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Senior Leaders Masters Degree Apprenticeship for School Business Professionals (SLMDA for SBPs) Application Form

This application form must be completed in one session, you cannot save your answers and then return to it. You should allow around 20 minutes to complete the form. You can email a copy for your records once you have completed your responses by selecting the option at the end of the form.

If you have any queries our contact details are: cmdaschools@serco.com or T: 01452 341 829 (office hours)

Section 1 - Terms and Conditions

Please ensure that you have read the Apprenticeship Terms and Conditions, Overview and FAQ documents before completing this application form. It is also essential that you have the full support of your line manager.

I confirm that

- I have read and agree to the Apprenticeship Terms and Conditions
- I have the approval and full support of my line manager
- I understand that I am committing myself to up to 24 months of study* (plus end-point assessment) requiring 100% attendance. I confirm my intention to complete the full programme. (*Possibly longer if working under 30hrs p/week)

Section 2 - Personal Details

Learners Title:	<input type="text" value="Select"/>
First Name: *	<input type="text" value="Enter text here..."/>
Surname: *	<input type="text" value="Enter text here..."/>
Previous Surname (if relevant):	<input type="text" value="Enter text here..."/>
Gender (M/F): *	<input type="text" value="Enter text here..."/>
Date of Birth: *	<input type="text" value="Enter text here..."/> <small>DD/MM/YYYY</small>

NI Number: *

Address Line 1: *

Address Line 2:

Address Line 3:

City:

County:

Postcode: *

Home/Personal mobile phone number: *

Preferred email address (programme information will be sent to this email address): *

Alternative email address:

Emergency Contact Information

Next of Kin Name: *

Relationship: *

Primary Contact No: *

Additional Contact No:

Ethnicity: *

- 31 - White British, 32 - White Irish, 33 - Gypsy or Irish Traveller, 34 - Any other white background, 35 - White and Black Caribbean, 36 - White and Black African, 37 - White and Asian, 38 - Any other Mixed background, 39 - Indian, 40 - Pakistani, 41 - Bangladeshi, 42 - Chinese, 43 - Any other Asian background, 44 - African, 45 - Caribbean, 46 - Any other Black African or Caribbean Background, 47 - Arab, 98 - Any other ethnic group.

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

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? *

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

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

Please Choose Your Current Household Situation: *

1: No Household Member Is In Employment And The Household Includes One Or More Dependent Children, 2: No Household Member Is In Employment And The Household Does Not Include Any Dependent Children, 3: Learner Lives In A Single Adult Household With Dependent Children, 98: Learner Has Withheld This Information, 99: None Of HHS1 / HHS2 Or HHS3 Applies.

Health Checklist and Additional Support

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:

Do you consider yourself to have long term disability, health problems or learning difficulty? *

1. Yes, 2. No, 9. Unknown

Please Select Any Health Problems: *

- 01 02 03 04 05 06 07
 08 09 10 90 97 99
 98

01: Visual Impairment, 02: Hearing Impairment, 03: Disability affecting mobility, 04: Other physical disability, 05: Other medical condition (for example epilepsy/asthma/diabetes), 06: Emotional/behavioural difficulties, 07: Mental Ill health, 08: Temporary disability after illness (for example post-viral) or accident, 09: Profound complex disabilities, 10: Asperger's Syndrome, 90: Multiple disabilities, 97: Other, 99: Not know/information not provided, 98: No disability,

Learning Difficulties: *

Select 

01: Moderate learning difficulty, 02: Severe learning difficulty, 10: Dyslexia, 11: Dyscalculia, 19: Other specific learning difficulty, 20: Autism spectrum disorder, 90: Multiple learning difficulties, 97: Other, 99: Not know/information not provided, 98: No learning difficulty.

