



# Training Plan

This document outlines how all three parties (the apprentice, employer, and training provider) will support the achievement of the apprenticeship. The document outlines the key milestones of the apprenticeship and the learning plan designed to achieve this. The document also outlines information, policies, procedures and guidance to support the achievement of the apprenticeship.

## Apprentice: Test User2

## Apprenticeship Programme Details

<b>Programme:</b>	Chartered Manager Degree Apprenticeship Jan 24 TEST
<b>Apprenticeship Standard/Framework Name:</b>	Chartered manager (degree) Apprenticeship Standard [v1.1]
<b>Apprenticeship Reference:</b>	55
<b>Apprenticeship Level:</b>	Level 6
<b>Start date of apprenticeship:</b>	30/01/2024
<b>End date of apprenticeship:</b>	02/05/2027
<b>Start date of practical period:</b>	30/01/2024
<b>Estimated end date of practical period:</b>	14/09/2026
<b>Duration of practical period:</b>	



## Employment Details

<b>Employer:</b>	Test Co 2	<b>Delivery Address:</b>	TEST2 ADD1, TEST2 ADD2, TEST CITY2
<b>Apprentice Job Title:</b>			
<b>Working hours (per week):</b>	30.0		
<b>Line Manager:</b>	Test2 Emp1	<b>Start Date With Employer:</b>	30/01/2024
<b>Line Manager Title:</b>			

## Key Milestones

A summary of the qualifications (mandatory or otherwise) that will be completed as part of this apprenticeship.

Qualification	Awarding Organisation	Target Start Date	Target Completion Date	Exempt?
BA (Hons) in Leadership and Management Practice - University of Northumbria at Newcastle - (Chartered Manager Degree Apprenticeship) Level 6	UNORTH	30/01/2024	14/09/2026	No

## Recognition Of Prior Learning

An assessment of the apprentice's existing knowledge, skills and behaviours against those required to achieve occupational competence has been completed before starting the apprenticeship.

This section provides a summary of the impact of that assessment on the apprentice's learning plan.

## Functional Skills



Summary of any identified support required:

## Learning Support

Summary of Learning Support Assessment Made

Summary of Learning Support Agreed



# Commitment to the Programme

## The main provider will:

In signing this Training Plan, the provider agrees and commits to:

1. Check the eligibility of the learner including that

- The learner has the right to work in England
- They spend 50% of their working time in England
- They are not undertaking another apprenticeship or will benefit from DFE funding during their apprenticeship programme (including student loans)
- They have not been asked to financially contribute towards the apprenticeship

2. Conduct the following checks with the employer

- The employer was offered (where appropriate) the option of the free recruit an Apprentice service
- The employer and the apprentice have signed an apprenticeship agreement
- The employer is paying the learner a lawful wage
- The employer has agreed that the apprenticeship is the most appropriate learning programme for the individual
- The employer acknowledges that the learner requires at least an average of 6 hours per week off-the-job training during working hours (including English and maths if required)
- The employer will give the apprentice appropriate support and supervision

3. Devise and Deliver the agreed off-the-job training and undertake and/or arrange the assessments

required for the apprentice taking into account learner's pre-existing knowledge, skills and behaviours against the Apprenticeship to achieve the milestones set out in this Training Plan

4. Negotiate a price with the employer including the following checks

- Additional payments / bursaries / small employer waiver
- Relevant prior learning (which would reduce the duration of the programme and negotiated price)
- That The employer understands any obligations in relation to co-investment (where appropriate)

5. Ensure the provision of appropriate additional learning support and/or reasonable adjustments

6. 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

7. Work collaboratively with the apprentice and the employer to ensure the apprentice's learning, development and progression.

