

Apprentice Declaration & Authorisation Form

TO BE COMPLETED BY THE APPRENTICE

Any information written on this form must be clearly legible

Apprentice First Name:	<i>Please complete in full</i>	Apprentice Middle Name:	<i>Please complete in full</i>
Apprentice Surname:			

I confirm that my Apprenticeship training: -

Commenced on:	DD	MM	YYYY	and my last day in learning was*:	DD	MM	YYYY
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** This is the actual end date of your learning – it is the date that you were informed that all training activities, assessments and exams relating to your Apprenticeship had been completed (please note that final **achievement confirmation** may be subject to IV/EV verification and/or certification by a relevant Awarding Organisation).*

I declare that:-

- Where required** (ONLY for starts on/after 6th April 2012), I had an Apprenticeship Agreement in place for the duration of my Apprenticeship, or that Alternative Completion Conditions¹ applied to my framework.
- I have met all the requirements of my Apprenticeship framework as listed below:-
 - I have achieved the required separate Competency and Knowledge qualifications **OR** the appropriate integrated/combined qualification.
 - Where applicable**, I have achieved the required Functional Skills **OR** an approved, accepted alternative.
 - Where applicable**, I have achieved the standards of attainment for Employee Rights and Responsibilities (ERR).
 - Where applicable**, I have achieved the standards of attainment for Personal Learning and Thinking Skills (PLTS).
 - Where applicable**, I have received the required minimum levels of Guided Learning Hours (GLH).
- I consent to the use of my personal data, uploaded to Apprenticeship Certificates England (ACE), by me or on my behalf, to be used for the purpose of claiming my Apprenticeship Completion Certificate and for the creation of analytical and statistical data (from which individuals cannot be identified) relating to Apprenticeships in England. This analytical and statistical data is in accordance with the ACE data use policy.
- I now wish to claim my Apprenticeship Completion Certificate. I understand that I can either claim my Apprenticeship Certificate myself by providing all the necessary achievement evidence and paying the appropriate fee², or that by signing this form I authorise the organisation named below to apply for my Apprenticeship Completion Certificate, on my behalf and that they will provide the Certifying Authority³ with the necessary evidence of my achievements.

Organisation Name:	<i>Insert name of organisation applying for your Apprenticeship Completion Certificate</i>				
Apprentice Signature*:		Date of signing:	DD	MM	YYYY

**Electronic signatures are acceptable (see the guidance notes for completion of this form for further information)*

FOR INFORMATION:

The English Certifying Authority has the power and duty to issue Apprenticeship completion certificates and has prescribed the manner in which these certificate applications are to be made. The declarations above must be confirmed by the Apprentice, prior to this form and all other supporting evidence of their required achievements, being uploaded to the Apprenticeship Certificates England (ACE) system. The Apprentice must also sign and date this form. The contents, and purpose, of this form should be discussed and explained to the Apprentice to ensure that they fully acknowledge and understand what they are declaring and, where appropriate, authorising a third party to do on their behalf.

¹ For details on Alternative Completion Conditions refer to: www.legislation.gov.uk/uksi/2012/1199

² To apply for your certificate yourself go to: <https://acecerts.co.uk/web> and complete the online application

³ The Federation for Industry Sector Skills & Standards has been designated as the English Certifying Authority by the Chief Executive of the Skills Funding Agency