

Learner File 16/17 – Apprenticeship, Classroom / Workplace, Innovation
(circle as appropriate)

COMPLETE USING CAPITAL LETTERS AND BLACK INK

Learner Name: (incl middle name if applicable) _____

Assessor / Tutor: _____ Name of Partner/Sub-contractor _____

Apprenticeship framework, code, level & pathway (if applicable)* _____

Transferring from another provider/college, same qual? **Yes / No**. If yes, please append **Learner Transfer form**

Progressing from level 2 to level 3? **Yes/ No**, if Yes complete the remaining funding to be claimed, due to prior learning, in the box below (e.g. if no reduction is required funding is 100%), and obtain IV signature.

% Funding to be claimed after RPL/APL - Main aim: Or Transfer (please evidence) All % approved by IV	-Tech Cert: - Functional skills:	IV signature
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Title of Qualifications / Units / Opt. Units	Awarding Body / Ref	% Funding	IV Signature	Date Registered	Start Date	Length of Stay (Months)	Office Use Only. P.E.D
NB the apprentice must take L2 English and maths during their intermediate-level Apprenticeship where they are exempt L1 in either English or maths (or both) but are not exempt L2 at start						Office Use Only Actual End Date:	

Address: _____ Unique Learner No (ULN) if known: _____

_____ National Insurance No: _____

_____ Postcode: _____ Gender: _____

Age: _____ (as of 31 August 2016) Date Of Birth: ____/____/____ Tel No _____

Mob No: _____ Email: _____

Nationality: _____ Have you lived in the UK / EU / EEA for the last 3 years? Yes No
(Passport held)

Next of Kin details (This information will be used for emergency contact details)
Under 18 your next of kin is updated on progress.

1. Name of Next of Kin: _____ Next of Kin Tel Number: _____

Address if different from above: _____ Relationship to learner _____

2. Name of Next of Kin: _____ Next of Kin Tel Number: _____

Address if different from above: _____ Relationship to learner _____

Employment – please tick all that apply:

Do you have the right to work in England? Yes No

Employed Length of employment before start: _____ (months) Hours per week*.....
 Self Employed Length of employment before start: _____ (months) Hours per week.....
 Unemployed Length of unemployment before start _____ (months)

Unemployed for funding purposes must be in receipt of one of the following:

JSA ESA/WRAG Universal Credit NI Credits only No Benefits (Co-funded only)
 Another State Benefit Give details.....

Job role / title (if applicable)* _____

Skill, trade or occupation for which the apprentice is being trained: * _____
 (if applicable)

Employment / Work experience details, list current first:

COMPANY NAME	FROM	TO	DETAILS – Please give a brief description of your duties.	REASON FOR LEAVING

Eligibility check: OK Additional evidence required and attached

Where did you hear about us? Please tick one

Advertisement Company School / College Friends Website Other: _____

Previous qualifications

Name of last School or College attended: _____ Date of Leaving: ____/____/____

Please list below the subjects you have taken at school / college and qualifications you have achieved or awaiting results for.

Please provide copies of certificates achieved within 4 weeks of start

SUBJECT / Level	RESULT

Have you ever taken part in any Government funded training programme? Please tick one. YES NO

If yes', please fill in the name of College / Training Provider: _____

Please tick the box(es) that you are most interested in:

- Vehicle Body Repairer or Painter
- Vehicle Mechanic on Cars or Trucks
- Business Improvement Techniques
- Other (Give details).....
- Beauty
- Plumbing
- Manufacturing
- Hairdressing
- Electrical Installation
- Customer Service
- Business Admin
- Sports Facilities
- Engineering

MITskills aims to ensure that no employee or trainee or any potential employees will receive less favourable consideration or treatment by virtue of his or her gender, race, colour, disability, marital status, sexual orientation, nationality or ethnic origin. Furthermore, we aim to ensure that no person would be disadvantaged by any condition or requirement, which cannot be shown as, justified

Ethnicity codes and numbers are based on 2011 Census (please tick relevant box)

