**Apprentice Travel Offers: Apprenticeship Provider Guidance**

Dear apprenticeship provider,

Thank you for your interest in signing up to TfGM’s Apprentice Travel Offers. This guidance provides information on two great offers now available for apprentices: **Apprentice Bike to Work Scheme** and **Apprentice Free Ticket Scheme.** We really hope you are able to help us offer these two great schemes to your apprentices.

**Apprentice Bike to Work Scheme**

The **Apprentice Bike to Work Scheme** offers apprentices **a free refurbished bike and accessories** for them to use accessing their place of work and training. Cycling is a low cost and practical way for apprentices to travel, especially where working hours or location rules out public transport.

All apprentices living in Greater Manchester are eligible for the scheme.

For TfGM to be able to offer this scheme to your apprentices, we will need a nominated member/members of staff to be responsible for signing off their completed application forms.

The process for apprentices accessing the offer is detailed in the flowchart below.

**Apprentice Free Ticket Scheme**

The **Apprentice Free Ticket Scheme** offers new\* apprentices **ONE free 28 day bus and Metrolink ticket** for them to use accessing their place of work and training. The apprentice ticket can be used on all Metrolink trams and most buses across Greater Manchester.

\*within the first 6 months of their apprenticeship start date

All new apprentices who live and have an apprenticeship in Greater Manchester are eligible for the scheme.

For TfGM to be able to offer this scheme to your apprentices, we will need a nominated member/members of staff to be responsible for stamping their completed application forms. Following the return of this form to TfGM, a TfGM date stamp will be posted to you for validating the application forms (the stamp is required by Greater Manchester Travelcards Ltd who subsidise the ticket to reduce potential fraud).

The process for apprentices accessing the offer is detailed in the flowchart below.

If you are happy to sign up to the **Apprentice Travel Offers**, please fill in the form overleaf with named contacts and signatures for each person who will be responsible for signing off / stamping application forms. We will keep these on file to validate applications as they arrive at TfGM.

**Apprentice Travel Offers – Apprenticeship Provider Sign-Up Sheet**

**Apprenticeship provider name**

**District**

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| Please fill in the details of any member of staff responsible for signing off application forms |
| **Name** | **Job title** | **Email address** | **Address (to post stamp to)** | **Signature** |
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Please return this form to TfGM by scanning and emailing the document to access@tfgm.com or by posting to the freepost address below:

Apprentice Travel Offers

Transport for Greater Manchester

Freepost RRHE-RKUU-KSJY

Manchester

M1 3BG