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Apprenticeship Commitment Statement

SECTION 1 – core information

This Commitment Statement summarises the schedule, roles and responsibilities and funding that supports the successful completion of this apprenticeship. The information set out in this document forms part of the evidence pack required for every apprentice and must be signed and retained by the employer, the apprentice and the university named in section 1 below. This must be retained with, or in, the written agreement or contract for services between the employer and provider as the current and accurate statement about the content of this apprenticeship. The content of this document is also intended to form the basis of regular reviews between all three parties to track progress and review the ongoing support and commitment needed during the lifetime of the apprenticeship. Any changes to the apprenticeship, and therefore to this document, must be agreed and recorded in an updated commitment statement with signed copies distributed to all parties listed in section 1 below. The main training elements of the apprenticeship are contained at Annex 1.

Commented [RR1]: Text here could be followed by a signatory declaration e.g. 'By signing this Commitment Statement all parties are confirming that they have read and understood their obligations as set out in this Commitment Statement, and agree to work to these arrangements for the duration of the apprenticeship'

1.1. Signatories

	Apprentice (& Guardian if aged 16-18)	Employer	<<Line Manager >>	University
Name				
Organisation				
Phone				
Email				
Signature				
Date				

Commented [RR2]: The signatory section is here to improve visibility.

Commented [RR4]: Added to ensure that the apprentice's day to day manager is aware of and understands their responsibilities even though this document may be signed corporately by the Head of Learning and Development etc.

Commented [RR5]: i.e. the person responsible for ensuring that the access to day to day experience in their job required for their apprenticeship

Commented [RR3]: Delete if apprentice is over 18.

This symbol indicates that the section or an element within it is required by the funding rules

1.2. The Apprenticeship covered by this Commitment Statement

The Apprenticeship	Level	Name			
Start Date	ddmmyyyy	Planned End Point Assessment Date	mmyy	Planned End Date	mmyyyy

Commented [RR6]: Apprenticeship title as in LARS.

1.3. Apprenticeship Review Schedule and Attendees

Reviews between the university, employer and apprentice will take place throughout the apprenticeship to discuss progress, review impact, confirm success and identify any actions needed to ensure the success of the apprenticeship.

Review Schedule	Frequency	Attendees	Name Role	Contact phone number Contact Email
Apprentice/Tutor Reviews		University		
Reviews (Employer/ Apprentice/ Provider)		University		
		Employer		

Commented [RR7]: i.e. Termly, or the specific months if these are known or agreed

1.4. Further Support and Guidance

Contacts	Support Available	Name Role	Contact phone number Contact email
<<Personal Tutor>>			
<<Student Services >>			

Commented [RR8]: Add other contacts or support services as needed.

Commented [RR9]: Or other primary contact for each apprentice

Commented [RR10]: For example – amend as needed

1.5 Key Processes & Policies	Process	First Point of Contact Name, Role, Email & Phone number	Reference Document or Policy
Attendance & Absence	<ul style="list-style-type: none"> In the event that you are not able to attend university or join a planned face to face or online live session you must inform << University role>> as soon as possible after first contacting your employer. 	<<Line Manager>> <<University role>>	
Data Protection	<ul style="list-style-type: none"> The personal information that you provide is passed to the ESFA, the Department for Education and the Apprenticeship Assessment Organisation named in this Commitment Statement, for the purpose of tracking progress, confirming 	<ul style="list-style-type: none"> If you have any queries about how your personal data is used please contact: <<University role>> 	

Commented [RR11]: Sample text - amend and replace as needed

Commented [RR12]: Include key policies required by funding rules or other compliance, Include the hyperlink to each policy document or handbook