What is your primary disability, health problem or learning difficulty? *

Select 

04: Visual impairment, 05: Hearing impairment, 06: Disability affecting mobility, 07: Profound complex disabilities, 08: Social and emotional difficulties, 09: Mental health difficulty, 10: Moderate learning difficulty, 11: Severe learning difficulty, 12: Dyslexia, 13: Dyscalculia, 14: Autism spectrum disorder, 15: Asperger's syndrome, 16: Temporary disability after illness or accident, 93: Other physical disability, 94: Other specific learning difficulty (e.g. dyspraxia), 95: Other medical condition (for example epilepsy / asthma / diabetes), 96: Other learning difficulty, 97: Other disability, 98: Prefer not to say, 99: Not provided, 00: None,

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Section 3 - Education

Please select your highest qualification level: *

09 - Entry (Certificate of Educational Achievement), 07 - Other qualifications below Level 1, 01 - Level 1 - (e.g. 5x GCSE's Grade D-G), 02 - Level 2 - (e.g. 5x GCSE's Grade A* - C), 03 - Level 3 - (e.g. 2x A-Levels or BTEC Diploma L3), 10 - Level 4, 11 - Level 5, 12 - Level 6, 13 - Level 7 and above, 99 - No Qualifications,

Please give details (incl. year and grades) of the highest level qualifications you have achieved i.e. GCSE, A/AS Levels, NVQ, HND, Degree, Masters *

Do you have a maths qualifications to Level 2 (the same level as GCSE Grades A* - C)? (Please note you will be required to provide original certificates later on) *

Do you have a English qualifications to Level 2 (the same level as GCSE Grades A* - C)? (Please note you will be required to provide original certificates later on) *

If your certificates are in your maiden or other name we will require copy of your marriage certificate/evidence of name change.

Identification

Please choose the Identification Type that you will use to confirm your eligibility for the course. This will be checked at your first workshop.

1: Relationship With School / 2: Passport / 3: Driving Licence / 4: Id Card (National Identification) / 5: National Insurance Card / 6: Certificate Of Entitlement To Funding / 7: Bank Credit/Debit Card / 999: Other - Please Specify;

Verification Type (ID):

Other Verification Description:

Section 4 - Employment details

What is your employment status: *

10: In Paid Employment, 11: Not In Paid Employment And Looking For Work, 12: Not In Paid Employment And Not Looking For Work, 98: Not Known / Not Provided,

Length of Employment *

01: Learner Has Been Employed For Up To 3 Months, 02: Learner Has Been Employed For 4 To 6 Months, 03: Learner Has Been Employed For 7 To 12 Months, 04: Learner Has Been Employed For More Than 12 Months

Please enter your role and provide school/ workplace details:

Job Title *

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

No of years in this role: *

Hours worked (contracted) per week including any holiday entitlement (if shift work please give monthly average): *

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

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

Please enter your school/ workplace contact details:

School/Workplace name:

School/Workplace Address Line 1:

School/Workplace Address Line 2:

School/Workplace Address Line 3:

School/Workplace Postcode:

School/work phone number (landline):

School/Work mobile number:

School/Work Email:

School/Work Contact Name:

School Phase:

If Other, please specify:

School Type:

If Other, please specify:

Line Manager Name: *

Line Manager Role: *

Line Manager Email Address *

Line Manager Phone Number *

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Section 5 - Programme Options and Payment

Senior Leaders Masters Degree Apprenticeship for School Business Professionals (SLMDA for SBPs) Apprenticeship costs:

Programme Title: *

Programme Level: *

Please select your programme start date: *

Funding - please confirm if you are from a levy-paying school/employer

Yes No

If 'Yes' please indicate if your employer funding the apprenticeship is

A local authority A multi academy trust (MAT) Other

If 'Yes', please give name of your levy-paying local authority or trust:

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 your apprenticeship will not be funded by the levy and your school will be contributing 5% of the cost, please provide the following information:

School Accounts Payable Contact Name:

School Accounts Payable Contact Address (if different to the school address above):

School Accounts Payable Contact Email Address:

School Accounts Payable Contact Phone Number:

Does your school required us to quote a purchase order number on our invoice:

If yes, please provide PO number:

If you are not able to provide the PO number now, please email it, within 5 working days of your application, to cmdaschools@serco.com

Section 6 - Additional information

How did you hear about this programme?

If Other, please specify:

We may pass on your contact details to other departments within Serco who may send you information on other Serco services that may interest you, but only if you are happy for us to do so. Please refer to T&Cs and website Privacy Policy for information about how we protect and use your personal information.