8. Promptly inform the employer, via the allocated Tutor, if any matters or issues arise or could arise that will or may affect the apprentice's learning, development and progression

9. Quality assure the delivery of the off-the-job training and assessment (excluding End-Point Assessment) and quality assure the management of the apprenticeship

10. Effectively manage subcontractors, in accordance with ESFA due diligence rules, including ensuring the prompt payment of funds to the sub-contractor

11. Promptly investigate issues raised by the apprentice and/or the employer in relation to the delivery of the apprenticeship



12. Ensure a safe and fair learning and working environment.
13. Ensure that the apprentice is briefed regarding the training provider's policies including:
  - Code of Conduct
  - Health & Safety
  - Equality and Diversity
  - Harassment and Bullying
  - Complaints Procedure
14. Undertake legal and contractual obligations in relation to Safeguarding and Prevent

### **Safeguarding and Prevent**

The Apprentice and The employer will be briefed about the provider 's Safeguarding and Prevent Policy. All safeguarding concerns should be reported to: (Email to be taken from "Learner support details" in "branding and customisation" settings) Equality and Diversity - The provider complies with the Equality Act 2010 and actively promotes British Values through tutorial and classroom delivery. The provider 's Equality and Diversity Policy can be found at: (web address to be taken from "Website" value in "Login and Email Support" details in config)

## The employer will:

In signing this Training Plan, the employer agrees and commits to:

1. Work with their selected main provider to identify the most suitable apprenticeship standard
2. Directly employ (PAYE) the apprentice and issue a contract of employment/statement of written employment, with the employment to commence'
3. Employ the apprentice for at least the duration required to complete the apprenticeship
4. Arrange contracted hours for apprentices working less than 30 hours or shift patterns, to allow for sufficient, regular training
5. Pay the apprentice at least in accordance with the National Minimum Wage and issue payslips
6. Provide the apprentice with an appropriate workplace induction.
7. Provide the apprentice with the on-the-job (workplace) training, mentoring and support required to achieve the milestones set out in this Training Plan
8. Provide the apprentice with the an average of 6 hours per week off-the-job training (workplace shadowing, mentoring, industry visits etc.) required to achieve the milestones set out in this Training Plan
9. Provide the apprentice with any personal protective clothing and safety equipment required for the apprentice to carry out their day-to-day work
10. Work collaboratively with the learner and the provider including co-ordination of on and off-the-job training and preparation for/participation in and contribution to reviews of the apprentice's progress and achievement
11. Agree, with the learner and the provider when learning is complete, and the apprentice is ready to undertake the end-point assessment
12. Seek to resolve any complaints brought by the apprentice / provider
13. Negotiate a price with the Training provider, considering the apprentice's prior learning and understands any obligations in relation to co-investment
14. Choose an appropriate end-point assessment organisation (at least 3 months prior to the end of the



programme)

15. Promptly inform the provider via the allocated Tutor, if any matters or issues arise or could arise that will or may affect the learner's learning, development, and progression

16. Ensure conformity with the provider's Equality and Diversity policies and procedures

17. Undertake legal and contractual obligations in relation to Safeguarding and Prevent.

18. Allow the apprentice to complete the apprenticeship within their working hours, including any English and maths required.



## The apprentice will:

In signing this Training Plan, the learner agrees and commits to:

1. Give the provider relevant information to assist in learner or programme eligibility checks
2. Take appropriate responsibility for their own learning, development and progression, including attending all required training sessions
3. Diligently undertake the on and off-the-job learning required to achieve the milestones set out in this document
4. Maintain an off-the-job training log to evidence the off-the-job hours set out in your training plan, ensuring logs are presented at every appointment with their Tutor
5. Ensure appointments are maintained with their Tutor and Functional Skills Tutors
6. Prepare for, participate in and contribute to reviews of your progress and achievement
7. Work collaboratively with the employer and the 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 provider, via the Tutor, 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 and Safety legislation relating to their responsibilities
10. Report any incidents of harassment, bullying, violence or suspected extremism or radicalisation to your employer and/or the provider
11. Comply with the policies and procedures of the employer
12. Provide The employer with access to information on their conduct, progress (including results), attendance and punctuality
13. Provide the End-Point Assessment Organisation with such information as is necessary to enable registration for End-Point Assessment.

## The subcontractor will:

## Resolving Problems

If either the apprentice or the employer has any concerns regarding the conduct of the apprenticeship programme, then they should get in touch with their tutor or main named contact at the provider as soon as possible.

If their main tutor or contact is unavailable, then they can contact the provider as follows:

**Telephone:**

[Enter your text here]

**Email:**



[Enter your text here]

**Website:**

[Enter your text here]

If the problem or complaint remains unresolved by the training provider, then the apprentice or employer should contact the ESFA Apprenticeship Service Support on 0800 150 600 or helpdesk@manage-apprenticeships.service.co.uk

**Safeguarding and Mental Health:**

If the learner or employer have any safeguarding concerns, please contact us via (Safeguarding email provided) during working hours. This is a confidential email account.