Commented [RR13]: Or whomever is appropriate and agreed

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1.5 Key Processes & Policies	Process	First Point of Contact Name, Role, Email & Phone number	Reference Document or Policy
	<p>eligibility for funding or for processing your end-point assessment.</p> <ul style="list-style-type: none"> Your personal information may be shared with other regulatory or professional bodies necessary for the delivery of your apprenticeship and your well-being but only where the law allows this sharing to take place, in compliance with the Data Protection Act 1998. 		
Safeguarding & PREVENT	<ul style="list-style-type: none"> You will be briefed about your and the University's responsibilities under our safeguarding and Prevent policy as part of your induction. must contact the <<role title - safeguarding / prevent lead>> 	<p>All safeguarding concerns should be reported to: << University role>></p>	
Raising Queries & Concerns	<ul style="list-style-type: none"> If you have concerns or queries about your apprenticeship in the workplace you should discuss these with <<line manager or other role TBA with employer >> If you have concerns or queries about your apprenticeship delivered by the university you should discuss these with <<university role>> Apprenticeship concerns and enquiries can also be raised with the ESFA Apprenticeship helpline 	<ul style="list-style-type: none"> apprenticeship queries and concerns should be raised with: << University role>> . The ESFA Apprenticeship helpline can be contacted on 0800 015 0400 or by email nationalhelpdesk@apprenticeships.gov.uk 	
Complaints	<ul style="list-style-type: none"> In the event that either employer or apprentice have concerns or complaints regarding this apprenticeship that cannot be resolved with the <<insert faculty role / course lead>> you should escalate this to the << University role>> following the university complaints process. You may also escalate a complaint to the Skills Funding Agency's apprenticeship helpline. 	<ul style="list-style-type: none"> Unresolved issues or concerns should be escalated to : <<name, role phone, email >> at the university The ESFA Apprenticeship helpline can be contacted on 0800 015 0400 or by email nationalhelpdesk@apprenticeships.gov.uk 	

Commented [RR11]: Sample text - amend and replace as needed

Commented [RR12]: Include key policies required by funding rules or other compliance, Include the hyperlink to each policy document or handbook

Commented [RR14]: To note new General Data Protection Regulations come into force on 18 May 2018 - see [here](#) which also include changes to the right to be informed - see [here](#) This may require a link to a more detailed privacy notice. We will update the template once advice is clear.

Commented [RR15]: Funding Rules requirement

SECTION 2. Roles and Responsibilities

This Roles & Responsibilities summary confirms that accountabilities for a successful apprenticeship are shared equally by the employer, apprentice and university. The roles and responsibilities are intended to support the apprentice throughout their apprenticeship to successful completion.

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2.1. The Apprentice agrees to:

- a. Work with their employer and [university role e.g. personal tutor/ mentor] to agree an individual learning plan [Individual Learning Plan/ other document], to achieve their apprenticeship
- b. Manage their own learning, and with support from their employer and [insert university role e.g. Personal Tutor], work to meet the targets and timelines needed to complete the apprenticeship by the planned end date
- c. Participate in reviews with the employer and [university role] to track progress and success in meeting apprenticeship milestones, and agree any changes needed to the learning plan to address performance or support enhanced learning opportunities
- d. Manage and track attendance and participation to meet the off the job learning requirements for this apprenticeship programme
- e. Inform the University and their employer if personal circumstances change that will affect completion of the apprenticeship or will change the planned end date
- f. Proactively identify any issues or barriers to successful completion of this apprenticeship and raise these quickly with their employer and [university role], working with both to implement any action needed
- g. Raise any queries or complaints regarding the apprenticeship through the university process, and to the ESFA where needed as set out in section 1.
- h. Participate in course feedback and apprenticeship evaluation to support the continuous improvement of the programme for current and future apprentices.
- i. Take opportunities that arise to support other current and future apprentices to benefit from their apprenticeship

The Employer, both the representative signatory to this agreement and the apprentice's day to day manager agree to:

- a. Provide a working environment that meets current health and safety legislation to enable their apprentice to work and learn safely for the duration of the apprenticeship
- b. Work with their apprentice and the university to agree an individual learning plan [Individual Learning Plan/ other document], and provide the apprentice with access to the on the job knowledge, skills and experience, resources and opportunities needed to achieve this apprenticeship
- c. Support the university to comply with funding rules and collate evidence to confirm apprentice and apprenticeship eligibility for funding
- d. Support the apprentice to manage their own learning, by ensuring sufficient off the job time in their typical working day (or time in lieu) to meet the requirements of this apprenticeship
- e. Enable the [line manager and/or workplace mentor] to support and guide this apprentice to carry out their day to day role and to meet the targets and timelines needed to complete the apprenticeship by the planned end date
- f. Participate in reviews with the apprentice and university, providing evidence and feedback on progress at work and success in meeting apprenticeship milestones, and agree any changes needed to the learning plan supporting the apprentice to address performance or access enhanced learning opportunities
- g. Support their apprentice to track attendance and participation to meet the off the job learning requirements for this apprenticeship programme

