

COMMITMENT STATEMENT



AGREEMENT BETWEEN, APPRENTICE, PROVIDER AND EMPLOYER

Apprentice Details:		
Name:		
Position:		
Company:		
Address 1:		
Address 2:		
Town/Postcode:		
Email:		
Telephone:		
NI Number:		
Date of Birth:		
Care Leaver:		
Learning Support:		
Standard title and level:		
Start Date:		
Learning Planned End Date:		
Programme Planned End Date:		
EDRS:		
Initial Assessment Completion Date:		
Current English and Maths working level	English:	Maths:
Eligibility:	Main Provider: Initial Once Discussed:	
The apprentice has the right to work in England and spends at		

least 50% of their time working in England.	
The apprentice is not undertaking any other apprenticeship or government funded programme.	
The apprentice has not been asked to financially contribute towards the apprenticeship	

Training Provider:	RUNWAY APPRENTICESHIPS		
Name:			
Position:			
Company:			
Address 1:			
Address 2:			
Town/Postcode:			
Email:			
Telephone:			

Employer Name:			
Employer address for delivery:			
Key employer contact name and email	Name:	Email:	Phone Number:
Line manager contact name and email (if different to above)	Name:	Email:	Phone Number:
Employer Main Telephone Number:			
Employer Checks:	Main Provider: Initial Once Discussed:		
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 successful (including end-point assessment)			

Th employer and the apprentice have signed 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 appropriate support and supervision	

Details of End Point Assessment Organisation	
Name:	
Position:	
Company:	
Address 1:	
Address 2:	
Town/Postcode:	

Key Provider Policies: Checklist	Initial and Date Once Discussed:	
	Apprentice	Employer
Code of conduct		
Health and Safety and Welfare Policy		
Equal Opportunities and Diversity Policy		
Harassment and bullying policy		
Safeguarding and Prevent Policy and Procedures		
Compliments & Complaints Procedure		
Centre Contingency and Adverse Effects Policy		

APPRENTICESHIP PROGRAMME DETAILS

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)	

RECOGNITION OF PRIOR LEARNING

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

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

LEARNING SUPPORT

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.

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Elements eligible for co-investment/levy					
Qualification name (if applicable)	Awarding Body	Qualification Code	Require End Point Assessment	Delivered by	Date to be completed by

Elements fully funded by the ESFA (if not achieved prior to sign up)						
Qualification name	Awarding Body	Qualification Code	Required?	Delivered by	Start date	Planned end date
Level 1 English	C&G	603/4646/2	Y/N	Provider		
Level 2 English	C&G	603/4647/4	Y/N	Provider		
Level 1 Maths	C&G	603/4648/6	Y/N	Provider		
Level 2 Maths	C&G	603/4649/8	Y/N	Provider		

Functional Skills Requirement:

- If you believe you are exempt from maths or English, you **must provide suitable evidence** as set out in the guidance by the Education and Skills Funding Agency.
- If you **do not provide evidence** to support any exemptions you declare, your statement will be subject to a Personal Learner Record (PLR) check via the Learner Records Service (LRS).
- Where you are **unable to provide certificate evidence** and your LRS record does not provide proof of attainment you will need to undertake the relevant level FS requirement for your apprenticeship

Study declarations (please tick one or more):

- I have already achieved **GCSE grade 9-4 (A-C) or equivalent** in maths & English (delete where appropriate). I am therefore exempt from functional skills level 1 and 2
- I have already achieved **GCSE grade 3-2 (D-E) or equivalent** in maths & English (delete where appropriate). I will therefore work towards and take the test for my level 2 before the end of my apprenticeship.
- I have not yet achieved a **GCSE grade 9 -2 (A-E)** or equivalent in maths & English (delete where appropriate). I will study and achieve level 1 (if appropriate) before the end of my apprenticeship and then also take the test for my level 2 before the end of my apprenticeship.

Extra elements/vendor units fully funded by the Employer

Details	Required for End Point Assessment	Delivered by	Date to be completed by
	Y / N	Provider/Employer	

Details of tripartite progress reviews (assessor, apprentice, line manager)				
Frequency	10 – 12 weekly			
Format	Where possible reviews will be conducted face to face with all 3 parties present. In rare circumstances they may take place over the phone/video call or without the employer present, but they must read, comment and sign the review at a later date.			
Total negotiated price for qualification		Funding Band		TNP
Cost Breakdown				
Cost			Value	
Training Provider costs				
EPA costs				
Discounts				
Total				

Off the job training plan

Off-the-job training is defined as learning which is undertaken outside of the normal day to-day working environment and leads towards the achievement of an apprenticeship.

This can include training that is delivered at the apprentice’s normal place of work but must not be delivered as part of their normal working duties.

The off-the-job training must be directly relevant to the apprenticeship standard and could include the following.

- The teaching of theory (for example: lectures, role playing, simulation exercises, online learning or manufacturer training),
- Practical training: shadowing, mentoring, industry visits and attendance at competitions,
- Learning support and time spent writing assessments/assignments.