In addition to contacting us, we would recommend two charities who have out of hours support:

NSPCC for concerns about young people 0808 800 5000

Samaritans 116123.

## Learning Plan

Activity/Unit	Method	Delivery Lead	Planned Date	Planned OTJ (hr)
DA4066 - Personal Development and Professional Competence & DA4069 - Business Research Methods and Analysis Session 1	Assignment (task)	northumbria.aptem.co.uk	05/02/2024	5
Safeguarding	Digital learning	northumbria.aptem.co.uk	05/02/2024	
Fundamental British Values	Digital learning	northumbria.aptem.co.uk	05/02/2024	
Programme Induction Event	Digital learning	northumbria.aptem.co.uk	05/02/2024	
Prevent Training	Digital learning	northumbria.aptem.co.uk	05/02/2024	0
Safe and Effective Use of IT at Northumbria University	Digital learning	northumbria.aptem.co.uk	05/02/2024	0
DA4066 - Personal Development and Professional Competence & DA4069 - Business Research Methods and Analysis & DA4070 - Work Based Learning Professional Development 1 Session 1	Assignment (task)	northumbria.aptem.co.uk	12/02/2024	6
DA4066 - Personal Development and Professional Competence & DA4069 - Business Research Methods and Analysis Session 2	Assignment (task)	northumbria.aptem.co.uk	19/02/2024	5





DA4066 - Personal Development and Professional Competence & DA4069 - Business Research Methods and Analysis & DA4070 - Work Based Learning Professional Development 1 Session 2	Assignment (task)	northumbria.aptem.co.uk	04/03/2024	6
Directed Independent Learning - Year 1, Period 1	Assignment (task)	northumbria.aptem.co.uk	04/03/2024	25
DA4066 - Personal Development and Professional Competence & DA4069 - Business Research Methods and Analysis Session 3	Assignment (task)	northumbria.aptem.co.uk	11/03/2024	5
DA4066 - Personal Development and Professional Competence & DA4069 - Business Research Methods and Analysis & DA4070 - Work Based Learning Professional Development 1 Session 3	Assignment (task)	northumbria.aptem.co.uk	18/03/2024	6
DA4066 - Part A Assessment Submission	Assignment (task)	northumbria.aptem.co.uk	18/03/2024	
DA4066 - Personal Development and Professional Competence & DA4069 - Business Research Methods and Analysis Session 4	Assignment (task)	northumbria.aptem.co.uk	25/03/2024	5
DA4066 - Personal Development and Professional Competence & DA4069 - Business Research Methods and Analysis & DA4070 - Work Based Learning Professional Development 1 Session 4	Assignment (task)	northumbria.aptem.co.uk	01/04/2024	6
DA4070 - Part A Assessment Submission	Assignment (task)	northumbria.aptem.co.uk	08/04/2024	
Directed Independent Learning - Year 1, Period 2	Assignment (task)	northumbria.aptem.co.uk	08/04/2024	20
DA4066 - Personal Development and Professional Competence & DA4069 - Business Research Methods and Analysis Session 5	Assignment (task)	northumbria.aptem.co.uk	29/04/2024	5
DA4066 - Personal Development and Professional Competence & DA4069 - Business Research Methods and Analysis & DA4070 - Work Based Learning Professional Development 1 Session 5	Assignment (task)	northumbria.aptem.co.uk	06/05/2024	6



