Apprenticeship enrolment form – levy

We are pleased that you have now come to the enrolment stage in your apprenticeship journey. Please complete all sections accurately and provide as much detail as possible.

You should read the [Enrolment Form Guidance](https://www.cilexlawschool.ac.uk/wp-content/uploads/2020/07/Enrolment-Form-Guidance-2021.pdf) prior to completing this form.

If you have any questions about this form, please contact us on **apprenticeenquiry@cilexlawschool.ac.uk**.

1. Learner information

Title \*

Choose an item.

Family name \*



Previous family name (if applicable)



Forename(s) \*



Gender \*

 Male  Female

Date of birth \*



National Insurance Number \*



Current home address \*



Postcode \*



If you have been at your current address for less than 3 years, please provide your previous address(es) for the last 3 years



Work telephone number \*



Mobile number (or preferred contact number) \*



Personal email address \*



Work email address \*



2. Emergency contact

Emergency contact name \*



Relationship to you \*



Phone number \*



Email address \*



3. Education

What has your primary occupation been prior to enrolment? \*

 Full time education  Other training  In paid employment  Unemployed  Not in paid employment looking for work

For how long? \*

 Up to 3 months  4-6 months  7-12 months  More than 12 months

Are you currently studying any other course? \*

 Yes  No

If yes, please provide the name of the establishment



Course title



What is your highest level of achievement prior to starting this apprenticeship? Please click [here](https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels) for guidance.

 Entry level
 Other qualifications below level 1
 Level 1
 Full level 2
 Full level 3
 Level 4
 Level 5
 Level 6+

Which of these qualifications do you currently hold or are you working towards? Please note that you need to provide us with copies of your qualifications. Complete where applicable.

 Law degree

Grade/name



Completion date or expected date



 A Level Law

Grade



Completion date or expected date



 AS Level Law

Grade



Completion date or expected date



 GCSE Law

Grade



Completion date or expected date



 GCSE or Functional Skill English

Grade/level



Completion date or expected date



 GCSE or Functional Skill Maths

Grade/level



Completion date or expected date



 GCSE or Functional Skill ICT

Grade/level



Completion date or expected date



 Apprenticeship

Level/name



Completion date or expected date



Please list any other qualifications (include qualification name, grade and year)



4. Employer details

Employer name \*



Employer address (where you will be based) \*



Postcode \*



Employer telephone number \*



Which department will you be based in during your apprenticeship? \*



What are your hours of employment (per week)? \*

 0 - 10 hours per week
 11 - 20 hours per week
 21 - 30 hours per week
 31+ hours per week

Detail your contracted working pattern (days/times): \*



Are you paid at least the National Minimum Wage for apprentices? \*
You can find the current rate [here](https://www.gov.uk/national-minimum-wage-rates).
 Yes  No

Do you have a contract of employment signed by you and your employer?\*

 Yes  No

What is/was the start date of your contract? \*



Supervisor name \*



Supervisor email address \*



5. Equality and diversity information

CILEx Law School is committed to protecting and promoting equality and diversity in education and in the workplace. Ethnicity data will be used to fulfil our obligatory requirements for apprenticeships. As such, please note that we will share this information with the government for reporting purposes.

You will find a list of the associated ethnic origins in the [**Enrolment Form Guidance**.](https://www.cilexlawschool.ac.uk/wp-content/uploads/2020/07/Enrolment-Form-Guidance-2021.pdf)
Please select from the list below the code which is most appropriate to you. \*

 31
 32
 33
 34
 35
 36
 37
 38
 39  40  41  42  43  44  45  46  47  98  99

6. Learner support information

**6.a Learning difficulties/disabilities**
Learning difficulties/disabilities data will be used to identify the support that we need to provide you with during your apprenticeship and to fulfil our obligatory reporting requirements for apprenticeships. As such, please note that we will share this information with the government for reporting purposes.
Do you consider yourself to have a disability? \*
 Yes  No

Do you consider yourself to have a learning difficulty? \*

 Yes  No

If you have answered yes to either of the above two questions, please indicate which type of disability or learning difficulty applies to you (please refer to the [**Enrolment Form Guidance**](https://www.cilexlawschool.ac.uk/wp-content/uploads/2020/07/Enrolment-Form-Guidance-2021.pdf)):
Please select the appropriate learning difficulties/disabilities code(s). \*

 4
 5
 6
 7
 8
 9
 10  11  12  13  14  15  16  17  93  94  95  96  97  98  Not applicable

If you selected more than one, please indicate the code of your primary condition



If you would like to discuss your learning difficulty/disability needs with the CLS Learning Support Team, please tick below.

