EPM Model Commitment Statement

[School/Academy Name]

[Please note prior to adopting this policy you should:

* Ensure you have adapted it where necessary to fit the requirements of your School/Trust
* Follow your usual governance process to be approved by Governors/Trustees
* Follow your usual process to consult on new or amended HR policies with trade unions

If you are part of a multi-academy trust, please check with your Trust prior to adopting any new or amended policies.]

Policy Version Control

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Commitment Statement

Before the apprentice starts the apprenticeship, the employer and the training provider (the main provider) must hold a signed copy of the Commitment Statement setting out how they will support the achievement of the apprenticeship. It must be signed by all three parties and each party must keep a current signed and dated version. This must be retained with, or in, the written agreement between the employer and main provider, which must be the contract for services between the provider and employer where funded from an employer’s digital account.

1. Purpose
	1. This Commitment Statement is provided in accordance with the Education and Skills Funding Agency (ESFA) apprenticeship funding rules.
2. Parties (all parties named in Section 2 will need to sign as agreed)

The parties to whom this commitment Statement relates are:

* 1. The apprentice: [Name]
	2. The employer: [Name and address of business entity]
	3. The main provider: [Name and address of training provider]
1. Apprenticeship Details
	1. The key dates relating to the delivery and, where applicable, achievement of milestones are as follows:

|  |  |  |
| --- | --- | --- |
| Apprenticeship Element | Start Date | Completion Date |
| [Course title] |  |  |
| [x months] Structured Training |  |  |
| End Point Assessment |  |  |
| Functional Skills Mathematics Level [x] |  |  |
| Functional Skills English Level [x] |  |  |
| Additional Learning Support |  |  |

* 1. Additional learning support is being provided as follows: [delete as appropriate – enter N/A if deleted]

[Enter details - The commitment statement must clearly set out what additional learning support is being used for, including names of Mentors/Reporting Manager]

* 1. You will report to [Name] or such other person as the employer nominates from time to time. You will be mentored by [Name] or such other person as the employer nominates from time to time, who will guide you through the training set out in your Commitment Statement. You will be required to make yourself available for review meetings with your mentor, as set out in your Commitment Statement, to enable assessment of your progress.
	2. During the apprenticeship, you will attend regularly for training at [location] or such other place as the employer notifies you from time to time. The expected pattern of training will be [insert details of day/block release] for a period commencing [date training begins] until [date training is expected to end] in addition to attendance for assessments as part of your apprenticeship [standard/framework].
	3. If you cannot attend a training session because of sickness or injury you must, unless there is a good reason to the contrary, advise [Name] of the reason for non-attendance by [time].
1. Apprentice Eligibility for Funding in Relation to Prior Achievement

(Required if the apprentice is starting an apprenticeship that is at the same level as their highest level of prior achievement)