DA4066 - Personal Development and Professional Competence & DA4069 - Business Research Methods and Analysis Session 6	Assignment (task)	northumbria.aptem.co.uk	13/05/2024	5
Directed Independent Learning - Year 1, Period 3	Assignment (task)	northumbria.aptem.co.uk	13/05/2024	25
DA4066 - Personal Development and Professional Competence & DA4069 - Business Research Methods and Analysis & DA4070 - Work Based Learning Professional Development 1 Session 6	Assignment (task)	northumbria.aptem.co.uk	20/05/2024	6
DA4069 - Assessment Submission	Assignment (task)	northumbria.aptem.co.uk	27/05/2024	
DA4066 - Part B Assessment Submission	Assignment (task)	northumbria.aptem.co.uk	03/06/2024	
DA4070 Part B - Assessment Submission	Assignment (task)	northumbria.aptem.co.uk	10/06/2024	
DA4067 - Understanding organisations and management & DA4068 - Global Business Environment and Functions Session 1	Assignment (task)	northumbria.aptem.co.uk	17/06/2024	5
Directed Independent Learning - Year 1, Period 4	Assignment (task)	northumbria.aptem.co.uk	17/06/2024	20
DA4067 - Understanding organisations and management & DA4068 - Global Business Environment and Functions Session 2	Assignment (task)	northumbria.aptem.co.uk	24/06/2024	5
DA4067 - Understanding organisations and management & DA4068 - Global Business Environment and Functions Session 3	Assignment (task)	northumbria.aptem.co.uk	01/07/2024	5
DA4067 - Understanding organisations and management & DA4068 - Global Business Environment and Functions Session 4	Assignment (task)	northumbria.aptem.co.uk	08/07/2024	5
DA4067 - Understanding organisations and management & DA4068 - Global Business Environment and Functions Session 5	Assignment (task)	northumbria.aptem.co.uk	15/07/2024	5
DA4067 - Understanding organisations and management	Assignment (task)	northumbria.aptem.co.uk	22/07/2024	5



& DA4068 - Global Business  
Environment and Functions  
Session 6

Directed Independent Learning Assignment (task) - Year 1, Period 5	northumbria.aptem.co.uk	22/07/2024	24
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DA4067 - Understanding organisations and management & DA4068 - Global Business Environment and Functions Session 7	Assignment (task)	northumbria.aptem.co.uk	29/07/2024	5
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DA4067 - Understanding organisations and management & DA4068 - Global Business Environment and Functions Session 8	Assignment (task)	northumbria.aptem.co.uk	05/08/2024	5
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DA4067 - Understanding organisations and management & DA4068 - Global Business Environment and Functions Session 9	Assignment (task)	northumbria.aptem.co.uk	12/08/2024	5
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DA4067 - Understanding organisations and management & DA4068 - Global Business Environment and Functions Session 10	Assignment (task)	northumbria.aptem.co.uk	19/08/2024	5
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DA4068 - Part A Assessment Submission	Assignment (task)	northumbria.aptem.co.uk	19/08/2024	
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DA4067 - Understanding organisations and management & DA4068 - Global Business Environment and Functions Session 11	Assignment (task)	northumbria.aptem.co.uk	26/08/2024	5
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DA4068 - Part B Assessment Submission	Assignment (task)	northumbria.aptem.co.uk	26/08/2024	
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Directed Independent Learning Assignment (task) - Year 1, Period 6	northumbria.aptem.co.uk	26/08/2024	24
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DA4067 - Understanding organisations and management & DA4068 - Global Business Environment and Functions Session 12	Assignment (task)	northumbria.aptem.co.uk	02/09/2024	5
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DA4067 - Assessment Submission	Assignment (task)	northumbria.aptem.co.uk	02/09/2024	
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Portfolio Draft Submission Year 1	Assignment (task)	northumbria.aptem.co.uk	09/09/2024	0
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AAB - Progression	Assignment (task)	northumbria.aptem.co.uk	16/09/2024	
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DA5070 - Developing Management Effectiveness & DA5074 - Judgement and Decision Making Session 1	Assignment (task)	northumbria.aptem.co.uk	03/02/2025	5
DA5070 - Developing Management Effectiveness & DA5074 - Judgement and Decision Making Session 2	Assignment (task)	northumbria.aptem.co.uk	10/02/2025	5
DA5070 - Developing Management Effectiveness & DA5074 - Judgement and Decision Making Session 3	Assignment (task)	northumbria.aptem.co.uk	17/02/2025	5
DA5070 - Developing Management Effectiveness & DA5074 - Judgement and Decision Making Session 4	Assignment (task)	northumbria.aptem.co.uk	24/02/2025	5
DA5070 - Developing Management Effectiveness & DA5074 - Judgement and Decision Making Session 5	Assignment (task)	northumbria.aptem.co.uk	03/03/2025	5
DA5070 - Developing Management Effectiveness & DA5074 - Judgement and Decision Making Session 6	Assignment (task)	northumbria.aptem.co.uk	10/03/2025	5
DA5070 - Developing Management Effectiveness & DA5074 - Judgement and Decision Making Session 7	Assignment (task)	northumbria.aptem.co.uk	17/03/2025	5
DA5070 Part A- Assessment Submission	Assignment (task)	northumbria.aptem.co.uk	17/03/2025	
DA5070 - Developing Management Effectiveness & DA5074 - Judgement and Decision Making Session 8	Assignment (task)	northumbria.aptem.co.uk	24/03/2025	5
DA5070 - Developing Management Effectiveness & DA5074 - Judgement and Decision Making Session 9	Assignment (task)	northumbria.aptem.co.uk	31/03/2025	5
DA5070 - Developing Management Effectiveness & DA5074 - Judgement and Decision Making Session 10	Assignment (task)	northumbria.aptem.co.uk	07/04/2025	5
DA5070 - Developing Management Effectiveness & DA5074 - Judgement and Decision Making Session 11	Assignment (task)	northumbria.aptem.co.uk	14/04/2025	5
DA5070 - Developing Management Effectiveness & DA5074 - Judgement and	Assignment (task)	northumbria.aptem.co.uk	21/04/2025	5



