





COMMITMENT STATEMENT: USER NOTES (VERSION 2 AUGUST 2019)

This is a commitment statement that is compliant with the Apprenticeship Funding Rules 19/20 v1. It is not mandatory to use this template; other templates are available in the sector. Any template used must meet the ESFA requirements as listed in the Apprenticeship Funding Rules.

Tab 1: Cover Sheet

The purpose of the cover sheet is to clearly detail the 3 parties to the agreement: the (named) apprentice, the (named) employer and the (named) main provider.

The main provider may choose to add logos or additional information here if required.

Note the main provider is responsible for the relationship with the employer and the commitment statement, even if the training is contracted out to a sub-contractor.

Tab 2: Key Policies

The purpose of this tab is to allow for a checklist approach, for the main provider to cover any pertinent information that the (named) apprentice and the (named) employer need to be aware of.

This might include policies such as safeguarding and health and safety. It should also make reference to the complaints procedure that the (named) apprentice and (named) employer can use.

Hyperlinks to policies are encouraged so that everything is available in one place.

Relevant employer policies should have been discussed at entry to employment but it may be appropriate to recap pertinent information if relevant to apprenticeship e.g. time off for study.

Tab 3: Commitment To The Programme

The purpose of this tab is to outline the commitment being made by each party.

The lines inserted are requirements of the apprenticeship funding rules (these cells have been locked on the final version so that they cannot be edited).

The parties may choose to add additional requirements/commitments at the end of each section e.g. around punctual attendance, behaviour. Note that these are not required by ESFA.

Tab 4: Plan of Training

The purpose of this tab is to outline the plan of training. If the plan of training changes then a new tab 4 should be signed by, and distributed to, all parties.

Sections can be expended by adding in lines to personalise the commitment statement to the (named) apprentice.

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Apprenticeship Start Date:	The date that the apprentice begins training towards an apprenticeship standard or framework.		
Practical Period Start Date (for Standards):	Likely to be the same as (1) above. (Note that the practical period does not include the end-point assessment period).		
Practical Period Planned End Date (for Standards)	This is the final planned day of the training period and, for standards, the point when the apprentice is assessed as being ready to progress to end-point assessment.		
Note (4) Apprenticeship Planned End Date: The planned end date, for standards, is when the end-point assessment is complete. The planned end date, for frameworks, is when the final relevan			
	complete.		
See above	These should match the dates entered onto the apprenticeship agreement. ESFA acknowledge that actual end dates might differ from planned end dates entered.		
Hours Per Week:	The provider should enter the apprentice's normal working hours excluding overtime (the number of hours the apprentice works on average each week). If the apprentice		
	works fewer than 30 hours, the duration must be extended - refer to guidance in apprenticeship funding rules.		
Weeks On Programme:	The provider should enter the number of weeks the programme will last (without deducting annual leave). E.g. 1 year (minimum) = 52 weeks, 2 years = 104 weeks.		
Annual Leave:	For any new starts from 1 August 2018, statutory leave (max of 5.6 weeks per 12 months) should be deducted from the calculation for off-the-job training.		
Minimum 20% Calculation:	Based on the information entered in (5), (6) and (7) the form will calculate the minimum number of hours that should be delivered for the programme to be compliant.		
Prior Learning:	This section is free text and can be used to describe any analysis of prior learning and how the programme has been adjusted accordingly.		
English and Maths:	This section is free text and can be used to describe any analysis of English and maths and how the programme has been adjusted accordingly.		
Learning Support:	This section is free text and can be used to describe any analysis of learning support and how the programme has been adjusted accordingly.		
OTJ Compliant:	This will indicate if the plan of training meets the minimum OTJ requirements (based on the hours per week and duration of the programme).		
	Apprenticeship Start Date: Practical Period Start Date (for Standards): Practical Period Planned End Date (for Standards) Apprenticeship Planned End Date: See above Hours Per Week: Weeks On Programme: Annual Leave: Minimum 20% Calculation: Prior Learning: English and Maths: Learning Support:		







COMMITMENT STATEMENT: COVER SHEET

This commitment statement sets out the agreement being made between the (named) apprentice, the (named) employer and the (named) main provider detailed below and in Tab 4.