* 1. [Insert N/A or where applicable insert details of the apprentice’s highest level of prior achievement and why they are deemed eligible for funding for this apprenticeship at the same level]
1. Commitment of Parties
	1. In signing this Commitment Statement, the **apprentice** agrees and commits to:
2. Take appropriate responsibility for their own learning, development and progression.
3. Diligently undertake the on and off-the-job learning required to achieve the milestones set out above.
4. Maintain an off-the-job learning diary to evidence the minimum 20% off-the-job training requirement stated in the apprenticeship funding rules.
5. Maintain an on-the-job learning diary.
6. Participate in and contribute to reviews of their progress and achievement.
7. Work collaboratively with their employer and [the main provider] to enable their own learning, development and progression, including the submission of coursework for formative assessment where required.
8. Promptly inform the employer and/or [the main provider], if any matters or issues arise, or could arise that will or may affect their learning, development and progression.
9. At all times behave in a safe and responsible manner and in accordance with the requirements of Health & Safety legislation relating to their responsibilities, and to promote and act in the best interest of each party.
10. Comply with the policies and procedures of the employer.
11. Comply with the policies, regulations and procedures of [the main provider].
12. [The main provider] providing their employer with access to information on their conduct, progress, attendance and punctuality.
	1. In signing this Commitment Statement, the **employer** agrees and commits to:
13. Directly employ [PAYE] the apprentice and issue an Apprenticeship Agreement. The employment must commence on or before the apprenticeship start date as above.
14. Subject to the apprentice meeting and the requirements of their Apprenticeship Agreement, employ the apprentice for at least the duration required to complete the apprenticeship as above.
15. Employ the apprentice for a minimum of 30 hours per week.
16. Pay the apprentice at least in accordance with the National Minimum Wage and issue payslips.
17. Pay the apprentice’s travel costs associated with participating in the learning and assessment activities required to complete the apprenticeship [excluding normal travel to work costs].
18. Provide the apprentice with an appropriate workplace induction.
19. Provide the apprentice with the on-the-job training, mentoring and support required to achieve the milestones set out above, including an APC mentor/supervisor in relation to 3.2.
20. Provide the apprentice with the off-the-job training (workplace shadowing, mentoring, industry visits, etc.) required to achieve the milestones set out above.
21. Provide the apprentice with any personal protective clothing and safety equipment required for the apprentice to carry out their day-to-day work.
22. Release the apprentice from their normal workplace duties to enable the apprentice to undertake off-the-job training. Release shall be for a minimum of 20% of normal working hours across the duration of the apprenticeship.
23. Work collaboratively with the apprentice and [the main provider], including coordination of on and off-the-job training and participation in and contribution to reviews of the apprentice’s progress and achievement.
24. Promptly inform [the main provider], if any matters or issues arise or could arise that will or may affect the apprentice’s learning, development and progression.
	1. In signing this Commitment Statement, the **main provider** agrees and commits to:
25. Deliver the agreed off-the-job training and undertake and/or arrange the assessment required for the apprentice to achieve the milestones set out above.
26. Ensure the provision of appropriate additional learning support and/or reasonable adjustments as set out above [where applicable].
27. Ensure that the apprenticeship is managed and delivered in an efficient, supportive and organised manner, including ensuring that the apprentice receives an appropriate induction to the apprenticeship content and requirements, has appropriate support and receives appropriate information advice and guidance both during and at the end of the apprenticeship.
28. Work collaboratively with the apprentice and the employer to ensure the apprentice’s learning, development and progression.
29. Promptly inform the employer if any matters or issues arise or could arise that will or may affect the apprentice’s learning, development and progression.
30. Quality assure the delivery of the off-the-job training and assessment [excluding end-point assessment] and quality assure the management of the apprenticeship.
31. Promptly investigate issues raised by the apprentice and/or the employer in relation to the delivery of the apprenticeship.
32. Complaints and Dispute Resolution
	1. Where the apprentice has an issue or dispute relating to the provision of the delivery of services undertaken by [the main provider], the apprentice shall inform the employer and make the matter known to [the main provider] in writing by email to [contact details].
	2. [The main provider] will investigate the matter in accordance with its [Name of] Policy and Procedure. A copy of the [Name of] Policy and Procedure is [available at link/enclosed].
	3. If the apprentice is dissatisfied with the processing of, or response received, in relation to any complaint submitted, the apprentice has the right to escalate the complaint to the Education and Skills Funding Agency (ESFA). Any complaints, concerns or enquiries regarding the apprenticeship may be escalated to the ESFA via the [online enquiry form](https://form.education.gov.uk/service/Contact_the_Department_for_Education).
	4. Where the employer has an issue or dispute relating to the provision of the delivery of services undertaken by [the main provider], the employer shall make the matter known to [the main provider] in writing by email to [contact details].
	5. [The main provider] will investigate the matter in accordance with its [Name of] Policy and Procedure. A copy of the [Name of] Policy and Procedure is [available via link/enclosed].
	6. If the employer is dissatisfied with the processing of, or response received, in relation to any complaint submitted, the employer has the right to escalate the complaint to the funding body. Any complaints, concerns or enquiries regarding the apprenticeship may be escalated to the funding body via the online enquiry form.
33. Declarations and Signatures

By signing this contract, all parties named within this Commitment Statement agree to comply with the requirements as set out in the Data Protection Act 1998, including “sensitive personal data” as defined in the Data Protection Act 1998 and in accordance with the School’s registration with the Data Protection Commissioner.

* 1. Apprentice

I confirm that the content and requirements of this Commitment Statement have been explained to me and are understood. By signing this agreement, I give consent to the employer exchanging information about me with the main provider and other relevant organisations for the purpose of facilitating and monitoring my training.

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |

* 1. Parent or Guardian Countersignature

(Required if the Apprentice is aged 16 or 17 years on the Apprentice start date)

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |

* 1. Employer Representative

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |

* 1. Main Provider Representative

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |