

Enrolment form

Please return to Courses@maryhare.org.uk

Part A - Employer

Section 1: Apprentice Details

First name:	Last name:
Date of birth:	ULN (Unique Learner Number) if Known:

Section 2: Employer Information

Organisation name:	
Address:	Manager name:
	Manager position:
	Contact number:
Postcode:	Email address:

Section 3: Nominee Details (Optional)

Whilst my employee is on programme, I would like to nominate a point of contact to support when I am not available. This could be the same as the mentor listed in item 12 of section 4.	
Nominee name:	Nominee position:
Mentor name (if different to above):	Mentor Position (if different to above):

Section 4: Apprenticeship Terms & Conditions and Learning Agreement

Commitment Statement

I, the Employer, agree:

- | | |
|---|---|
| <p>1. I will employ the Apprentice for at least 30 hours per week, except in the minority of circumstances where the Apprentice cannot complete the full 30 hours. In these cases, employment must be for more than 16 hours per week. I will pay the Apprentice in accordance with agreed terms and conditions, considering relevant current legislation.</p> <p>2. I will ensure the Apprentice is paid in accordance with the National Minimum Wage rates.</p> <p>3. I will agree a relevant Training Plan with the Apprentice and MARY HARE. This plan will set out how the named standard that will be met, specifically;</p> <ul style="list-style-type: none"> ○ how the requirements for on the job and off the job training will be met ○ how the Employer will provide opportunities to learn and practise the skills demanded of the named standard ○ how the Employer will provide access for the Apprentice to a mentor acting independently of the Employer ○ how the provision of supervision and mentoring support will be met. <p>4. I will support the Apprentice by participating in the Apprentice review process via email in the first instance, at the end of each of 4 semesters in the 2-year part-time programme (per 2025-26 Apprenticeship Funding Rules).</p> <p>5. I will ensure the Apprentice has time for learning and study, agreed with MARY HARE and that the Apprentice is made available at the agreed times. As required by Apprenticeship Funding Rules 2025-26, I will ensure that 557 hours will be made available for my employee for the duration of the apprenticeship practical period of learning known as Off the Job Training (OTJT). This will be an average of 7.5 hours per week. The time will be spent in off the job training towards their own programme of learning.</p> <p>This includes:</p> <ul style="list-style-type: none"> ○ Independent asynchronous learning ○ Professional Visits: 3 days in year 1 (audiology and other educational provision); and 2 days in year 2. | <p>6. I will undertake legal and contractual responsibilities for Health and Safety, and I have provided a link or attachment of applicable risk assessment, health and safety policy, safeguarding policy, and employer liability insurance.</p> <p>7. I will pay any Employer Contribution that might be required (e.g. if a non-levy employer).</p> <p>8. I will ensure the apprentice has the following:</p> <ul style="list-style-type: none"> ○ Equipment to use in service and bring to specific study weekends <ul style="list-style-type: none"> • at least one appropriate language assessment for their role by the end of year 1. For example, depending on age of caseload this could be (not an exhaustive list): the most recent edition of the New Reynell Developmental Language Scales (NRDLS); Assessment of Comprehension and Expression 6-11 (Ace 6-11) or the Clinical Evaluation of Language Fundamentals (CELF). • an Electro-acoustic Test Box • a sound level meter ○ regular sessions of supervised practice in relation to audiological management skills. ○ access to audiological records, individual plans, and assessment information for the learners that the apprentice teaches on a regular basis. (We have found that this has been an area of difficulty for some apprentices, and it is very important that they have access to this information to enable them to plan effectively for their learners' needs and to enable them to fulfil the required aspects of assessed coursework). <p>9. I will allow MARY HARE access to the delivery of the services under this Agreement, including access to the Apprentice, and the Apprentice's manager or mentor, (e.g. during teaching placement), for the purpose of MARY HARE assuring the quality of apprenticeship delivery. MARY HARE will advise me not less than one hour before any such visit.</p> <p>10. I confirm that the Apprentice will spend more than 50% of their working time in England.</p> <p>11. I understand that it is the apprentice's responsibility to achieve a British Sign Language (BSL) Level 1 (NB: the term 'level' used here refers to BSL framework and NOT to academic/apprenticeship standard framework) qualification</p> |
|---|---|

- Five study weekends (Friday/Saturday) per year in year 1; and four in year 2. Saturdays covered via TOIL by their weekly OTJT hours.

