

Apprenticeship Business Case Application form

ONLY complete this form if trainee is not attending College (UCM)

Please complete in **BLOCK CAPITALS** and in black ink.

Employer Name	<input type="text"/>
Apprentice Name	<input type="text"/>
Title/Occupation of apprenticeship	<input type="text"/>
Duration of apprenticeship	<input type="text"/>
Qualifications to be gained	<input type="text"/>
Skill code	<input type="text"/>

Course(s) to be attended

On/Off Island	Title	Cost	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(Please use an additional sheet if there are more courses to take into account)

Additional costs/factors to be considered

Who organises the Training?

This is the responsibility of either yourself or your apprentice.

Who pays for the Training costs?

The Department will pay its proportion of, where applicable the agreed costs. However, you (the employer) will pay for the training/travel/accommodation at first and then submit a claim for the reimbursement of these costs.

How do I recoup my expenses?

You should submit a request for the amount to be reclaimed. This must be accompanied by all relevant and supporting documents. This should include paid invoices for each individual part of the claim and proof of your apprentice's full attendance/completion of their course.

Employer Declaration

Employer Declaration : I(Print name) have read the following documents available on the apprenticeship website and agree by the terms and conditions therein, subject to this application being accepted by the Department of Education, Sport & Culture.

- Skills Development Scheme (2007)
- Employer Declaration (2020/21)

Signed:

Date:.....

Designation/role:

Please complete and scan back to training@gov.im or return to the below address:

The Training Services Team
Department of Education, Sport & Culture
Thie Slieau Whallian
Foxdale Road
St John's
Isle of Man
IM4 3AS