?\*

Yes  
 No

Please indicate if you require any additional support for your studies (or have specific dietary requirements when attending the face-to-face workshops) and give details

### Section 3 – Education

You will then be asked to provide details of the highest-level qualifications that you have achieved (i.e. GCSE, A Levels, NVQs, HNC/D Degree, etc.)

You will specifically be asked whether you have any maths and/or English qualifications at level 2 (equivalent to GCSE Grades A\*-C/9-4). Later in the application process you will be asked to provide original certificates of the qualifications you have confirmed.

Please give details of the highest level qualifications you have achieved, e.g. GCSE, NVQ (please state level), HNC, A/AS Levels, degree, etc. \*

  
 Yes  
 No

### Section 4 – Employment Details

In this section, you will then be asked to complete questions about your job role.

Job title\*

Job description (In brief) (50 words max.)\*

No of years in this role\*

Hours worked (contracted) per week (if shift work please give monthly average)\*

Contract type: all year or term-time only?\*

All year (52 wks full-time or part-time)  
 Term-time only (or mostly)

If term-time only/mostly please indicate no. of weeks per year

You'll also be asked for information about your employer's postal, phone and email addresses, as well as other information about the school you work in.

**School phase\***

- Nursery
- Infant
- Primary
- Secondary
- Primary & Secondary
- Special
- Other

**If 'Other', please specify**

**School type\***

- Academy
- Community
- Voluntary Aided
- Voluntary Controlled
- PRU
- Free School
- Independent
- Other

**If 'Other', please specify**

**Government region\***

Finally, you'll be asked for the name, role and contact information for your line manager. Remember, your line manager must support your application.

**Please enter details of your line manager:**

**Name of line manager\***

**Line manager's role\***

**Line manager's phone number\***

**Line manager's email address\***

## Section 5 – Programme Options and Payment

This section will contain a reminder of the programme cost, and will ask you which start date you wish to apply for.

You will then be asked to confirm whether your employer pays into the apprenticeship levy or not. If **yes**, then we will require information about which local authority or trust pays into the levy for your school, and contact details for the funding manager.

**If 'Yes' please give full contact details of your MAT or local authority funding manager. We will need to contact them to confirm funding arrangements later on. (NB: some local authorities may require providers to submit to a tendering process before funds can be released - in a few cases this may impact on your start date).**

**Funding manager's name/ department name**

**Funding manager's email address**

**Funding manager's phone number**

**Important:** to access your apprenticeship levy funds we will require details of your digital apprenticeship account (DAS) from your levy fund manager later on, once you have formally accepted a place on the programme. **Please ensure funding manager details (above) are completed correctly.**

If **not** - or if you wish to receive an invoice for ILM accreditation for an optional extra fee - then we will require the Accounts Payable contact information for your school.

**School accounts payable contact (if not yourself)**

**School accounts payable address and postcode (if not your school address)**

**School accounts payable email address**

**School accounts payable phone number**

If you are unable to supply a purchase order number (if required) or full school accounts payable/ funding manager details when completing this form, please send details separately **within 5 working days** of submitting your application to: [sbpartnership@serco.com](mailto:sbpartnership@serco.com). Thank you.

**Purchase order no. (if required)**

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## Section 6 – Additional Information

There is a space here where you can add any extra details or clarifications to any of your responses on the form.

You will then be asked to submit your answers. Once you have submitted your answers, you won't be able to access the form again, so we recommend printing out a copy of the form before clicking submit. To **print** a hard copy of this form for your records, please do so now. Go to your browser File menu > then select Print option. Alternatively press CTRL + P on your keyboard.

This application form is just the first step of the application process. Once you submit this form you will then need to complete your Personal Statement and Line Manager Support Form (available in the key documents section of the application website) and send to us within 5 working days.

When we have received both forms, we will acknowledge your application by email normally within 5 working days. If you do not receive this please contact us.

As an apprenticeship training provider our activities adhere to ESFA (Education & Skills Funding Authority) guidance and requirements.

**Many thanks and good luck!**

### **Further information:**

[www.sbmpartnership.org.uk](http://www.sbmpartnership.org.uk)

### **Enquiries:**

[sbmpartnership@serco.com](mailto:sbmpartnership@serco.com)

01452 930 300 (office hours)

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