Craft Trainee Employer Application Form

Please read the guidance for the York Foundation for Craft and Conservation's Craft Trainee Bursary applicants before you start the application form. You can download the guidance notes from our website. If you have any questions about the application process please contact info@conservationyork.org.uk.

(Please type on the dotted lines in each section, which will expand as you type.**)**

Business details of employer organisation or company

Contact name……

Name of business/ organisation……

Nature of business……

Contact Address……

……**Postcode**……

Telephone No……**Mobile**……

E mail address……

No. of Employees……**Years in Existence**……

Website (or other online presence) ……

……

Details of the employee you wish to support with a craft trainee bursary

Please provide the job role/title, dates of employment for the employee, whether full or part-time; permanent or fixed term.
For example: Apprentice stonemason, June 2021 -, full-time, 3 year contract.

Name of employee……

Current Job……

Dates of employment……

Contract type……

Reason for application

The company or organisation must be able to demonstrate a sound, viable business** and have reasonable expectations of being able to support an apprentice over the period of the traineeship and offer a staged plan for their training and learning experience.

Please explain why you are taking on the apprentice and how the trainee bursary will make a difference to the quality and scope of skills training and work experience that you are able to offer. Tell us how you believe this will support the resilience and growth of your own business and its contribution in the craft sector.

……

……

……

……..

……

*** Remember to submit a pdf copy of the most recent company or business accounts together with your application form.*

Plans for training

How do you expect your employee to benefit from the traineeship in terms of developing their training and experience in your business/ organisation?

Explain in broad terms how you see the traineeship working in practice:

Who will be the training 'lead' or mentor in your organisation?

……

The main goals you have for the apprentice's progression over the three years:

……

The balance of workplace experience/ observation/ any formal training courses:

……..

Why you think their qualities and prior experience are a good fit for your organisation:

……

……

Training plan

There should be realistic training goals set for the traineeship. These should have been discussed with the apprentice and reflect their aims as well as those of the business. We ask for an outline, staged plan for the overall period of the traineeship to be submitted with the application.

A full training plan will be agreed later if the application is successful. It will set out in more detail the stages, with clear learning outcomes and milestones, for reflecting on progress through the period of the traineeship. We are able to be flexible about the form of the detailed plan and aim to agree mutually acceptable forms of assessment and measures for assessing progress and achievements. This will be reviewed regularly and linked to the payment of six-monthly instalments of the bursary funds.

Supporting Material

Please provide details of a website, Instagram/ LinkedIn or other media account where we can see images of your business/ organisation's projects and the scope and quality of its work.

In addition, you should send three or more good quality images that will enable Trustees to gain an impression of the range of your employee's current training and work experience with the organisation. These should be captioned and sent as a separate pdf to info@conservationyork.org.uk with your application.

Reference

Please give the name of an independent referee who knows the work of your company and whom we can contact for a reference.

Name……

Email……

Please indicate any other sources of funding for which you are applying and the outcome, if known.

……

……

……

If you are *not* successful with this application, how will you continue with the traineeship you currently have?

……

……

……

Declaration

- I have read and noted the Guidance Notes and Terms and Conditions for the Foundation's bursaries.

- I agree that by submitting this application I am giving consent for the information and supporting images I provide to be used for communications, publicity, marketing, internal review and historical record of the Foundation's activities by the Foundation. I grant and, if necessary, have secured, appropriate permissions for images and information contained in the report to be used by the Foundation for these purposes.
- I agree that by submitting this application I am giving explicit consent to the Foundation retaining my personal data for a period of 6 years in accordance with their Data Protection and Data Retention Policies. During this time the Foundation may communicate with me in connection with the full range of both organisations' normal activities.
- If I am awarded a Bursary, I agree to use the money from the Bursary only for the purpose set out in this application.
- If I am awarded a Bursary, I will provide regular feedback / reports to the Foundation during the period of the traineeship on progress and the benefits achieved through the Bursary. I consent to this information being used for the purposes of communications, publicity, marketing, internal review and historical record of the Foundation's activities. I grant and, if necessary, will secure, appropriate permissions for images and information to be used by the Foundation for these purposes.
- I understand that, if I am awarded a Bursary, my name, specialism and report will be retained indefinitely with records of the Foundation's charitable activities, and may be displayed in the Foundation's publications, including their website.

Application submitted by:

Signed…… Date.……

Name……

CHECKLIST FOR APPLICANT:

☐ I am attaching a pdf copy of the most recent company or business accounts
☐ I am attaching an outline training plan for the duration of the traineeship
☐ I am sending at least three good quality images of the employee's work experience/ training in practice
☐ I have added my name and date of submission before sending the application form