Does not Include Teaching Placement (PGDip requirement):

- Year 1: Release from his/her current place of work to undertake 20 days assessed teaching placement in year 1 within another setting. If any Teaching Placement days are missed these must be made up to meet the 20-day requirement. Please note in situations where the apprentice does not pass the first teaching placement, they will need to be released for a period of up to 20 days to re-take the placement in order for the module to be passed.
- Year 2: Self-assessed teaching placement of 20 days in year 2, normally takes place in the apprentice's usual place of work but in cases where there is an insufficient group of children with severe/profound hearing loss to enable the apprentice to meet the competencies required for the mandatory qualification, placement in a setting other than the teacher's normal place of work may be required. If any Teaching Placement days are missed these must be made up to meet the 20 day requirement.

prior to receiving a PGDip. This is a required component of the Mandatory Qualification for Teacher of Deaf Children and Young People which also states further post-apprenticeship-completion BSL requirements of at least BSL Level 2.

12. I confirm that I have carried out checks for the employee/apprentice candidate– specifically, checking an appropriate enhanced DBS certificate. Together with Mary Hare checks of postgraduate apprentices, this provides comprehensive checks commensurate with Mary Hare employees.

13. I will provide a Local Mentor to support the apprentice during his/her studies, who is a qualified and experienced Teacher of Deaf Children and Young People.

Section 5: Declaration

Please tick one of the following

The proposed apprentice is commencing a new job role (please add job role and start date)

Job role:

Start date of employment:

Or Significant new knowledge and skills are required in their current job role

I confirm that all the information provided is true and correct to the best of my knowledge

I confirm the Apprentice's wage meets or exceeds National Minimum Wage Requirements

I confirm the Apprentice will be released for appropriate off the job training time per section 4 item 5, and is working more than 50% of their contracted working hours in England

Name:

Date:

Signature:

NB: Typed or copied/pasted signatures are not compliant with apprenticeship regulation. Please do one of the following:

- Use adobe's signature feature if you have the full Adobe package
- Select an app that will enable you to draw your signature on the PDF
- Print, sign and scan the completed form

Part B – for Apprentices

The information collected on this form is to establish your eligibility for Apprentice funding against an Apprenticeship and the suitability of the Apprenticeship Standards in line with your job role.

Section 1: Apprentice Details	
National Insurance Number:	
Address:	
Postcode:	
Work email (required):	
Personal email (required)	
Preferred email for MS Teams invites (visible to other attendees):	
Contact number:	
Indicate if this is for text only (e.g. for deaf apprentices).	
Emergency contact name and relationship:	
Emergency contact number:	
Indicate if this is for text only (e.g. for deaf individuals).	

Verification of Identity (VOI)	
Examples of acceptable forms of evidence to verify identity. (Only ONE piece of evidence is required. Copies will not be kept, but last four numbers will be kept on file.)	
<ul style="list-style-type: none">- Passport- Driving Licence (photo card) supported with a Birth Certificate-Alternative photo ID if NO passport or driving licence held	
Evidence to be seen online during Enrolment/Skills Scan interview	Evidence to bring to first face-to-face weekend
Training provider verification signature (upon sight of evidence:	

Section 2: Equality and Diversity information

We encourage you to declare equality and diversity information that's relevant to you. When completing the disabilities and learning difficulty sections, please ensure that if you have ticked more than one, you also indicate with a 'Y' the disability/difficulty you feel will affect your learning the most.

