**Commitment Statement**

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| Apprentice Details |
| **Name:** |  |
| **Email:** |  |
| **Job Title:** |  |
| **Employer:** |  |
| **Home Address:** |  |
| **Contracted Work Hours:** |  |
| **Work Address:** |  |
| **Learning Support:** |  |
| Employer Details |
| *Company information* |
| **Registered Company Name:** |  |
| **Company Number:** |  |
| **ERN:** |  |
| **Registered Company Address:** |  |
| *Key Contact Information* |
| **Key Contact Name:** |  |
| **Key Contact's Job Title:** |  |
| **Email:** |  |
| **Telephone:** |  |
| Training Provider Details |
| *Main Provider Details* |
| **Name:** | Cranfield University  |
| **Training Provider UKPRN:** | 10007822 |
| **Training Provider Address:** | College Road, Cranfield, Bedfordshire, MK43 0AL |
| *Apprenticeships Representative* |
| **Name:** | Bridget Dix |
| **Tel:** | 01234 754893 |
| **Job Title:** | Head of Apprenticeships |
| **E-mail:** | *apprenticeships@cranfield.ac.uk* |
| Apprenticeship Details |
| *Programme Details* |
| **Apprenticeship Details:** |  |
| **Academic Programme Name:** |  |
| *Apprenticeship Dates* |
| **Programme Length:** |  |
| **Planned training Start Date:** |  |
| **Planned training End Date:** |  |
| **Apprenticeship Start Date:** |  |
| **Apprenticeship End Date:** |  |
| End Point Assessment Organisation (EPAO) Information |
| *This commitment statement is evidence that both the Employer and Apprentice approve the selection of the organisation listed below to act as the EPAO for this apprenticeship. Both the Employer and the Apprentice permit the relevant data to be shared, where necessary, with the organisation below.* |
| **Employer Chosen EPAO:** |  |
| **End Point Assessment ID:** |  |

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| Initial Assessment and Recognised Prior Learning |
| ***Initial Assessment****The following is an assessment of the apprentice’s Knowledge Skills and Behaviour at the point of starting on the programme.* |
| **Knowledge Skills and Behaviours** | Score |
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| **Average Score** |  |
| ***RPL****The Apprentice’s current knowledge skills and behaviour were reviewed during the initial assessment process prior to this commitment statement being issued. The following reductions have been made to the typical delivery of this Apprenticeship, to account for the recognised prior learning.*  |
| **% Reduced due to prior learning** | 0.00% |
| **Reason for applying prior learning** |  |
| **Financial reduction for prior learning:** |  |

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| Off the Job Calculation |
| *Off-the-job training is a statutory requirement for an English apprenticeship. It is training received by the apprentice, during the apprentice’s normal working hours. The* ***minimum*** *target, listed below, must be met, and evidenced, by the apprentice and signed off by the employer at the end of the training period* |
| **Contracted Work Hours:** |  |
| **Weeks on Programme:** |  |
| **Total Statutory Leave Entitlement:**(5.6 Weeks annually) |  |
| **Minimum 20% Calculation:**= [Weekly work hours x (Weeks on programme-Annual Leave in weeks)] x 0.2 |  |
| Planned Components |
| ***Planned Milestones****This section sets out the expected dates, format and frequency of key milestones and progress reviews. To book in additional reviews the Apprentice and/or employer may contact the Apprenticeship team directly at Apprenticeships@cranfield.ac.uk*  |
| **Milestone** | Frequency/ Date | Format |
| **Employer Reviews** | Regular intervals | To be determined by the employer and evidenced upon request. |
| **Tripartite Reviews** | 12-16 week intervals | Discussion led by Training Provider, with the Employer and Apprentice. Following the review all parties will sign review documentation agreeing to the next steps and individual targets. |
| **Progression Review** | 4-8 week intervals | Training Provider and Apprentice to meet to discuss progress. |
| **Expected EPA** | May 2025 | Format as defined by the apprenticeship standard. |
| ***Planned Academic Modules****These elements are delivered by the training provider. They are mapped to the KSBs and therefore count towards the OTJ hours if undertaken during normal working hours* |
| **Module Name**  | Taught Hours | Credits |
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|  | Total |  |  |
| ***Breakdown of Planned Components.*** *OTJ hours should be used to develop required Knowledge Skills and Behaviours.*  |
| **Training Type** | **Hours** | **Off the Job?** | **Delivered by** |
| **Taught Hours** (As Above) |  |  |  |
| **Study Period** *Including assignment writing and self-directed distance learning*(**Must** be in work hours) |  |  |  |
| **Practical Training***Including, but not limited to, job shadowing, mentoring, industry visits, assignment writing* (**Must**  be in work hours) |  |  |  |
| **On-the-Job Training***apply new skills in the workplace* |  |  |
| Total |  |  |  |
| ***Compliance Check***To be compliant the Planned Off-the-Job hours must be higher than the minimum 20% target |
| Minimum 20% Target  | Total Planned Off the Job | Compliant? |
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| Charges |
| **Non-Levy or Levy:** |  |
| *Fee Calculation* |
|  |
| **Course Typical Cost** |  |
|  ***RPL*** | - |  |
| **Agreed Training Cost** |  |
| **Agreed Assessment Cost (EPA Delivery)** | + |  |
| **Total Agreed Apprenticeship Price** |  |
| *Payment Schedule* |
| **Bursary** | - | N/A |
| **Top Up Fee**  |  |
| **Government Levy Contribution** |  |
|   | 20% Final Payment (£…) |   |
|   | No. of months (…) | **x** | Monthly instalments (£…)  |   |
| **Employer Levy Contribution** *(only applicable for non-levy employers)* |  |

