



## APPRENTICESHIP COMMITMENT STATEMENT AND INDIVIDUAL LEARNING PLAN

### 1.0 INTRODUCTION

An Apprenticeship Commitment sets out how the Employer, the University Academy Holbeach and the Apprentice will support the successful achievement of the apprenticeship. It outlines the planned content of learning (The Apprentice’s Individual Learning Plan), the expectations of the three parties and the process of resolving any queries and complaints regarding the apprenticeship. The Commitment Statement and Individual Learning Plan should be signed by all parties and must be in place when the Apprentice starts their apprenticeship. Apprentices under the age of 18 at the start of their apprenticeship must also have the statement signed by a parent or legal guardian. All personal data recorded through this agreement is subject to the Data Protection Act 1998.

### 2.0 ORGANISATIONS PROVIDING TRAINING TO THE APPRENTICE

The University Academy Holbeach is the sole provider of the training that is to be delivered under this agreement including English and Maths where applicable.

The University Academy Holbeach delivers apprenticeship provision as a subcontractor to the University of Lincoln ‘the Lead Provider’.

### 3.0 APPRENTICE, EMPLOYER AND PROVIDER DETAILS

APPRENTICE DETAILS			
Apprentice name			
Date of birth		National insurance number	
Emergency contact Name and relationship		Emergency contact telephone number	

EMPLOYER DETAILS			
Name			
Address			
Town/city		Postcode	

Contact name		Contact telephone	
Contact e-mail			
Mentor's name			

<b>ACADEMY DETAILS</b>			
Name	University Academy Holbeach		
Address	Park Road, Holbeach		
Postcode	PE12 7PU	Telephone	01406 423042
Lead contact name	Tasmin Chapman	Contact telephone	07732 616588
Contact e-mail	Tasmin.chapman-malkin@uah.org.uk		
Workplace visitor/tutor		Contact telephone	
Contact e-mail			
School admin contact	Mary Sawyer	Contact telephone	01406 423042
Contact e-mail	Mary.sawyer@uah.org.uk		

#### 4.0 THE INDIVIDUAL LEARNING PLAN (The Learning Agreement)

<b>DETAILS OF THE APPRENTICESHIP STANDARD, COMPULSORY UNDERPINNING QUALIFICATIONS AND END-POINT ASSESSMENT TO BE FUNDED FROM THE EMPLOYER'S DIGITAL ACCOUNT</b>			
Title of standard and level			
Underpinning qualification and level			
Main aim registration date/number			
Start date (from ILR)		Expected end date	
<b>COURSE DELIVERY AND END-POINT ASSESSMENT DETAILS</b>			
Day release	Day of attendance	Start date	
		End date	
End-point assessment organisation (if known)			
End-point registration number (once known)			
Planned date of end-point assessment			

<b>FUNCTIONAL SKILLS – MATHS AND ENGLISH REGISTRATION DETAILS (if applicable)</b> (These qualifications where taken are fully funded from the ESFA via the University's (the Provider's) ESFA contract)			
Awarding organisation maths (C&G)			
Start date		Planned completion date	
Awarding organisation English (C&G)			
Start date		Planned completion date	
<b>VALUE ADDED LEARNING REGISTRATION DETAILS (SHORT COURSES) (if applicable)</b> (These qualifications are not funded from the Employer's Digital Account)			
Course	Awarding body	Study year to be undertaken	
<b>PROFESSIONAL BODY REGISTRATION (if applicable)</b> (Professional Body registration is only fundable from the Employer's Digital Account where registration is a pre-requisite of the standard)			
Professional body			
Professional status sought			
Registration number			