Gender: Male ☐ Female ☐

Ethnicity

Please tick one box on the right from section below

Bangladeshi	<input type="checkbox"/>	African	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>	English/Welsh/Scottish/Northern Irish/British	<input type="checkbox"/>	Any other Ethnic group	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Not Known	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Arab	<input type="checkbox"/>	White & Black Asian	<input type="checkbox"/>	Gypsy & Irish Traveller	<input type="checkbox"/>	Not provided/Prefer not to say	<input type="checkbox"/>
Any other Asian Background	<input type="checkbox"/>	Any other Black/African/Caribbean Background	<input type="checkbox"/>	Any other Mixed/Multiple Background	<input type="checkbox"/>	Any other White Background	<input type="checkbox"/>		

Learning Support Needs

Please tick one box on the right from section below

Visual Impairment	<input type="checkbox"/>	Profound Complex Disabilities	<input type="checkbox"/>	Autism Spectrum Disorder	<input type="checkbox"/>	Temporary Disability	<input type="checkbox"/>	Not Known	<input type="checkbox"/>
Deaf	<input type="checkbox"/>	Disability Affecting Mobility	<input type="checkbox"/>	Other Physical Disability	<input type="checkbox"/>	Other Medical Condition	<input type="checkbox"/>	Not Provided/Prefer not to say	<input type="checkbox"/>
Emotional/Behavioural Difficulties	<input type="checkbox"/>	Mental Health Difficulty	<input type="checkbox"/>	Other	<input type="checkbox"/>	No Disability	<input type="checkbox"/>		

Section 3: Eligibility Checks

Tick as applicable	YES	NO
Are you aged 16 or over?		
Have you been a resident in the UK for the last 3 years?		
Do you work, on average, more than 30 hours per week?		
Please state average number of weekly working hours:		
Are you enrolled in a course elsewhere?		
Are you in a new job role?		
Do you work permanent nights?		

Section 4: Additional Information

(a) Please indicate below what your previous employment status was prior to starting your Apprenticeship. Please tick one of the following boxes:

a) In paid employment	
b) Self employed	
c) Not in paid employment, looking for work and available to start work	
d) Not in paid employment, not looking for work and/or not available to start work	
e) Were you in full time education?	

Section 5a: Existing Skills, Experience and Prior Achievements

Please indicate the level of prior qualifications:

Level 4		
Level 5		
Level 6		
Level 7		
Other Qualification, Level Not Known		
No Qualifications		

Section 5b: Existing qualifications

Please state any qualifications, also state the grade you achieved and the date.

Please ensure that your highest
Maths, English, and
GCSEs are recorded

Grade or outcome

Date achieved

Section 6: Programme Details (internal use)

(a) Please note that the start date is the first date of training and not necessarily the sign-up date

Start date: 1 Sept 2025

Overall expected completion date: 31 July 2027

(b) Programme type: Integrated Plus with PG Diploma

Standard Title and code: Teacher for Sensory Impaired ST0966

Occupation: Teacher of Deaf Children and Young People

(c) Mandatory / Additional Outcomes of Programme: PGDip, Mandatory Qualification for Teachers of the Deaf

Titles of Standard outcome requirements	Reference Number	Start Date	Expected Completion Date	Functional Skills Exemption
Apprenticeship Standard (practical period or OTJT)	ZPROG001	18/09/2025	31/03/2027	
Teacher for the sensory impaired (practical period or OTJT)	Z0009112	18/09/2025	31/03/2027	
PGDip, Mandatory Qualification for Teachers of the Deaf (105 credit portion of 120 credit PGDip up to EPA)		18/09/2025	31/03/2027	
EPA (KSB evaluation which is 15 credits of 120 credit PGDip)	EPA0063	01/04/2027	31/07/2027	

Where recognition of prior learning (RPL) is being claimed to exempt for a Functional Skill; evidence by way of a certificate should be provided. If the certificate is not presented at this stage, Apprentices can provide permission for us to access their personal learning record from the LRS database to confirm exemptions (refer to Section 10: Declaration).

End Point Assessment Organisation:

Organisation name: Liverpool John Moores University (LJMU) EPA0063 – subject to contract

Planned EPA Start Date: 1 April 2027

EPA cost: estimate £1000 – subject to inflation

Please tick (please note these are optional to answer)	YES	NO
Are there any areas of additional support you may require to help you complete the apprenticeship. List here: To be discussed at interview.		

