

This Commitment Statement summarises the schedule, roles and responsibilities and funding that support the successful completion of this apprenticeship. This document also provides evidence of the eligibility of this apprenticeship for funding set out in the Apprenticeship Funding Rules which govern the delivery of each apprenticeship.

- The content of this document forms the basis of the regular reviews between all three signatory parties. The reviews, set out in section 1.4, will track progress against the knowledge, skills and behaviours gained during the apprenticeship, the recorded evidence of off the job learning by the apprentice, and agree the ongoing support and commitment required from by all three signatories
- Any material changes to the apprenticeship, particularly dates or employer contacts, must be agreed and recorded in an updated Commitment Statement. Employer and apprentice must hold an up to date signed copy of this document at all times. This will be distributed by the university to the parties listed in section 1.1 after any material changes are agreed.
- Employers must notify the University as soon as possible if any changes in line manager or mentor occur, or there are any other changes that affect other elements detailed in this document
- The main training components of this apprenticeship are contained at Section A. This Commitment Statement should be stored with the separate Apprenticeship Agreement document

SECTION 1: Core Information

This Core Information section provides details of the parties responsible for ensuring the successful completion of the Apprenticeship. It contains key information about the Apprenticeship review processes and details about support and guidance for employer and apprentice.

1.1. Signatories			
	Apprentice	Employer (Line Manager/Mentor Signatory)	University
Name			
Role Title			
Organisation			
Phone			
Email			
I have read and understood the responsibilities set out in section 2 and section 3 and by signing his document, I can confirm that I will deliver these commitments for the lifetime of this apprenticeship, working in partnership with the other named signatories as part of this programme.			
Signature			
Date			

1.2 Other partners involved in the delivery of this apprenticeship

	End-point Assessment Organisation ¹	English & Maths Subcontractor	Other Delivery Subcontractor
Organisation			
Key Contact			
Phone			
Email			

1.3. The Apprenticeship covered by this Commitment Statement

The details of the Apprenticeship set out here under each heading must be replicated in the employers' Apprenticeship Service account, the employer/apprentice Apprenticeship Agreement and in the university's Individualised Learner Record for this apprenticeship.

The Apprenticeship Programme									Reference			
Qualifications Achieved									Level			
Training Period Starts ²		Training Period Ends ³			Apprenticeship End Date ⁴				Duration			
Contracted Paid Hours (weekly average without overtime)		Contract Type						Off the Job Required Training Hours Calculation		Off the Job Required Training Hours		
		Apprentice's Typical Working Hours Pattern								English & maths hours		
Statutory Leave for the duration		M	T	W	T	F	S	S	Hours Exempted		Total initial Off the Job Planned Learning Hours	

¹Where the End Point Assessment Organisation is not known at the start of the apprenticeship, this column may be left blank but must be updated as soon as the EPAO has been appointed. The University must update and distribute the updated Commitment Statement to all signatories in section 1.1

²The date of the first training activity. This is also the start date of the 'practical period' This start date must be repeated as the start of the practical period on the Apprenticeship Agreement, the Individualised Learner Record and the Apprenticeship Service account, where one exists

³This is the 'Planned End Date on the ILR – the date by which the apprentice is agreed as ready for their EPA. This is also the end of the 'practical period' in the Apprenticeship

Agreement

⁴This is the date when the EPA should have been completed. It is the last day of the End-point Assessment where the apprentice successfully passes their EPA.

⁵Evidence of contracted hours must be supplied by the employer

1.4. Apprenticeship Review Schedule and Attendees

Reviews between the university, employer and apprentice will take place throughout the apprenticeship to discuss progress, review impact, confirm success and identify any actions needed to ensure the success of the apprenticeship.

Review Schedule	Frequency	Attendees	Format ⁶	Name Role	Contact phone number Contact Email
Apprentice/Academic Mentor Reviews		University			
Tri-partite Reviews		University			
		Employer			

1.5. Further Support and Guidance

Contacts	Support Available	Name	Contact phone number Contact Email
Personal Tutor or Academic Mentor	Represents the University at the Tri-partite reviews and provides pastoral and general academic support.		
Programme Director	Leads the programme team, liaises with employers and oversees programme architecture and assessment.		
Programme Administrators	First point of contact for queries and concerns about the programme, administration and support.		

