**Expression of Interest form – Creating Engaging Managers Plus+**

Expression of interest will be assessed on the basis of the quality of this application form. Priority will be given to those who can demonstrate they would learn the most from the programme and who commit to delivering tangible benefits as a result of attending.

**This development programme is right for you if you’re a first line manager, team leader or supervisor who has operational, project or staff management responsibilities. Its purpose is to bild your confidence and help you progress in your career. It will help you in supporting, managing and developing team members, managing projects, planning and monitoring workloads and resources, delivering operational plans, resolving problems, and building relationships internally and externally.**

A waiting list will be maintained for people who cannot be placed on a programme straight away. The waiting list is prioritised using the same criteria as above. Before completing this form, the line manager and individual should have a development conversation to establish that the intensive and high-commitment programme is the right development for the individual. Following the conversation, all application form fields should be **completed and signed** ***by the applicant and line manager together*.**

If you have any queries relating to the programme, please contact Anita.Middleton@keystonetrainingltd.co.uk in the first instance. **Please complete this form electronically and returned to** [**Joanne.Mason@hanson.biz**](mailto:Joanne.Mason@hanson.biz) **by no later than the 22nd October 2018.**

**Applicant details**

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Phone number |  |
| Work email |  |
| Length of time in role |  |
| Level |  |
| Business unit and team |  |

**Line manager details**

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Phone number |  |
| Work email |  |

**Additional information**

|  |  |
| --- | --- |
| Hanson applicants - Is this employee in a succession plan? | Yes No |
| Non-Hanson applicants - Details of employer |  |
| Non-Hanson applicants - Details of the levy contact within your organisation | Name:  Telephone number:  Email address: |
| Non-Hanson applicants – Contact details of the person within Hanson who made your referral | Name:  Telephone number:  Email address: |

**General application questions**

|  |  |
| --- | --- |
| **Why would you and your manager like us to consider you for this programme?** | |
| *Participant:* | *Line manager:* |

|  |  |
| --- | --- |
| **What will you do to show commitment to this programme?** | |
| *Participant:* | *Line manager:* |

|  |  |  |
| --- | --- | --- |
| **What are the main improvements as a manager of people that you would like (or you would like your participant) to make as a result of this programme? Please consider your personal objectives and development plan from your latest PDR conversation when answering this.** | | |
| ***Participant:*** | | ***Line manager:*** |
| 1) | In my job | 1) In their job |
| 2) | With my team | 2) With their team |
| 3) | Developing individuals | 3) Developing individuals |
| 4) | For the organisation | 4) For the organisation |

|  |
| --- |
| **LINE MANAGERS:**  **What opportunities do you identify for delegating additional responsibilities to your participant as part of their development?** |
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| **What measurable business benefits do you and your line manager believe you could deliver as a result of attending this programme?** |
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| **It’s important that you have the time to complete this programme. What other training or qualifications are you currently completing, or expecting to start in the next 18 months?** |
|  |

|  |  |
| --- | --- |
| **What are your contracted hours per week?** | **To how many days holiday per year are you entitled?** |
|  |  |

**Please confirm the following eligibility criteria. You will need to supply evidence of these if the applicant is accepted on the programme:**

|  |  |
| --- | --- |
| **The applicant:** | **✓ / X** |
| Is 17 years or older |  |
| Has the right to work in England |  |
| Is **either** a citizen of a country within the European Economic Area (EEA), or has right of abode in the UK, andhas been ordinarily resident in the EEA for the last three years, **or** is a non-EEA citizen with permission from the UK government to live in the UK (not for educational purposes) and has been ordinarily resident in the UK for the last three years |  |
| Is directly employed by Hanson UK |  |
| Has a contract of employment that is long enough for them to complete a 15 month programme |  |
| Works 30 or more hours per week |  |
| Spends at least 50% of their working time in England |  |
| Is in a job role of a suitable level and type for applying and practising Level 3 management skills |  |
| Is not, and will not be, enrolled in another apprenticeship at the same time as this one |  |
| Holds Level 2 qualifications in Maths and English\* |  |
| Has not previously completed a Level 3 (or higher) qualification in management\* |  |
| Can spend the equivalent of one day per week off-the-job for 15 months (20% of their working time in total) |  |
| Will receive significant support from their line manager including weekly catch-ups and monthly sit-down reviews |  |

\* Level 2 is equivalent to GCSEs or O-Levels. Level 3 qualifications, such as this programme, are equivalent to A-Levels. Level 4 is equivalent to a Foundation Degree, and Level 5 is equivalent to Year 1 and Year 2 of a degree programme.

|  |  |  |  |
| --- | --- | --- | --- |
| **Have the following subjects formed part of ANY Level 3 or higher qualification the applicant has completed in the past?** | | | |
|  | **✓ / X** |  | **✓ / X** |
| Management |  | Leadership |  |
| Self-Awareness and Emotional Intelligence |  | Communication Skills |  |
| Building Relationships |  | Leading People |  |
| Managing People |  | Operational Management |  |
| Problem Solving and Decision Making |  | Project Management |  |
| Finance |  | Business Studies |  |

|  |  |  |  |
| --- | --- | --- | --- |
| “I confirm the information provided here is correct.” | | | |
| Signed (participant) |  | | |
| Name (PRINT) |  | Date: |  |

***As the manager of the above individual, I understand that if he/she leaves this programme after week 6 then Keystone will charge Hanson a cancellation fee of £1,750 and will be cross charged to my P&L.***

|  |  |  |  |
| --- | --- | --- | --- |
| “I confirm the information provided here is correct.” | | | |
| Signed (manager) |  | | |
| Name (PRINT) |  | Date: |  |