Are you a care leaver?			
Aspirations			
Short term goal/s:		Long term goal/s:	

Section 7: Privacy

We treat your privacy very seriously. The information, which may include sensitive personal data, you provide when you enrol for a MARY HARE course or at any other time is subject to the MARY HARE Privacy Statement. Please read this. It sets out what information we collect, when we collect it, what we use it for and who we give it to. If you would like further details about the information we collect and how it is used, please ask your tutor. By signing this document, you agree that you have read and accept the terms of the MARY HARE Privacy Statement.

While you are an Apprentice learning with MARY HARE, you will also receive information from us about your learning or your course, and your tutor will be in touch with you to support you on your course. You will agree with your tutor how you want to receive this learning support.

DfE (Department for Education) Privacy Notice

The DfE requirement is that we also tell you about its own privacy notice, so that you understand how the DfE will use the information that we give them. It states:

If you want to change your options with the DfE or the LRS about contacting you for surveys or research, or to tell you about courses and other learning opportunities, please contact your tutor

How we use your personal information

The personal information you provide is passed to the Chief Executive of Skills Funding (“the Agency”) and, when needed, the Education Funding Agency for England (“the EFA”) to meet legal duties under the Apprenticeships, Skills, Children and Learning Act 2009 and for the Agency’s Learning Records Service (LRS) to create and maintain a Unique Apprentice Number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education or training. Further information about use of and access to your personal data, and details of partner organisations are available at:

<http://www.education.gov.uk>

[LRS: privacy notice - GOV.UK](#)

Please tick the following boxes to tell us if you are happy to be contacted and by what method:		
About courses or learning opportunities	<input type="checkbox"/>	<input type="checkbox"/>
For surveys or research	<input type="checkbox"/>	<input type="checkbox"/>
By post	<input type="checkbox"/>	<input type="checkbox"/>
By phone	<input type="checkbox"/>	<input type="checkbox"/>
By email	<input type="checkbox"/>	<input type="checkbox"/>

Photographs/filming may be taken during the course duration, and your image may be used as outlined below. Please tick in boxes below to indicate your consent for the processing of your personal data in:		
Film/Video Images & Audio	<input type="checkbox"/>	<input type="checkbox"/>
Social Media posts	<input type="checkbox"/>	<input type="checkbox"/>
Mary Hare Website	<input type="checkbox"/>	<input type="checkbox"/>
Professional Magazine adverts/Articles	<input type="checkbox"/>	<input type="checkbox"/>
Liverpool John Moores University Learning Environment	<input type="checkbox"/>	<input type="checkbox"/>

If you want to change these preferences, you can do so at any time by contacting us at courses@maryhare.org.uk.

Section 8: Apprenticeship Terms & Conditions and Learning Agreement

Commitment Statement

1. This Learning Agreement section is in respect of the learning that I will undertake to achieve a qualification as part of my Apprenticeship Standard.

2. I have received information and advice. I have completed a Recognition of Prior Learning Skills Scan, and I have discussed my options with MARY HARE.

3. I have a training plan for my qualification and details of the modules that will make up the framework of learning that I will undertake to achieve my Apprenticeship.

4. I understand that I will not achieve my Apprenticeship unless I complete and achieve the qualifications that are planned unless they are not mandatory elements of my chosen standard.

5. I am not currently enrolled anywhere else, on a course of similar content and level.

6. I know that I will have a tutor for this course. I have agreed how much time I will spend on this learning with my tutor I have agreed when I expect to finish the course. I agree that I will keep in regular contact with my tutor.

7. I must record my progress on this course with my tutor at progress reviews.

8. If I am not able to continue my learning on this Apprenticeship for a period of time I will, as far as possible, tell MARY HARE in advance. If I cannot tell MARY HARE in advance of any break in learning, I will do so as soon as possible, and without fail within a month of the break in learning starting.

9. MARY HARE have asked me if I need additional support for this course, for example because I have special physical or learning needs. We have agreed any necessary arrangements and recorded them.

