Apprentice address line 1

Apprentice address line 2

Apprentice address line 3

Apprentice address line 4

Apprentice address line 5

Date of issue

Dear Apprentice Name

Apprentices Unique Learner Number: Apprentices ULN

Delivery Partner Name has agreed with West Yorkshire Consortium of Colleges to use it’s Apprenticeship funding (referred to as Apprenticeship Levy) to support the new Collaborative Apprenticeships programme. Collaborative Apprenticeships aims to increase the quantity and quality of apprenticeships across the following districts: Bradford, Calderdale, Craven, Harrogate, Kirklees, Leeds, Selby, Wakefield and York.

The Collaborative Apprenticeships programme is managed by West Yorkshire Consortium of Colleges and is part funded by the European Social Fund (ESF) as part of the European Structural and Investment Funds Growth Programme 2014-2020.

As you are enrolled on the Delivery Partner Name Apprenticeship scheme, we are sending you this letter to make you aware that the funding attached to your apprenticeship (referred to as match funding) is being used to support this new Collaborative Apprenticeships programme.

All documentation relating to your apprenticeship will now be retained securely in line with ESF programme requirements until 31st December 2033 as it may be called forward for audit by the Department for Work and Pensions (DWP), the Managing Authority for the Collaborative Apprenticeships programme.

**Please note** that this does not in any way affect any of the terms and conditions of your existing employment contract or Apprenticeship agreement. On the attached document, you will find the DWP Participant Privacy Notice, which will explain the purposes of the data processing, the regulatory and legal basis behind the requirement to collect data, the retention periods for the personal data and your rights in respect of the processing.

By signing the declaration at the end of this letter, your are giving us permisssion to collect, retain and share your personal information with West Yorkshire Consortium of Colleges and the DWP.

For, and on behalf of, Delivery Partner Name

***Signature***

Signatory Name

Signatory Job Title

**Apprenticeship Participant Declaration**

I declare that I have read the attached Privacy Notice and agree to the Delivery Partner Name or the Apprenticeship Training Provider collecting, retaining and sharing my personal information with West Yorkshire Consortium of Colleges and the DWP.

**Name in full**…………………………………………………………………………………………….

**Signature**……………………………………….………………………………………………………

**Date**……………………………………………………………….………………………....................