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QEST Apprenticeship Application Form

Application form sections

[About the apprentice 3](#_Toc201833238)

[About the employer 4](#_Toc201833239)

[About the practice 5](#_Toc201833240)

[Practice finances 6](#_Toc201833241)

[Apprenticeship Summary 7](#_Toc201833242)

[Questions for the apprentice 8](#_Toc201833243)

[Questions for the employer 10](#_Toc201833244)

[Images 11](#_Toc201833245)

[Declarations – apprentice 11](#_Toc201833246)

[Declarations - employer 12](#_Toc201833247)

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>

**Before you apply**

This application form is designed to collect information about:

* Both apprentice and employer and as well as your craft practice
* Your eligibility for the grant
* The training you’re planning and how you want to use the grant

We use this information to assess your proposal against our assessment criteria.

Please read the guidance and FAQs [on our website](https://www.qest.org.uk/qestgrants/) before completing your application.

**Tips for completing the form**

* **Be aware of the word limits:** The word count listed for each question is the maximum you can write, not a target.
* **Be concise:** Focus on answering clearly and directly. Quality matters more than quantity.
* **Use bullet points or lists:** This can help organise your response and make key points stand out.
* **Formal writing is not required:** Use the writing style you're most comfortable with. Full paragraphs are optional.
* **Assessors only know what you tell them:** While we will check any links you include, be sure all key information is clearly explained in your form responses.
* **Give yourself time:** This application form is long and detailed, allow enough time to complete each section, review your answers, and make edits. Avoid leaving your submission until the last minute.

# 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 that will be supervising the apprentice (trainer/supervisor/ master)? **Choose an item.**
* 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 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):
  + *For example:* 
    - *What do you make, create, or conserve*
    - *What you are recognised for —skills, techniques, or areas of focus*
    - *The types of clients, audiences, or markets you typically work with*
    - *How your business* is structured (e.g., sole trader, limited company, collective)
* 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

* Are you thinking about the environmental impact of your practice? (200 words)  
  What steps are you taking, or planning, to reduce your environmental impact?
  + *For example, have you made changes in your materials, processes, or packaging? Have you faced any challenges in trying to make your practice more sustainable? Are there areas you’re researching or hoping to improve in the future?*

# 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 why do you need the QEST grant? (200 words)
  + *For example, are there any financial or resource constraints you face? How would the grant enable you to offer the apprenticeship without placing strain on your business?*
* 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?
  + *The apprenticeship can fund up to £12,000 in total. No more than £6,000 in any one year.*
* How long will the apprenticeship last:
  + *The apprenticeship can last up to three years*
* What is the purpose of the apprenticeship? Please provide an overview of its key objectives and the outcomes you hope to achieve. (200 words)
  + *For example, what skills, knowledge, or techniques will the apprentice learn. How will the apprenticeship support the development of the apprentice’s career and contribute to the business or the wider craft community.*
* 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? (200 words)
  + *For example, you might consider how the apprenticeship might preserve heritage, support innovation, enable growth, raise profile, or strengthen the craft community more widely.*

## 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)
* How long have you been working with the employer, and in what capacity? (100 words)
  + *For example, describe your current or past working relationship with the employer—whether paid, voluntary, or informal—and what kind of work or training you've done together so far.*
* How will completing this apprenticeship benefit you personally and professionally? (150 words)
  + *For example: what personal growth or confidence do you hope to gain? What essential skills and knowledge will you learn and how will you use them? What does it mean to you to learn directly from a craftsperson?*
* Why is this employer the ideal mentor for your learning goals? (150 words)
  + *For example: what specific skills or techniques do you hope to learn from them? What makes their approach a good fit for your development? How does their experience align with your career goals, and what excites you about learning from them?*
* What are your long-term career goals? What would you like to achieve in the next 5 – 10 years? (150 words)
  + *For example, after completing the apprenticeship, where would you like to take your work? Do you have goals such as gaining qualifications, securing employment, or starting your own business?*

## 

## Apprentice – Qualifications, training and awards

* List any qualifications you hold, training you've completed or awards you've received, where relevant to your craft.
  + Please start with your most recent qualification first.

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

## 

## Apprentice - Career history

* List your career history (relevant to your craft).
* 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)
  + For example: what value will the apprentice bring to your operations? How might they support you to take on more work, expand services, or preserve traditional skills? Do you have any future plans the apprentice will help make possible?
* Why is the candidate well-suited for this apprenticeship? (150 words)
  + For example: what qualities or strengths has the candidate demonstrated? Why are they a good fit for your craft and working environment? What relevant experience or attributes make them stand out?
* How do you see the apprenticeship contributing to the candidate's personal and professional development? (150 words)
  + For example: how will this experience prepare them for future employment or further training? How will the apprenticeship help build their skills, confidence, and independence? What potential do you see in them?
* Following the apprenticeship what are your expectations for the apprentice's career progression in the long term? (150 words)
  + For example: do you see a role for them within your business? Will they have the skills and confidence to start their own practice? Could they go on to mentor others?
* Why do you believe you are the ideal mentor to support the apprentice in achieving their learning goals? (150 words)
  + For example: why are your skills, experience, or teaching style a good fit for the apprentice? How does your approach align with their interests? Do you have any experience in mentoring or training others?

# 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.