It sets out:

- Tab 1 Details of all relevant parties
- Tab 2 Relevant provider policies that the apprentice (and employer) should be made aware of
- Tab 3 The commitment from each party to the apprenticeship
- Tab 4 The agreed plan of training

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Apprentice Details						Manager of Apprentice)		
Name:	Xxxxxx	Email:	Xxxxxx		Name:	Xxxxxx	Email:	Xxxxxx
Position:	Xxxxxx	Telephone:	Xxxxxx	F	Position:	Xxxxxx	Telephone:	Xxxxxx
Company:	Xxxxxx	NI Number:	Xxxxxx	C	Company:	Xxxxxx		
Address 1:	Xxxxxx	Date of Birth:	Xxxxxx	, A	Address 1:	Xxxxxx		
Address 2:	Xxxxxx	Care Leaver:	Yes/No	A	Address 2:	Xxxxxx		
Town/Postcode:	Xxxxxx	Learning Support:	Yes/No	T	Town/Postcode:	Xxxxxx		
Signature:				<u>s</u>	Signature:			
Main Provider Det	tails			E	End Point Assessm	ent Organisation		
Name:	Xxxxxx	Email:	Xxxxxx	l l	Name:	Xxxxxx	Email:	Xxxxxx
Position:	Xxxxxx	Telephone:	Xxxxxx	F	Position:	Xxxxxx	Telephone:	Xxxxxx
Company:	Xxxxxx			(Company:	Xxxxxx		
Address 1:	Xxxxxx			A	Address 1:	Xxxxxx		
Address 2:	Xxxxxx			A	Address 2:	Xxxxxx		
Town/Postcode:	Xxxxxx			Т	Town/Postcode:	Xxxxxx		
Signature:				<u>s</u>	Signature:			
Delivery Subcontra	actor 1			Γ	Delivery Subcontra	actor 2		
Name:	Xxxxxx	Email:	Xxxxxx	l l	Name:	Xxxxxx	Email:	Xxxxxx
Position:	Xxxxxx	Telephone:	Xxxxxx	F	Position:	Xxxxxx	Telephone:	Xxxxxx
Company:	Xxxxxx				Company:	Xxxxxx		
Address 1:	Xxxxxx			Į.	Address 1:	Xxxxxx		
Address 2:	Xxxxxx			A	Address 2:	Xxxxxx		
Town/Postcode:	Xxxxxx			Т	Town/Postcode:	Xxxxxx		
Signature:				<u>s</u>	Signature:			







COMMITMENT STATEMENT: KEY POLICIES CHECKLIST

Key Provider Policies: Checklist	Initial and Date Once Discussed						
	Employer	Apprentice					
Code of conduct							
Health and safety policy							
Equality and diversity policy							
Harassment and bullying policy							
Safeguarding and prevent information							
Complaints procedure							
Business continuity							
etc							



The Main Provider (Name) will:-





Main Provider: Initial Once Discussed:

COMMITMENT STATEMENT: COMMITMENT TO THE PROGRAMME

Use this section to outline the roles, responsibilities and commitment of each of the key parties to the agreement.