### 5.1 The employer agrees to:

- a) Confirm that their Apprentice has a written contract of employment and is covered by the terms and conditions contained in their Contract of Employment.
- b) Confirm that the Apprentice is undertaking a new job role, or if in an existing job role, that the individual requires significant new knowledge and skills that would be attained through the completion of an apprenticeship programme.
- c) Pay the Apprentice a wage that is at or above the current relevant statutory minimum wage for apprentices from the first day of their apprenticeship.
- d) Provide a job role within the organisation which provides the Apprentice with the opportunity to gain the knowledge, skills and behaviours needed to achieve the apprenticeship and access to the relevant experience, facilities and training required by the Apprentice to fulfil the role.
- e) Provide the Apprentice with a comprehensive induction programme to ensure that the apprentice is familiar with the company's operations and policies.
- f) Identify a competent work-based mentor to the Apprentice to ensure the Apprentice works in a safe manner and is supported in understanding their role and how best to apply their University learning to the workplace.
- g) Agrees to release the Apprentice for the off the job training in line with ESFA requirements and as agreed with the University and the Apprentice, and agrees to pay the Apprentice in full for time spent attending the off the job training.

- h) Work with the University to agree a relevant programme of learning for the Apprentice and to maximise opportunities for the Apprentice to apply their UAH learning to the workplace.
- i) Ensure the Apprentice has an Individual Learning Plan in place and support their career development through regular appraisal and personal development planning practices.
- j) Work with the UAH to make end-point assessment arrangements.
- k) Participate in the Apprenticeship review process, accommodating all reasonable requests from tutors and work-place visitors from the UAH to conduct reviews (in the workplace or electronically) and to provide information to support the review process.
- l) Ensure that the employer's legal duties to the Apprentice with regard to health and safety, diversity and equality of opportunity and other legal undertakings are discharged in full and comply with relevant UAH Policies to include those covering well-being; safeguarding; diversity and equality of opportunity and the prevention of radicalisation and extremism.
- m) Inform the UAH if the Apprentice infringes any legal obligations or their conduct fails to meet the expectation of their contract of employment in other ways and inform the University should an Apprentice become subject to disciplinary procedures.

## **5.2 The Apprentice confirms that the Apprentice:**

- a) Is employed by the Employer and has a written Contract of Employment and will observe the Employer's terms and conditions of employment as detailed in the Contract of Employment and Apprenticeship Agreement.
- b) Will act in accordance with the requirements of health and safety legislation and will follow the Employer's and the UAH's health and safety and other legislative procedures at all times.
- c) Will, in both work and training, be diligent, punctual and professional at all times and do their personal best to fulfil the Employer's expectation and maximise learning and training opportunities for their personal advancement and that of the business.
- d) Will receive and consider information, advice and guidance provided by the UAH in agreement with the Employer to ensure that the most appropriate programme of learning is made available to the Apprentice and identify further learning and progression opportunities.
- e) Will partake in initial assessment and where additional learning needs are identified access additional support made available to the Apprentice by the University and the Employer.
- f) Will complete and agree an Individual Learning Plan with the UAH and the Employer to confirm the Apprentice's learning aims and timeframes for achievement.
- g) Will commit to undertaking all off the job learning as agreed with the Employer and made explicit in the apprentice's Individual Learning Plan and this Commitment Statement and notify the UAH and the Employer of any unplanned absence before 9am on the planned day of attendance, except where the absence has been preauthorised by the Employer and the University has been informed.
- h) Will undertake to develop the skills of independent learning and take responsibility for their own learning and commit to and complete all assessments and qualifications identified in Apprentice's Individual Learning Plan to the best of their ability including maths and English where relevant.

- i) Will comply with the UAH's Regulations, and other regulations associated with their specific programme of study or Apprenticeship.
- j) Will attend and prepare for any pre-arranged reviews or tutorials (in person or via electronic communication) and workplace visits undertaken by tutors, assessors or workplace visitors. If on occasion this meeting cannot be attended e.g. sickness, make arrangements to inform the relevant persons at the earliest opportunity and re-arrange the appointment.
- k) That the Apprentice understands that if in the Employer's opinion the Apprentice fails to make satisfactory progress, or that their conduct in the performance of their duties and training is unsatisfactory that in accordance with the Employer's relevant policy their apprenticeship may be terminated.
- l) That the Apprentice understands the processes for raising concerns that arise at work and at the University.
- m) Is not enrolled on another programme of study at College or University.
- n) Will give the Employer permission to obtain information and copies of any records from the University which relate to the Apprentice's progress towards satisfying the requirements of their Individual Learning Plan.

