**Apprenticeship Expression of Interest**

Please make sure that before completing this EOI form you;

* Read the guidance contained on our website:   
  <https://pod.admin.ox.ac.uk/work-learn-develop>
* [Research](https://findapprenticeshiptraining.apprenticeships.education.gov.uk/courses) the information on the apprenticeship you are interested in applying for, and;
* If possible, attend one of our monthly information sessions ([<https://www.eventbrite.co.uk/o/university-apprenticeships-16658296493>https://d.adroll.com/cm/index/out](http://oxfordworklearndevelop.eventbrite.com))

Apprenticeship based training is a fantastic way to develop new skills and support your continued professional development. However, it is not for everyone and does not suit every work situation. To make sure you are getting the training that is right for you, following your expression of interest form, the identified training provider will arrange a meeting with you and your manager, and conduct an assessment of your training needs.

During the application process, the training provider will assess:

1. How your current job role relates to the apprenticeship programme you have applied for and that it provides sufficient work experience to support the course objectives.
2. The genuine need for training and development and the potential for significant skills development, an Apprenticeship cannot just accredit existing skills and knowledge.
3. If your manager supports your application and will:
   1. Agree to releasing you for any formal taught sessions in college
   2. Facilitate training and development opportunities in the workplace
   3. Allow you time as part of normal working hours towards completion of the apprenticeship and any associated work
   4. Fund any ineligible costs that are not covered by the Apprenticeships Levy (*ask the Training Provider to give full details of these*)

# Step 1: Employee Overview

|  |  |
| --- | --- |
| Employee name |  |
| Job title |  |
| Work address |  |
| Employment contract | Choose an item. |
| Choose an item. |
| If fixed term, please state contract end date |  |
| If part-time, please state how many hours worked per week |  |
| Is your contract externally funded? | Yes / No *(please circle/highlight)* |
| Employee contact details  (email and phone) |  |
| Name or type of apprenticeship interested in |  |
| How long have you been in your current role? |  |
| Are you responsible for managing staff, if so how many? |  |
| Please give brief details of your most recent qualifications |  |

# Step 2: Manager Information

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Email address |  |
| Work address (if different from applicant) |  |

**Thank you for filling out the above information. Please ensure that you send this across to the Apprenticeships team and attach an up to date Job Description for your role.**