This Training Plan summarises the schedule of planned learning required to achieve this apprenticeship and explains the roles, responsibilities and funding that support every apprentice’s successful completion. This document also provides evidence of the eligibility of this apprenticeship for funding set out in the Apprenticeship Funding Rules which govern the delivery of each apprenticeship.

The content of this document represents the starting point for this apprentice, with a schedule of learning based on the agreed outcomes of their initial needs assessment. This plan informs the basis of the mandatory progress reviews annually between all three signatory parties. These sessions enable all parties to track progress against the knowledge, skills and behaviours gained during the apprenticeship, check the recorded evidence achieving the required protected learning time by the apprentice, and evidence of progress at work from the line manager or mentor. At these sessions we agree the ongoing support and commitment required from by all three signatories and set clear objectives for the next learning session.

Any material changes to the apprenticeship, particularly dates or employer contacts, or changes agreed at a progress review must be agreed and recorded in an updated Training Plan. Employer and apprentice must hold a signed version of this document that reflects the current schedule of learning for this apprentice, always. This will be distributed by the university to the parties listed in section 1.1 after any material changes are agreed. Employers and/or apprentices must notify the University as soon as possible should changes occur that affect elements detailed in this document.

The main training elements planned for this apprenticeship are contained at Annex A. This Training Plan should be stored with the Apprenticeship Agreement and the Initial Needs Assessment/Skills scan on which this apprentice’s plan for training is based.

**Section 1: Core Information**

This Core Information section provides details of the parties responsible for ensuring the successful completion of the apprenticeship. It contains key information about the apprenticeship progress review processes and contact details and resources for employer and apprentice.

* 1. **Signatories**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Apprentice** | **Employer** | **Line Manager /Mentor[[1]](#footnote-2)** | **University** |
| **Name** |  |  |  |  |
| **Role Title** |  |  |  |  |
| **Organisation** |  |  |  |  |
| **Phone**  |  |  |  |  |
| **Email**  |  |  |  |  |
| I have read and understood the responsibilities set out in this document and by signing this document below, I can confirm that the information about the apprenticeship and apprentice included in this Training Plan is correct at the time of signature and;  |
|  |  | * I know how much we need to contribute towards the price of the apprenticeship
* I agree to provide the apprentice with the appropriate support and supervision to carry out both their job role and their apprenticeship (including the endpoint assessment)
* I agree to release the apprentice for off the job training (and English and maths training if required), as documented in this training plan Annex B
* I agree to provide the apprentice with the opportunity and support to embed and consolidate the knowledge, skills and behaviours, gained through off the-job training, into the workplace
* I agree that an apprenticeship is the most appropriate training programme for the individual and that this Training Plan aligns with an approved apprenticeship standard, at the most appropriate level, for this apprentice’s job role
* I can confirm that the individual’s job role has a productive purpose and there is a direct link between the selected apprenticeship standard and this apprentice’s job role.
 |  |
| * I understand and agree with the outcomes of the Initial Needs Assessment and the conclusions on eligibility, recognition of prior qualifications, knowledge, skills and experience, Additional Learning Support, and English and maths set out in this Training Plan in Annex A to C.
* I understand how this has changed the duration, content and price of this apprenticeship
* I agree that all relevant prior learning and experience has been identified and properly accounted for in the design of the Training Plan at Annex A and I confirm that I have had the opportunity to contribute to the development of the Plan and to understand the impact of the Initial Needs Assessment, Skills Scan, and the recognition of prior learning
* I agree to prepare for, take part, provide input into the progress reviews set out in 1.3. and to promptly sign and return the records of these meetings
* I agree to deliver the responsibilities set out in Section 3 which sets out how all signatories will work together to achieve the apprenticeship
* I understand that any changes in circumstances that affect the Training Plan including delivery dates, support needs or duration must be notified promptly to ensure that an updated and accurate Training Plan is created, circulated and retained by all parties.
 |
| **Signature**  |  |  |  |  |
| **Date**  |  |  |  |  |

**1.2 Other partners involved in the delivery of this apprenticeship**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **End-point Assessment Organisation[[2]](#footnote-3)** | **English & Maths Subcontractor**  | **Other Delivery Subcontractor** |
| **Organisation**  |  |  |  |
| **Key Contact** |  |  |  |
| **Phone**  |  |  |  |
| **Email**  |  |  |  |

**1.3. The apprenticeship covered by this Training Plan**

The dates and details of the apprenticeship set out in 1.3 must be replicated in the employer’s Apprenticeship Service account, the employer/apprentice Apprenticeship Agreement, the employer contract for services and in the university’s Individualised Learner Record for this apprenticeship.

