

# APPRENTICESHIP COMPLETION CERTIFICATE APPRENTICE CONSENT FORM

V1 Effective from 1st April 2015

The Apprenticeships, Skills, Children and Learning Act 2009 requires that Apprentices must apply for their Apprenticeship Completion Certificate. However, where this is facilitated by a third party, there must be evidence that this is being done at the specific request of the Apprentice.

The signing of this consent form by an Apprentice provides the required evidence of their acknowledgement and declaration that they have undertaken and completed an Apprenticeship and that they authorise a named third party organisation to claim their Apprenticeship Completion Certificate.

**NOTE TO APPRENTICE: ONLY COMPLETE AND SIGN THIS FORM IF YOU ARE GIVING YOUR AUTHORITY TO THE THIRD PARTY ORGANISATION, NAMED BELOW, TO CLAIM YOUR APPRENTICESHIP COMPLETION CERTIFICATE, ON YOUR BEHALF.<sup>1</sup>**

Apprentice First Name: \_\_\_\_\_

Apprentice Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Nominated ACE Centre/organisation  
submitting your Apprenticeship claim: \_\_\_\_\_

## APPRENTICE DECLARATION & AUTHORISATION

I declare that:

- I had an Apprenticeship Agreement (ONLY for starts on or after 6/4/12) in place for the duration of my Apprenticeship, or that Alternative Completion Conditions<sup>2</sup> applied to my framework.
- I have met all of the stated requirements of my Apprenticeship framework.
- I authorise the organisation named above to apply for my Apprenticeship Completion Certificate, on my behalf, and that they will provide the Certifying Authority<sup>3</sup> with the necessary evidence of my achievements and pay the appropriate certification fee.
- I consent to the use of my personal data, uploaded to Apprenticeship Certificates England (ACE) to be used for the purpose of claiming my Apprenticeship Completion Certificate and for the creation of anonymised analytical and statistical relating to Apprenticeships in England. This analytical and statistical data is in accordance with the [ACE Data Use Policy](#).

Apprentice Signature: \_\_\_\_\_ Apprentice Date of Signing: \_\_\_\_\_

## THIRD PARTY CLAIMANT USE ONLY

(This is the organisation nominated above, by the Apprentice, to claim their Apprenticeship Completion Certificate)

Apprentice Last Date in Learning: \_\_\_\_\_

1. To apply for an Apprenticeship Completion Certificate yourself, go to <https://acecerts.co.uk/web> and complete the online application

2. For details of Alternative Completion Conditions go to <http://www.legislation.gov.uk/ukxi/2012/1199>

3. The Federation for Industry Sector Skills & Standards have been designated as the English Certifying Authority by the Chief Executive of the Skills Funding Agency.