Decision Making Session 12

Directed Independent Learning - Year 2, Period 1	Assignment (task)	northumbria.aptem.co.uk	28/04/2025	25
DA5070 Part B - Assessment Submission	Assignment (task)	northumbria.aptem.co.uk	12/05/2025	
DA5074 - Assessment Submission	Assignment (task)	northumbria.aptem.co.uk	12/05/2025	
Directed Independent Learning - Year 2, Period 2	Assignment (task)	northumbria.aptem.co.uk	26/05/2025	20
DA5072 - Digital Business & DA5071 - Managing People & DA5075 - Work Based Learning Professional Development 2 Session 1	Assignment (task)	northumbria.aptem.co.uk	02/06/2025	6
DA5072 - Digital Business & DA5071 - Managing People Session 1	Assignment (task)	northumbria.aptem.co.uk	09/06/2025	5
DA5072 - Digital Business & DA5071 - Managing People & DA5075 - Work Based Learning Professional Development 2 Session 2	Assignment (task)	northumbria.aptem.co.uk	16/06/2025	6
DA5072 - Digital Business & DA5071 - Managing People Session 2	Assignment (task)	northumbria.aptem.co.uk	23/06/2025	5
DA5072 - Digital Business & DA5071 - Managing People & DA5075 - Work Based Learning Professional Development 2 Session 3	Assignment (task)	northumbria.aptem.co.uk	30/06/2025	6
DA5072 - Digital Business & DA5071 - Managing People Session 3	Assignment (task)	northumbria.aptem.co.uk	07/07/2025	5
DA5073 Innovation and DA5071 Managing People and DA5075 Work Based Learning Professional Development 2 Session 1 Session 1	Assignment (task)	northumbria.aptem.co.uk	14/07/2025	6
DA5073 Innovation and DA5071 Managing People Session 1	Assignment (task)	northumbria.aptem.co.uk	21/07/2025	5
DA5073 Innovation and DA5071 Managing People and DA5075 Work Based Learning Professional Development 2 Session 1 Session 2	Assignment (task)	northumbria.aptem.co.uk	28/07/2025	6



DA5072 - Assessment Submission	Assignment (task)	northumbria.aptm.co.uk	28/07/2025	
DA5073 Innovation and DA5071 Managing People Session 1	Assignment (task)	northumbria.aptm.co.uk	04/08/2025	5
DA5075 - Part A Assessment Submission	Assignment (task)	northumbria.aptm.co.uk	11/08/2025	
DA5073 - Part A Assessment Submission	Assignment (task)	northumbria.aptm.co.uk	18/08/2025	
Directed Independent Learning - Year 2, Period 3	Assignment (task)	northumbria.aptm.co.uk	25/08/2025	25
DA5072 - Digital Business & DA5071 - Managing People & DA5075 - Work Based Learning Professional Development 2 Session 4	Assignment (task)	northumbria.aptm.co.uk	01/09/2025	6
DA5073 Innovation and DA5071 Managing People Session 4	Assignment (task)	northumbria.aptm.co.uk	08/09/2025	5
DA5073 - Part B Assessment Submission	Assignment (task)	northumbria.aptm.co.uk	22/09/2025	
DA5071 - Assessment Submission	Assignment (task)	northumbria.aptm.co.uk	22/09/2025	
DA5075 - Part B Assessment Submission	Assignment (task)	northumbria.aptm.co.uk	06/10/2025	
Directed Independent Learning - Year 2, Period 4	Assignment (task)	northumbria.aptm.co.uk	13/10/2025	20
Writing Retreat 1 (Year 2)	Assignment (task)	northumbria.aptm.co.uk	03/11/2025	5
AAB - Progression	Assignment (task)	northumbria.aptm.co.uk	17/11/2025	
AAB Progression	Assignment (task)	northumbria.aptm.co.uk	17/11/2025	
Writing Retreat 2 (Year 2)	Assignment (task)	northumbria.aptm.co.uk	24/11/2025	5
Directed Independent Learning - Year 2, Period 5	Assignment (task)	northumbria.aptm.co.uk	08/12/2025	24
Writing Retreat 3 (Year 2)	Assignment (task)	northumbria.aptm.co.uk	15/12/2025	5
Writing Retreat 4 (Year 2)	Assignment (task)	northumbria.aptm.co.uk	05/01/2026	5
Writing Retreat 5 (Year 2)	Assignment (task)	northumbria.aptm.co.uk	19/01/2026	5
Portfolio Draft Submission Year	Assignment (task)	northumbria.aptm.co.uk	26/01/2026	0



Directed Independent Learning Assignment (task) - Year 2, Period 6	northumbria.aptem.co.uk	26/01/2026	24
DA6063 - Project Management Assignment (task) & DA6060 - Leading for Business Impact & DA6064 - Work-Based Project Session 1	northumbria.aptem.co.uk	02/02/2026	6
DA6063 - Project Management Assignment (task) & DA6060 - Leading for Business Impact Session 1	northumbria.aptem.co.uk	09/02/2026	5
DA6063 - Project Management Assignment (task) & DA6060 - Leading for Business Impact & DA6064 - Work-Based Project Session 2	northumbria.aptem.co.uk	16/02/2026	6
DA6063 - Project Management Assignment (task) & DA6060 - Leading for Business Impact Session 2	northumbria.aptem.co.uk	23/02/2026	5
DA6063 - Project Management Assignment (task) & DA6060 - Leading for Business Impact & DA6064 - Work-Based Project Session 3	northumbria.aptem.co.uk	02/03/2026	6
DA6063 - Project Management Assignment (task) & DA6060 - Leading for Business Impact Session 3	northumbria.aptem.co.uk	09/03/2026	5
DA6062 Strategy and DA6060 Assignment (task) Leading for Business Impact and DA6064 Work Based Project Session 1	northumbria.aptem.co.uk	16/03/2026	6
DA6062 Strategy and DA6060 -Assignment (task) Leading for Business Impact Session 1	northumbria.aptem.co.uk	23/03/2026	5
DA6062 Strategy and DA6060 Assignment (task) Leading for Business Impact and DA6064 Work Based Project Session 2	northumbria.aptem.co.uk	30/03/2026	6
DA6062 Strategy and DA6060 -Assignment (task) Leading for Business Impact Session 2	northumbria.aptem.co.uk	06/04/2026	5
DA6063 - Assessment Submission	Assignment (task)	northumbria.aptem.co.uk	06/04/2026
DA6062 Strategy and DA6060 Assignment (task) Leading for Business Impact and DA6064 Work Based Project Session 2	northumbria.aptem.co.uk	13/04/2026	6
DA6062 Strategy and DA6060 -Assignment (task)	northumbria.aptem.co.uk	20/04/2026	5





Leading for Business Impact  
Session 3

Directed Independent Learning - Year 3, Period 1	Assignment (task)	northumbria.aptm.co.uk	27/04/2026	25
DA6060 - Part A Assessment Submission	Assignment (task)	northumbria.aptm.co.uk	11/05/2026	
Directed Independent Learning - Year 3, Period 2	Assignment (task)	northumbria.aptm.co.uk	25/05/2026	20
DA6060 Leading for Business Impact & DA6061 Leadership for Responsible Change Session 1	Assignment (task)	northumbria.aptm.co.uk	01/06/2026	5
DA6060 Leading for Business Impact & DA6061 Leadership for Responsible Change Session 2	Assignment (task)	northumbria.aptm.co.uk	08/06/2026	5
DA6060 Leading for Business Impact & DA6061 Leadership for Responsible Change Session 3	Assignment (task)	northumbria.aptm.co.uk	15/06/2026	5
DA6062 - Assessment Submission	Assignment (task)	northumbria.aptm.co.uk	15/06/2026	
DA6060 Leading for Business Impact & DA6061 Leadership for Responsible Change Session 4	Assignment (task)	northumbria.aptm.co.uk	22/06/2026	5
DA6060 Leading for Business Impact & DA6061 Leadership for Responsible Change Session 5	Assignment (task)	northumbria.aptm.co.uk	29/06/2026	5
DA6060 Leading for Business Impact & DA6061 Leadership for Responsible Change Session 6	Assignment (task)	northumbria.aptm.co.uk	06/07/2026	5
DA6060 Leading for Business Impact and DA6064 Work Based Project 2 Session 1	Assignment (task)	northumbria.aptm.co.uk	13/07/2026	5
DA6060 Leading for Business Impact and DA6064 Work Based Project 2 Session 2	Assignment (task)	northumbria.aptm.co.uk	20/07/2026	5
DA6060 Leading for Business Impact and DA6064 Work Based Project 2 Session 3	Assignment (task)	northumbria.aptm.co.uk	27/07/2026	5
DA6061 - Assessment Submission	Assignment (task)	northumbria.aptm.co.uk	03/08/2026	





Directed Independent Learning - Year 3, Period 3	Assignment (task)	northumbria.aptm.co.uk	10/08/2026	25
DA6060 Leading for Business Impact and DA6064 Work Based Project 2 Session 4	Assignment (task)	northumbria.aptm.co.uk	24/08/2026	5
DA6060 Leading for Business Impact and DA6064 Work Based Project 2 Session 5	Assignment (task)	northumbria.aptm.co.uk	31/08/2026	5
DA6060 Leading for Business Impact and DA6064 Work Based Project 2 Session 6	Assignment (task)	northumbria.aptm.co.uk	07/09/2026	5
DA6060 - Part B Assessment Submission	Assignment (task)	northumbria.aptm.co.uk	14/09/2026	
Directed Independent Learning - Year 3, Period 4	Assignment (task)	northumbria.aptm.co.uk	21/09/2026	20
Directed Independent Learning - Year 3, Period 5	Assignment (task)	northumbria.aptm.co.uk	19/10/2026	25
Writing Retreat 1 (Year 3)	Assignment (task)	northumbria.aptm.co.uk	02/11/2026	5
Writing Retreat 2 (Year 3)	Assignment (task)	northumbria.aptm.co.uk	23/11/2026	5
Directed Independent Learning - Year 3, Period 6	Assignment (task)	northumbria.aptm.co.uk	07/12/2026	24
Writing Retreat 3 (Year 3)	Assignment (task)	northumbria.aptm.co.uk	14/12/2026	5
Writing Retreat 4 (Year 3)	Assignment (task)	northumbria.aptm.co.uk	28/12/2026	5
Directed Independent Learning - Year 3, Period 7	Assignment (task)	northumbria.aptm.co.uk	04/01/2027	12
Writing Retreat 5 (Year 3)	Assignment (task)	northumbria.aptm.co.uk	11/01/2027	5
DA6064 - Assessment Submission	Assignment (task)	northumbria.aptm.co.uk	18/01/2027	
AAB Award	Assignment (task)	northumbria.aptm.co.uk	22/02/2027	
Portfolio Draft Submission Year 3	Assignment (task)	northumbria.aptm.co.uk	22/02/2027	0
Gateway	Assignment (task)	northumbria.aptm.co.uk	15/03/2027	
<b>Total OTJ (hr)</b>				<b>855</b>

