

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.

Note (1)	Apprenticeship Start Date:	The date that the apprentice begins training towards an apprenticeship standard or framework.
Note (2)	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).
Note (3)	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 relevant qualification is complete.
Notes (1) to (4)	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.
Note (5)	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.
Note (6)	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.
Note (7)	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.
Note (8)	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.
Note (9)	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.
Note (10)	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.
Note (11)	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.
Note (12)	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).

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

Apprentice Details

Name: Xxxxxx
 Position: Xxxxxx
 Company: Xxxxxx
 Address 1: Xxxxxx
 Address 2: Xxxxxx
 Town/Postcode: Xxxxxx

Email: Xxxxxx
 Telephone: Xxxxxx
 NI Number: Xxxxxx
 Date of Birth: Xxxxxx
 Care Leaver: Yes/No
 Learning Support: Yes/No

Signature:

Employer Details (Manager of Apprentice)

Name: Xxxxxx
 Position: Xxxxxx
 Company: Xxxxxx
 Address 1: Xxxxxx
 Address 2: Xxxxxx
 Town/Postcode: Xxxxxx

Email: Xxxxxx
 Telephone: Xxxxxx

Signature:

Main Provider Details

Name: Xxxxxx
 Position: Xxxxxx
 Company: Xxxxxx
 Address 1: Xxxxxx
 Address 2: Xxxxxx
 Town/Postcode: Xxxxxx

Email: Xxxxxx
 Telephone: Xxxxxx

Signature:

End Point Assessment Organisation

Name: Xxxxxx
 Position: Xxxxxx
 Company: Xxxxxx
 Address 1: Xxxxxx
 Address 2: Xxxxxx
 Town/Postcode: Xxxxxx

Email: Xxxxxx
 Telephone: Xxxxxx

Signature:

Delivery Subcontractor 1

Name: Xxxxxx
 Position: Xxxxxx
 Company: Xxxxxx
 Address 1: Xxxxxx
 Address 2: Xxxxxx
 Town/Postcode: Xxxxxx

Email: Xxxxxx
 Telephone: Xxxxxx

Signature:

Delivery Subcontractor 2

Name: Xxxxxx
 Position: Xxxxxx
 Company: Xxxxxx
 Address 1: Xxxxxx
 Address 2: Xxxxxx
 Town/Postcode: Xxxxxx

Email: Xxxxxx
 Telephone: Xxxxxx

Signature:

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:

1. Work with their selected main provider to identify the most suitable apprenticeship standard/framework.

2. 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.

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).

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.

COMMITMENT STATEMENT: PLAN OF TRAINING

APPRENTICESHIP PROGRAMME DETAILS

Apprenticeship Framework / Standard Name: Xxxxxx
Reference Number / Version: Xxxxxx
Apprenticeship Level: Xxxxxx

Apprenticeship Start Date (See Note 1) Xxxxxx
Practical Period Start Date (for Standards) (See Note 2) Xxxxxx
Practical Period End Date (for Standards) (See Note 3) Xxxxxx
Apprenticeship End Date (See Note 4) Xxxxxx

OFF-THE-JOB CALCULATION

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)

RECOGNITION OF PRIOR LEARNING (See Note 9)

Use this section to describe and evidence any prior learning assessment made against the standard. This can include work experience, prior education, training or qualifications in a related sector subject area.
Note that prior learning must reduce the content, duration and price of the programme.

ENGLISH / MATHS (See Note 10)

Use this section to describe the outcome of any assessment of English and maths and the support deployed as a result.

LEARNING SUPPORT (See Note 11)

Use this section to describe the outcome of any learning support assessment made and the support 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.

OCCUPATIONAL CONTENT/COMPONENTS

Use this section to detail the delivery of the programme as required by the apprenticeship.
 Agree with employer and apprentice the level of detail required (e.g. modules, topics, weeks).
 The example below is top-level and shows modules only.

		METHOD	DELIVERY LEAD	TOTAL HOURS	INCLUDED IN OTJ
Module 1	An introduction to business and management	8 tutorials x 6 hours, 24 hours online	Main Provider	72	72
Module 2	Effectiveness and integrity	7 tutorials x 6 hours, 24 hours online	Delivery Sub 1	66	66
Module 3	Shaping business opportunities	8 tutorials x 6 hours, 24 hours online	Main Provider	72	72
Module 4	Developing effective work relationships	7 tutorials x 6 hours, 24 hours online	Main Provider	66	66
Module 5	Making sense of strategy	8 tutorials x 6 hours, 24 hours online	Employer	72	72
-	Gateway assessment	Tripartite discussion	All parties	2	0
Etc					
Total				350	348

ENGLISH / MATHS (TO L2) CONTENT/COMPONENTS

Note English and maths is not part of the OTJ calculation.

		METHOD	LEAD	TOTAL HOURS	INCLUDED IN OTJ
Other	English Level 2	Online delivery / assessment	Provider	25	0
Other	Maths Level 2	Online delivery / assessment	Provider	30	0
Total				55	0

OTHER CONTENT/COMPONENTS

Note: Additional components, above the apprenticeship are not OTJ and should be funded by employer. You may still want to document here.

		METHOD	LEAD	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) (NOTE 12)	COMPLIANT?
Total				430	348	0	YES

KEY MILESTONES

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