- White-English/Welsh/Scottish/Northern Irish/British (31) Asian or Asian British-Indian (39) Arab (47)
- White-Irish (32) Asian or Asian British-Pakistani (40) Any other (98)
- White Gypsy or Irish Traveller (33) Asian or Asian British-Bangladeshi (41) Not Provided (99)
- White-any other White background (34) Chinese (42)
- Mixed – White and Black Caribbean (35) Asian or Asian British – any other Asian background (43)
- Mixed - White and Black African (36) Black or Black British-African (44)
- Mixed-White and Asian (37) Black or Black British – Caribbean (45)
- Mixed-any other Mixed / multiple ethnic background (38) Black or Black British – any other Black background (46)

Do you consider yourself to have a disability, health problem or learning difficulty? Yes / No

From the list below, please tick relevant box(es) and indicate which is your one primary or most significant concern that may affect your learning: (codes shown are standard funding codes)

	Primary		Primary		Primary
Visual impairment (DS1)	(4)	Severe learning difficulty (LD2)	(11)	Other physical disability (DS4)	(93)
Hearing impairment (DS2)	(5)	Dyslexia (LD10)	(12)	Other specific learning difficulty eg Dyspraxia (LD19)	(94)
Disability affecting mobility (DS3)	(6)	Dyscalculia (LD11)	(13)	Other medical condition e.g. epilepsy, asthma, diabetes, allergies (DS5)	(95)
Profound complex disabilities (DS9)	(7)	Autism spectrum disorder (LD20)	(14)	Other learning difficulty (LD97)	(96)
Social / Emotional difficulties (08)	(8)	Aspergers Syndrome (DS10)	(15)	Other disability (DS97)	(97)
Mental health difficulty (DS7)	(9)	Temporary disability after illness or accident (DS8)	(16)	Prefer not to say	(98)
Moderate learning difficulty (LD1)	(10)	Speech, Language and Communication Needs	(17)	Not Provided (99)	(99)

If you select any code with "Other" above, please give details: _____

Do you have a Statement of Educational needs (SEN)? **Yes / No**

Do you have an Educational Health Care Plan (EHC) or Learning Difficulty Assessment (LDA)? **Yes / No**

Children and Care

Are you or have you recently been in local authority care? **Yes / No**

Are you a Full Time Carer? **Yes/No**

Have you ever been convicted of an offence by a criminal court, other than a conviction which is spent by virtue of the Rehabilitation of Offenders Act 1974?

YES / NO..... (if yes, please attach details)

Please tick which of the following statements apply (can be HHS1 **or** HHS2. HHS3 may apply in addition to HHS1):

- HHS1 - No household member is employed and household includes 1 or more dependant children
- HHS2 – No household member is employed and household does not include any dependant children
- **HHS3 – Household includes only 1 adult (18 yrs or above) with 1 or more dependant children**
- HHS99 - None of these statements apply

Or

- I confirm that I wish to withhold this information

Personal Statement

What are your reasons for learning?

Personal Achievement

Peer pressure

To get a job

Parental pressure

Improve Job Prospects / Promotion

How do you see the future for you? _____

What are your career / progression aspirations? _____

What relevant knowledge or skills do you have?

How was your last educational experience?

Did you complete the course?

Describe your attendance level.

Do you think you have any barriers to learning?

Do you like to learn new things?

What are your hobbies or interests?

Do you belong to any clubs / organisations?

Personal and social skills.

How do you get on with colleagues and peers?

Support required from us:

Numeracy

ICT

None

Literacy

Other

Reading

If other, give details _____

How MIT will address this _____

Do you have a current CV Yes

No

How would you travel to and from the training centre?

Do you talk to your family and friends about your plans? Yes No What do they think?

Is your intention to fully complete your course within the timeframe agreed? Yes No

Initial Assessment Results (see attached) :

English: _____ Maths: _____

Preferred Learning Style (see attached): _____

Intermediate Apprentices starting on Level 1 Functional Skills - I have been offered Level 2 Functional Skills once I have completed the Functional Skills required for my framework and confirm the following.

Maths I Declined I Accepted **English** I Declined I Accepted

Assessment Plan

Delivery Location & Postcode: _____

Mode of delivery (please tick appropriate box for each aim)					
Please Give % online delivery	Day release to college	Block release to college	Employer based workshops	1:1 in the workshop	Other (please specify)
Main / Competence Aim Est G.L.H.					
Tech Cert / Knowledge Aim Est G.L.H					
Functional Skills Est. G.L.H					
ERR Est G.L.H					
PLTS Est. G.L.H					
Other quals Est G.L.H					
Workplace assessment (if applicable)	Progress reviews to be carried out a minimum of every 8 weeks (Apprenticeships) by work based trainer and every 4 weeks (non-apprenticeships) by tutor/assessor				
Progress reviews					

Privacy Notice

How We Use Your Personal Information

The information you supply will be used by the Skills Funding Agency, an Executive Agency of the Department for Business, Innovation and Skills, to issue you with a Unique Learner Number (ULN) and to create your Personal Learning Record. For more information about how your information is processed and shared refer to the Extended Privacy Notice available on Gov.UK.

Tick any of the following boxes if you do not wish to be contacted:

- About courses or learning opportunities For surveys and research
 By post By phone By e-mail

Learner verification type (LRS registration use only)

- Relationship with school Passport Driving Licence
 ID Card/Other national ID NI Card Certificate of Entitlement
 Bank card/Debit card Other None Provided

Do you wish to claim Additional Learning Support? (at a fixed monthly rate) Y N

If Yes, you must provide a copy of an ALS/ALN Plan outlining how support will be provided. Evidence attached Y N

Do you wish to claim Exceptional Learning Support (in excess of £19,000) Y N

If Yes, how much do you wish to claim? Evidence attached Y N

EMPLOYER / LEARNER AGREEMENT

1. The Learner's Responsibilities

- 1.1 To work to the best of her or his ability and in accordance with the Programme policies and procedures.
- 1.2 To observe MIT's terms and conditions of the programme and adhere to the contents of the Learner handbook.
- 1.3 In training, to be diligent and punctual and to attend courses and account for any absences, keep records, take part in and contribute to the review process, undertake assessments in order to achieve programme objectives and keep MIT informed of progress towards those objectives.
- 1.4 To ensure all necessary PPE is in place and brought to centre when required.
- 1.5 To supply MIT with all signed, stamped and dated by the companies visited, all job search evidence as required. *(if applicable)*
- 1.6 To supply MIT with all signed and dated Attendance Records by end of day Monday of the following week. *(if applicable)*
- 1.7 At all times to behave in a safe and responsible manner and in accordance with the requirements of Health and Safety legislation relating to the individual's responsibilities and to promote and act in the best interests of all concerned.
- 1.8 For any periods of non-attendance, the Learner must supply evidence to support that non-attendance or MIT reserve the right to either; stop any benefit or bursary payments made to Learner or; remove Learner from programme. *(if applicable)*
- 1.9 The Learner agrees that he/she will not work on any machines, processes or specified work areas until fully trained on each machine, process or work area, unless under supervision.
Compensation for any accident or injury caused as a result of the Learner using prohibited machinery or processes or from working in a prohibited area could be affected by failure to follow this instruction

2. The Employer's responsibilities: *(if applicable)*

- 2.1 To carry out a Health & Safety Check and Insurance **(see attached)**
- 2.2 To employ, or sponsor the learner in accordance with agreed terms and conditions and taking into account relevant legislation (National Minimum Wage etc)
- 2.3 To jointly agree with the Provider and Learner, **a Learner File** ensuring satisfactory progress is maintained. Any changes to the plan will be agreed at review stages.
- 2.4 To provide, as it is reasonably practical, the experience, facilities and necessary training to achieve the objectives laid out in the **Learner File** without loss of wages and to treat the learner fairly and reasonably as with the rest of the workforce and not discriminate or act unfairly against learners.
- 2.5 If the Learners employment is terminated due to redundancy, to attempt, with the assistance of relevant organisations, to arrange employment for the Learner, for the duration of the Programme, with another employer.
- 2.6 The Employer agrees that he/she will not allow the Apprentice to work on any machines, processes or specified work areas until the Apprentice is fully trained on each machine, process or work area, unless under supervision.
- 2.7 To ensure conformity with the employer's **equal opportunities (equality and diversity) policy**
- 2.8 Agree to all terms and conditions that are laid out in relevant Handbook

3. The Training Provider's responsibilities:

- 3.1 To check that the contents of the Programme fulfil the Funding Body agreed criteria.
- 3.2 To ensure that the training meets the requirements set out in the Contract between the Training Provider and the Funding Body in particular in relation to Quality Assurance process including Health and Safety obligations.
- 3.3 If the Employer is unable to complete the training, then the Training Provider shall use its best endeavours to ensure the Learner is offered the opportunity to transfer to another organisation that will be able to provide a **Learner File** substantially similar to the existing **Learner File**

DECLARATION

We agree the information given is correct to the best of our knowledge and we will inform you of any changes. We agree that the information we have given on this form will be held on the MIT database, for administration purposes. We agree that this information may be shared with any other organisation in association with MIT for education, training, employment and well-being related purposes.

- We have read, understood and agree with the contents of the **Learner File**.
- Relevant Handbooks have been issued and constitute part of the agreement.
- Image Reproduction & Information Permission and Day Visit Consent have been explained.
- We are clear on learner charges and are aware of MIT Skills policy on fees and charging, maximising funding, where possible and charging the learner for unfunded activities or elements-. In accordance with MIT Skills fees and charging policy available on the website (or as a hard copy on request.)

- The employer will cover costs of accommodation / travel for block release at Sub-contractor College if applicable. (circle as appropriate) **Yes / No**
- A Mentor has been assigned (if applicable).
- The learner is employed for a minimum of 30 hours per week (if applicable)
- If, at any time before a Learner obtains any certificate, **where the Learner was placed with the Employer by MIT Skills** either: transfers or is transferred to another training provider, or is retained as a Learner by the Company but without using the services of MIT Skills, the Employer will be liable to pay to MIT Skills a placement fee in connection equivalent to at least, but is not limited to, any sum which would have been payable to MIT Skills by the Funding Body or any other body had MIT Skills continued to act as the training provider for the Company or for the Learner, except where MIT Skills has failed in delivery under this agreement.
- The employer commits to fair notice of changes to Trainee's availability for Assessment and progress meetings. Where a meeting has been agreed with the Trainee and MIT Skills staff any changes will be given at least one full working days notice.
- MIT Skills will not be liable for any injury, loss or damage whatsoever to whomsoever caused by any act, default or omission of a Learner on MIT Skills, Funding Body funded programmes except to the extent that any such Injury, loss or damage is caused or contributed to by the negligence of MITSkills' staff

Where there is an * on page 1,2 &3 of this document , and where there are relevant points within this document we acknowledge we have confirmed an Apprenticeship agreement is in place for the duration of the longest aim or a the minimum period require under SFA rules (1 year and 1 day working 30 hour or more per week.)

Learner Name: _____ Signature: _____ Date: ___ / ___ / ___

Provider Name: _____ Signature: _____ Date: ___ / ___ / ___

Employer Name: _____ Signature: _____ Date: ___ / ___ / ___

(If applicable)

Will you be signing up to use an E Portfolio (Assessor to confirm) Yes / No (circle as appropriate)

Please return this Agreement along with all items in bold and tick the appropriate item sent

<i>Staff use only</i> Have you?	Sign up	Office check
Completed Learner File		
Transfer Form completed prior to Signup with IV signature (if applicable)		
Received date stamped/signed copies of previous qualification certificates		
RPL evidence with signature (if applicable)		
Completed Initial Assessment & printed off results		
Completed Employer Health & Safety Check and Insurance		
Initial Review		
Mentor assigned		
Handed out copy of Apprenticeship letter from Secretary of State		
Completed Learning Styles Questionnaire		
Completed Image Repro / Info Permission and Visit Consent (if under 18 yrs)		
Completed Learner Health & Safety Questionnaire		
State Aid Declaration Page 8		
Office only - Photo copied paperwork after successful signup and handed to Assessor.		

This Learning Programme Receives Funding through the European Union and the Lead Provider is MITSkills



European Union
European
Social Fund





Section One - (De Minimis) Company Level Data Capture Form

1. What is your company name?

2. What is your company's registered address?

3. Contact Details

Email:

Telephone:

Section Two - (De Minimis)

STATE AID RULES

Where activity is supporting individuals to improve their employability and help them move closer to the labour market the aid is being provided to the individual and there are no direct benefits for enterprises. However for those elements which provide support to individuals in employment there may be state aid implications because their employers are receiving support towards the costs of training. Where funding which supports individuals in employment to achieve full or part qualifications this may constitute an aid.

The de minimis regulation enables an enterprise to receive up to €200,000 euros in aid (any public resources including ESF) over three fiscal years. Providing such aid is given within the de minimis rules there is no requirement to notify it to the Commission.

To ensure that the requirements of the de minimis regulation are met, scheme administrators must ensure that any award of funding and other public match funding to an enterprise given under the terms of the de minimis block exemption does not breach the €200,000 ceiling over three fiscal years. Member states are required to keep detailed records of any de minimis aid paid for 10 years.

The de minimis regulation:

- extends the scope of the regulation to marketing and processing of agricultural products with certain conditions and the transport sector (but not to road haulage operations for the acquisition of road freight transport vehicles).
- prohibits the cumulation of de minimis with other block exempted or notified aid schemes for the same costs, and ;
- increases the de minimis level from €100,000 to €200,000 except the road transport sector which remains at €100,000.

Organisations using the de minimis rules must put in place a monitoring system to ensure the limit is not breached. Typically, such a monitoring system will involve:

- asking enterprises receiving support under their scheme to identify all other sources of support (either in cash or in kind) that they have received in the last three years;
- checking if previous de minimis aid is involved, to ensure that the combined assistance does not exceed €200,000 over any three-year rolling period. If the limit is breached, the aid may have to be reduced or refused to ensure the limit is not breached.

BIS (Department for Business, Innovation and Skills) State Aid Branch advises writing to each recipient in the following terms:

"The assistance for [...] constitutes State Aid as defined under Articles 87 and 88 of the Treaty of Rome and is being granted as 'de minimis' aid under Commission Regulation EC/1998/2006. European Commission rules prohibit any undertaking from receiving more than €200,000 euros 'de minimis' aid over a rolling three-year period. Any 'de minimis' aid granted over the €200,000 limit may be subject to repayment with interest. If you have received any 'de minimis' aid over the last three years (from any source) you should inform us immediately with details of the dates and amounts of aid received. Furthermore, information on this aid must be supplied to any other public authority or agency asking for information on 'de minimis' aid for the next three years."

Whilst de minimis rules are straightforward in principle they are difficult and complex to operate in practice because they are not project related and as such rely on individual enterprises being able to identify how much aid and under which schemes they have received support over a rolling three-year period. Where enterprises have exhausted their aid ceilings under de minimis, there is no capacity for further aid. State aids must be dealt with using the de minimis rules.

4. Declaration - I declare that the amount of De Minimis aid received by the company/organisation over the last three fiscal years is:

2013/14	2014/15	2015/16	2016/17	TOTAL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. I confirm that, to the best of my knowledge, the information above is correct and given in good faith. I will notify you of any new aid received from any source during the life of the project.

Signed

Date

Name

Position within firm

This information may be shared with other organisations and Department for Education and Department for Work & Pensions for administrative, statistical and research purposes, to inform careers and other guidance and to monitor progress.



Department
for Education



Department
for Business
Innovation & Skills

Nick Boles MP
Minister of State for Skills

1 Victoria Street
London
SW1H 0ET

T +44 (0) 20 7215 5000
E enquiries@bis.gov.uk

www.gov.uk/bis

1 October 2015

Dear Apprentice,

Many congratulations on starting your apprenticeship. This will be a fantastic opportunity to improve your long term career prospects, whether you are starting out in your first job, or progressing at work.

You are the latest in a long and successful tradition of apprentices in this country, developing cutting edge skills that will help you get ahead in the workplace. You will also be part of a large and growing community of some three-quarters of a million apprentices in over 200,000 workplaces. So apprenticeships offer more opportunities than ever to help you progress to the top of your profession.

An apprenticeship gives you the chance to gain new skills and knowledge which employers really value. By completing an apprenticeship, you will be more likely to be employed in the future and can look forward to earning significantly more over the course of your career. Our research shows that those who achieve an Intermediate Level Apprenticeship earn an average of £48,000 to £74,000 more over their lifetime than those with Level 1 or other Level 2 qualifications. This rises to between £77,000 and £117,000 for Advanced Level Apprenticeships.

Your employer will support your training and pay you at least the hourly National Minimum Wage. From 1 October 2015, this is £3.30 if you are 16-18 years old. If you are aged 19 or over, it is £3.30 for your first year of training,

rising to £5.30 if you are aged 19-20 and £6.70 if you are aged 21 or over. If you want any advice on your pay, you can contact the Pay and Work Rights Helpline on 0800 917 2368 or visit www.gov.uk/national-minimum-wage.

Apprenticeships give you the opportunity to learn and earn at the same time. During your apprenticeship, the Government, on behalf of the taxpayer, will invest in your training to help you gain high quality recognised qualifications. I hope these will help you to succeed in your current job and also give you the confidence to achieve more in your career as you progress.

I am very pleased that you have taken this important step to advance your career and wish you every success with your apprenticeship.

NICK BOLES MP

LEARNING STYLE INDICATOR

The Learning Style Indicator is to help provide us with information on how you learn, so we can ensure that your training plan meets your individual needs.

The three sections below contain a number of statements. Alongside each statement, there are numbers 1 - 5. You need to show how much you agree or disagree with the statement by circling one number per row. For example, if you Never Agree with the statement - Circle 1

Please complete the questionnaire truthfully to allow us to support and understand your needs.

SECTION P	Never Agree	Rarely	Some Times	Often	Always Agree
1. I need to see how things work in real life situations	1	2	3	4	5
2. In groups I like to talk about straight forward things	1	2	3	4	5
3. I can often come up with practical ways of doing things	1	2	3	4	5
4. I like people who come quickly to the point	1	2	3	4	5
5. I enjoy finding practical solutions to problems	1	2	3	4	5
6. In training sessions I find long winded discussions a waste of time.	1	2	3	4	5
7. I like making things	1	2	3	4	5
8. I get impatient with people who come up with 'airy fairy' ideas	1	2	3	4	5

ADD UP THE NUMBERS YOU CIRCLED IN SECTION P AND PUT THE TOTAL HERE

If you scored highest on this section, your preferred learning style is PRACTITIONER

SECTION E	Never Agree	Rarely	Some times	Often	Always Agree
9. I believe life should be filled with new experiences	1	2	3	4	5
10. The saying 'Live for today...' is how I like to live my life	1	2	3	4	5
11. I'm always looking for new and interesting things to do	1	2	3	4	5
12. I find rules and regulations make life difficult and frustrating	1	2	3	4	5
13. Routine tasks bore me	1	2	3	4	5
14. People would probably describe me as fun loving and open	1	2	3	4	5
15. I see myself as adventurous	1	2	3	4	5
16. At school I was a bit of a rebel	1	2	3	4	5

ADD UP THE NUMBERS YOU CIRCLED IN SECTION E AND PUT THE TOTAL HERE

If you scored highest on this section, your preferred learning style is EXPLORER

SECTION R	Never Agree	Rarely	Some times	Often	Always Agree
17. I like to thoroughly read instruction manuals before using a new piece of equipment to be sure I know what I'm doing.	1	2	3	4	5
18. When I have a problem, I like to deal with it step by step	1	2	3	4	5
19. I don't like situations where I have to rush from one thing to another I like to think things through before acting	1	2	3	4	5
20. I like to hear other people's point of view before I make up my own mind	1	2	3	4	5
21. People would probably describe me as more of a listener than a talker when I'm in a group	1	2	3	4	5
22. I like to regularly check my work for mistakes	1	2	3	4	5
23. The saying 'Look before you leap' is how I like to live my life	1	2	3	4	5
24. You should always have as much information on a subject as possible	1	2	3	4	5

ADD UP THE NUMBERS YOU CIRCLED IN SECTION R AND PUT THE TOTAL HERE

If you scored highest on this section, your preferred learning style is REVIEWER