This Commitment Statement states the level of input required from each of the Parties to ensure that the Apprentice successfully completes their Apprenticeship.

The Training Provider undertakes to provide the academic support services detailed below from the commencement of the Apprenticeship.

The Employer hereby agrees that it shall provide financial support through the Apprenticeship levy as set out in the Charges table above. Any costs funded by the Employer that are not eligible for ESFA funding shall be invoiced as per Annex 1.

# The Training Provider will ensure the following:

* 1. Apprentice Eligibility-The Training Provider confirms that:
		1. An initial assessment of the Apprentice’s pre-existing Knowledge, Skills and Behaviours, against those required to achieve the Apprenticeship has been carried out
		2. The Apprentice’s current Maths and English working level has been evidenced
		3. Any learning support requirements have been accounted for
		4. The minimum off the job training requirements have been laid out above in the contract particulars
	2. Apprentice Induction-The Training Provider will:
		1. Ensure the Apprentice is familiar with all the relevant areas of the training provider’s premises.
		2. Introduce Apprentices to the people they will work with and their tutor(s).
		3. Explain relevant policies and procedures to Apprentices and provide information regarding:
			+ Work-based learning
			+ How Apprenticeship and Advanced Apprenticeship Standards are achieved/what is required
			+ Equality and Diversity
			+ Boundaries of behaviour
			+ Safeguarding
			+ Health & Safety
			+ Apprentices’ rights and responsibilities
		4. Inform Apprentices of their conditions and provide links to the Apprenticeship Handbook and Cranfield Student Charter.
		5. Provide Apprentices with specific course information as part of their Apprenticeship Induction.
	3. Delivering Training Programmes-The Training Provider will:
		1. Deliver the programme as specified in the Planned Components. The Training Provider will only be responsible for those items where the Training Provider is listed as Delivery Lead in the Planned Components.
		2. Provide adequate resources to enable Training Programmes to run smoothly and in a timely manner.
		3. Advise the Employer of changes in course content, timetables and key staff as soon as is reasonably practicable.
		4. Ensure that all Components identified as being led by the Training Provider, are delivered in a timely manner.
	4. Reviewing Apprentice Progress-The Training Provider will:
		1. Complete action plans with Apprentices to track progress and achievement throughout the Apprenticeship.
		2. Advise the Employer of any issues relating to Apprentice attendance and/or poor time keeping.
		3. Lead on the 6 monthly face to face Tripartite progress reviews with the Employer and the Apprentice.
		4. Inform the Employer if Apprentices have fallen behind target or will not achieve their learning aim by their planned end date.
	5. Assessing Apprentice Competence – End Point Assessment -The Training Provider will:
		1. Formally assess the Apprentice competence in line with awarding body requirements before signing off, when appropriate, the Training Provider Gateway Declaration, in accordance with the ESFA funding rules. This will state that the Training Provider is satisfied that:
		2. The Apprentice has supplied evidence against the Knowledge, skills and behaviour set out in the Apprenticeship Standard.
		3. The Apprentice has achieved any mandatory qualifications set out in the Apprenticeship Standard.
		4. Provide constructive feedback to Apprentices following the End Point Assessment.
		5. Prepare for inspection by the Government Inspectorate as required and keep quality files on the Apprentice as outlined in the Evidence Pack requirements.
		6. Undertake quality assurance checks on portfolio evidence before uploading to End Point Assessment Systems.
		7. Advise the End Point Assessor to apply to the Institute of Apprentices for certification on behalf of the Apprentice.
		8. Inform the Employer directly on the outcome of the End Point Assessment within 5 working days of receiving the results from the End Point Assessment
		9. Share relevant information with the End Point Assessment Organisation so that the End Point Assessment and Certification can take place.
	6. Maintaining Standards-The Training Provider:
		1. Will comply with ESFA’s ***Apprenticeship funding rules for main providers*** found here: [https://www.gov.uk/guidance/Apprenticeship-funding-rules](https://www.gov.uk/guidance/apprenticeship-funding-rules)
		2. Reserves the right to withdraw the Apprentice, following discussion with Employer, from the Training Programme if the Apprentice or Employer:
		3. Fails to notify the Training Provider of any Changes in Circumstances which may affect the Apprentice’s eligibility to continue the Apprenticeship.
		4. Commits any act of gross misconduct
		5. Materially breaches the Training Providers rules and regulations
		6. Displays disruptive behaviour and/or non-compliance with Health and Safety regulations
		7. Commits acts of violence and/or dishonesty

# **The Employer will ensure the following:**

* 1. Apprentice and Programme Eligibility-The Employer confirms that:
		1. The Apprentice requires significant new Knowledge, Skills and Behaviours to be occupationally competent in their job role and that this Apprenticeship is the most suitable programme to address the identified training need.
		2. They are not aware of any reasons that the Apprentice may be deemed ineligible for the ESFA Apprenticeship funding, under the rules set out in the ESFA ***Apprenticeship funding rules and guidance for employers*** found here: [https://www.gov.uk/guidance/Apprenticeship-funding-rules](https://www.gov.uk/guidance/apprenticeship-funding-rules)
		3. The Apprentice is engaged by the employer for a period which is long enough for the Apprentice to complete the Apprenticeship successfully (including the end-point assessment).
		4. The Apprentice will be allowed sufficient time to complete the Planned Components set out in this Commitment Statement.
		5. The Apprentice will have the opportunity in their job role to gain the Knowledge, Skills and Behaviours as set out in the Apprenticeship standard to achieve the Apprenticeship
		6. The Apprentice has appropriate support and supervision to carry out their Apprenticeship in the workplace
		7. They are satisfied that any work experience, particularly where the Apprentice is an existing employee, has been considered and is reflected in the adjustments to the Apprenticeship duration and cost.
		8. The Apprentice is being paid at least minimum wage by the Employer.
		9. That all the off-the-job training will be completed during normal working hours where possible and any hours outside of this will be reimbursed with time off in lieu.
	2. Apprenticeship Agreement
		1. An Apprenticeship Agreement must be signed by both the Employer and Apprentice and should include:
		2. the Apprentice’s details (name, occupation, place of work)
		3. the Apprenticeship standard and level being followed
		4. the start date, end date and duration of the planned training as it appears in this Commitment Statement
		5. the start and end date of the Apprenticeship as it appears in this Commitment Statement
		6. the amount of time the Apprentice will spend in off-the-job training
		7. Confirmation that the Apprentice:
		8. will not be asked to financially contribute or reimburse the eligible costs of the Apprenticeship as laid out in the Apprenticeship Funding Rules. This includes both where the individual has completed the programme successfully and where they have left the programme early.
		9. will receive study leave from their place of employment to attend the Planned Components.
		10. will be allowed to spend a minimum of 20% of their normal working hours to devote to the Apprenticeship.
		11. The signed Apprenticeship Agreement must be retained by the Employer and copies provided to both the Apprentice and the Training Provider for the Evidence Pack.
	3. Apprentice Induction-
	The Employer will
		1. Provide an induction for Apprentices covering:
			+ Formal introductions to key members of staff who will be involved in the delivery of the work-based delivery of their Apprenticeship.
			+ Company policies related to work-based learning, for example gathering of evidence, job shadowing etc.
			+ Equality and Diversity
			+ Codes of Conduct
			+ Safeguarding
			+ Health & Safety
			+ Complaints Procedure
			+ Apprentices’ rights and responsibilities
		2. Provide Apprentices with written information to support what they have been given during the employer’s induction, to which they can refer to in the future.
		3. Connect the Apprentice to the Training Provider by the apprenticeship start date set out in this commitment statement. Any funding lost due to late connection will be invoice to the Employer.
	4. Delivering Training Programmes-
	The Employer will:

		1. Deliver any Planned Components laid out in the commitment statement whose Delivery Lead is the Employer.
		2. Ensure availability of the Apprentice to attend all Planned Components as specified in this Commitment Statement.
		3. Assist the Apprentice in applying their learning in the workplace, where stated in the Planned Components
	5. Reviewing Apprentice Progress-
	The Employer will:

		1. Contribute to the 6-monthly face to face Tripartite progress reviews along with the Apprentice and Training Provider.
		2. As part of the Tripartite progress reviews, agree with the Training Provider an action plan for progress with performance targets.
		3. Carry out regular one-to-one meetings with the Apprentice in the workplace to discuss progress. These should take place approximately every 10 weeks.
		4. Provide a mentor to the Apprentice to support the delivery of new skills and Knowledge in the workplace.
	6. Assessing Apprentice Competence – End Point Assessment -
	The Employer will:
		1. Agree to the Apprentice undertaking all elements of the Apprenticeship as laid out in the Planned Components, including any resits or referrals required to successfully achieve the Apprenticeship
		2. Undertake a thorough Gateway review of the Apprentice’s Portfolio and Competencies before signing off the Employer Gateway Declaration, in accordance with the ESFA funding rules. This will state that the employer is satisfied that:
		3. The Apprentice has demonstrated and evidenced all the Knowledge, Skills and Behaviours set out in the Apprenticeship Standard
		4. The Apprentice has spent over 20% of their normal working hours developing the Knowledge, Skills and Behaviours
		5. Will select an End Point Assessment Organisation within the first 6 months of the Apprenticeship and will communicate this choice in writing to the Training Provider as soon as the selection is made.
		6. Negotiate a price with the End Point Assessment Organisation or allow the Training Provider to do so on their behalf.
	7. Maintaining Standards- The Employer will:
		1. Comply with ESFA’s ***Apprenticeship funding rules and guidance for employers*** found here: [https://www.gov.uk/guidance/Apprenticeship-funding-rules](https://www.gov.uk/guidance/apprenticeship-funding-rules)
		2. Consult with the Training Provider to resolve issues of non-compliance to ESFA Funding Rules.
		3. Prepare for inspection by the Government Inspectorate as required and keep quality files on any occupational specific training delivered and copies of inspection reports if applicable.

# The Apprentice will ensure the following:

* 1. Apprentice Compliance-
	The Apprentice will:

		1. Provide any information requested to establish eligibility.
		2. Make the Training Provider aware of any prior learning, qualifications and/or experience relevant to the Apprenticeship.
		3. Notify the Apprenticeship Office of any changes made to the Apprentice’s:
			+ Employment status.
			+ Primary work address (where the Apprentice spends over 50% of their working hours).
			+ Normal working hours.
			+ Job title.
			+ Contact details including home address.
		4. Comply with any policies and procedures as outlined in this Commitment Statement.
	2. Planned Components-The Apprentice will:

