**APPRENTICESHIP COMMITMENT STATEMENT & ILP**

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| Apprentice Name: |  |
| Manager Name: |  |
| Employer: |  |
| Learning & development Coach: |  |
| Cohort: |  |

Before you start your apprenticeship, you, your employer and training provider must sign a copy of this commitment statement. All three parties must keep a current signed and dated version. If you are under 18 when you start an apprenticeship it must also be signed by a parent or legal guardian.

Programme Details

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| Apprenticeship Standard |  |
| Apprenticeship Start Date |  |
| Practical Period End Date (end of training) |  |
| Apprenticeship Funding End Date (after EPA) |  |
| EPA Organisation |  |

CTSW Skills Ltd and your employer will work in partnership to deliver the following requirements laid out in the correct apprenticeship:

* Core requirements: Technical Knowledge
* Core requirements: Skill
* Core requirements: Behaviours
* Functional Skills Level 1 in Maths and English (if required)
* Complete Functional skills tests Level 2 Maths and English

In doing so, each parties’ roles and responsibilities are detailed below and should be read carefully:

Employer deliverables:

* Conform to all ESFA funding rules relating to the employer, including providing all required evidence as required by the ESFA funding rules to CTSW Skills Ltd
* Confirm that a Contract of Employment exists between the Employer and the Apprentice for a period which is long enough for the Apprentice to complete the apprenticeship successfully, with the minimum Apprenticeship wage being met
* Ensure the apprentice is meeting the 20% off the job requirement and support the generation of evidence required to demonstrate this condition has been met
* Confirm that an Apprenticeship Agreement is in place
* Confirm the Apprentice’s job allows them to gain wider employment experience required by the Standard and they are able to complete the apprenticeship within their contracted hours of employment
* Responsible for meeting and documenting the behavioural elements of the Apprenticeship Standard
* Identify and support the development of internal Coaches/Mentors for on-site support of apprentices
* Allow apprentices to spend a minimum of a xxxx hours a month with their internal coach to support their skills and development
* Provide learning opportunities needed for the apprentice to achieve the objectives agreed and the learning plan and Apprenticeship framework
* All catering and other domestic arrangements required to deliver the Apprenticeship for the full duration of the programme
* Provide all required facilities to enable practical training and assessment
* Provide management support in the scheduling of training and assessment activities
* Provide management support and attendance for the Apprentice reviews
* Provide a point of contact for administrative support for the programme
* Notify CTSW Skills Ltd of any known issues that may affect the Apprentice and their participation in the Apprenticeship
* Ensure all necessary policies and procedures are in place to meet regulatory requirements.

CTSW Skills Ltd deliverables:

* Conform to all ESFA funding rules relating to the provider, including the monthly upload to access funding
* Induction and RPL assessment
* Designated Account Manager
* Delivery of technical knowledge and production of the portfolio for the agreed elements of the Apprenticeship Standard which include:
* Core requirements: Technical Knowledge
* Core requirements: Skill
* Core requirements: Behaviours
* Functional Skills Level 1in Maths and English (if required)
* Functional Skills tests Level 2 Maths and English if required)
* All supporting training materials
* Administration support to the knowledge and practical training and assessment
* All teaching aids
* Apprentice progress reviews and monthly action planning
* Provide all on-site teaching facilities (eg. classrooms) required to deliver the programme
* Internal verification and quality assurance
* Support and guidance for the apprentice throughout the entire duration of the programme
* Ensure the duty of care for the apprentice is met with regard to CTSW Skills Ltd’s Health and Safety policy and equality of opportunity in accordance with CTSW Skills Ltd’s Equal Opportunity and Diversity policy.

Apprentice deliverables:

* Observe and comply with the your Employer’s terms and conditions of employment
* Take responsibility for your own personal and technical development
* Be committed and take an active part in all elements of the training in order to fulfil the requirements of your apprenticeship
* Attend all scheduled training sessions and progress reviews
* Complete all work required to a satisfactory standard within the agreed timescales
* Co-operate with the employer and CTSW Skills Ltd in respect of Health & Safety, and ensure full compliance of all Health & Safety policies
* Co-operate with the employer and learning provider in respect of equality of opportunity, ensuring that behaviour is not discriminatory or bring pressure on others to discriminate
* Report concerns or suspected activities involving Safeguarding to the appropriate nominated person
* Maintain an up to date record of your off the job training
* Notify your Employer and CTSW Skills Ltd as soon as possible if you are unable to attend scheduled sessions
* Notify your Employer and CTSW Skills Ltd of any changes in your health which may affect your learning

Off the Job Training

Off the job training is training received by the apprentice, during paid working hours, for the purpose of achieving their apprenticeship. This can be shadowing, mentoring, time spent writing assignments and attending training sessions.

Off the job training is NOT training which isn’t related to the knowledge, skills and behaviours required for this Standard, progress reviews, or training that takes place in the apprentices own time.

20% Off The Job Hours Calculation

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| --- | --- | --- |
| Apprentice Contracted Hours Per Week (Hrs)  |  |  |
| Weeks On Programme (Wks)  |  |  |
| Less Annual Leave Entitlement Over Practical Period (Wks)  |  |  |
| Minimum 20% Calculation (Hrs)  |  |  |

Technical Knowledge & Skills

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| --- | --- | --- | --- | --- |
|  | **OTJ Hours** | **Delivery Date** | **Target Completion Date** | **Actual Completion Date** |
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| EPA Gateway |  |  |  |  |
| **Total Planned OTJ Hours** |  |  |  |  |

*Target completion of knowledge elements above (K) is 6 weeks after course delivery.*

*Target completion of skills elements above (S) is determined by LDC and apprentice’s ability to produce required evidence.*

Additional Training & Coaching Requirements [**minimum xxxx hours required**]

Through discussion with your manager, LDC and review of your skills scan please document below any additional training/coaching requirements to meet the Apprenticeship Standard. This will count towards your 20% Off the Job hours required for this programme.