 Yes

**6.b Care leavers**
Are you a care leaver or have you had experience of living in care? \* Care leaver
 UCAS defined care leaver
 Not a care leaver
 Prefer not to say/information refused
 Not applicable

7. Use of personal data

The Chartered Institute of Legal Executives (CILEx) is the governing body for Chartered Legal Executives, paralegals and other legal professionals. CILEx as a professional association provides professional development, support and guidance to its members. It delivers legal education and training through CILEx Law School, qualifications through its Awarding Body function and independent regulation through CILEx Regulation.

CILEx takes your privacy and your rights to your personal data extremely seriously and we are committed to protecting the privacy of all personal data obtained about individuals. Data is held in compliance with data protection legislation and will be collected and used only for the purposes for which it was originally submitted or in accordance with your preferences.

In addition, CILEx Law School is required to share apprenticeship data with several government departments, including the Learner Record Service (LRS) and the Education and Skills Funding Agency (ESFA). Please review their privacy notices: you can find the LRS privacy notice [**here**](https://www.gov.uk/government/publications/lrs-privacy-notices/lrs-privacy-notice) and the ESFA privacy notice [**here**](https://www.gov.uk/government/publications/esfa-privacy-notice/education-and-skills-funding-agency-privacy-notice-may-2018).

For more information about how we collect and use your data, please take a look at our Privacy Statement, which can be found [**here**](https://www.cilex.org.uk/footernav/privacy_notice).

Privacy Statement \*

 I have read and understand the CILEx Privacy Statement and the LRS and ESFA privacy notices

8. Optional communications not related to your programme delivery

The Government bodies overseeing apprenticeships (ESFA, OFSTED, Department for Education, etc.) would like to get in touch with you from time-to-time during your apprenticeship. Would you be happy for them to contact you regarding the following:

Courses or learning opportunities \*

 Yes, by post
 Yes, by email
 Yes, by telephone
 No

Surveys or research \*

 Yes, by post
 Yes, by email
 Yes, by telephone
 No

CILEx communicates with members, students and stakeholders in relation to its activities, membership services and qualifications in various ways, including direct communications, e-shots, newsletters, technical bulletins and other mediums. We will obtain your consent in advance where the law requires us to. We would also like to send you updates about CILEx and CILEx products and services via these communication channels. You can change what you would like to receive at any time in your user account preference centre.

Please select which of the following you would like to receive information about:

 Membership
 Qualifications
 CILEx products & services
 Apprenticeships
 Training & courses
 Charitable support services
 PR, case study & survey opportunities
 Corporate news & announcements

9. Any other information

Please share any other information not covered in the sections above which you feel we should be aware of as your training provider.



10. Supporting documents

**Chartered Legal Executive Graduate Fast Track apprentices only**

Prior to your induction date, you must have applied for a [listed exemption](https://www.cilex.org.uk/study/information_for_students/exemptions/listed_exemptions) in order to be fully eligible for the GFTD diploma. Please include the date you applied for this below. Once you have received confirmation of your exemption, you must send evidence to apprenticeenquiry@cilexlawschool.ac.uk. Please update us on the progress of this beneath:

Date exemption application was sent to CILEx:
My exemption has been confirmed and I am sending my evidence to the Apprenticeship Team with this enrolment form: [ ]
My exemption has not yet been confirmed and I will send my evidence to the Apprenticeship Team when I receive it:[ ]

11. Terms & conditions

Please read the terms and conditions, which can be found [**here**](https://www.cilexlawschool.ac.uk/about/terms-conditions/), and sign the declaration below. The terms and conditions refer to the CLS Student Code of Conduct which can be found [**here**](https://www.cilexlawschool.ac.uk/about/policies/).

Learner signature \*



Date \*



12. Declaration

I declare that the information that I have provided/given is correct and I agree to inform CILEx Law School of any changes to the information that I have entered on this enrolment form.

Learner signature \*



Date \*



13. Submission

Please email your completed form to **apprenticeenquiry@cilexlawschool.ac.uk**. You will receive confirmation that your application has been submitted.

Please note that failure to provide all the required information may cause a delay in your enrolment being processed.

If you have any questions or would like advice and guidance when filling out this form, please contact the CLS Apprenticeship Team at **apprenticeenquiry@cilexlawschool.ac.uk**.