Please select your contact preferences below:

Contact Preferences *

1 2 3

1. I am happy to be contacted about Courses / Learning Opportunities / Surveys and Research, 2. No Courses or Learning Opportunities, 3. No Surveys or Research

Preferred Method of Contact: *

P T E 4 5 6

P: Don't Contact By Post, T: Don't Contact By Telephone, E: Don't Contact By Email, 4: Contact By Post Is Allowed, 5: Contact By Telephone Is Allowed, 6: Contact By Email Is Allowed,

Optional - If you wish to add further brief details or clarification to any of your responses, you may do so here:

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Education and Skills Funding Agency privacy notice

The Education and Skills Funding Agency (ESFA) is an executive agency of the Department for Education (DfE). 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.

How we use your personal information

The ESFA is responsible for funding education and skills in England for children, young people and adults. It is also responsible for delivery of key services in the education and skills sector in England including the apprenticeship service, the provision of information, advice and guidance through the National Careers Service, and the Learning Records Service. We may use your personal information in our delivery of this work.

How we collect your personal information

We collect your personal information where the law allows it, or we have a legal obligation to do so. Your personal information is collected to enable us to carry out the functions of the DfE.

The lawful basis for collecting and using your personal information will depend on the service and will normally be:

- where we need to for the purposes of Department for Education functions
- where we have your consent to do so
- where we have a legal obligation

If we are processing your personal information using your consent, you can withdraw your consent at any time.

Personal information is provided directly by you:

- face to face
- over the telephone
- via websites or subscribe to our mailings
- in emails

We may collect personal information about you from other systems or organisations funded by ESFA and from organisations that introduce you to us; so that we can make contact with you.

How we share your personal information

We may share your personal information with other services run by the ESFA, other parts of the DfE, and partner organisations, where the law allows it or we have a legal obligation to do so:

- with a third party who is working for ESFA under contract
- with organisations for the purposes of:
 - administration
 - provision of career and other guidance
 - statistical and research purposes, relating to education, training, employment and well-being prevention or detection of crime

Other organisations include:

- Department for Work and Pensions
- Local and Combined Authorities in England
- Greater London Authority
- Higher Education Statistics Agency
- Office for Standards in Education
- Institute for Apprenticeships
- educational institutions and organisations performing research and statistical work on behalf of the Department for Education, or partners of those organisations

How long we will keep your personal information

We will only keep your personal information for as long as we need it after which it will be securely destroyed.

We may need to keep your personal information indefinitely for research and statistical purposes. We will put in place necessary measures to safeguard this information.

Your data protection rights

You have the right:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If we are processing your personal information using your consent, you can withdraw your consent at any time.

If you need to contact us regarding any of the above, please do so via DfE.

Contacting us about your information

If you would like:

- more information about how we process your personal information or your data protection rights
- to make a request about your information – for example to request a copy of your information or to ask for your information to be changed
- to contact our Data Protection Officer

You can contact us using our secure online contact form or by writing to:

Ministerial and Public Communications Division
Department for Education
Piccadilly Gate
Store Street
Manchester
M1 2WD

You also have the right to complain to the Information Commissioner's Office. Find out on their website how to report a concern.

Further information on processing your information

Learner information

Personal information is collected by the ESFA in accordance with the terms and conditions of funding imposed on providers of learning, for example, further education colleges and private training organisations. Your personal information is processed by the DfE, and by those third party organisations when they process your information on behalf of the DfE, to enable the DfE to carry out its functions.

Learner information collected by the ESFA is known as the Individualised Learner Record (ILR). The specification and standards for the ILR are published for each academic year (1 August to 31 July) by the ESFA. This specification provides more information about the use of your information.

Learner contact information collected by the ESFA may be used for the purposes of research and surveys to enable the DfE to carry out its functions or, where learning is funded by the European Social Fund (ESF), for the Department for Work and Pensions to carry out its functions. This contact information will only be used for the purposes of other research and surveys with the consent of the learner.

Learner information is also collected and supplied to the Learning Records Service, a part of the ESFA. Your information is used by the ESFA to issue learners with a Unique Learner Number, and to create and maintain your Personal Learning Record. More information about this use of learner information is published by the Learning Record Service.

