

# Commitment Statement

This commitment statement sets out the agreement being made between the (named) apprentice, the (named) employer and the (named) main provider. Please return this document to [rq.da.academic.support@northumbria.ac.uk](mailto:rq.da.academic.support@northumbria.ac.uk).

## SECTION 1: Core Information

This Core Information section provides details of the parties responsible for ensuring the successful completion of the Apprenticeship and outlines key information about the Apprenticeship review processes and details about support and guidance. The full roles, responsibilities and commitment of each of the key parties can be found in **Appendix 1**.

### 1.1 Student, Employer and Provider details

	Apprentice	Employer	University
Name			
Organisation			
Email			

### 1.2 Other partners involved in the delivery of this apprenticeship

TO BE COMPLETED BY THE UNIVERSITY: This will include details of the agreed End-point Assessment Organisation when known and any subcontractors, e.g. English/maths provider, where appropriate.

	End-point Assessment Organisation	Delivery Subcontractor 1	Delivery Subcontractor 2
Organisation	Northumbria University (Integrated Apprenticeship)		
Key Contact	tbc		
Email	tbc		

## SECTION 2: Plan of Training

The details of the Apprenticeship set out here must match those detailed in the Apprenticeship Service account and on the Apprenticeship Agreement.

### 2.1 Apprenticeship Programme

<b>Apprenticeship Standard, Reference Number and Version</b>	
<b>Apprenticeship Level</b>	
<b>Apprenticeship Entry Stage/Year</b> <i>(For direct entrants not starting the programme at stage/year 1, i.e. where Recognition of Prior Learning (RPL) has been claimed to allow advanced entry)</i>	
<b>Apprenticeship Start Date (also the Practical Period Start Date)</b> <i>(The date that the apprentice begins training towards an apprenticeship standard. NB: this does not include induction unless there are elements of training which contribute to the apprenticeship standard)</i>	
<b>Practical Period Start Date</b> <i>(likely to be the same as date above. NB: the practical period does not include End-point Assessment)</i>	
<b>Practical Period Planned End Date</b> <i>(This is the final planned day of the training period and the point when the apprentice is assessed as being ready to progress to End-point Assessment)</i>	
<b>Apprenticeship Planned End Date</b> <i>(This is when the End-point Assessment is complete)</i>	

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### 2.2 Off-the-Job (OJT) Training Hours Calculation

To comply with Education and Skills Funding Agency (ESFA) funding rules “at least 20% of the apprentice’s normal working hours, over the planned duration of the apprenticeship practical period, must be spent on off-the-job training.”

Calculation: Number of weeks duration - 5.6 statutory annual leave for each year x weekly hours x 20%

<b>Apprentice Working Hours Per Week</b>	
<b>Weeks On Programme</b>	
<b>Less Annual Leave Entitlement (Weeks)</b> (NB: as per ESFA rules, this is based on statutory leave and not actual)	
<b>Minimum 20% OJT Calculation (Hrs)</b>	
<b>Total Indicative Learning Hours for this apprenticeship</b>	

### 2.3 Programme Delivery and Off-the-Job Training

<b>Module/activity &amp; Credits</b>	<b>Estimated Module Start Date</b>	<b>OJT - Scheduled Teaching hours</b>	<b>OJT - Independent learning/work based learning</b>	<b>Total Indicative Learning Hours</b> <i>This learning equates to the 20% minimum of off-the-job training required by all apprenticeships</i>	<b>Additional indicative independent learning according to NU’s Notional Student Workload Model</b>
Year 1					
Year 2					
Year 3					
Gateway preparation					
	<b>Total</b>				

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	Date Planned
Induction	
Expected date for passing through gateway	
End-point Assessment	

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### 2.4 Recognition of Prior Learning and Experience

TO BE COMPLETED BY THE UNIVERSITY. Details of Recognition of Prior Learning and Experience and exemption approved on application as per the University's policy.

Module Code/Programme Level Exempt	Approved by	Description of evidence of prior learning and experience submitted and approved

### 2.5 Level 2 English and Maths Qualifications

The Education and Skills Funding Agency (ESFA) states that "for those undertaking a level 3 or higher apprenticeship, it is a requirement that they hold or achieve an approved level 2 qualification in both subjects before they can successfully complete the apprenticeship". This is the equivalent to GCSE minimum Grade C or .4

For any student who does not hold, or is unable to evidence, these qualifications on entry to the programme, the University will arrange for the appropriate level of qualification to be undertaken at the earliest opportunity and before the expected date for passing through gateway.

NB: Training for English and maths does not count towards the minimum 20% OJT requirement; where required this must be delivered in addition to the minimum requirement.

	Yes	No
<b>I have completed and can provide evidence of a level 2 qualification in Maths</b>		
<b>I have completed and can provide evidence of a level 2 qualification in English</b>		

### 2.6 Additional Learning Support Required

Use this section to describe the outcome of any additional learning support needed and the actions taken by the University or Employer.

Support Need	Action Plan

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## 2.7 Progress Reviews (Tripartite meetings)

The following schedule gives an indication of when progress reviews are usually expected to take place and in what format. These will be rolled forward on an annual basis unless otherwise stated.\* (NB - The University will make reasonable attempts to ensure meetings take place but this also depends upon apprentice and employer representative availability and may be affected by circumstances beyond the University's control)

Meeting 1		Meeting 2		Meeting 3		Meeting 4	
Date	Format	Date	Format	Date	Format	Date	Format

\*These dates and formats may be subject to change

## 2.8 Signatories

I have read and understood the responsibilities assigned to me in this document and I can confirm that I will deliver these, working in partnership with the other named signatories, as part of this apprenticeship programme. I also confirm that I have read and understood the key policies and information listed at the end of this document.

	Apprentice	Employer	University
Signature			
Date			

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## Appendix 1

### Section 3 Commitment of Parties

#### 3.1 The Apprentice agrees to:

- a. 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 by the planned end date, including submission of coursework and completion of End-point Assessment.
- b. Complete level 2 English and maths qualifications prior to gateway where required.
- c. Participate in and 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.
- d. Manage and track attendance and participation to meet the off-the-job learning requirements for this apprenticeship programme within their normal working hours. This also means that the apprentice must immediately inform their employer and the University if they are absent for any element of their planned off-the-job learning and ensure that this learning is rescheduled.
- e. Promptly inform the University and their employer if personal circumstances change that will affect completion of the apprenticeship or will change the planned end date.
- f. 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.
- g. At all times behave in a safe and responsible manner and in accordance with the requirements of health and safety legislation relating to their responsibilities and to promote and act in the best interest of each party.
- h. Comply with the policies and procedures of the employer in all matters concerning your employment.
- i. Comply with the policies, regulations and procedures of the University in all matters regarding your programme of study.
- j. The University providing the employer with access to information on their conduct, progress, attendance and punctuality in line with General Data Protection Regulation (GDPR) legislation and the University Student Privacy notice.
- k. The University sharing information with professional bodies, delivery sub-contractors and the End-point Assessment organisation, as required for completion of the apprenticeship.
- l. Raise any queries or complaints regarding the apprenticeship through the University process, and to the ESFA where needed. See Key Information/Documents section below for where to find details on how to do this.
- m. Participate in course feedback and apprenticeship evaluation to support the continuous improvement of the programme for current and future apprentices.
- n. Take opportunities that arise to support other current and future apprentices to benefit from their apprenticeship.

#### 3.2 The Employer and the apprentice's line manager agree to:

- a. Provide a working environment that meets current health and safety legislation to enable their apprentice to work and learn safely for the duration of the apprenticeship.
- b. Support the University to comply with funding rules and collate evidence to confirm ongoing apprentice and apprenticeship eligibility for funding.
- c. Complete an [Apprenticeship Agreement](#) (note that the start date of the practical period must align with the start date of the practical period set out in the commitment statement) and submit a copy to the University.
- d. Ensure that the apprentice is released and has time to complete the off-the-job learning elements which are required for their apprenticeship within the apprentice's normal working hours, including Level 2 English and maths training if required. This also means that the employer must check that the University is aware when their apprentice is absent for any element of their planned off-the-job learning 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.
- e. 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.

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- f. 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, including time following scheduled teaching needed to prepare for and complete End-point Assessment by the planned end date.
- g. 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.
- h. Support their apprentice to track attendance and participation to meet the off-the-job learning requirements for this apprenticeship programme. Release shall be for a minimum of 20% of normal working hours across the duration of the apprenticeship.
- i. 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.
- j. Make timely and accurate entries in the employer apprenticeship service account, or for non-levy employers, make timely contribution payments to ensure that provider payments are triggered.
- k. 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.
- l. Seek to resolve any queries or complaints regarding the apprenticeship through the University process, and to the ESFA where needed. See Key Information/Documents section below for where to find details on how to do this.
- m. Agree with the apprentice and University when learning is complete, and the apprentice is ready to undertake End-point Assessment.
- n. Participate in course feedback, impact assessment and evaluation to support the continuous improvement of the programme for apprentices and employers.
- o. Take opportunities to promote and publicise the successful completion of this apprenticeship and the benefits of the apprenticeship programme.
- p. Undertake to comply with their respective obligations under the General Data Protection Regulation (GDPR) legislation where they handle any personal or sensitive personal data (within the meaning of the GDPR), including in relation to the apprentice.

### 3.3 The University 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 and support information for apprentice and employer to explain key University and apprenticeship policies.
- d. Work with the employer and their apprentice to maintain a current and accurate Commitment Statement based on the needs of the apprentice.
- e. Work with the apprentice and their employer to provide 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 identify additional learning activities needed to support the apprentice's learning objectives or achieve the minimum 20% off-the-job training.
- 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 training element the University must work with the employer and apprentice to reschedule this training and ensure that the apprentice can complete the off-the-job-training.
- 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 training needed.
- h. Manage and oversee the delivery led by the subcontractors if 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 support the apprentice to address performance or access enhanced learning opportunities.
- j. Track attendance and participation to meet the off-the-job training requirements for this apprenticeship programme and inform the employer where the apprentice is absent from planned sessions.

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- k. Use apprentice and employer data in accordance with the GDPR, University and ESFA Privacy Statements.
- l. Inform the employer if there are changes that will affect completion of the apprenticeship or change the planned end date.
- m. Make timely and accurate entries into the ILR to ensure that employer apprenticeship service accounts are accurate and payments are triggered promptly.
- n. 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 and/or apprentice, working to implement any action needed.
- o. Seek to resolve any queries or complaints regarding the apprenticeship through the University process, supporting the apprentice or employer to escalate to the ESFA where needed. See Key Information/Documents section below for where to find details on how to do this.
- p. Agree with the apprentice and employer when learning is complete, and the apprentice is ready to undertake the End-point Assessment.
- q. Provide certification required as part of the apprenticeship.
- r. 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.
- s. Take opportunities to promote and publicise impact and success for employer, apprentice and the wider apprenticeship programme.

### KEY INFORMATION/DOCUMENTS

Information	Employer Handbook	Programme Handbook and or BlackBoard Ultra Programme Site
<b>Key policies</b>	✓	✓
Student Conduct Expectations	✓	✓
Academic Misconduct	✓	✓
Health and Safety	✓	✓
Equality and Diversity	✓	✓
Anti-bullying and Harassment	✓	✓
Safeguarding	✓	✓
Prevent	✓	✓
Data Protection and Sharing of Data	✓	✓
Off-the-job training (information on what can and can't be included towards minimum 20%)	✓	✓
Details of End-point Assessment	✓	✓
Attendance requirements	✓	✓
English and Maths requirements	✓	✓
Roles and responsibilities of the employer, provider and apprentice/tripartite arrangements	✓	✓
NU degree apprentice support and guidance arrangements	✓	✓
NU process for resolving any queries or complaints	✓	✓
Escalation process for queries and complaints to ESFA Apprenticeship Service Support on 0800 150 600 or <a href="mailto:helpdesk@manage-apprenticeships.service.gov.uk">helpdesk@manage-apprenticeships.service.gov.uk</a>	✓	✓