Section 2: Key University & Apprenticeship Policies

⁶The apprentice and their line manager must be provided with guidance on the Agenda and preparation required and dates must be included, where known, in Annex A Employers must attend every review.

Key Processes and Policies	Process	First Point of Contact Name, Role, Email, Phone number	Reference Document or Policy Link
Attendance & Absence	<p>In the event that the Apprentice is not able to attend University or join a planned face to face or online live session the Apprentice must inform the University as soon as possible after first contacting their Employer. If the Apprentice is unable to attend any of the modules listed on their timetable, the Apprentice must contact the programme team without delay, who will provide the Apprentice with an alternative date for attendance and/or will liaise with the Programme Director to determine an appropriate course of action.</p> <p>Please be aware that alternative dates are subject to availability and are dependent on the programme timetable, so the Apprentice may be required to undertake additional learning during their working day.</p> <p>The Apprentice must also keep their OTJ log, detailing the hours that spent in the off the job learning elements within this Apprenticeship up to date – noting absences and time spent on rescheduled learning.</p> <p>Please refer to the specific attendance regulations applicable for the Apprenticeship, which can be found in the programme handbook.</p>	Programme Team:	
Recording Off the Job Learning	<p>It is the Apprentice's responsibility to maintain an accurate and up to date record of the time spent in off the job learning. The Apprentice will receive information as to how to carry out this logging of OTJ activity as part of their induction. The Apprentice's record of off the job learning, alongside evidence of progress against the knowledge, skills and behaviours in the apprenticeship will be reviewed at every tri-partite review. This record is evidence of the ongoing eligibility of this Apprenticeship and must be maintained.</p>	Programme Team:	Guidance for Recording Off-the-Job Training in Degree Apprenticeships
Data Protection	<p>The Apprentice acknowledges that the University and the Employer are Controllers, and each of those parties is separately responsible for Processing the Apprentice's Personal Data.</p> <p>The lawful basis for the University's Processing relevant to this commitment statement as set out in Article 6.1(b) of the GDPR is that Processing is necessary for the performance of a contract.</p> <p>By signing this commitment statement, the Apprentice acknowledges that each Controller will be processing Personal Data relating to the Apprentice for their respective legal, personnel, administrative and management purposes, and transferring such Personal Data to the other for the purposes of management and administration of the Apprenticeship.</p> <p>The Apprentice acknowledges and agrees that the Controllers may share the Apprentice's Personal Data with:</p> <ul style="list-style-type: none"> • professional bodies if the Apprenticeship involves professional accreditation but only to the extent necessary for such professional accreditation; 	Programme Team:	ESFA Privacy Notice University Privacy Statement

	<ul style="list-style-type: none"> • the Education and Skills Funding Agency; • the Department for Education; • the End Point Assessment Organisation named in this commitment statement, but only for the purposes of enabling access to support and benefits (where applicable), tracking progress, confirming eligibility for funding or for processing the End Point Assessment. <p>The Controllers will not share the Apprentice's Personal Data with any other third party unless they have the Apprentice's express consent, are under a statutory obligation to do so, or are otherwise permitted to do so under Data Protection Legislation.</p> <p>The data that the University is required to provide, through the Individualised Learner Record is used by the Education and Skills Funding Agency and the End Point Assessment Organisation who will need to share data to enable apprentice certificates to be printed. The Education and Skills Funding Agency will continue to share data with relevant organisations to enable them to fulfil their inspection and regulation functions.</p> <p>You can view the Education and Skills Funding Agency Privacy Notice that explains how the Apprentice's data is used as part of the delivery of apprenticeships. This also explains and how the data protection legislation sits alongside this Commitment Statement. View the Privacy Notice by clicking the links, right.</p> <p>The Apprentice's personal information, including results and information about academic progress and conduct, will be shared between the University and Employer and with other regulatory or professional bodies necessary for the delivery of the apprenticeship and the Apprentice's wellbeing but only where the law allows this sharing to take place, in compliance with the Data Protection Legislation. You can view The University's Privacy Statement by clicking the links, right.</p> <p>The Apprentice should ensure that any changes to their personal information, including name, address and contact details are notified to the University and Employer as soon as possible.</p>		
<p>Safeguarding & PREVENT</p>	<p>The Apprentice will be briefed about their and the University's responsibilities and commitments around Safeguarding and Prevent as part of the induction. Any concerns should be raised with the Practice Based Tutor or the Programme Director.</p>	<p>Practice Based Tutor: see details above</p> <p>Programme Director:</p>	
<p>Equality & Diversity</p>	<p>The Apprentice will be briefed about their and the University's responsibilities and commitments under the University's Equality, Diversity and Inclusion Policy as part of the induction. Any concerns should be raised with the Practice Based Tutor or the Programme Director.</p>	<p>Practice Based Tutor: see details above</p> <p>Programme Director:</p>	<p>Equality, Diversity and Inclusion Policy</p>

<p>Bullying & Harassment</p>	<p>The Apprentice will be briefed about their and the University's responsibilities and commitments under the University's Dignity at Work and Study Policy as part of the induction. Any concerns should be raised with the Practice Based Tutor or the Programme Director.</p>	<p>Practice Based Tutor: see details above Programme Director:</p>	<p>Dignity at Work and Study Policy</p>
<p>Health & Safety</p>	<p>The Apprentice will be briefed about their and the University's responsibilities and commitments under the University's Health and Safety Policy as part of the induction. Any concerns should be raised with the Programme Team.</p>	<p>Programme Team:</p>	<p>University Health and Safety Policy Statement</p>
<p>Raising Queries, Concerns and Complaints</p>	<p>Should an Apprentice wish to express dissatisfaction about the standard or service provided by or on behalf of the University; the student complaints procedure is available (see link, right).</p> <p>Should an Apprentice wish to appeal decisions relating to examinations; assessments; or to academic progress; the academic appeals procedure is available. Appeals cannot be made on the basis of disagreeing with a mark or as a challenge to academic judgement (see link, right).</p> <p>If the Apprentice has a complaint of a non-academic nature relating to their Apprenticeship, such complaint shall be referred to the Employer, save and except where such complaint relates to University training, services or facilities provided to the Apprentice by the University where such complaint should be referred to the University. Any such complaint will be dealt with by the Employer or the University (as applicable) in accordance with the applicable policies, regulations and procedures from time to time, copies of which are available from the relevant supervisor.</p> <p>The University and Employer agree to cooperate with each other to provide materials, responses and such other support as may be reasonably required in connection with any complaint or appeal.</p> <p>The Parties acknowledge and agree that the appeal discipline and complaint procedures in this Section may fall under the jurisdiction of the Office of the Independent Adjudicator (or any successor body) (OIA) and the Employer agrees it shall abide by the procedures implemented by the University, as amended from time to time, to participate in the OIA's scheme.</p> <p>If the Employer has a complaint in connection with any University training, services or facilities provided by the University or its subcontractors in connection with the Apprenticeship, the Employer should refer such complaint to their supervisor at the University. Any such complaint will be dealt with by the University in accordance with the procedure set out in the Written Agreement.</p> <p>Any of the Parties may at any time contact the Apprenticeship helpline regarding Apprenticeship concerns, complaints and enquiries:</p> <p>Telephone: 0800 015 0400 nationalhelpdesk@apprenticeships.gov.uk https://www.gov.uk/apprenticeships-guide/overview</p>	<p>Programme Team:</p>	<p>ESFA Complaints Policy University Complaints Policy University Appeals Procedure Office of the Independent Adjudicators Complaints Process</p>

SECTION 3: Roles and Responsibilities

This Roles & Responsibilities summary confirms that accountabilities for a successful apprenticeship are shared equally by the employer, apprentice and university. These roles and responsibilities are intended to support the apprentice throughout their apprenticeship to successful completion.

3.1. By signing this document, the Apprentice agrees to:

- a. Work with their Employer and academic mentor to ensure that the individual learning plan set out in Annex A is achieved. This includes, where needed, working with their Employer and the University to update the Individual Learning Plan in Annex A and identify additional learning activities needed to support their learning objectives or achieve the 20% learning minimum hours
- b. Manage attendance and participation in learning to ensure that the off the job learning requirements for this apprenticeship programme set out in Annex A and Section 1.3 are achieved within working time paid hours as set out in the Apprenticeship Funding Rules
- c. Immediately inform their Employer and the University if they are absent for any element of their planned off the job learning (see section 2 above for the process), and ensure that this learning is rescheduled
- d. Maintain an up to date and accurate record of off the job learning hours, submitted to the University when requested and shared as part of the Tri-partite reviews as set out in section 2. above
- e. Manage their own learning and, with support from their Employer and academic mentor, work to meet the targets and timelines needed to complete the apprenticeship training by the planned end date
- f. Undertake the end point assessment, and should this be needed, participate in any further training prior to resitting the end-point assessment
- g. Contribute to reviews with the Employer and academic mentor to track progress and success in meeting apprenticeship milestones, and agree any changes needed to the learning plan to address performance or support enhanced learning opportunities
- h. Inform the University and their Employer if personal circumstances change that will affect completion of the apprenticeship or will change the planned end date
- i. Proactively identify any issues or barriers to successful completion of this apprenticeship and raise these quickly with their Employer and academic mentor, working with both to implement any action needed
- j. Raise any queries or complaints regarding the apprenticeship through the University process, and to the ESFA where needed as set out in section 2
- k. Agree with the Employer and University when learning is complete, and they are ready to undertake the End-point Assessment
- l. Participate in course feedback and apprenticeship evaluation to support the continuous improvement of the programme for current and future apprentices
- m. Take opportunities that arise to support other current and future apprentices to benefit from their apprenticeship

3.2 By signing this document, the Employer and the apprentice's day to day manager agree to:

- a. Provide a working environment that meets current health and safety and employment wages legislation to enable their Apprentice to work and learn safely and receive the required remuneration for this work for the duration of the apprenticeship
- b. Work with their Apprentice and the University to deliver the individual learning plan set out in Annex A, providing the Apprentice

with access to the on the job knowledge, skills and experience, resources and opportunities needed to achieve this apprenticeship. This includes, where needed, working with the Apprentice and the University to update the Individual Learning Plan in Annex A and identify additional learning activities needed to support the Apprentice's learning objectives or to achieve the 20% learning minimum

c. Support the University to comply with funding rules and collate evidence to confirm ongoing Apprentice and apprenticeship eligibility for funding

d. Ensure that the Apprentice has time to complete the off the job learning elements which are required for their apprenticeship within the Apprentice's paid working hours. This is a requirement for this apprenticeship to remain eligible for funding

e. Check that the University is aware when their Apprentice is absent for any element of their planned off the job learning (see 1.4 above for the process) and ensure that the Apprentice is able to take the time within their paid hours after their return to complete the rescheduled off the job learning

f. Support the Apprentice to manage their own learning, and provide appropriate support and supervision in their typical working day to meet the requirements of this apprenticeship

g. Enable the line manager and/or academic mentor to support and guide this Apprentice to carry out their day to day role and to meet the targets and timelines needed to complete the apprenticeship by the planned end date

h. Attend and contribute to reviews with the Apprentice and University, providing evidence and feedback on progress at work and success in meeting apprenticeship milestones, evidence of their off the job learning, and agree any changes needed to the learning plan supporting the Apprentice to address performance or access enhanced learning opportunities

i. Ensure that the Apprentice attends and participates in the learning planned for this apprenticeship, to meet the off the job learning requirements for this apprenticeship programme set out in Annex A and Section 1.3 are achieved within working time paid hours as set out in the Apprenticeship Funding Rules

j. Ensure that the Apprentice maintains an up to date and accurate record of their off the job learning hours, submitted to the University when requested and shared as part of the Tri-partite reviews as set out in section 2. above . This evidence is a requirement for this apprenticeship to remain eligible for funding

k. Inform the University promptly if there are organisational or Apprentice circumstance changes that will affect completion of the apprenticeship or change the planned end date

l. Make timely and accurate entries in the Employer apprenticeship service account, and where co-investment is required, make timely contribution payments to ensure that provider payments are triggered

m. Proactively identify any issues or barriers to successful completion of this apprenticeship and raise these quickly with the University and Apprentice, working to implement any action needed

n. Seek to resolve any queries or complaints regarding the apprenticeship through the University process, and to the Education and Skills Funding Agency where needed as set out in section 1

o. Agree with the Apprentice and University when learning is complete, and the Apprentice is ready to undertake the End-point Assessment

p. Ensure that the Apprentice undertakes the end point assessment, and should this be needed, participates in any further training

- prior to resitting the end-point assessment, providing funding for resits as set out in the Employer contract for services
- q. Participate in course feedback, impact assessment and evaluation to support the continuous improvement of the programme for apprentices and employers
 - r. Take opportunities to promote and publicise the successful completion of this apprenticeship and the benefits of the apprenticeship programme

3.3 By signing this document, the University and any subcontractor⁷ delivering any part of this apprenticeship agrees to:

- a. Provide a learning environment that meets current health and safety legislation to enable the Apprentice to learn safely for the duration of the apprenticeship
- b. Work with the Apprentice and Employer to comply with the apprenticeship funding rules, providing an evidence pack that confirms eligibility for funding
- c. Provide an induction programme, that explains the Individual Learning Plan set out at Annex A and key University and apprenticeship policies and offer support and guidance throughout the apprenticeship programme
- d. Work with the Employer and their Apprentice to maintain a current and accurate Commitment Statement and Individual Learning Plan based on the needs of the Apprentice
- e. Work with the Apprentice and their Employer to deliver the individual learning plan set out in Annex A, providing the Apprentice with access to the off the job knowledge, skills and experience, resources and opportunities needed to achieve this apprenticeship. This includes, where needed, working with the Apprentice and the Employer to update the Individual Learning Plan in Annex A and identify additional learning activities needed to support the Apprentice's learning objectives or achieve the 20% minimum
- f. Support the Apprentice to manage their own learning, by ensuring sufficient resources, support, access to materials in their typical working day to meet the off the job requirements of this apprenticeship, including undertaking the end point assessment. This also means that when the Apprentice is absent during a planned off the job learning element (see 1.4 above for the process), the University must work with the Employer and Apprentice to reschedule this learning and ensure that the Apprentice can complete the of the job learning set out in Annex A
- g. Enable the line manager and/or workplace mentor to support and guide this Apprentice, to carry out their day to day role and to meet the targets and timelines needed to complete the apprenticeship by the planned end date by providing a summary of off the job and on the job learning needed, contained at Annex A
- h. Manage and oversee the delivery led by the subcontractors identified in section 1
- i. Lead reviews with the Apprentice and Employer, providing evidence and feedback on progress to track success in meeting apprenticeship milestones, and agree any changes needed to the learning plan to support the Apprentice to address performance or access enhanced learning opportunities
- j. Track attendance and participation to meet the off the job learning requirements for this apprenticeship programme and inform the Employer where the Apprentice is absent from planned sessions
- k. Provide the Apprentice with the means to maintain an up to date and accurate record of their off the job learning hours and ensure that this is reviewed at every Tri-partite review
- l. As soon as the progress reviews and supporting evidence indicates that the training period may be completed ahead of schedule, or require additional time, the University will propose revisions to the learning plan and if agreed, update the Commitment Statement and reissue to all signatories
- m. Where this results in completion in less than the initial agreed off the job learning hours (or more), the University will produce a statement summarising the volume changes, for agreement by Employer and Apprentice that this learning has been sufficient

- n. Use Apprentice and Employer data only for the purposes and in accordance with the University and ESFA Privacy Statements
- o. Inform the Employer if there are changes that will affect completion of the apprenticeship or change the planned end date
- p. Make timely and accurate entries into the ILR to ensure that Employer apprenticeship service accounts are accurate payments are triggered promptly
- q. Proactively identify any issues or barriers to successful completion of this apprenticeship arising from University, Employer or Apprentice and raise these quickly with the Employer or Apprentice, working to implement any action needed
- r. Seek to resolve any queries or complaints regarding the apprenticeship through the University process, supporting the Apprentice or Employer to escalate to the Education and Skills Funding Agency where needed as set out in section 1
- s. Agree with the Apprentice and Employer when learning is complete, and the Apprentice is ready to undertake the End-point Assessment
- t. Provide certification required as part of the apprenticeship
- u. Where needed, provide a 'Record of Achievement' for part completion of an apprenticeship
- v. Enable Employer and Apprentice participation in course feedback, impact assessment and evaluation to support the continuous improvement of the programme for apprentices and employers and take action on this feedback
- w. Take opportunities to promote and publicise impact and success for Employer, Apprentice and the wider apprenticeship programme

