

Apprenticeship Completion Certificate Claim Form

The CIPD's role as the end point assessment organisation is to request the apprenticeship completion certificate on behalf of the apprentice through the "record apprentice end-point assessment grades service".

To fulfil our role we need permission from the apprentice to apply for the certificate on their behalf. By signing this consent form an apprentice is making an acknowledgement and declaration that they authorise CIPD to claim their Apprenticeship Completion Certificate.

Note to apprentice: only complete and sign this form if you are giving your authority to the CIPD to claim for your apprenticeship completion certificate, on your behalf.	
Apprentice's First Name	
Apprentice's Surname	
Date of Birth	
Apprenticeship Standard	Choose an item.

Apprentice Declaration & Authorisation

I declare that I authorise the CIPD to apply for my Apprenticeship Completion Certificate, on my behalf, and that they can provide the Education and Skills Funding Agency with the necessary evidence of my achievements and pay the appropriate certification fee.

I consent to the use of my personal data to be used for the purpose of claiming my Apprenticeship Completion Certificate.

Apprentice's Signature	Date:
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