This training plan sets out the basis of how the apprentice will be allowed their 20% off the job training.

Total number of hours required for off the job training:

Contracted hrs per week 35 x 46.4 (weeks after statutory holiday deducted) = 1,624 x 1.0 (practical period) = 1,624 total hrs

20% = total hrs x 0.2: 1,624 x 0.2 = 324.8 for off the job training

This will be delivered as follows:

Monthly workshops 1:1 tuition Mandatory training Study time every week (details.....)
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Breakdown			
Activity	Hours per week	Wks per year	Total hrs
Teaching of theory (classroom, guided learning, training courses, workshops etc)	2	46.4	
Practical training/ mentoring/ shadowing	2	46.4	
Writing assignments and researching	3	46.4	

Apprentice responsibilities:

The apprentice agrees to:	Main Provider: Initial Once Discussed:
1. Give the main provider relevant information to assist in learning or programme eligibility checks	
2. Comply with any policies and procedures as outlined in this commitment	
3. To observe and adhere to the terms and conditions of your contract of employment and Apprenticeship Agreement in order to achieve your apprenticeship as set out in your Individual Learning Plan.	
4. To work to the best of your ability and in accordance with your employer and the Provider policies and procedures.	
5. To be punctual at all times to work and off-the-job training sessions and not to arrange appointments or days off on these scheduled days without prior authorisation. To notify the employer and Provider in advance of non- attendance at: work, scheduled training sessions, reviews, or other planned meetings.	
6. To attend all off-the-job training, courses and classes, undertaking all required assessments within the agreed timescales	
7. To attend all booked exams and assessor visits unless due to illness or authorised absence.	
8. Commit to the learning activities required in each module, including any additional self-study and research (to take place during working hours)	
9. Complete any coursework, assignments and exams required to achieve the apprenticeship	
10. To be respectful of colleagues, employers, teaching staff and Assessors.	
11. To take part in and contribute to the review process.	
12. To negotiate achievable learning targets with your employer and assessor / trainer and to achieve these targets within an agreed timescale as part of your learning plan.	
13. To act in a safe and responsible manner at all times in accordance with Health and Safety legislation relating to individual responsibilities, both with the Provider and at work.	

14. To obey all Health and Safety instructions given to you by your employer and the advice given to you about safe learning by the Provider. To ask if unsure of any procedures before starting a task.	
15. To complete all functional skills required and attend all sessions unless able to provide suitable evidence of exemption or until the qualification(s) have been completed and achieved.	
16. 13. Assist the provider in collecting evidence of off-the-job training (where information is held by the apprentice)	
17. Bring any issues to the attention of the employer/provider, including any support/health issues that might affect the plan of training	
18. Raise any queries or complaints regarding the apprenticeship through the complaints and appeals process that is detailed in the learner handbook	

Employer responsibilities:

Apprenticeships are a 3-way partnership between the Apprentice, Runway Training and the Employer. All parties have roles and responsibilities, and this agreement forms a contract of service which is governed by the laws of England and Wales.

The Employer agrees to:	Main Provider: Initial Once Discussed:
1. Work with their selected main provider to identify the most suitable apprenticeship standard/framework	
2. Confirm that the main provider has made the appropriate checks with them	
3. Negotiate a price with the provider, taking into account the apprentice's prior learning, and understands any obligation in relation to co-investment	
4. Choose an end-point-assessment organisation (at least 3-mnths prior to the end of the programme)	
5. To allow the Provider to carry out a Health and Safety assessment of the workplace and to provide proof of current Employer Liability Insurance. This must be completed prior to an Apprentice starting work with the employer.	
6. To allow access to a Runway Training Assessor (and in some cases, Functional Skills Tutor) for visits and review meetings in the workplace and where possible, provide a line manager to participate in the review meetings.	
7. To employ and pay the Apprentice in accordance with agreed employment terms and conditions, taking into account relevant legislation.	
8. To pay the Apprentice at least the national minimum Apprenticeship wage for the first year of their apprenticeship, and if aged over 19, the national minimum wage for any subsequent year. The apprenticeship rate cannot be used prior to a valid apprenticeship agreement being in place.	
9. To provide the Apprentice with a Contract of Employment to support this and sign an Apprenticeship Agreement.	

