

Tripartite commitment to apprenticeship programmes

THE MAIN PROVIDER (GEL) WILL:

- 1. Check the eligibility of the apprentice, including that:**
 - a. The apprentice has the right to work in England
 - b. They spend 50% of their working time in England
 - c. They are not undertaking another apprenticeship or will benefit from DFE funding during their apprenticeship programme (including student loans)
 - d. They have not been asked to financially contribute towards the apprenticeship

- 2. Conduct the following checks with the employer:**
 - a. The employer was offered (where appropriate) the option of the free Recruit An Apprentice service
 - b. The employer has a contract of service with the apprentice which is long enough to complete the apprenticeship successfully (including end-point assessment)
 - c. The employer and the apprentice have signed an apprenticeship agreement
 - d. The employer is paying the apprentice a lawful wage
 - e. The employer has agreed that the apprenticeship is the most appropriate learning programme for the individual
 - f. The employer acknowledges that the apprentice requires at least 20% off-the-job training over the duration of the training period
 - g. The employer will allow the apprentice to complete their off-the-job training during working hours (including English and maths if required)
 - h. The employer will give the apprentice appropriate support and supervision

- 3. Devise a plan of training, for agreement by all 3 parties, taking account of the following:**
 - a. An initial assessment of the learners pre-existing knowledge, skills and behaviours, against those required to achieve the apprenticeship
 - b. The learner's current English & maths working level
 - c. Any learning support needs
 - d. The minimum off-the-job training requirement
 - e. Any requirements for training to be sub-contracted (to be agreed with the employer)

- 4. Negotiate a price with the employer, including the following checks:**
 - a. Additional payments/ bursaries/ small employer waiver
 - b. Relevant prior learning (which would reduce the duration of the programme and the negotiated price)
 - c. That the employer understands any obligations in relation to co-investment (where appropriate)

- 5. Manage/ provide the off-the-job training as detailed in the plan of training (described on tab 4):**
 - a. Provide an induction programme to the (named) apprentice (and the employer if required) that explains the plan of training
 - b. Provide appropriate learning materials to the apprentice

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- c. Report (named) apprentice non-attendance at scheduled training sessions to the employer
- d. Manage/ oversee the delivery provided by any other party (subcontractors) as detailed in the plan and in accordance with the funding rules
- e. Pass on apprenticeship funding to any subcontractors (as agreed with the employer) and to the end point assessment organisation selected by the employer
- f. Provide any certification as agreed with the employer/ apprentice and/or required by the apprenticeship
- g. Lead the tripartite progress reviews with the apprentice and employer
- h. Update the Commitment Statement in consultation with the Employer and Apprentice as and when required
- i. Agree, with the apprentice and employer, when learning is complete, and the apprentice is ready to undertake the end-point assessment

6. Administer the programme:

- a. Complete any required paperwork (e.g. ILR) and upload data to the ESFA as required to trigger funding
- b. Make efforts to secure alternative employment for the (named) apprentice if made redundant by the employer
- c. Seek to resolve any complaints brought by the apprentice

THE EMPLOYER (MANAGER OF APPRENTICE) WILL:

- 1. Work with their selected main provider to identify the most suitable apprenticeship standard.**
- 2. Provide assistance to the main provider in the eligibility checks of the apprentice (outlined above)**
- 3. Confirm that the main provider has made the appropriate checks (outlined above) with them**
 - a. They have agreed that the apprenticeship is the most appropriate learning programme for the individual
 - b. That the apprentice has the opportunity in their job role to gain the knowledge, skills and behaviours needed to achieve the apprenticeship
 - c. That the apprentice has the appropriate support and supervision to carry out their job role
 - d. They have agreed that prior learning has been taken into account with the design of the programme
 - e. They have acknowledged that an apprenticeship requires at least 20% off-the-job training over the duration of the training period
 - f. That all of the off-the job training must be completed during working hours (including English and maths if required)

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- 4. Negotiate a price with the provider, taking onto account the apprentice's prior learning, and understands any obligations in relation to co-investment**
- 5. Choose an end-point assessment organisation (at least 3 months prior to the end of the programme)**
- 6. Contribute to and agree to the plan of training, as developed by the provider:**
 - a. Deliver off-the-job training (where agreed and detailed in the plan of training)
 - b. Provide the apprentice with opportunities to practice new skills in the work environment
 - c. Assist the provider in collecting evidence of off-the-job training (where information is held by the employer)
 - d. Contribute to tripartite progress reviews with the apprentice and provider
 - e. Agree, with the apprentice and provider, when learning is complete and the apprentice is ready to undertake the end-point assessment.
- 7. Seek to resolve any complaints brought by the apprentice/ provider**

THE APPRENTICE WILL:

1. Give the main provider relevant information to assist in learner or programme eligibility checks
2. Comply with any policies and procedures as outlined in this commitment statement
3. Attend all required off-the-job training and workshops (or notify the provider/ employer (in advance where possible) of non-attendance)
4. Commit to the learning activities required in each module, including any additional self-study and research (to take place during working hours)
5. Complete any coursework, assignments and exams required to achieve the apprenticeship
6. Assist the main provider in collecting evidence of off-the-job training (where information is held by the apprentice)
7. Attend and contribute to the progress review meetings
8. Agree with the employer and main provider, when learning is complete and that they are ready to undertake the end-point assessment
9. Bring any issues to the attention of the employer. Main provider, including any learning support/health issues that might affect the plan of training

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