10. As of the relevant date I am settled in the UK and have been ordinarily resident in the UK and Islands for the three years prior to the relevant date and the main purpose for that residence was not to receive full time education during the three-year period, OR I have provided the necessary proof/statement of my

17. I agree to MARY HARE terms and conditions for learning which are detailed in the section in following items.

18. I agree to the time and commitment needed from me to attend learning and assessment sessions. 100% attendance is expected at study weekends. Distance learning is supplementary, not an alternative to academic weekends. Dates have been provided, and the apprentice agrees to adjust domestic and work arrangements.

19. I understand that in Years 1 & 2, a 20-day teaching placement is mandatory (PGDip requirement). In Year 1 the assessed teaching placement is part of a module and takes place in a setting other than the apprentice's usual place of work. In Year 2, the self-assessed teaching placement is part of a portfolio and typically takes place in the apprentice's usual place of work. Where apprentices are not typically working with sufficient numbers of pupils who are deaf, a second placement in a host setting will be discussed.

20. I understand it is my responsibility to achieve British Sign Language (BSL) Level 1 (NB: the term 'level' used here refers to BSL framework and NOT to academic/apprenticeship standard framework) qualification prior to final year 2 summer Exam Board before apprenticeship PGDip can be awarded. BSL Level 1 is a required component of the Mandatory Qualification for Teachers of the Deaf which also states a graduate must plan to complete BSL Level 2 within 3 years.

21. I agree to keep in regular contact with tutor.

22. I agree to read the Programme Guide on the Canvas Community Programme site. Module Information on Canvas Module sites including Teaching Placement handbook, Policies within include (not exhaustive list):

- Personal Circumstances information for short and long-term extensions.
- Apprentice support information (e.g., module leader, personal tutors, and placement mentors)
- Resources/equipment strategy.

eligibility for funded learning, and the details of this evidence are noted on this Agreement.

11. As I am being supported by funding from the Department for Education (DfE), I agree to the processing of my personal data by the DfE. I have read and agree to the Privacy Notice by the DfE which is included in the terms and conditions for learning.

12. I promise that I will obey the Health and Safety instructions given to me by my Employer, and the advice about safe learning given to me by MARY HARE.

13. I agree to MARY HARE terms and conditions for learning which are detailed in the Apprenticeship/Course fact sheet below.

14. All the information provided by me to MARY HARE at this time is to the best of my knowledge and belief complete, true and correct in every detail.

15. I understand that if I fail to provide complete, true and correct information in this Agreement it may affect my eligibility for funding and any funding claimed on my behalf by MARY HARE may be reclaimed from me.

16. I agree to complete work, activities, tasks and assignments on the deadlines set by the specialist through the use of Canvas, the virtual learning environment.

23. Confidential information regarding individuals and services must be treated in accordance with anonymity guidance in the Programme Guide on Canvas Programme site during informal verbal interactions as well as written assignments.

24. Any additional support needs disclosed to apprenticeship/course interviewers are addressed by a Learning Needs Agreement (LNA) and/or a Personal Emergency Evacuation Plan (PEEP).

25. Any recordings of teaching sessions (e.g. Canvas recorded lectures, TEAMS meetings, SEN speech-to-text transcripts etc.) are for the sole use of the registered apprentice and not to be forwarded or shared.

26. Apprentice accommodation is not provided on the school site, and apprentices will need to make their own accommodation arrangements including breakfast and evening meal. Lunch and refreshments will be provided on site.

27. Any equipment borrowed and not returned must be replaced at cost by apprentices.

28. I agree to work safely and responsibly according to Employer's instructions.

29. I understand responsibilities for safeguarding, and that they can be withdrawn from their course of study by programme team decision, if false information was given or relevant details withheld.

30. I understand I am required to have a current Enhanced DBS in Education (see Employer Letter and Confirmation of Acceptance for more information).

31. I understand that I must notify Mary Hare immediately of anything that affects suitability including any cautions, warnings, convictions, orders, or other determinations made in respect of apprentice or member of household that disqualify the me from working with children, or changes to circumstances in this regard. Failure to do so may be considered professional misconduct.

32. As a registered teacher, I understand I must uphold and promote high standards of teaching professionals at all times.

