

Apprenticeship Commitment Statement

The Commitment Statement is made between:

1. The Employer: _____

2. The Apprentice: _____

3. The Provider: CALAT (Croydon Adult Learning and Training)

The Commitment Statement sets out:

- How the main provider will support the achievement of the apprenticeship
- The planned content and schedule for eligible training (including end point assessment)
- What is expected and offered by the employer, main provider and the apprentice to achieve the apprenticeship

This agreement is set out according to the requirements of the Education & Skills Funding Agency (ESFA).

Apprenticeship details

Apprentice employed as: _____

Apprenticeship title: _____

Learning aim title	Level	Start date	Expected completion date

Employers Digital Account or Employer co-investment will fund:

- Apprenticeship framework or standard
- Functional skills ICT (where applicable)
- End Point Assessment for Standard Apprenticeships

The ESFA will fund:

- Functional Skills maths and English (if required)
- Additional Learning Support

CALAT will devise an Individual Learning Plan (ILP) combining the on and off-the-job training, which it will discuss with the Employer and the Apprentice

The Employer will provide the on-the-job training required by the training plan. CALAT will provide the further education and off-the-job training and assessment required and will monitor and review the Apprentice's progress at regular intervals. The apprentice will spend at least 20% of their time with off-the job training.

Employer's contact details

Contact name	
Contact telephone number	
Employer address and postcode	
Employer email address	
No of site employees	
Employer Reference Number(if known)	

Learner Commitment

YOU AGREE TO:

- Make a positive commitment and contribution to your own learning and development.
- Undertake all training and learning as agreed in your Individual Learning Plan.
- Attend all assessments and training sessions as agreed, on time and notify absences in good time. (There is a clear link between attendance and success. We may contact you if you are absent to see if we can help you overcome any barriers to learning you are experiencing).
- Be punctual and inform your Assessor if there is any reason why you are unable to attend at the agreed times.
- Inform your Assessor promptly of any issues or concerns that may affect your learning or completion of your programme, in order that we can provide any necessary help and support.
- Contribute to and take an active role in your progress reviews.

- Provide a range of evidence requested on time and meet agreed targets for achievement.
- Observe the health and safety requirements of the programme and your responsibilities under the Health and Safety at Work Act 1974.
- Co-operate with your employer on Health and Safety matters and only use equipment that you have received adequate training on safe use, and always use the equipment in a safe manner.
- Treat staff, fellow learners and others with courtesy and respect. Not to behave in a way which is likely to cause offence, discriminate against or cause harm to others, or bring the provider into disrepute.
- Respect the beliefs, values and cultures of others.
- Provide your Assessor with any medical information that they may need to know about you.
- Report any accidents in the classroom to your Assessor immediately.
- Bring all necessary course materials with you to each meeting/training session.
- Contribute to learner feedback and consultation to help us improve our services.
- Abide by and accept my responsibilities with regards to all requests and recommendations made in respect of Safeguarding.
- Abide by the Learner Code of Conduct

Provider Commitment

Our Commitment to you:

- We will deliver training to Apprentices as set out in this agreement with the Employer and follow the requirements set out in the ESF Funding Rules
- You will be supported, mentored and trained by qualified staff in a safe environment.
- You will have access to specific information, advice and guidance about our services to ensure you are embarking on the right programme, course and career.
- You will be treated with understanding and respect.
- We will seek your opinions on the quality of our programme and training and the environment in which you learn and achieve.
- We will respond quickly to your comments and suggestions.
- We will provide you with an information and advisory service (IAG), right from the first enquiry through to your exit interview (where your circumstances require more depth guidance than we can provide you will be referred to an alternative IAG provider)

Apprentices and Employers can contact the apprentice helpline regarding apprenticeship concern, complaints and enquiries. The contact details and website are:

- 08000 150 400
- nationalhelpdesk@apprenticeships.gov.uk

For CALAT enquiries or complaints please contact: Sidra.hill-reid@croydon.gov.uk for a copy of the CALAT Complaints Policy

Employer Commitment

I AGREE:

- To employ the Apprentice for a minimum of 30 hours per week, and pay the Apprentice in accordance with the nationally agreed terms and conditions. To have in place a written contract of employment that as a minimum includes hours of work, pay, conditions, holidays, notice requirements, grievance/absence/ disciplinary procedures.
- To provide, (if asked) required evidence for the Education & Skills Funding Agency (ESFA)/Funders. For example, contracts of employment /evidence of wage payments.
- To allow the Apprentice 20% paid time for Off the Job training. This will include undertaking qualifications, training and examinations as specified in the Apprentice Individual Learning Plan (ILP).
- To provide as far as possible, facilities, experience and on the job training in the workplace that will help the Apprentice achieve the learning programme in a timely manner as agreed with you in the ILP, and to notify us promptly if you become aware of any reasons or factors that may impact on the Apprentice's ability to achieve the qualification requirements; including sickness or disciplinary procedures which exceeds 10 days.
- To allow Assessor/Tutors access to the learner as and when required with prior agreed arrangements.
- To an active involvement in reviewing the Apprentices' progress (including attending progress reviews every 8 -10 weeks and assessment visit feedback after every visit from the assessor) and setting targets for their progression.
- To allow us to undertake Health and Safety checks of your premises as and when required and to work with us to rectify any concerns or problems identified.
- To take all necessary steps for securing the health, safety and welfare of the Apprentice as required under relevant legislation. To have valid Employers and Public Liability Insurance in place. To notify CALAT of any changes in the insurance that may have a material effect on the programme of training.
- To notify CALAT of any accidents to the Apprentice whilst in the employer premises within 24 hours.
- Provide a healthy and safe working environment to include information, support and training to allow the learner to carry out their job role safely.
- Provide a non-discriminatory working environment, free from bullying, harassment and threat.
- To respect the Apprentices' beliefs, values and culture.

- To notify us as soon as possible if the Apprentice has either left your employment or is working their notice period.
- From time to time you may be asked to speak to/allow access to external organisations such as Ofsted or the Education and Skills Funding Agency. These organisations look at the quality of delivery and financial aspects of the programmes we deliver.
- To allow us to share your details with auditing/contracting bodies such as the (ESFA) and Ofsted.
- To contribute to learner and employer feedback and consultation to help us improve our services.

I agree to abide by and accept my responsibilities with regard to all requests and recommendations made in respect of Safeguarding the Apprentice.

This Statement **does not** replace a Contract of Employment between the employer and the learner.

I confirm that I agree to abide by the above commitments, and that the consequences of failure to comply with these have been fully explained to me.

Employer

Signed _____ Date _____

Apprentice

Signed _____ Date _____

Provider

Signed _____ Date _____

Copies to: Apprentice ☐ Employer ☐ Provider ☐

You will be contacted after you have completed your programme of learning to establish whether you have entered employment or gone onto further training.

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at:

<https://www.gov.uk/government/publications/sfa-privacy-notice>

Parent / Legal Guardian (if apprentice 15-17 years old when they start an apprenticeship)

Signed _____ Date _____