Apprenticeships

As part of this service, individuals can apply for and be kept informed of apprenticeship opportunities. Your personal information is processed to match registered candidate requirements to vacancies for apprenticeships, including for those employers or providers offering a guaranteed interview scheme. Learning providers may act on behalf of employers to sift and shortlist candidates for interview that meet the criteria set by the employer. This service also enables the ESFA and organisations funded to deliver the National Careers Service, and the Department for Works and Pensions (including Jobcentre Plus), and their employees or agents to search for apprenticeship vacancies and pass details to citizens and clients for the purpose of providing careers advice and guidance.

If you start an apprenticeship, your information is supplied to us by your employer to enable the DfE to carry out its functions. When you complete your apprenticeship, your information will also be shared with:

- an organisation appointed by your employer to assess the training that you receive
- an organisation under contract to the DfE to issue you with an apprenticeship certificate

This sharing is undertaken to enable the DfE and the Institute for Apprenticeships to carry out their functions.

National Careers Service

The ESFA encourages participation within further education and learning through the provision of career information and advice services. Data is collected to enable delivery of the services requested. Some optional demographic information (for example, ethnicity, declared disability) is requested to enable the ESFA to monitor the performance of the service against equality and diversity objectives, and to ensure that the ESFA is targeting the service to meet priority audience groups.

Further details about the service are provided on the National Careers Service website.

Bursary for Vulnerable Group Scheme

The Bursary for Vulnerable Group Scheme uses the information you give to decide if you are eligible for a bursary under the scheme eligibility criteria. The information collected by your educational institution will include your name and contact details and whether you are:

- a care leaver
- getting Income Support, or Universal Credit because you're financially supporting yourself or are financially supporting yourself and someone who is dependent on you and living with you, for example, your child or your partner
- getting Disability Living Allowance or Personal Independence Payments and Employment and Support Allowance or Universal Credit

To enable the delivery of this scheme your personal information may be shared with ESFA and the provider administering the scheme for the purposes of administration, as the law allows in order for the Department for Education to perform its function.

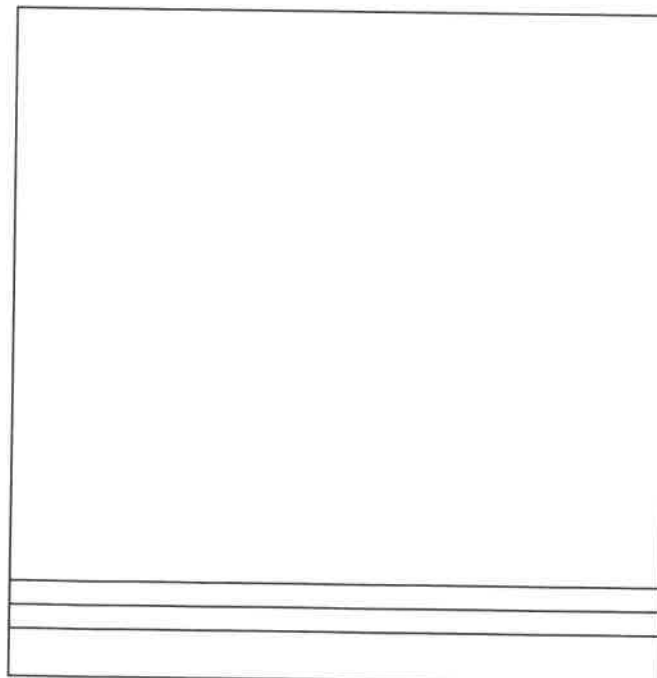
Sharing data

In order for the DIE to carry out its functions:

- the ESFA and training providers share data to ensure accuracy of information held in relation to the funding of learning - a training provider may need to share your information with another training provider in order to verify accuracy of information in relation to a claim for funding from the ESFA
- your personal information may be shared with another training provider for the purposes of your continued learning

In the event that a further education college or other training provider is unable to continue the delivery of training funded by the ESFA (for example, where a training provider is a limited company that is dissolved) the ESFA will endeavour to make arrangements for the secure transfer of information, including your personal data, from the former training provider to another training provider to support your continued learning. It may also request information from Awarding Organisations to establish at what stage your learning has reached according to their records.

Signature: *



Tap or click on the signature above to sign

Your Email*

Enter your E-mail

Send copy to email address

Submit

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