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| --- | --- | --- | --- |
| **Training / OTJ Activity**  | **OTJ Hours** | **Target Completion Date** | **Actual Completion Date** |
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| **Total Planned OTJ Hours** |  |  |  |

Behaviours

Behaviours are to be developed and reviewed throughout the duration of the apprenticeship and signed off by Employer and LDC at completion.

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| **Core Behaviours** | **Areas of Development**  |
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Review of Skill Scan & Justification for Programme

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| *Justification of apprenticeship standard: (is this a new job that requires new knowledge and skills or an existing job where significant new knowledge, skills and behaviours are required to be occupationally competent)* Luke says he is looking forward to learning new skills and knowledge to help him become a fully qualified plasterer. *Areas for development:*As per xxxxx OTJ training plan, he is looking to develop in the following areas:*What support will the employer (manager) provide to the apprentice?*xxxx will ensure that xxxx OTJ training plan is implemented fully, including contacting other areas of the business to arrange. xxxx has stated he will fully support xxxxx throughout this Apprenticeship as his Line Manager/ Mentor and be available to help and advice when required.  |

Summary of Initial Assessment Results

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| --- | --- | --- | --- | --- |
|  | Level required | Level Achieved | Date Taken | Exemption Evidence Received(State either cert or PLR) |
| English |  |  |  |  |
| Maths |  |  |  |  |

Functional Skills (do not count towards 20% OTJ)

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| --- | --- | --- | --- |
| Functional Skill Component Level 1 | **Exempt (Y/N)** | **Target Completion Date** | **Actual Completion Date** |
| Maths |  |  |  |
| English – Reading  |  |  |  |
| English – Writing |  |  |  |
| English – Speaking and Listening  |  |  |  |

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| --- | --- | --- | --- |
| Functional Skill Component Level 2 | **Exempt (Y/N)** | **Target Completion Date** | **Actual Completion Date** |
| Maths |  |  |  |
| English – Reading  |  |  |  |
| English – Writing |  |  |  |
| English – Speaking and Listening  |  |  |  |

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| *Please detail any additional support or learning needs (vocational, functional skills and/or behaviours)* |

Progress Reviews

It is expected that you, your manager/supervisor/ganger and your LDC will attend all Progress Reviews to discuss progress, behaviours, smart targets and milestones.

Venue and time are to be agreed before the first meeting, then agreed at each subsequent meeting thereafter.

If these meetings need to be rearranged please report to Greenlight at least 2 weeks before the scheduled date, with a new date being rescheduled as soon as possible.

This document will be reviewed and updated at the tripartite reviews. Any amendments will be recorded in Appendix A.

Contact Details

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| --- | --- | --- | --- |
|  | **Provider** | **Employer** | **Apprentice** |
| Name | CTSW Skills Ltd |  |  |
| Address | Unit 10, Burrington Business Park, Plymouth PL5 3LX |  |  |
| Telephone | 01752 782046 |  |  |
| Email |  |  |  |

National Apprenticeship Helpline:

nationalhelpdesk@apprenticeships.gov.uk Tel: 0800 015 0400 8am - 10pm, 7 days a week

Any Concerns

If there are any queries with this apprenticeship programme these would need to be discussed with the CTSW Skills Ltd Account Manager in the first instance.

If the employer or apprentice wish to make a formal complaint regarding the service CTSW Skills Ltd is providing this can be done through CTSW Skills Ltd’s Complaints Procedure. CTSW Skills Ltd also has an Appeal Procedure in place, this is to be followed if an apprentice wishes to challenge an assessment decision that has been made. Both these procedures are available on request.

If CTSW Skills Ltd cannot resolve your complaint they will provide you the contact details for it to be escalated up to the relevant body eg. the End Point Assessment Organisation or the ESFA.

**Declarations**

I understand and agree to the expectations and funding commitments defined in this Commitment Statement.

I also declare that:

I have lived in the UK/EEA consistently for the last 3 years.

I have the right to work in England.

I am not currently undertaking any other government funded program.

At least 50% of my working hours will be spend in England.

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| --- | --- |
| **Apprentice Name:** |  |
| Signature: |  |
| Job Title: |  |
| Date: |  |

I understand and agree to the expectations and funding commitments defined in this Commitment Statement.

|  |  |
| --- | --- |
| **Employer Name:** |  |
| Signature: |  |
| Job Title: |  |
| Date: |  |

I understand and agree to the expectations and funding commitments defined in this Commitment Statement.

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| --- | --- |
| **Training Provider:** | **CTSW Skills Ltd** |
| Signature: |  |
| Job Title: |  |
| Date: |  |

Please note if a learner is under 18 years old when they start an apprenticeship, the Commitment Statement must also be approved and signed by a parent or legal guardian.

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| **Parent/Guardian:** |  |
| Signature: |  |
| Job Title: |  |
| Date: |  |

**Appendix A**

Please use this box to record any amendments to the Commitment Statement eg.

* New programme end date due to a break in learning
* Amended OTJ hours
* Change of contact details

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| Learner Signature: |  |
| Manager Signature: |  |
| LDC Signature: |  |
| Date: |  |