Commented [RR16]: sample text
Does not include items already set out in section 1.4

Commented [RR17]: The employer commitment to pay wages is not included because this will usually be part of the main contractual terms

Commented [RR18]: Amend as needed when employer roles are clear

Commented [RR19]: amend as needed

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- h. Inform the University if there are organisational or apprentice circumstance changes that will affect completion of the apprenticeship or change the planned end date
- i. Proactively identify any issues or barriers to successful completion of this apprenticeship and raise these quickly with the university and apprentice, working to implement any action needed
- j. Raise any queries or complaints regarding the apprenticeship through the university process, and to the ESFA where needed as set out in section 1.
- k. Participate in course feedback, impact assessment and evaluation to support the continuous improvement of the programme for apprentices and employers
- l. Take opportunities to promote and publicise the successful completion of this apprenticeship and the benefits of the apprenticeship programme

The university (and where relevant, manage any appointed subcontractors to) agree to:

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- a. Provide a learning environment that meets current health and safety legislation to enable the apprentice to learn safely for the duration of the apprenticeship
- b. Work with the apprentice and employer to comply with the apprenticeship funding rules, providing an evidence pack that confirms eligibility for funding
- c. Work with the employer and their apprentice to agree an individual learning plan [Individual Learning Plan/ other document], and provide the apprentice with access to the knowledge, skills and experience, resources and opportunities needed to achieve this apprenticeship
- d. Support the apprentice to manage their own learning, by ensuring sufficient resources, support, access to materials in their typical working day to meet the off the job requirements of this apprenticeship
- e. Enable the line manager and/or workplace mentor to support and guide this apprentice, to carry out their day to day role and to meet the targets and timelines needed to complete the apprenticeship by the planned end date by providing a clear summary of off the job and on the job learning needed, contained at Annex A
- f. Lead reviews with the apprentice and employer, providing evidence and feedback on progress to track success in meeting apprenticeship milestones, and agree any changes needed to the learning plan to support the apprentice to address performance or access enhanced learning opportunities
- g. Track attendance and participation to meet the off the job learning requirements for this apprenticeship programme
- h. Inform the employer if there are changes that will affect completion of the apprenticeship or change the planned end date
- i. Proactively identify any issues or barriers to successful completion of this apprenticeship arising from university, employer or apprentice and raise these quickly with the employer or apprentice, working to implement any action needed
- j. Manage any queries or complaints regarding the apprenticeship through the university process, supporting the apprentice or employer to escalate to the ESFA where needed as set out in section 1.
- k. Enable employer and apprentice participation in course feedback, impact assessment and evaluation to support the continuous improvement of the programme for apprentices and employers
- l. Take opportunities to promote and publicise impact and success for employer, apprentice and the wider apprenticeship programme

Commented [RR20]: Delete reference to subcontractors if not using but it is a requirement of the Funding Rules to set out what the subcontractor is expected to do and what they offer to achieve the apprenticeship

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3. Funding Summary

This **Funding Summary** sets out the financial contribution made by employers and government to fund this apprenticeship programme.

Funding Summary	Levy Account	Employer/ ESFA Co-funded	Employer Funded	ESFA Funded	University Funded
Protective Clothing			X		
Equipment			X		
Initial Skills Assessment					X
Apprenticeship Training					
English				X	
Maths				X	
Additional Support					
Exam Registration					
End Point Assessment					
Exam or End Point Re-takes					
Certification					
TOTAL					

Commented [RR21]: 1. delete the rows that you don't need / add to as needed dependant on the standard or agreed delivery
2. could use £ value rather than X as needed
3. Could include the funding source as part Annex A

Commented [RR22]:
Insert actual £ Value or ticks if you do not want to specify funding values

