
Apprentice and Employer Permissions Form

Section A: Certificate Authorisation Confirmation

CERTIFICATE AUTHORISATION CONFIRMATION:

The Apprenticeships, Skills Children and Learning Act 2009 requires that apprentices must apply for their Apprenticeship Completion Certificate. However, where this is facilitated by a third party, in this case the Chartered Management Institute, there must be evidence that this is being done at the specific request of the Apprentice.

- I authorise the Chartered Management Institute to apply for my Apprenticeship Completion Certificate on my behalf, and the necessary evidence of my achievements including my apprenticeship grade will be submitted to the certification authority on my behalf.
- I consent to the use of my personal data for the purpose of claiming my Apprenticeship Completion Certificate.

Apprentice Name & Signature:

ULN:

Date:

Section B: Employer and Apprentice Consent Form for Use of Assessment Materials and Case Study Participation

CMI is seeking your permission to use assessment materials for internal training purposes and, with your consent, to contact you regarding the possibility of featuring your apprenticeship journey as a case study. Please read and complete the form below to provide your consent:

1. Use of Assessment Materials for Internal Training Purposes

By selecting this option, you are granting CMI permission to use your assessment materials (including but not limited to assignments, recordings, evaluations, and feedback) for the purpose of internal training. These materials will be used solely for training purposes within our organisation.

☐ I consent to CMI using the apprenticeship end-point assessment materials for internal training purposes.

2. Case Study Participation and Contact

By selecting this option, you are granting CMI permission to contact you in relation to using your apprenticeship journey as a case study. This may include showcasing your experience in promotional materials, presentations, and other formats for internal or external audiences.

☐ I consent to being contacted by CMI to discuss using my apprenticeship journey/experience as a case study.

3. Acknowledgement

By submitting this consent form, I acknowledge that I have read and understood the terms of consent and agree to the use of my assessment materials for internal training and, if applicable, to be contacted regarding case study participation.

Apprentice Name:		
Apprentice Signature:		Date:
Apprentice preferred contact details:	Phone:	Email:

4. Employer Consent:

By submitting this consent form, I acknowledge that I have read and understood the terms of the consent and agree to the use of the apprentice's assessment materials for internal training purposes and that I can be contacted regarding case study participation (if applicable).

Please note that without consent from the employer, the apprentice's work will not be used (even if the apprentice has given consent).

Employer Name (if applicable):		
Employer Signature:		Date:
Employer preferred contact details:	Phone:	Email: