**Apprenticeship Programme**

**Commitment Statement (Schools)**

This document sets out the School’s, Training Provider’s and Apprentice’s commitment to achieving a successful apprenticeship.

In line with the Education Skills Funding Agency Apprenticeship Funding Rules and Guidance for Employers, the following Commitment Statement must be completed and agreed by the School, the training provider and apprentice to support the successful achievement of the apprenticeship.

This document needs to be completed in advance of the apprenticeship starting and any funding being released to the provider. All three parties must keep a current signed and dated version on record and the School must send a signed copy to Workforce Development once this document has been agreed to trigger payment of the apprentice levy to the training provider.

Apprentices starting an apprenticeship standard before their 18th birthday must have the Commitment Statement signed by a parent or legal guardian.

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| Apprentice’s name |  |
| School |  |
| Training Provider’s name  (including any subcontractors if applicable) |  |
| End Assessment Organisation name (where Apprenticeship Standard ) |  |

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| **Details of Standard / Framework and Assessments** | |
| Name of Standard/Framework |  |
| Level |  |
| Proposed Start date |  |
| Proposed End date |  |
| Anticipated date of end point assessment (if applicable) |  |
| Planned schedule for training delivery/Scheme of Work (please attach a copy) |  |

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| **Funding Arrangements** | |
| Please state clearly which elements of training and development will be funded via the apprenticeship levy |  |
| Is there any requirement for English and / or Maths to be undertaken?  If so who will deliver this? |  |
| Which elements of training are additional and will be fully funded by the School?  Who will deliver this training? |  |

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| **Roles and Responsibilities** | |
| **Apprentice** | To observe the School’s terms and conditions of employment and Apprenticeship Agreement and confirm that all information/evidence submitted is correct.  To be diligent and punctual at all times.  To be respectful of colleagues, managers, teaching and assessment staff.  To attend training as required, keep a record of all your learning, undertake assessments and complete any assignments on time and take part in and contribute to the review process.  To negotiate achievable learning targets in conjunction with assessors, tutors and School, and to undertake to achieve these objectives and outcomes within an agreed timescale.  To keep your manager informed of progress towards these objectives.  To notify your manager and training provider as soon as possible, if you are unable to attend any scheduled training sessions, reviews or other planned meetings.  To inform your manager and the training provider of any health issues which may affect your learning.  To notify your manager and the training provider of any change in circumstances which may impact on completing your apprenticeship on time.  To behave in a safe and responsible manner at all times, in accordance with the requirements of Health & Safety Legislation.  To follow the School’s policies and procedures relating to Data Protection, Information Sharing and Confidentiality. |
| **School** | As the Employer, we will support the apprentice throughout the apprenticeship programme as stated in the manager’s guidance for Schools.  To employ and pay the Apprentice in accordance with agreed employment terms and conditions taking into account relevant legislation  Confirm that the Apprentice is eligible to undertake an approved English Apprenticeship.  Provide the apprentice with an Apprentice Agreement and contract of employment.  Provide protected time so that the Apprentice can complete their apprenticeship training within their contracted working hours. Including any requirement to undertake English and Maths to level 2.  To monitor and sign off the learning record at regular intervals.  To work closely with the training provider and end-point assessment organisation to ensure the apprentice is making good progress toward completing their apprenticeship.  To provide appropriate supervision to support, encourage and monitor the Apprentice in the workplace including providing a nominated workplace buddy to support them on a daily basis  **Name of Workforce Buddy(s):**  Initial concerns need to be raised with the Apprentice and Training Provider. Where concerns cannot be resolved, please refer to the manager’s guidance for Schools. |
| **Provider** | The Training provider is responsible for providing the training and on programme assessment for which they have been contracted to deliver, as detailed above.  To agree the final assessment with the end-point assessment organisation (if applicable).  To create an Apprentice’s individualised learning record (ILR) and record their learning start date and agreed price for training and end assessment.  To provide accurate unique learner number (ULN) information to the apprenticeship service, awarding organisations and (where required) apprentice end assessment organisations and ensure all information used to register apprentices is correct.  To work collaboratively with the School and Apprentice to agree an individual learning plan (ILP)  Attend regular progress reviews with the apprentice (every 4 to 6 weeks) and at least every 8-12 weeks with the School and apprentice together.  To monitor the Quality Assurance of the delivery of training through regular meetings, audits and observations of teaching, learning and assessment.  To ensure there are no delays with the processing of any incentive payments which the employer is eligible to receive.  To provide the apprentice and employer with a copy of your appeal procedures  To work closely with the employer and provider to resolve any concerns |
| **Working together** | The School and the Apprentice will work together with the provider to ensure that the apprentice has the best chance to achieve. |

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| **Resolving problems** | |
| Resolving problems between the School and the apprentice | All issues between the School and Apprentice will be addressed through NYHR. |
| Resolving queries or complaints regarding the apprenticeship, including its quality. | Any issues between the School / Apprentice and the provider will be addressed through the complaints and appeals procedure as identified in the Service Level Agreement / Contract for Training Providers. |

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| **Any additional Comments:** |
| *Please use this space for any additional information comments:* |

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| **Signatures confirm that you agree with this commitment statement** | | **Date:** |
| Apprentice: |  |  |
| School: |  |  |
| Training Provider: |  |  |
| Parent /Legal Guardian (if applicable) |  |  |

The training provider must send a copy of the fully completed Commitment Statement to Maggie Swinden at [maggie.swinden@northyorks.gov.uk](mailto:maggie.swinden@northyorks.gov.uk). Levy funding can only be released by NYCC once the Commitment Statement has been received.

It is important that a current and up-to-date copy of the Commitment Statement is retained by the training provider, line manager and employee. If there are any changes to the Commitment Statement during the course of the apprenticeship, NYCC may request a copy for Audit / Inspection purposes.