⁷every subcontractor holding a contract for delivery of training as part of this apprenticeship is bound by this commitment

3.4 Additional Considerations

ANNEX A: Individual Learning Plan

This Individual Learning Plan sets out the indicative schedule for each component and activity undertaken by the apprentice to develop competency during this apprenticeship. The ILP indicates where these are part of the off the job learning needed to meet individual objectives and 20 % minimum, and which organisation will be leading delivery of each component. Dates may change in line with each apprentice's progress in which case this document needs to be updated, signed by all parties and reissued by the university, so that the Commitment Statement remains an up to date plan and record of the apprenticeship content and journey. This section also includes the outcomes of the initial assessment and resulting exemptions, any gaps in knowledge skills or experience or prior learning agreed and confirms the plan for English & maths or additional learning support as part of this apprenticeship.

A.1. Employer Impact / Outcomes /Objectives (summary from employer discussions and TNA)	Measurement & Target

A.2. Apprentice Impact / Outcomes /Objectives (summary from employer discussions and INA)	Measurement & Target

A.3. PRIOR LEARNING & EXEMPTIONS Initial Assessment Outcomes (Evidence of prior learning against the Standard from INA Rationale)	Impact / Action	Duration Time (hours, days or weeks reduced)	Off the Job Time (hours day or weeks reduced)

Apprenticeship Individual Learning Plan & Schedule

Your Apprenticeship Individual Learning Plan sets out the individual elements and modules within your apprenticeship that have been designed to meet your particular learning objectives and meet the knowledge and skills gaps identified in your Initial Needs Assessment. As part of your apprenticeship you and your employer agree to set aside time for you to participate in the off the job learning scheduled in section A and B, away from your usual work tasks but during your normal working paid time. This off the job learning must make up at least 20 % of your working time. This off the job learning is complemented by the time you spend learning on the job, and both combine to provide you with the knowledge and skills, and the practice needed to demonstrate competency in your role preparing you for your End-point Assessment.

The number of hours off the job learning that have been scheduled for you are set out in section 1 and detailed in your learning plan in Annex A and B. Your Individual Learning Plan below highlights when, and in which modules, this planned off the job learning will take place, and how many hours you might expect to spend on each element. This will enable you to plan for this time in advance and to track whether your time spent in off the job learning is on schedule. During your apprenticeship we may also need to agree additional off the job activity to support your learning, or to ensure that at least 20% of your working time is taken in learning and practice. This will be discussed and agreed with you and your employer as part of your regular Tripartite review meetings.

Your progress against the learning objectives in this Annex form the core of your regular Tri-partite meetings as set out in section 1.4. You must track and provide evidence that your off the job learning hours are being met and are on schedule, following the process set out in section 2. You must also raise any barriers to achieving this learning in your paid time as set out in this plan, or opportunities to further your learning.

Section A – Occupational Knowledge Skills and Experience Learning Plan⁸

Component Activities - Module Title and Topic	Schedule ⁹	Activities / Modes/ Milestones	Delivery Organisation	Total Hours	No. Off the Job Hours

Commitment Statement

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⁸It should be clear which elements of the commitment statement have been used towards the calculation of the 20% requirement and which have not. The total initial planned number of off-the-job training hours is included in section 1.3

⁹This should include key milestone dates when mandatory or other qualification achievements are planned

Section B – Other Apprenticeship Plans

This section of the Commitment Statement summarises the additional elements of the apprenticeship delivery where these have been identified as part of your Individual Learning Plan.

Section B.1 - End Point Assessment Plan

Activity	Estimated EPA Period	Lead Organisation	Funding Source
End Point Assessment			

Section B.2 - English & Maths Plan

Module Title or Topic	Delivery Organisation	Estimated Start Date	Estimated End Date	Funding Source

Section B.3 – Additional Learning Support Plan

Need Identified	Action Plan	Delivery Organisation / link to formal plan and assessment documentation