|  |  |  |  |
| --- | --- | --- | --- |
| **The Apprenticeship Standard**  |  | **Reference** |  |
| **Qualification Achieved**  |  | **Mandatory Qualification?** | **Y/ N** | **Apprenticeship Level**  |  |
| **Apprenticeship Start Date** | **Training/Practical Period Start Date** | **Training/Practical Period Planned End Date** | **Apprenticeship Planned End Date (EPA Date)** | **YOUR APPRENTICESHIP** |
|  |  |  |  |  |
| **Contracted Paid Total Hours**  | **Salary Confirmed**  | **Meets Min Wage?** | **Statutory Leave**  |  | **Planned Protected Learning Hours Time for Off the Job Training this apprenticeship**  | i.e. [typical full programme] |
| **(weekly average without overtime)[[3]](#footnote-4)** |[ ]  Y/N | **Minimum Hours (Calculation Total)**  |  | **Your Exempted Training Hours (see Annex C)** | **-** |
| **Evidence Source**  | **Evidence Source**  | **Apprentice’s Typical Working Hours Pattern (paid hours excluding overtime) = xxx Hours**  | **Your Duration (months/weeks [[4]](#footnote-5))** | = / |
| ***e.g. employment contract, payroll statement - Provided by the employer***  | ***e.g. employment contract, payroll statement - Provided by the employer*** | **M** | **T** | **W** | **T** | **F** | **S** | **S** | **Your Apprenticeship Protected Learning Time Off the Job Training Hours5 (see Annex A)** | **=** |
|  |  |  |  |  |  |  |  |  | **Your Additional English & Maths** **Protected Learning Hours (see Annex B)** | **=** |
|  |  |  |  |  |  |  |  |  | **Your Total Protected Time for Off the Job Learning Hours**  | **=** |

**1.4. Apprenticeship Tri-Partite Progress Review Schedule and Attendees**

Reviews between the university, employer and apprentice will take place as scheduled below (typically at least four times per year every 12 weeks) throughout the apprenticeship, unless an alternative schedule has been agreed between the university and the employer as set out below. The intention is to ensure that the apprenticeship offers discussions at the most useful points during the apprenticeship. At each session we will discuss progress achieved and measure distance travelled in acquiring knowledge, skills and behaviours to meet the apprenticeship. These sessions will also review impact of the learning through the apprenticeship at work, confirm success and identify any actions needed to ensure continued success. **Progress reviews are a mandatory element within the apprenticeship for all three parties**. The reviews have been scheduled to best fit the design of the programme as set out below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Review Schedule**  | **Frequency** | **Attendees**  | **Format** | **Name Role**  | **Contact phone numberContact Email**  |
| **Apprentice/Academic Mentor Reviews**  |  | **University**  | (face to face, online) |  |  |
| **Tri-partite Progress Reviews (see training schedule Annex A for dates)**  |  | **University**  | (face to face, online) |  |  |
| **Employer**  |  |  |
| **Written rationale for moving away from the 12-week cycle if applicable (confirmed by the signatory declaration on Page 1)** |  |

**1.5. Further Support and Guidance**

| **Contacts**  | **Name** | **Contact phone number** | **Contact email**  |
| --- | --- | --- | --- |
| **Personal Tutor or Academic Mentor** |  |  |  |
| **Programme Director** |  |  |  |