## Progress Reviews



Review type	Method	Planned date	Actual date
Progress Review Meeting 1.1	FaceToFace	22/04/2024	
Progress Review Meeting 1.1	FaceToFace	15/07/2024	
Progress Review Meeting 1.1	FaceToFace	30/09/2024	
Progress Review Meeting 1.1	FaceToFace	30/12/2024	
Progress Review Meeting 1.1	FaceToFace	14/04/2025	
Progress Review Meeting 1.1	FaceToFace	07/07/2025	
Progress Review Meeting 1.1	FaceToFace	29/09/2025	
Progress Review Meeting 1.1	FaceToFace	29/12/2025	
Progress Review Meeting 1.1	FaceToFace	30/03/2026	
Progress Review Meeting 1.1	FaceToFace	22/06/2026	
Progress Review Meeting 1.1	FaceToFace	14/09/2026	
Progress Review Meeting 1.1	FaceToFace	30/11/2026	



## Off-The-Job Training Hours

Off-the-job training is training which is received by the apprentice, for the purpose of achieving the knowledge, skills and behaviours of the approved apprenticeship referenced in the apprenticeship agreement.

An average 6 hours per week of an apprentice's normal working hours must be spent on off-the-job-training.

As Test User2 works an average of hours per week and the weeks on programme is , the minimum required off-the-job training is hours (this calculation includes a deduction for statutory annual leave of 5.6 weeks per 12 month period). The agreed planned hours at the start of the apprenticeship are 855 hours of off-the-job training.

### **OTJH Calculation:**

**Minimum OtJ = (Planned duration in weeks - ((Planned duration in weeks / 52) x 5.6 weeks statutory leave)) x (6 hours x ((minimum of 30 or working hours) / 30))**

### **Duration (weeks):**

**Statutory leave per 12 months on programme(weeks): 5.6**

**Average working hours per week (hours):**

**(( - ) x (6 \* / 30) = hours**

**Note: your minimum off-the-job training hours will be rounded to the nearest whole hour**

## End Point Assessment

End Point Assessment (EPA) is the final assessment of an apprentice at the completion of their apprenticeship. It is designed to be an objective and impartial assessment of an apprentice's knowledge, skills and behaviours. The EPA is carried out by an End Point Assessment Organisation (EPAO), a third party organisation, separate from the Employer and Training Provider, that conducts the final assessment of the apprentice and determines the final grade.

When the apprentice has completed their planned period of training, there will be a short period of time where your Training Provider with the Employer and apprentice will assess the apprentice's progress this is called a Gateway Review. The meeting will determine whether or not the Apprentice is ready to undertake the End-Point Assessment.

### **End Point Assessment Organisation (EPAO):**

**Estimated Gateway Meeting Review Date:** 14/08/2026



Department  
for Education



**EPA Period:**

14/09/2026 - 02/05/2027



## Signatures & Declarations

By signing this agreement you confirm that you have read, understood and commit to the details, aims and learning plan outlined in this document.

### Apprentice

Name:

Position:

Signature:

Date:

### Employer

Name:

Position:

Signature:

Date:

### Training Provider

Name: Sarah Doherty

Position:

Signature:

Date:

## Appendices

### 1. Contact Details

#### 1.1 Apprentice Contact Details

##### Contact information

**Name:** Test User2  
**Email:** nuaptemtest+2@gmail.com  
**Telephone:** 0711111111  
**Address:** Test Add Line1  
NE1 8ST

#### 1.2 Employer Contact Details

##### Line Manager

**Name:** Test2 Emp1  
**Position:**  
**Email:** nuaptemtest+7@gmail.com  
**Telephone:**



## Company Details

**Company:** Test Co 2  
**Address:** TEST2 ADD1, TEST2 ADD2, TEST CITY2  
AB2 2CD  
**Telephone:** 2222222222  
**Website:**

## 1.3 Training Provider Contact Details

### Primary Contact

**Name:** Rebecca Groves  
**Position:**  
**Email:** rebecca.groves@northumbria.ac.uk  
**Telephone:**

### Provider Details

**Company:** northumbria.aptm.co.uk  
**Address:** Sutherland Building, Northumberland Road, Newcastle-upon-tyne, Tyne And Wear,  
United Kingdom  
NE1 8ST  
**Telephone:**  
**Website:**

## 2. End Point Assessment Organisation

**EPA  
Organisation:**  
**EPAO  
Registration  
Number:** EPA0026  
**Address:**  
**Telephone:**  
**Website:**