### 5.3 The UAH as 'the Provider' agrees to:

- a) Make the necessary checks to ensure the Employer is fulfilling their contractual obligations to the Apprentice prior to the Apprentice commencing their programme in line with ESFA rules.
- b) Make available to the Apprentice and Employer the qualifications required to achieve the apprenticeship standard or framework identified in the Apprentice's Individual Learning Plan.
- c) Ensure the learning outcomes of the programme provide coverage of the knowledge, skills and behaviours identified in the specific standard or framework.
- d) Provide advice and guidance to the Apprentice in discussion with the Employer to ensure that the most appropriate programme of learning is made available to the Apprentice and help identify further learning and progression opportunities.
- e) Undertake an initial assessment with the Apprentice to inform of any additional learning or support needs and make reasonable adjustments to accommodate any additional support needs identified.
- f) Complete and agree an Individual Learning Plan with the Apprentice and the Employer to confirm the Apprentice's learning aims.
- g) Provide a high quality learning experience to the Apprentice in a way that is appropriate to them as an independent learner as set out in the Learner Handbook.
- h) Provide learning and assessment opportunities that are relevant to the Apprentice's employment and assist the Apprentice in applying their off the job learning to the workplace.
- i) Maintain high academic standards through fair and challenging assessment.
- j) Provide the Apprentice with a comprehensive induction programme to ensure that the Apprentice is familiar with the UAH's policies; their tutors and workplace visitors; their

programme of learning and how to access and engage in learning; the facilities, resources and support available and how to work safely and comply with the UAH's policies.

- k) Ensure that the Apprentice's work based mentor is briefed on the apprenticeship scheme so as to be able to afford a high degree of support to the Apprentice.
- l) To carry out workplace reviews with the Apprentice and Employer to identify progress and set targets for on and off the job training and learning.
- m) To oversee the administration of end-point assessment and certification arrangements, liaising with the End-point Assessment Organisation, the Employer and the Apprentice in making arrangements and to help ensure the Apprentice's readiness to undertake the end-point assessment.
- n) Ensure that the UAH's legal duties to the Apprentice's with regard to health, safety, well-being, safeguarding, diversity and equality of opportunity and the prevention of radicalisation and extremism are discharged in full.
- o) Provide timely and accurate information about any changes which may affect the Apprentice's experience and impact on Employers.
- p) Provide and make use of open and fair means to deal with concerns, complaints and academic appeals ensuring the relevant policy and procedures and policy are made explicit to the Apprentice in the Commitment Statement and reinforced at induction and that processes for dealing with employer complaints are defined and agreed through the contracting process.
- q) Ensure the quality of provision in accordance with Ofsted (Office for Standards in Education, Children's Services and Skills) criteria and that regular feedback from Employers and Apprentices is received as part of its Quality Assurance arrangements.

## **6. Disputes and Appeals**

### **6.4 The Apprentice's right to appeal directly to the Education and Skills Funding Agency (ESFA)**

The Apprentice can at any time raise their concern with the ESFA through the apprenticeship helpline. email: [nationalhelpdesk@apprenticeships.gov.uk](mailto:nationalhelpdesk@apprenticeships.gov.uk) or phone 0800 015 0400

### **6.5 The Employer wishes to raise a concern with the University Academy Holbeach regarding the service of the UAH as a contractor**

Processes for dealing with employer complaints to UAH are defined and agreed through the LET Lincolnshire Educational Trust Complaints Policy and Procedures Policy. UAH will make available this policy to employers or an employer can access the policy by contacting:

Email: [enquires@uah.org.uk](mailto:enquires@uah.org.uk)

## 7. SIGNATURES AND CONFIRMATION OF UNDERTAKING

### 7.1 Signed on behalf of the Apprentice (and Parent or Guardian if the Apprentice is under 18)

Name	Signature	Date
Name of parent or legal guardian	Parent/guardian's signature	Date

### 7.2 Signed on behalf of the Employer

Name	Signature	Date
Position		

### 7.3 Signed on behalf of the Academy as 'the Provider'

Name	Signature	Date
Position		

Copies to: Learner, Employer and UAH