		1. Attend all Planned Components as laid out in this Commitment Statement (or notify the Training Provider in advance of non-attendance).
		2. Commit to the learning activities required in each Planned Component, including all additional self-led study
		3. Complete any coursework, assignments and exams required to achieve the Apprenticeship in a timely manner.
		4. Update an Off the Job training activity log monthly and provide this information when requested.
		5. Attend and contribute to all progress review meetings with their Employer and/or Training Provider including the 6 monthly face to face Tripartite reviews.
		6. Retain the minutes of all progress review meetings and provide copies of these to the Training Provider upon request
		7. On completion of their portfolio, will consult with their Employer and Training Provider, to agree the readiness to undertake the End Point Assessment
		8. Bring any issues to the attention of the Employer / Training Provider, including any learning support or health issues that might affect the delivery of the Planned Components.
	3. Assessing Apprentice Competence – End Point Assessment -The Apprentice agrees to undertake, in good faith, all elements of the Apprenticeship including the End Point Assessment, and any resits, or referrals required to successfully achieve the Apprenticeship.
	4. Periods of Leave, Employment Changes and Terminations
	For periods of leave (over 4 weeks), changes to employment contracts and terminations of employment, The Employer will:
		1. Immediately notify the Training Provider in writing of any potential changes to the Apprentice’s employment status; and
		2. Provide all requested evidence relating to the change.
		3. If the Employer fails to notify the Training Provider of any change which results in loss of any funds, the Employer will immediately recompense the Training Provider for this shortfall.
		4. Without prejudice to any rights that have accrued under this Commitment Statement or any of its rights or remedies, the Apprentice, Employer or Training Provider may at any time terminate this Commitment Statement with immediate effect by giving written notice to the other parties if:
		5. the Apprentice ceases to be a registered Apprenticeship student of the Training Provider; or
		6. a material breach of any term of this Commitment Statement has been committed and, if such breach is remediable, has failed to be remedied within a period of thirty (30) days after being notified in writing to do so.
		7. The Apprentice is made redundant or their contract of employment is terminated with the employer
		8. On termination (for any reasons) or expiry of this Commitment Statement, the Employer shall immediately pay to the Training Provider all Charges due at the date of termination or expiry.
		9. If levy funding is revoked or ceases because of non-compliance to the ***Apprenticeship funding rules and guidance for employers***, the Employer shall immediately pay to the Training Provider the levy funds due at the date of termination or expiry.

# **Extension**

* + 1. For the avoidance of doubt, if the End Point Assessment has not been completed by the Apprenticeship End Date, then the terms and conditions of this commitment statement will continue in force until such a time that the End Point Assessment has been completed or until such a time that Clause 4 applies.

# Complaints Procedure

In the event of any problems or disputes arising between the parties in relation to this Commitment Statement. General complaints and queries should be addressed to the Training Provider’s Apprenticeship Office:

Tel : 01234 75 4930

E-mail : apprentices@cranfield.ac.uk

Problems relating to the programme, studies or general activities not proceeding satisfactorily, the Apprentice should:

* 1. Discuss the matter in the first instance with the Training Providers members of staff directly concerned.
	2. Contact the Student Advice Centre on campus who can offer advice and where appropriate mediation services to help facilitate a resolution at an early stage; or
	3. In accordance with the Student Handbook on Complaints, submit formal complaints in writing to the Training Provider’s Academic Registrar at studentcomplaints@cranfield.ac.uk .
	4. Contact the Apprenticeship helpline regarding Apprenticeship concerns, complaints and enquires:

National Apprenticeship Helpline

Email: nationalhelpdesk@Apprenticeships.gov.uk

Tel: 0800 015 0400

**Declarations**

The parties confirm that the Apprentice is eligible for funding. A signed Apprenticeship Agreement and Contract of Employment are in place and will be supplied to the Training Provider for the Evidence Pack.

**SIGNED** for andon behalf of the **EMPLOYER:**

 **……………………………………………… ……………………………………………….**

Signature Print Name

 **……………………………………………… ……………………………………………….**

Title Date

**SIGNED** for andon behalf of the **TRAINING PROVIDER:**

 **……………………………………………… ……………………………………………….**

Signature Print Name

 **……………………………………………… ……………………………………………….**

Title Date

By signing this Commitment Statement, the Apprentice agrees to act in accordance with this Commitment Statement, and confirms, on the date of registering for the apprenticeship, they:

1. Meet the ESFA eligibility criteria
2. Are over the age of 16 years old
3. Are paid more than the minimum wage by the Employer named in this agreement
4. Are working more than 50% of their time in England
5. Normally reside, legally, in the UK, other than temporary trips.
6. Are not currently undertaking any other Department for Education Funded training.
7. Have a written Apprenticeship Agreement in place with their Employer which confirms that:
	1. They will not be asked to financially contribute or reimburse the eligible costs of the Apprenticeship as laid out in the Apprenticeship Funding Rules. This includes both where the individual has completed the programme successfully and where they have left the programme early.
	2. They will receive study leave from their place of employment to attend the Planned Components.
	3. A minimum of 20% of their normal working hours will be devoted to completing the Apprenticeship.

 **……………………………………………… ………………………………………………**

Signature Print Name

Date **……………………………………………….**

**Annex 1 – Invoicing**

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| --- |
| **Invoicing Details** |
| Company Name to Invoice |  |
| Invoice Address |  |
| Email Address for Invoice |  |
| Purchase Order Number |  |
| Email Address for non-payment |  |