Section 9: Dietary Requirements: Please tick appropriate boxes.	
Vegetarian	
Vegan	
Lactose Intolerant	
Wheat Intolerant	
Gluten Intolerant	
Nut Allergy	
Other, please give details below	

Section 10: Declaration and Contact details

- I confirm that all the information provided is true and correct to the best of my knowledge.
- I understand that MARY HARE will validate my name, address and other personal information supplied by me during the sign-up process. *By accepting these terms and conditions you consent to ID checks being made. All information provided by you will be treated securely and strictly in accordance with GDPR guidelines.*
- I understand that all the details recorded in my Apprenticeship Information Record will be held in accordance with the privacy statements referred to in Section 9.
- I agree that MARY HARE can access personal learning records held by the UK LRS (UK Learning Records Service) in order to confirm that I have previously achieved a relevant qualification.
- This Agreement constitutes the entire agreement between us in relation to the provision by us to you of the services, and they replace and supersede any prior arrangements between us in relation to the services.
- You acknowledge that you are not relying on any statement made by us or any of our representatives with regard to the services other than those expressly set out in this Agreement.

Apprenticeship Terms and Conditions for learning

- The time and commitment needed from me to attend learning and assessment sessions
- To work safely and responsibly according to my Employer's instructions
- To keep in regular contact with my tutor

Contacting MARY HARE:

Should you have any questions in regard to your apprenticeship/course, you should address all your questions in the first place to MARY HARE:

Address:

Arlington Manor, Snelsmore Common

Newbury, Berks RG143BQ

0 1 6 3 5 2 4 4 2 0 0

Email address: Courses@maryhare.org.uk

Apprentice	
Name:	Date:
Signature:	

NB: Typed or copied/pasted signatures are not compliant with apprenticeship regulation. Please do one of the following:

- Use adobe's signature feature if you have the full Adobe package
- Select an app that will enable you to draw your signature on the PDF
- Print, sign and scan the completed form

Part C – Internal Use

Safeguarding Policy		
	YES	NO
Does the School have a current Safeguarding Policy?		
If no policy is available, does the school agree to comply with the MARY HARE Safeguarding Policy?		
Safeguarding Risks		
	YES	NO
Is the School aware of their safeguarding responsibilities and the need to respond to and report safeguarding concerns?		
Is the School aware of their responsibilities with regards to Prevent?		
Does the School agree to inform MARY HARE immediately if they believe an Apprentice learning with MARY HARE is at risk of harm or has been harmed?		
Who is the nominated person responsible for reporting safeguarding or concerns involving Apprentices learning with MARY HARE?		
Are there any safeguarding risks within/outside the workplace i.e. lone working, dealing with aggressive behaviour, working in isolated locations, lack of security, location of the building etc?		
Details:		

Equality and Diversity Policy/Act	
Does the School acknowledge compliance with The Equality Act 2010 incorporating the protective characteristics: age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity?	
Does the School have a current Equality and Diversity Policy?	
If no policy is available, does the school agree to comply with the Mary Hare's Equality and Diversity Policy?	
Health & Safety No	
Does the School have Health & Safety measures in place?	
Do you know how to raise health and safety concerns within your school?	

I, MARY HARE, agree that:

1. Pre-entry information guidance will be given to identify further learning opportunities and progression.
2. A relevant Training Plan will be produced with the Apprentice and Employer to reflect the learning aims identified at Initial Assessment.
3. Progress reviews will be carried out with the Apprentice and Employer to identify progress and set targets.
4. The training provided is compliant with the requirements of the DfE.
5. The quality of provision will be as required by the DfE, Ofsted and Government auditors.
6. Health and Safety regulations will be in line with DfE and HSE requirements.
7. Should a learner be made redundant by the employer, appropriate support to find alternative employment will be made where possible by the provider, and which does not obstruct the administration and work of the training provider, of the learning or enjoyment of its apprentices/students.
8. To abide at all times by all Mary Hare's values, rules, regulations, policies and procedures.

Apprenticeship Terms and Conditions: Signed for and on behalf of MARY HARE

Name:

Date:

Signature: