



Apprenticeship Study Application Form

All pages must be completed and signed

Surname:						
Forename:						
Home address:						
Contact Telephone No:						
Email address:						
Date of Birth:						
National Insurance Number						
Post Held						
Hours worked per week						
AFC Band						
Hospital						
How long have you worked for the Trust						
Ward/Department				Ext. No.		
Preferred method of contact (tick appropriate)	Phone	<input type="checkbox"/>	Email	<input type="checkbox"/>	Work	<input type="checkbox"/>

(If applicable to your role)

Have you completed the Care Certificate (Tick appropriate) **Yes:** **No:**

FOR OFFICE USE ONLY			
Levy Cap	£	Scanned to File	
AS Projection		AS upload	
DPS		Provider Informed	

Please indicate the Apprenticeship Study you are interested in.

Clinical

Non Clinical

Health and Social Care

Business Administration/Medical

Healthcare Science/Support Worker

Team Leading/Supervisor

Pharmacy

Leadership & Management:

Project Management

Recruitment

IT

Human Resources(HR)

Finance

Other (Please state): _____

state level of study you wish to apply for (if known)

Level 2
5 GCSEs a-c grade

Level 3
2 A levels a-c

Level 4
Cert of HE/HNC

Level 5
Foundation Degree

Level 6/7
Degree/Masters

Personal Statement

(Please describe what you do and why an apprenticeship study programme would be of an organisational and individual benefit)

What is your highest qualification gained to date?
Please state full name of qualification, subject &
Level. (e.g. Diploma Level 3)

* If you already hold an NVQ qualification, please
state the name of the NVQ and the level studied
e.g. level 2 or 3.

Are you currently undergoing any form of course?
If so, please state name of course, start date and
when you expect to complete the course.

Have you been a member of the UK or EU for the
past 3 years? (*Information required to process
your application*).

Has this learning/development need been identified through your PDR?

Yes / No

Applicant Signature:..... **Date:**.....

This page must be completed and signed by the line manager:

Please confirm that you can support this staff member to commence an <i>Apprenticeship</i> , and that this application supports the individuals KSF/PDP and describe how this activity will contribute towards your departmental objectives and support the Trust goals

I authorise the applicant to undertake an apprenticeship programme requested above and confirm support will be provided to this individual:

Signed	
Print Name	
Job Title	
Ward / Dept:	
Hospital	
Tel no / Extension:	
Date:	

Checklist:

- **Have ALL sections of this application form been completed and signed?**
- **Has evidence of the applicant’s recent PDR been attached to the application form?**
- **Has a copy of the applicant’s job description been attached to the application form?**
- **Has the applicant read, signed and attached page 5 (personal information use)**
- **Has the applicant read, signed and returned the Apprenticeship Plagiarism Policy pages 6-8**

Health Education England (HEE)
Information/statement of personal information use

HEE exists to deliver high quality, effective, compassionate care and to identify the right people with the right skills and the right values to undertake that care.

All of the information we collect is to support these objectives. You can see more about our work on the HEE website: <http://hee.nhs.uk/about/how-we-work/what-we-do>.

We will use your information to undertake core business functions and for:

1. managing the number of NHS apprenticeships to include information on frameworks and levels, training programmes completed and destination of those who have completed an apprenticeship
2. managing the provision of training programmes
3. managing processes allied to training programmes such as certification, evidence and revalidation, including supporting the requirements of regulators
4. quality assurance of training programmes
5. workforce planning
6. improving patient safety
7. compliance with legal and regulatory responsibilities, including monitoring under the Equality Act 2010
8. research associated with each of the purposes described above.

Security

The personal data we collect may be held electronically on data systems managed by HEE or as paper records. These records are only seen by staff who need access for their work or partner organisations under data sharing agreements. The security of the data follows HEE's information governance policies.

Accuracy and records management

We make every effort to keep your personal information accurate. If you inform us of a change in your circumstances, we will update your records accordingly.

In line with the NHS records retention schedule, within the NHS records management code of practice, we will not keep personal data for longer than necessary.

Sharing personal data

To allow us to provide the best possible training and education, and the right services at the right level, we may share your personal data within HEE on a need-to-know basis.

Your rights

You have the right to ask HEE to stop processing your personal data; however this may prevent us providing the best possible service to you. Where possible, we will do as you ask, but in order to comply with NHS retention and legal requirements, we may need to hold and process data already in our possession.

If you find that personal data that we hold is no longer accurate, you have the right to have it corrected. To do this, please contact the service holding your data.

The Apprentice will need to read the above statement and sign that they are aware of that the employer/training organisation will be sharing their information with Health Education England for the above purposes.

Signed

Date

PLAGIARISM POLICY

1. OUR COMMITMENT

As an organisation that offers Apprenticeship learning and development opportunities to employees the Trust is committed to ensuring all apprentices are made aware of what constitutes plagiarism. Plagiarism amounts to falsification of work and cheating and will not be tolerated.

2. OBJECTIVES

The aim of the policy is to ensure all staff are aware of what constitutes plagiarism, how to avoid it happening and how to manage any such instances. In order to uphold the Trust's core values and our behaviours each apprentice will be asked to read, understand and sign this plagiarism policy.

3. SCOPE

This policy applies to any apprentice learner working towards a recognised and certificated qualification throughout our work based learning, sub contracted to an accredited learning provider.

4. KEY CONTACTS

Maria Kelly – Apprenticeship Coordinator
maria.kelly10@nhs.net

5. DEFINITIONS

What is Plagiarism?

Plagiarism occurs when an author attempts to misinterpret an original, existing or unacknowledged materials or ideas from another person, source or (in the case of self-plagiarism) their own work. (PlagiarismAdvice.org). It is acknowledged that plagiarism isn't always intentional and may be as a result of a learner misunderstanding rather than direct intention. Plagiarism is a very specific form of cheating and this information is to help you understand what it is and how to avoid it:

Plagiarism includes:

- Buying a paper/assignment from an internet source and submitting it as their own
- Asking someone else to do the work for you / copying sections of work from a friend
- Copying coursework/essays previously completed
- Copying/pasting information from textbooks/internet without referencing it (most commonly done)
- Copying another student's results and passing them off as your own
- Giving false information about the source of information used in work
- Omitting quotation marks from quotations
- Incorrect referencing
- Collaborating with others when the spec is to work individually
- Taking another person's computer file or programme and using it for your own
- Submitting another person's work as your own
- Falsifying results

6. RESPONSIBILITY

The Trust is committed to ensuring that all apprentices have been advised on how to prevent plagiarism and provided with the plagiarism policy by the Apprenticeship Coordinator.

The Apprentice should be informed that they:

1. Should not let others see their coursework as this can amount to collusion
2. Should ensure that coursework is in their own words unless quoting from a reference
3. Understand that using essay banks, essay writing services and sharing work on social networking sites is not acceptable
4. Understand that when they sign coursework/declarations to authenticate it, they are signing to confirm that this is their own work
5. Refer to the plagiarism policy as a guide

Apprenticeship Coordinator should:

1. Ensure the apprentice is aware of the plagiarism policy
2. Inform the apprentice that if plagiarism is confirmed this may result in disqualification from the apprenticeship unit of study/whole disqualification

3. Deal with any reported plagiarism appropriately

Process for dealing with Plagiarism

- a) If the apprenticeship providing organisation suspects plagiarism, this is brought to the attention of the apprenticeship coordinator. A discussion will take place with the learner/Regional Trainer and Apprenticeship Coordinator as to the learners understanding of the requirements for the particular piece of work/evidence and what constitutes plagiarism. If deemed appropriate at this time further evidence/resubmission may be requested to show the apprentices competence/knowledge in the area identified. The provider may further discuss this issue with their Internal Quality Assurer (IQA) who will plan to sample the apprentices work and report to the providers Accreditation Manager who will further review the area of concern and where outcomes for learners will be negatively affected, will report to the relevant awarding organisation.
- b) If the IQA suspect's plagiarism that has not been identified by the Regional Trainer the coursework will be referred, and the same process is to be followed as above. If appropriate, re-training will take place with the Regional Trainer. The IQA will then amend the rationale for Learners and RT appropriately. This issue should then be reported to the providers Accreditation Manager, who will make a decision on the next course of action.
- c) The providers Accreditation Manager will record, investigate and monitor plagiarism concerns, and where appropriate, the providers learner disciplinary procedure will be followed. (RT to inform Apprentice on initial sign up of all the providers policies and procedures)
- d) If the apprentice disagrees with either the Apprenticeship Coordinator/Regional Trainer/IQA decisions they can follow the appeals procedure

6. CONFIDENTIALITY

In all instances the situation will be managed with the upmost confidence in line with all relevant Trust policies and procedures. In all instances, confidentiality of information will be respected and only those relevant to the concern will be informed along with the Apprentices Line Manager when deemed necessary by the Apprenticeship Coordinator.

8. WHY YOU SHULD NOT PLAGIARISE

There are reasons why an apprentice/Learner would plagiarise examples of this is are

1. Not having a full understanding of what plagiarism is
2. Not having enough time to complete work in a timely fashion therefore panicking
3. Desperation not to be seen as a failure
4. Lack of previous knowledge and understanding of academia study and expectation

Plagiarism is seen as cheating and on occasion is carried out intentionally for personal gain without having to do the work.

9. ASSOCIATED TRUST POLICIES (available on ADAGIO)

Complaint Management Policy
Disciplinary Policy and Procedure
Education Training and Development Policy
Data Protection Policy

Pride in your work

Apprentice Learners should be able to take pride in their work and in the achievements they have attained. There is considerable satisfaction in knowing that the work you have submitted is your own, and the marks obtained reflect your own effort. There can be little real satisfaction in knowing that your mark (however good) was because you were a good cheat, rather than a good apprentice learner.

10. DECLARATION

Please read and sign:

The people you work with and care for must be able to trust you. To justify that trust you must be open and honest, act with integrity and adhere to your Code of Conduct, Trust values and Our Behaviors at all times.

You are expected at all times to uphold and promote the values and integrity of all regulatory bodies the Trust is involved with.

I confirm that I have a full and clear understanding of the information provided above and I agree to abide by the Trust's core values.

Signature (applicant).....

Date signed:.....

Please submit completed application form and all necessary documentation to:

**Maria Kelly – Apprentice Coordinator
Clinical Education Department
Level 1
Philip
Farrant Education Centre**

Contact details: Ext: 8253 / maria.kelly10@nhs.net