10. To employ (as defined by HMRC) the Apprentice for at least for 12 months and a day and 30 hours per week minimum and support them to successful completion of their Apprenticeship as set out in their Individual Learning Plan.	
11. To follow all regular employment law in relation to your Apprentice.	
12. To allocate 20% of the paid working week to enable the Apprentice to complete off the job training activities. This includes attendance at sessions with the Provider or other courses and training, <u>but not attendance at maths & English</u> which will be additional to the 20% requirement (if applicable). This apprentice will require a minimum of... 348hours of off the job training based on the current planned duration of their apprenticeship, as per the previous training plan. By signing the agreement on the following page, you are agreeing to release them in full for their off the job training.	
13. Assist the provider in collecting evidence of off-the-job training (where information is held by the employer)	
14. Contribute to tripartite progress reviews with the apprentice and provider	
15. Agree with the apprentice and provider, when learning is complete and the apprentice is ready to undertake the end-point-assessment	
16. To provide the Apprentice with appropriate PPE clothing and equipment free of charge and ensure the workplace adheres to Health and Safety legislation at all times.	
17. To conduct a health and safety induction to include safe working practices, emergency procedures and any relevant health and safety legislation.	
18. To maintain accident reporting facilities and inform the Provider of accidents reportable under RIDDOR with regard to the Apprentice.	
19. To provide appropriate supervision to support, encourage and monitor the Apprentice in the workplace including the provision of a named mentor to offer continuous support.	
20. To advise the Provider of any disciplinary issues and warnings issued to the Apprentice.	
21. To endeavour to offer continuing employment to the Apprentice on successful completion of their Apprenticeship.	
22. To read the Provider Safeguarding and PREVENT policies and immediately refer any Safeguarding/PREVENT concerns to the Provider Safeguarding Officer	
23. To provide the apprentice with opportunities to learn and practice the skills required in their Apprenticeship	
24. Seek to resolve complaints brought by the apprentice/provider	

The Provider responsibilities:

The provider agrees to:	Main Provider: Initial Once Discussed:
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1. Provide an induction programme to the (named) apprentice (and the employer if required) that explains the plan of training	
2. Manage/oversee the delivery provided by any other party (subcontractors) as detailed in the plan and in accordance with the funding rules	
3. Pass on any funding to any subcontractors (as agreed with the employer) and to the end point assessment organisation selected by the employer	
4. To ensure the employer meets the necessary health and safety legislative requirements including Employer Liability Insurance cover.	
5. To carry out health and safety assessments to ensure that safe working practices are in place in accordance with HSE recommendations.	
6. To carry out initial assessments and provide an individualised training plan for the Apprentice that meets the requirements of the Standard and the Employer.	
7. To appoint suitably qualified staff to undertake the delivery the Apprenticeship Framework / Standard.	
8. To provide appropriate learning materials to the apprentice	
9. To endeavour to arrange any necessary tests on dates agreed with the Employer and on allocated training days where possible.	
10. To provide a central point of contact at the Provider for both Employer and Apprentice.	
11. To provide on programme support, carrying out regular reviews to ensure the Apprentice achieves within their agreed timescale.	
12. To ensure any employer incentive payments are collected and paid to the Employer in a timely manner.	
13. To monitor the quality assurance of the delivery through observations of teaching, learning, assessment and reviews.	
14. To provide support for issues arising between the Employer and Apprentice through a tripartite case conferencing arrangement with the Provider.	
15. To provide any certification as agreed with the employer/apprentice and/or required by the apprenticeship	
16. Update the commitment statement in consultation with the Employer and Apprentice as and when required	
17. Agree with the apprentice and employer, when learning is complete and the apprentice is ready to undertake the end-point-assessment	
Administer the programme:	
18. Complete any required paperwork (e.g., ILR) and upload data to the ESFA as required to trigger funding	
19. Make efforts to secure alternative employment for the (named) apprentice if made redundant by the employer	
20. Seek to resolve complaints brought by the apprentice/employer	

Statements of agreement and signatures:

Please read and confirm understanding of the following statements before signing:

- We agree to the terms and conditions of the Apprenticeship programme stated within this commitment statement.
- We have read and understood the information that has been provided to us.
- The learner has a contract of employment in place prior to enrolment.
- We confirm that we are happy with the Individual Learning Plan that is set out.
- We understand the requirements outlined of us.
- We confirm the apprentice has the right to work in England and spends at least 50% of their time working in England.
- We confirm the apprentice is not undertaking any other apprenticeship or government funded programme.
- We (the employer) understand/agree that we are liable to pay the negotiated price from our levy pot (or the 5% contribution if there are insufficient funds or if we are non-levy.)
- We (the employer) were offered free recruitment assistance if applicable
- We (the employer) agrees to release the apprentice for their off the job training, as set out in the training plan

To the best of our (all parties) knowledge, the learner is eligible to undertake an Apprenticeship having lived in the UK/EU for 3 years or more.

Apprentice Name		Signature		Date	
Employer Name		Signature		Date	
Provider rep Name		Signature		Date	

Working together	The Employer and Apprentice will both work together with Runway Apprenticeships Ltd to ensure that the Apprentice has the best chance to achieve
Resolving problems between the employer and the Apprentice	All issues arising between the Employer and Apprentice should initially be addressed through the employer’s HR department or relevant responsible person. Further mediation will be available from the Provider who may then signpost either party to other agencies for further support – for example, ACAS.
Resolving issues between the Employer/Apprentice and Runway Apprenticeships Ltd	Any complaints that cannot be dealt with to the satisfaction of employer or Apprentice should be addressed through Runway’s Complaints procedure. If complaints remain unresolved the ESFA/Apprenticeship helpline can be contacted on the national Apprenticeship Helpline - Tel: 0800 0150600 Email: helpdesk@manage-apprenticeships.service.gov.uk

Apprenticeship training can be funded in full or part by the Education & Skills Funding Agency