

NHBC Apprenticeship



In order to complete our application form you need the following information:

- **Your own email address**
- Your **National Insurance Number**
- **English and Maths** results (or your expected results)
- Your preferred career path
- **The contact details of the company** which has offered you employment in construction.

Fair Processing Notice

The information provided to the National House Building Council (NHBC) in this form will be used for the application and administration of an apprenticeship.

Your data will be held securely and treated confidentially and will not be disclosed to external parties other than as required for the purposes described above, which will include:

- Sharing with Education & Skills Funding Agency (ESFA)
- Sharing with current employers (if applicable)
- Publishing your achievements within ESFA policy
- Sharing with awarding organisations or competency card schemes if you apply for their products

For information explaining your legal rights and how we use your information, please visit www.nhbc.co.uk/legal/privacypolicy.

Part 1

Section 1:

Applicant details

Title: First name(s):

Last name:

Address:

Postcode:

Date of birth:

Mobile phone number:

Email address:

National Insurance Number:

What is your residency status?

UK national and have been ordinarily resident in the UK, British Overseas Territories or Crown Dependencies for at least the previous three years before the start of the apprenticeship

☐

Have the right of abode in the UK and have been ordinarily resident in the UK, British Overseas Territories or Crown Dependencies for at least the previous three years before the start of the apprenticeship

☐

Neither of the above

☐

Do you have any GCSE or Functional Skills Qualifications in English & Maths?

Yes, I have GCSEs ☐

Yes, I have Functional Skills ☐

No, I do not have any English or Maths qualifications ☐

English - specify grade

Maths - specify grade

What is the highest level of qualification you hold, regardless of subject?

Eg. GCSE, Functional Skills, A level, HND or Degree qualifications.

Qualification Type

Grade Achieved

Please note that you may be required to provide certificate evidence. It can help speed up your application if you submit them with this form.

Your Personal Learning Record (PLR) is a permanent online record of your qualifications and achievements. It's held by the Education and Skills Funding Agency (ESFA), which is an executive agency of the Department for Education (DfE). We require your consent to access your PLR.

Do you consent to NHBC accessing your Personal Learning Record to confirm your prior qualifications? Yes ☐ No ☐

Section 2:

Support needs

Do you have a learning difficulty/disability/health problem /any illness that affects your learning? Yes ☐ No ☐

Do you have a Local Authority Education Health & Care Plan (EHCP)? Yes ☐ No ☐

Are you entitled to special exam arrangements? e.g. separate room/reader etc.? Yes ☐ No ☐

If yes to any of the above, please give details including date of EHCP or most recent annual review.

Section 3:

Prior experience and career aspirations

Please detail your experience in construction.

List any construction related qualifications you may hold or apprenticeships you may have undertaken. E.g. SSSTS, SMSTS, skilled trade apprenticeships, management or construction management qualifications.

Why do you want an apprenticeship in construction?

Section 4:

My career interests

Please tick the Apprenticeship for which you are applying:

Bricklayer level 2	☐	Craft Bricklayer level 3	☐
Groundworker level 2	☐	Construction Site Supervisor level 4	☐
Carpentry and Joinery level 2 (site carpentry specialism)*	☐		

Our level 2 and 3 trade apprenticeships are delivered from our NHBC Training Hubs. Which hub/s are you interested in attending?*

Cambridge	☐	Hull	☐	Barking	☐
Newcastle Upon Tyne	☐	Lichfield	☐		

* Please note that Carpentry and Joinery level 2 is only available at Barking and Lichfield training hubs.

Section 5:

Applicant declarations

I confirm that I am not:

undertaking another apprenticeship ☐

on a DfE funded HE/FE programme, where the programme is more than 4 weeks from completion. ☐

enrolled on an Adult Skills Funded programme that takes place within working hours and/or replicates any of the apprenticeship training or offers career related training that conflicts with the apprenticeship aims. ☐

on a sandwich placement as part of a degree ☐

All the information I have provided on this application form is true and accurate.

Applicant signature:

Date:

Part 2

Section 6:

Employer details

The details entered here should be about the current construction employer, or one who has offered the applicant employment in the Apprenticeship role of their choice.

Company name:

Region/division (if appropriate):

Address:

Postcode:

What was the average number of employees the company had over the 365 days prior to recruiting this learner? (Do not include this learner)

1-49 ☐ 50+ ☐

Does the company pay the apprenticeship levy? Yes ☐ No ☐

If no, how do you plan to fund the apprenticeship?

Reserved funds ☐ Transferred funds ☐

Note: All companies with a wage bill over £3m per annum pay the apprenticeship levy. This is different to the CITB levy. If you are not sure how to answer this question, please call us to discuss.

Section 7:

Employer contact information

This should be an employer contact we can liaise with regarding this application form and the sign-up process.

Title: First name(s):

Last name:

Job title:

Telephone number:

Mobile phone number:

Email address:

Section 8:

Apprentice contract details and employer declarations

Apprentice job title:

Employment start date:

Contracted hours per week:

The apprentice will be paid:

Apprentice Minimum Wage

☐

National Minimum Wage

☐

National Living Wage

☐

None of these

☐

as detailed at www.gov.uk/national-minimum-wage-rates

Contracted hourly salary:

Functional Skills exemptions

For learners over 19 years old at the start of their apprenticeship, Functional Skills maths and English are no longer a mandatory requirement.

If they do not have the equivalent qualifications, learners may still enrol to complete the relevant level of maths and English, if they and their employer choose to do so.

Learners under 19 are still required to complete Functional Skills if they do not have the equivalent qualifications.

If your learner is over 19 and does not have the equivalent level of maths and/or English qualifications, please confirm your preference.

Enrol in maths and/or English

☐

Exempt from maths and/or English

☐

The employer has completed right to work in the UK checks, and the apprentice has the right to work in the UK.

☐

The apprentice has a contract of employment which covers the full duration of the apprenticeship, including end point assessment.

☐

The apprentice will be paid a lawful wage.

☐

The apprentice is included in the PAYE scheme declared in the apprenticeship service account.

☐

The apprentice will not be asked to contribute financially to the cost of the apprenticeship, including end point assessment, whether they complete the apprenticeship or leave the programme early.

☐

Employer signature:

Date:



NHBC Building Control Services Limited

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