

QEST Apprenticeship Application Form

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This document is for guidance only

All applications must be submitted via our online application form

* You register for an application form [here](https://www.qest.org.uk/qestgrants) when applications are open
* <https://www.qest.org.uk/qestgrants>

All word counts given are the **maximum** number of words you can enter on the application form. These are not a target, and you should try to keep your answers concise.

**Focus on quality over quantity:** It's more important to provide a clear, well-thought-out response than to write a lot.

You can use bullet points and lists to organise your responses. This can help highlight the essential details. There's no need for formal paragraphs if this is not your preference.

# About the apprentice

Title:

Preferred pronouns:

First Name:

Last Name:

Email address:

Phone number:

Alternative phone number:

Adress Line 1:

Address Line 2:

City:

If in London, select Borough: **Choose an item.**

County:

Region in the UK: **Choose an item.**

Postcode:

Where can we see examples of your work:

* Website:
* Instagram:
* Facebook:
* X(Twitter):
* LinkedIn:

Date of Birth (dd/mm/yyyy):

Nationality:

Eligibility to work in the UK: **Choose an item.**

If other eligibility, please state:

Have you applied for a QEST Apprenticeship before? **Choose an item.**

# About the employer

Title:

Preferred pronouns:

First Name:

Last Name:

Position:

Employer email address:

Phone number:

Alternative phone number:

Is the contact listed above the person (trainer/ master) that will be supervising the apprentice (trainer/supervisor/ master)? Yes/ No

If no, please provide the name and contact details of the person who will be supervising the apprentice.

Full Name:

Preferred pronouns:

Email address:

Phone number:

# About the practice

Business name:

Business address

Address Line 1:

Address Line 2:

City:

If in London, select Borough: **Choose an item.**

County:

Postcode:

Please select the category that best describes your craft. **Choose an item.**

Area of specialism:

Describe your practice (200 words):

Have you applied for a QEST Apprenticeship before? **Choose an item.**

Where can we see examples of your work:

* Website:
* Instagram:
* Facebook:
* X(Twitter):
* LinkedIn:

## Sustainability

What steps have you taken, are taking, or intend to take to monitor, manage, and reduce the impact of your craft practice on the environment. (200 words)

# Practice finances

How many years has the business been practicing:

How many people work in the business:

What was your annual turnover for the past three years, formatted as follows: YY/YY £xxx, YY/YY £xxx, YY/YY £xxx.

Please provide last year's annual profit or declared earnings:

Why is your business unable to fully fund the apprenticeship on its own, and how would support from QEST help fill this gap? (200 words)

To support your application please upload a PDF copy of the company’s most recent accounts.

## Training plans and policies

 What are the business's training policies and plans, and how much budget is allocated to support them? (150 words)

Have you funded an apprentice in the past? Yes/No

If yes, how have you funded an apprentice in the past? (150 words)

# Apprenticeship Summary

How much money are you seeking from QEST?

How long will the apprenticeship last:

What is the apprenticeship’s purpose. Please summarise the key objectives and the outcomes you hope to achieve. (200 words)

How many days per week will the apprentice be working within the business, and what proportion of this time will be funded by QEST? Please provide a breakdown of costs. (200 words)

## Impact

How will this apprenticeship contribute to the growth and development of the UK Craft sector? Please explain its positive impact. (200 words)

## Apprenticeship training plan

Please download and complete the following document: [Apprenticeship Training Plan](https://www.qest.org.uk/wp-content/uploads/2024/07/Apprenticeship-Training-plan.docx)

Please upload your completed training plan.

# Questions for the apprentice

Describe your craft practice, how you got into it and what you love about it. (150 words)

What are your long-term career goals, what would you like to achieve in the next 5 – 10 years? (150 words)

How will this apprenticeship benefit you personally and professionally? (150 words)

How long have you been working with the employer and in what capacity. (100 words)

Why is this employer the ideal mentor for your learning goals? (150 words)

##

## Apprentice – Qualifications, training and awards

Please start with the most recent first.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Qualification | Institution | Start date: (dd/mm/yyyy) | End date: (dd/mm/yyyy) | Result | Description (50 words) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

##

## Apprentice - Career history

Please start with your current or most recent employment first.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Company Name: | Current? Self-employed?  | Start date:(dd/mm/yyyy) | End date:(dd/mm/yyyy) | Company Address: | Role description (100 words): |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Questions for the employer

In what ways will this apprenticeship contribute to the growth and improvement of your business? (150 words)

Why do you believe this candidate is well-suited for this apprenticeship? (150 words)

How will the apprenticeship support the candidate's personal and professional development? (150 words)

What are your expectations for the apprentice's career progression over the next 5-10 years? (150 words)

Why do you believe you are the ideal mentor to support the apprentice in achieving their learning goals? (150 words)

# Images

Please upload one PDF document containing:

* up to 7 images of the apprentice’s work
* up to 5 images of the employer’s work
* no more than 12 images in total

# Declarations – apprentice

## Equal opportunities

Please state your ethnicity: **Choose an item.**

What is your gender? **Choose an item.**

What is your sexual orientation? **Choose an item.**

Do you have a disability? **Choose an item.**

If yes, does this affect you in any of the following areas?

[ ]  Vision (e.g., partial sight)

[ ]  Hearing (e.g., partial hearing)

[ ]  Mobility (e.g., walking distances)

[ ]  Dexterity (e.g., lifting)

[ ]  Learning, understanding, or concentrating

[ ]  Memory

[ ]  Mental health

[ ]  Stamina, breathing, or fatigue

[ ]  Social/ behavioural (e.g., autism or ADHD)

[ ]  Other

[ ]  None of the above

[ ]  Prefer not to say

Please advise us of any specific need you may have related to the application process or the interview arrangements.

## Where did you hear about QEST

How did you hear about QEST? **Choose an item.**

# Declarations - employer

Should we be awarded a QEST Scholarship, I agree:

[ ]  We agree to support the apprentice with at least the minimum apprentice wage in their first year

[ ]  We endeavour to pay the apprentice minimum wage by Year 2 of the apprenticeship.

[ ]  We endeavour to pay the apprentice at least the living wage by Year 3 of the apprenticeship

[ ]  We will finalise the training plan for the candidate by 4 weeks after receiving QEST funding and note any milestones or accreditations to be achieved

[ ]  Both the apprentice and master will submit a progress report every six months and a final report upon completion of the apprenticeship

[ ]  We acknowledge that our QEST Apprenticeship grant can be withdrawn at any point should the above Terms and Conditions not be adhered to.