

Commitment Statement

This Commitment Statement is a signed agreement between the apprentice, the Main Provider (which in some circumstances may be the Trust) and the Trust. This will be completed as part of your induction to your apprenticeship in conjunction with Education and Workforce Development.

If you are aged under 18, a parent or guardian must also counter sign this Commitment Statement for you.

Part 1: Apprenticeship Programme Profile

Name and level of Apprenticeship Framework/Standard:	
Start date:	
End date:	
Any key milestone dates and description of milestone:	
End Point Assessment Organisation:	
*Elements of the Programme fully funded by the SFA e.g. English and Maths	
*Elements of the Programme being funded by non-levy or non Government – Employer co- investment:	

**Note all elements not specifically mentioned above are levy or Government- Employer co-investment funded.*

Part 2: Planned content and schedule for eligible training

This must include identification of the different organisations being used for delivery (including functional skills).

[Enter here]

Part 3: The Trust's commitment to you:

The Trust is committed to supporting the delivery of high quality apprenticeships.

- The Trust will ensure you have the opportunity to:
 - Receive appropriate on the job experiences to allow you to complete your apprenticeship
 - Work under suitable supervision and have access to mentorship
 - Undertake 20% of your training off the job and that it is undertaken during work time
 - Follow your planned content and schedule for eligible training as set out in Part 2

- The Trust commits to pay you for the duration of your employment in line with your contract of employment.
- The Trust commits to working with you and the Main Provider to provide you with the best possible apprenticeship experience.

Part 4: The Main Provider commitment to you:

The Main Provider is committed to the delivery of high quality apprenticeships and will:

- Work with you and the Trust to provide you with the best possible apprenticeship experience.
- Ensure the delivery of the most up to date high quality apprenticeship programme tailored to your learning needs
- Provide access to the highest quality learning materials and tutor support
- *[Enter Main Provider support and guidance available and how to access it]*
- *[Enter Additional commitments at the selected Main Providers request]*
- Ensure any delivery subcontractors commit to all the above.

Part 5: Your commitment to your apprenticeship

You commit to:

- Complete any work set by your tutor within the planned timeframe to the best of your ability
- Ask for help and support when you need it
- Operate within the Trust’s Professional and Leadership Behaviours.

Part 6: Commitments of all parties

All parties commit to:

- Ensure the smooth running and day to day delivery of the apprenticeship
- Work together and strive for a high-quality apprenticeship experience for all parties.

Part 7: Resolving queries and complaints about your apprenticeship

If you have a query regarding your apprenticeship, please contact:

Contact Type	Contact Name	Telephone number	Email
Main Provider:			
Trust:			

7a – Complaints

If you have a complaint regarding your apprenticeship education, either regarding on or off the job training please follow the **Trust's Apprenticeship complaint procedure**, appended to this Commitment Statement.

The Main Provider of your off the job training also has a complaints procedure identified below:

[Enter selected Main Provider's process for managing complaints or text of: *The Trust is your Main Provider in its capacity as an Employer Provider, please use the Trust's Apprenticeship complaints procedure*]

7b – Apprenticeship Helpline

All parties can make use of the Apprenticeship Helpline if they have any queries, concerns or complaints. Contact information as below:

nationalhelpdesk@apprenticeships.gov.uk

Telephone: 0800 015 0400

(8am to 10pm, 7 days a week)

Part 7 – Signing the commitment

Signing this Commitment Statement evidences each party's commitment to its contents.

7a – Trust commitment

Print Name:	
Designation:	
Signature	
Date:	

7b – Main Provider commitment

Print Name:	
Designation:	
Signature	
Date:	

7c – Apprentice commitment

Print Name:	
Designation:	
Signature	
Date:	

7d – Parent/Guardian commitment (for Apprentices u18 only)

As the parent/guardian of the apprentice I am supportive of the apprentice signing this
Commitment Statement:

Print Name:	
Relationship to apprentice:	
Signature:	
Date:	