

# APPRENTICESHIP COMPLETION CERTIFICATE APPRENTICE CONSENT FORM

V2 Effective from Jan 2020

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\*.**

Apprentice First Name: Danielle Apprentice Surname: Humphries  
*Apprentice name must match the name on ACE. These fields can be pre-populated and recognised (or common) shortenings of the Apprentices forename is acceptable.*

Date of Birth: 16/06/1986  
*Date of Birth must match the date of birth on all evidence and that entered on ACE*

Nominated ACE Centre/organisation submitting your Apprenticeship claim: FISSS Training  
*The organisation name must be the organisation that is applying for the Apprenticeship Completion Certificate. This field can be prepopulated.*

## 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. 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\*\* 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 data relating to Apprenticeships in England. This analytical and statistical data is in accordance with the [ACE Data Use Policy](#).

The Apprentice must sign the form, this can be an electronic signature.

Apprentice Signature: D. Humphries

Apprentices must date the form and Apprentice date of signing cannot be prior to the last date in learning

Apprentice Date of Signing: 10/10/15

## 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: 09/10/15  
*Last date in Learning must be completed, be on or before Apprentice date of signing and must match the Last Date in Learning on ACE.*

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

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