|  |  |
| --- | --- |
|  |  Working in partnership with |

**Lancashire Ambassador Network**

**Employer Ambassador Registration**

|  |  |
| --- | --- |
| Company Name: |  |
| Employment Sector: |  |
| Nature of Business: |  |

**Employer Ambassador Details**

|  |  |
| --- | --- |
| Full Name: |  |
| Job Title: |  |
| Email:  |  |
| Telephone: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have a disability that we need to be aware of in order to provide you with any additional support | ⃝  Yes | ⃝   No |  |
| If you answered “Yes”, please provide brief details of the support you need: |  |

* [ ] please ✓ I would like to subscribe to the Lancashire Apprenticeship **Ambassador** Network Newsletter
* [ ] please ✓ I agree to my image and/or Case Study being used for the purpose of publicising and promoting the work and activities / events of Lancashire Apprenticeship Network / National Apprenticeship Service (includes publishing on websites and Social Media platforms)
* [ ] please ✓ I am happy to provide my nominated Apprenticeship Account Manager with a quarterly summary of my organisation’s activity promoting apprenticeships, including activities in addition to those arranged by the Lancashire Apprenticeship Network

Print Name: …………………………………………………………………………

Signature: …………………………………………………………………………...

Date: ………………………………….

Consent may be withdrawn at any time by emailing us at cath@lancsforum.co.uk

**Please continue and complete the table overleaf.…**

**Please complete the table below, providing details of how you will be able to support the Lancashire Apprenticeship Ambassador Network in promoting Apprenticeships across the Region.**

NB – Discretionary reimbursement for expenses incurred during support of events / activities subject to completion of the relevant paperwork and production of receipts.

|  |  |
| --- | --- |
| **Activity** | **How You Can Contribute** |
| **Case Study**  | [ ]  **Written** (required)[ ]  **Video** [ ]  **Both** |
| **Meetings / Conferences** | [ ]  **Induction Training** (required)[ ]  **Apprenticeship Ambassador Conference** (1 per year)[ ]  **NW Conference** (1 per year)[ ]  **Webinar** (1 per year) |
| **Support Events / Presentations** attendance by employer and/or apprentice required at a minimum of 3 events per year | [ ]  **to Schools** [ ]  **to Employers** [ ]  **to Stakeholders** [ ]  **at Skills Shows / Careers Fairs**  |
| **Industry Exchange Days**  | [ ]  **Host**[ ]  **Attend**[ ]  **Both** |
| **Please provide us with details of any support or training you feel you would benefit from, we will try our best to meet your needs?** |

**Please continue and complete the Employer Case Study….**

**EMPLOYER CASE STUDY**

|  |  |
| --- | --- |
| **Photograph & logo** Please attach a photograph as acceptance of us using your image in marketing and publicity Please provide a photo and Logo in jpeg or png format using the highest resolution possible. If possible, please supply your logo as a png with a transparent background |  |
| **Please explain how your organisation has benefitted from recruiting apprentices and what positive impacts has this had (maximum word count 300)** |
|  |
| **What advice would you give to potential apprentices wanting to join your business? (maximum word count 300)** |
|  |
| **What advice would you give to other businesses who are thinking about recruiting apprentices? (maximum word count 300)** |
|  |

**Thank you for taking the time to complete this form.**

*Lancashire WBL Executive Forum and National Apprenticeship Service are the Data Controllers for the information you provide, and the National Apprenticeship Service is the Data Processor. The information collected is used in accordance with the Data Protection Act / General Data Protection Regulation 2018. It may be shared with constituent bodies of the Education and Skills Funding Agency, Local Authority and project funders, for reporting and project performance monitoring / evaluation purposes and used for the setting and monitoring of equality & diversity targets. A copy of Education and Skills Funding Agency Privacy Notice can be viewed at* <https://www.gov.uk/government/publications/esfa-privacy-notice/education-and-skills-funding-agency-privacy-notice-may-2018>

**Employer Ambassador E&D Monitoring**

This information is provided on an optional basis, it will be kept confidentially and has no part in the Ambassador recruitment process. However, providing this information will help us to monitor the equality and diversity of the Ambassador Programme, identify and set targets to address any unrepresented areas.

|  |
| --- |
| **Please indicate your ethnicity:** |
| ⃝  White, English/Welsh/Scottish/British/Northern Irish | ⃝  Pakistani | ⃝  Black Caribbean |
| ⃝  White Irish | ⃝  White and African | ⃝  Bangladeshi | ⃝  Black Other |
| ⃝  Gypsy or Irish Traveller | ⃝  White and Asian | ⃝  Chinese | ⃝  Arab |
| ⃝  White Other | ⃝  Other Mixed | ⃝  Other Asian | ⃝  Other |
| ⃝  White and Caribbean | ⃝  Indian | ⃝  Black African | ⃝  Prefer not to say |