|  |
| --- |
| **Apprenticeship Completion Authorisation** |
| Apprentice Consent Form |

|  |  |
| --- | --- |
| **1** | **Introduction**  |

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.

|  |  |
| --- | --- |
| **2** | **Note to Apprentice** |

Only complete and sign this form if you are giving your authority to the Chartered Management Institute to claim your apprenticeship completion certificate on your behalf.

|  |  |  |  |
| --- | --- | --- | --- |
| **First name** | **Surname** | **Date of Birth** | **ULN Number**  |
|  |  |  |  |
| **Employer name** | **Employer address** | **Employer contact**  | **Role of employer contact**  |
|  |  |  |  |

 **Nominated EPAO** - Chartered Management Institute EPA0026

|  |  |
| --- | --- |
| **3** | **Apprentice declaration and Authorisation** |

I declare that:

* I have met all of the stated requirements of the Apprentice Standard.
* I authorise the Chartered Management Institute to apply for my Apprentice Completion Certificate on my behalf, and that they will provide the ESFA with the necessary evidence of my achievements including my apprenticeship grade.
* I consent to the use of my personal data to be used for the purpose of claiming my Apprentice Completion Certificate.

|  |  |
| --- | --- |
| **Apprentice Signature:** | **Apprentice Date of Signing:** |
|  |  |