

Commitment Statement

Contract Particulars

Apprentice Details		
1.	Name	
2.	Address	
3.	Mastership Programme Note: As set out in the Course Specification in the Annex.	
4.	Start Date	
5.	Planned End Date	
Employer Details		
6.	Employer	
7.	Company Number	
8.	Employer's Address	
9.	Employer's Representative	Name: Tel: E-mail:
Training Provider Details		
10.	Training Provider	Cranfield University
11.	Training Provider Number	RC000151
12.	Training Provider's Address	Cranfield, Bedfordshire, MK43 0AL
13.	Training Provider's Representative	Name: Tel: E-mail:
14.	UKPRN	10007822
End Point Assessor		
15.	Name of Apprentice Assessment Organisation	TBC
Non-Funded Items		
16.	Detail of items not eligible for SFA funding	Cost

Ref:

Charges	
The agreed Charges (excluding VAT) for the training of the Learner are as follows:	
Cost Allocation	Price per Apprentice (£)
Training Provider Training Costs	
End-Point Assessment Costs Note: where exact costs are not yet known a notional value of 20% of funding cap to be used	
Other costs to be funded by the Employer but not eligible for SFA funding - PPE	
Total	

This Commitment Statement states the level of input required from each of the Parties in order to ensure that the Learner successfully completes their Mastership.

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

The Employer hereby agrees that it shall provide financial support through the apprenticeship levy as set out in the Charges table above.

Each Party will ensure the following:

1. Learner Induction

The Training Provider will:

- a) show Learners where everything in the Training Provider's Premises is located
- b) introduce Learners to the people they will work with and their tutor/s
- c) explain relevant policies and procedures to Learners and check understanding
- d) inform Learners of their conditions and show them a copy of the Training Provider Charter if relevant
- e) provide Learners with basic information about the training which they will be receiving and check understanding

The Employer will:

- f) provide an induction for Learners covering:
 - work-based learning
 - how Apprenticeship and Advanced Apprenticeship Standards are achieved/what is required
 - Equality and Diversity
 - Boundaries of behaviour
 - Safeguarding
 - Health & Safety

Ref:

- Learners' rights and responsibilities
- g) check that Learners have understood the information which they have been given at induction
- h) provide Learners with written information to support what they have been given during induction, to which they can refer to in the future.

2. Delivering Training Programmes

The Training Provider will:

- a) deliver the programme as specified in the Course Specification (set out in the Annex) as may be amended from time to time at the Training Providers discretion. The Training Provider will only be responsible for those items listed as being delivered by the Training Provider in the Course Specification.
- b) provide adequate resources to enable Training Programmes to run smoothly
- c) ensure Functional Skills are integrated where possible into the Training Programme
- d) track and record progress made against each module the Learner registers for
- e) advise the Employer of any concerns the Training Provider has about delivery of training.

The Employer will:

- f) be aware of training activities that are taking place with the Training Provider
- g) ensure that all aspects of the Standard are being delivered in a timely manner
- h) deliver the part of the Training Programme as specified in the Financial Schedule as being delivered by the Employer.

3. Reviewing Learner Progress

The Training Provider will

- a) advise the Employer of changes in course content or timetables as soon as is reasonably practicable
- b) advise the Employer of any issues relating to attendance and/or poor time keeping
- c) advise the Employer in the event of loss of trainer or assessor staff during the course of the qualifications

The Employer will:

- d) carry out Learner reviews every 10 weeks with the Learner/Employer and from time to time the Training Provider (minimum once per term)
- e) involve tutors and Learners feedback in the review
- f) record the progress made by the Learners in occupation specific and functional skills training
- g) agree with the Training Provider an action plan for progress with performance targets and record on the Learner review documentation

Ref:

- h) Provide a mentor to the Learner to support the delivery of new skills and knowledge in the workplace

4. Assessing Learner Competence – End Point Assessment

The Training Provider will:

- a) complete action plans with Learners to track progress and achievement
- b) formally assess Learner competence in line with awarding body requirements
- c) give constructive feedback to Learners following assessment
- d) inform the Employer if Learners have fallen behind target or will not achieve their learning aim by their planned end date
- e) prepare for inspection by the Government Inspectorate as required and keep quality files on the Apprentice as outlined in the Evidence Pack requirements
- f) apply to the Institute of Apprentices for certification on behalf of the Learner

The Employer Will:

- a) inform the Training Provider of the selected End Point Assessor as soon as they are known

5. Maintaining Standards

The Training Provider will:

- a) reserve the right to withdraw the Learner, following discussion with Employer, from the Training Programme if the Learner commits any:
 - act of gross misconduct
 - repeat or continuous (after written warning) any other material breach of the Training Providers rules and regulations
 - disruptive behaviour and non-compliance with Health and Safety regulations
 - act of violence and dishonesty

The Employer will:

- a) consult with the Training Provider to resolve issues of non-compliance
- b) prepare for inspection by the Government Inspectorate as required and keep quality files on all occupational specific Training Programmes and copies of inspection reports.

Declarations

The parties confirm that the aforementioned Learner is eligible for funding. A signed apprenticeship agreement and contract of employment have been implemented.

Ref:

SIGNED for and on behalf of the EMPLOYER:

..... Signature Print Name
..... Title Date

SIGNED for and on behalf of the TRAINING PROVIDER:

..... Signature Print Name
..... Title Date

By Signing this Commitment Statement the Learner not only agrees to act in accordance with this Commitment Statement but also that on the date of registering for the Mastership Programme that they are:

1. Over the age of 16 years old
2. Are paid more than the minimum wage
3. Working more than 50% of their time in the UK – except those Learners that meet one of the exceptions such as being a member of the UK Armed Forces based overseas. For more information on the exceptions please see the ESFA website <https://www.gov.uk/government/organisations/skills-funding-agency>
4. Have an agreement in place with their Employer to allow them study leave from their place of employment to attend the Mastership at Cranfield
5. Have an agreement in place with their Employer to allow sufficient study time within their contracted working hours and outside of the time physically required to attend Cranfield.

..... Signature Name
..... Date	

Ref:

Annex – Course Specification

[To be inserted]