1. Check the eligibility of the apprentice, including that:-	
The apprentice has the right to work in England	
They spend 50% of their working time in England	
They are not undertaking another apprenticeship or will benefit from DFE funding during their apprenticeship programme (including student loans)	
They have not been asked to financially contribute towards the apprenticeship	
2. Conduct the following checks with the employer:-	
The employer was offered (where appropriate) the option of the free Recruit An Apprentice service	
The employer has a contract of service with the apprentice which is long enough to complete the apprenticeship successfully (including end-point assessment)	
The employer and the apprentice have signed an apprenticeship agreement	
The employer is paying the apprentice a lawful wage	
The employer has agreed that the apprenticeship is the most appropriate learning programme for the individual	
The employer acknowledges that the apprentice requires at least 20% off-the-job training over the duration of the training period	
The employer will allow the apprentice to complete their off-the-job training during normal working hours (including English and maths if required)	
The employer will give the apprentice appropriate support and supervision	
3. Devise a plan of training, for agreement by all 3 parties, taking account of the following:-	<u></u>
An initial assessment of the learner's pre-existing knowledge, skills and behaviours (prior learning), against those required to achieve the apprenticeship	
The learner's current English and maths working level	
Any learning support needs	
The minimum off-the-job training requirement	
Any requirements for training to be sub-contracted (to be agreed with the employer)	
4. Negotiate a price with the employer, including the following checks:-	
Additional payments / bursaries / small employer waiver	
Relevant prior learning (which would reduce the content, duration and the negotiated price)	
That the employer understands any obligations in relation to co-investment (where appropriate)	
5. Manage/provide the off-the-job training as detailed in the plan of training (described on tab 4):-	
Provide an induction programme to the (named) apprentice (and the employer if required) that explains the plan of training	
Provide appropriate learning materials to the apprentice.	
Report (named) apprentice non-attendance at scheduled training sessions to the employer	
Manage/oversee the delivery provided by any other party (subcontractors) as detailed in the plan and in accordance with the funding rules.	
Pass on apprenticeship funding to any subcontractors (as agreed with the employer) and to the end point assessment organisation selected by the employer	
Ensure the quality of delivery through regular observations of teaching and learning, and apprentice/employer feedback	
Provide any certification as agreed with the employer/apprentice and/or required by the apprenticeship.	
Lead the tripartite progress reviews with the apprentice and employer.	
Update the Commitment Statement in consultation with the Employer and Apprentice as and when required	

Agree, with the apprentice and employer, when learning is complete and the apprentice is ready to undertake the end-point assessment 6. Administer the programme: Complete any required paperwork (e.g. ILR) and upload data to the ESFA as required to trigger funding Make efforts to secure alternative employment for the (named) apprentice if made redundant by the employer. Seek to resolve any complaints brought by the apprentice/employer	
The Employer (Manager of Apprentice) will:	
 Work with their selected main provider to identify the most suitable apprenticeship standard/framework. 	
Provide assistance to the main provider in the eligibility checks of the apprentice (outlined above).	
3. Confirm that the main provider has made the appropriate checks (outlined above) with them.	
They have agreed that the apprenticeship is the most appropriate learning programme for the individual	
That the apprentice has the opportunity in their job role to gain the knowledge, skills and behaviours needed to achieve the apprenticeship.	
That the apprentice has the appropriate support and supervision to carry out their job role.	
They have agreed that prior learning has been taken into account with the design of the programme.	
They have acknowledged that an apprenticeship requires at least 20% off-the-job training over the duration of the training period	
That all off-the-job training must be completed during normal working hours (including English and maths if required)	
4. Negotiate a price with the provider, taking into account the apprentice's prior learning, and understands any obligations in relation to co-investment. 5. Choose an end-point assessment organisation (at least 3 months prior to the end of the programme).	
6. Contribute to and agree to the plan of training, as developed by the provider:-	
Deliver off-the-job training (where agreed and detailed in the plan of training)	
Provide the apprentice with opportunities to practise new skills in the work environment	
Assist the provider in collecting evidence of off-the-job training (where information is held by the employer)	
Contribute to tripartite progress reviews with the apprentice and provider	
Agree, with the apprentice and provider, when learning is complete and the apprentice is ready to undertake the end-point assessment	
7. Seek to resolve any complaints brought by the apprentice/provider.	
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The Apprentice (Name) will:	
1. Give the main provider relevant information to assist in learner or programme eligibility checks.	
2. Comply with any policies and procedures as outlined in this commitment statement.	
3. Attend all required off-the-job training and workshops (or notify the provider/employer (in advance where possible) of non-attendance).	
4. Commit to the learning activities required in each module, including any additional self-study and research (to take place during working hours).	
5. Complete any coursework, assignments and exams required to achieve the apprenticeship. 6. Assist the main provider in collecting evidence of off the job training (where information is held by the apprentice).	
6. Assist the main provider in collecting evidence of off-the-job training (where information is held by the apprentice).7. Attend and contribute to the progress review meetings.	
8. Agree, with the employer and main provider, when learning is complete and that they are ready to undertake the end-point assessment.	
9. Bring any issues to the attention of the employer/main provider, including any learning support/health issues that might effect the plan of training.	
3. Dring any issues to the attention of the employer/main provider, including any learning support/health issues that finglit effect the plan of training.	