DOCUMENT CONTROL

Document Tracker	Version no. & Date	Document name	Changes since previous version	Date circulated to apprentice and employer
This document is:	Commitment Statement v 3 September 2017	UVAC-CS-guidance-V10917	Updated roles and responsibilities text in section 2	ddmmyyy
Previous version	Commitment Statement v 2 June 2017	HEI-commitmentstatement-v1a	Assessment Organisation details and costs added	ddmmyyy
Previous version	Commitment Statement v 1 June 2017	HEI-commitmentstatement-v1		ddmmyyy

Commented [RR23]: populated with sample text as an example

SECTION 4: Apprenticeship Summary - See also Annex A



Apprenticeship Training & Assessment Milestone Summary – this sets out the indicative schedule for each key element in this apprenticeship, where these are and which organisation will be leading delivery of each stage. Dates may change in line with each apprentice’s progress in which This also includes the outcomes of the initial assessments, any gaps in knowledge skills or experience or prior learning and confirms the need for English & maths as part of the apprenticeship

4.1. Employer Impact / Outcomes	Measurement & Target

4.2. Initial Assessment Outcomes	Impact / Action
Prior Learning Accredited / Learning Gaps	
Prior Learning Accredited / Learning Gaps	
Prior Learning Accredited / Learning Gaps	
Prior Learning Accredited / Learning Gaps	
Prior Learning Accredited / Learning Gaps	

4.3. Additional Learning Support	Funding Source	Delivery Organisation
	ESFA	
	ESFA	

4.4. English and Maths	Level	Funding Source	Estimated Start Date	Estimated End Date	Delivery Organisation
		ESFA	mm/yyyy	mm/yyyy	
		ESFA	mm/yyyy	mm/yyyy	

Commented [RR24]: The funding rules require you to set out :
 1. 'details of the apprenticeship' and []
 2. 'key milestones for mandatory or other qualification achievements.'
 3. 'the planned content and schedule for eligible training (and must also include end-point assessment if they are undertaking a standard)'
 This is set out at Annex A

Commented [RR25]: Delete the tables that are not needed

Commented [RR26]: This is an opportunity to record and then review regularly the impact and outcomes that the employer wants from their apprenticeship programme. Helpful for tracking impact and university contribution to locality/sector, and as the basis for the end of apprenticeship impact assessment.

Commented [RR27]: List key outcomes from the initial needs analysis - particularly where:
 1. prior learning or qualifications are being accredited and reflected in reduced duration
 2. gaps were identified that resulted in additional learning or extended duration

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ANNEX A Apprenticeship Summary Schedule

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Off the Job Elements This learning equates to the 20% minimum of the job training required by all apprenticeships	Hours	Estimated Start Date	Delivery Organisation R	On the Job Elements This summarises the broad timetable of on the job knowledge, skills experience that the apprentice will need during their apprenticeship to support each module or assignment
Module / Assignment Qualification / Exam /Review		mm/yyyy		
Module / Assignment Qualification / Exam /Review		mm/yyyy		
Module / Assignment Qualification / Exam /Review		mm/yyyy		
Module / Assignment Qualification / Exam /Review		mm/yyyy		
Module / Assignment Qualification / Exam /Review		mm/yyyy		
Module / Assignment Qualification / Exam /Review		mm/yyyy		
Module / Assignment Qualification / Exam /Review		mm/yyyy		
End Point Assessment		mm/yyyy		

Commented [RR28]: If you want to delete this annex / table and refer to an ILP or other document, you need to ensure:

1. that the ILP is referenced throughout the Commitment Statement, e.g. in the narrative statement at the start
2. the ILP is appended and kept with and as part of the Commitment Statement
3. any changes to the ILP are reflected in an updated and re-issued commitment Statement Annex

Commented [RR30]: This provides the apprentice and employer with a simple schedule of the learning that is needed on the job. This will help the employer prepare for this at the point it is needed, and act as a prompt at the tripartite reviews. This may already be contained in some detail in an employer handbook or in the ILP – this is intended as a summary only.

Commented [RR29]: For end-point assessment where this may not be known at the start, the Commitment Statement would need to be updated and re-issued when the Apprenticeship Assessment Organisation was appointed