COMMITMENT STATEMENT: PLAN OF TRAINING

APPRENTICESHIP PROGRAMME DETAILS		OFF-THE-JOB CALCULATION	
Apprenticeship Framework / Standard Name: Reference Number / Version: Apprenticeship Level: Apprenticeship Start Date (See Note 1) Practical Period Start Date (for Standards) (See Note 2) Practical Period End Date (for Standards) (See Note 3) Apprenticeship End Date (See Note 4)	Xxxxxx Xxxxxx Xxxxxx Xxxxxx Xxxxxx Xxxxxx Xxxxxx	Apprentice Normal Working Hours Per Week (Hrs) (See Note 5) Weeks On Programme (Wks) (See Note 6) Less Annual Leave Entitlement (Wks) (See Note 7) Minimum 20% Calculation (Hrs) (See Note 8)	0
RECOGNITION OF PRIOR LEARNING (See Note 9) Use this section to describe and evidence any prior learning assessment Note that prior learning must reduce the content, duration and price	•	ard. This can include work experience, prior education, training or qualifications in a relat	ed sector subject area.
ENGLISH / MATHS (See Note 10) Use this section to describe the outcome of any assessment of English	h and maths and the suppo	rt deployed as a result.	
LEARNING SUPPORT (See Note 11) Use this section to describe the outcome of any learning support ass	essment made and the sunr	port deployed as a result	

PROGRESS REVIEWS

Use this section to describe the dates, format and frequency of the progress reviews, and how ad-hoc reviews can be arranged etc.

OCCUPATION	IAL CONTENT/COMPONENTS	METHOD	DELIVERY	TOTAL	INCLUDED	
Jse this section t	o detail the delivery of the programme as required by the appre	nticeship.	LEAD	HOURS	IN OTJ	
٠.	oyer and apprentice the level of detail required (e.g. modules, to	pics, weeks).				
he example belo	ow is top-level and shows modules only.					
Module 1	An introduction to business and management	8 tutorials x 6 hours, 24 hours online	Main Provider	72	72	
1odule 2	Effectiveness and integrity	7 tutorials x 6 hours, 24 hours online	Delivery Sub 1	66	66	
lodule 3	Shaping business opportunities	8 tutorials x 6 hours, 24 hours online	Main Provider	72	72	
odule 4	Developing effective work relationships	7 tutorials x 6 hours, 24 hours online	Main Provider	66	66	
lodule 5	Making sense of strategy	8 tutorials x 6 hours, 24 hours online	Employer	72	72	
	Gateway assessment	Tripartite discussion	All parties	2	0	
С						
		Total	•	350	348	

	MATHS (TO L2) CONTENT/COMPONENTS and maths is not part of the OTJ calculation.	METHOD	LEAD	TOTAL HOURS	INCLUDED IN OTJ
Other Other	English Level 2 Maths Level 2	Online delivery / assessment Online delivery / assessment	Provider Provider	25 30	0 0
		Total		55	0

	F/COMPONENTS ponents, above the apprenticeship are not OTJ and should be fun-	METHOD ded by employer. You may still want to doc	LEAD ument here.	TOTAL HOURS	INCLUDED IN OTJ
Other	Presentation skills	Online delivery / assessment	Provider	25	0
		Total		25	0

TOTAL	TOTAL HOURS	INCLUDED IN OTJ	MINIMUM OTJ (CELL K18	COMPLIANT?) (NOTE 12)
Total	430	348	0	YES

KEY MILESTONES	
Use this section to record any key milestones for mandatory or other qualifications describ	ed in the body of the plan above.