**Section 2 Key University & Apprenticeship Policies**

| **Key Processes and Policies**  | **Process**  | **First Point of Contact Name, Role, Contact**  | **Reference Document or Policy Link**  |
| --- | --- | --- | --- |
| **Attendance & Absence**  | * Your apprenticeship requires you to have a plan of learning that includes a learning activity towards your total **Protected Time Off the Job Learning Hours** (see 1.3 above) at least every calendar month throughout the apprenticeship. To achieve this, maintaining a regular pattern of attendance, working on your assignments or undertaking the planned and self- directed learning during your working paid hours is an important part of your apprenticeship
* In the event that you are not able to attend university or join a planned face to face or online live session due to illness you must inform the university as soon as possible after first contacting your employer
* If you are unable to attend any of the modules listed on your timetable you should contact your **Course Director** without delay, who will provide you with an alternative date for your attendance and/or will liaise with the Programme Director to determine an appropriate course of action for you.  Learning missed must be rebooked and completed as quickly as possible when missed to maintain momentum in your apprenticeship
* Please be aware that alternative dates are subject to availability and are dependent on the programme timetable, so you may be required to undertake additional learning during your working paid hours
* If you are unable to compete any of your planned learning activities set out in this Training Plan every calendar month, the university is required to place you on a break in learning, reschedule this missed learning and extend your apprenticeship duration
* You must also keep your off the job learning log or journal, detailing the hours that you spend in the off the job learning elements within this apprenticeship up to date – noting absences and time spent on rescheduled learning.
 |  Course Director | **e.g. Student Contract** **Absence policy**[**Attendance and Absence Policy**](https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-3-attendance-and-absence) |
| **Protected Learning Time - Recording Off the Job Learning Hours**  | * Section 1.3 of this Training Plan sets out the number of hours of protected learning time required for you to achieve this apprenticeship. This learning takes place off the job in your paid working hours. It is the apprentice’s responsibility to maintain an accurate and up to date record of the time you spend in protected learning time against the hours planned for you
* You must undertake and log some planned learning every calendar month throughout your apprenticeship. This record is evidence of the ongoing eligibility of this apprenticeship and must be maintained and up to date at all times
* Your record of your off the job learning hours, alongside evidence of progress against the knowledge, skills and behaviours in the apprenticeship (and your English and maths progress where relevant) will be reviewed at every Tri-partite Progress Review.
 |  | **Recording Off the job hours policy** [ESFA Regulations](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1110377/20221011_OTJ_Guide_v4_-_For_22_23_Rules_Final.pdf) |
| **Data Protection** | * The data that the University is required to provide through your Individualised Learner Record is used by the Education & Skills Funding Agency and the End Point Assessment Organisation who will need to share data to enable apprentice certificates to be printed
* The ESFA will continue to share data with relevant organisations to enable them to fulfil their inspection and regulation functions
* You can view the ESFA Privacy Notice that explains how your data is used as part of the delivery of apprenticeships. This also explains and how the data protection legislation sits alongside this Training Plan. View the Privacy Notice by clicking the links opposite
* Your personal information, including your results and information about your academic progress and conduct, will be shared between the University and your employer and with other regulatory or professional bodies necessary for the delivery of your apprenticeship and your well‐being but only where the law allows this sharing to take place, in compliance with the Data Protection Legislation**.** You can view our Privacy Statement by clicking the links opposite
* You should ensure that any changes to your personal information, including your name, address and contact details are notified to the University and your employer as soon as possible.
 | Email: data-protection@ucl.ac.uk | [ESFA Privacy Statement June 2022](https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education/privacy-notice-for-key-stage-5-and-adult-education)[University Privacy Statement](https://www.ucl.ac.uk/legal-services/privacy/ucl-student-privacy)[Data Protection Policy](https://www.ucl.ac.uk/data-protection/data-protection-0) |
| **Safeguarding & PREVENT**  | * You will be briefed about yours and the University’s responsibilities and commitments under our Safeguarding and Prevent policy as part of your induction. If you have any concerns, you must contact the **Director of Student Support and Wellbeing**. The Designated Safeguarding Lead can also be contacted (for details see right)
 | **Designated Safeguarding Lead contact:** Name: Denise Long Role: Director of Student Support and WellbeingTelephone: 020 3108 8936 (Ext: 58936) Email: denise.long@ucl.ac.uk | [Safeguarding Policy](https://www.ucl.ac.uk/human-resources/safeguarding-children-and-adults-risk-policy-and-procedure-staff-and-students) [Prevent Policy](https://www.ucl.ac.uk/human-resources/safeguarding-children-and-adults-risk-policy-and-procedure-staff-and-students#Prevent)  |
| **Equality & Diversity** | * You will be briefed about yours and the University’s responsibilities and commitments under our equality and policy as part of your induction. If you have any concerns, you must contact **Director of Equality, Diversity & Inclusion**
 | Name: Aloma OnyemahRole: Director of Equality, Diversity & InclusionTelephoneEmail: a.onyemah@ucl.ac.uk | [**Equality & Diversity Policy**](https://www.ucl.ac.uk/equality-diversity-inclusion/)  |
| **Bullying & Harassment**  | * You will be briefed about yours and the University’s responsibilities and commitments under our Dignity and Respect Policy as part of your induction. If you have any concerns, you must contact **Director of Student Support and Wellbeing.**
 | Name: Denise LongRole: Director of Student Support and WellbeingTelephone: 020 3108 8936 (Ext: 58936)Email: denise.long@ucl.ac.uk | [Dignity & Respect Policy](https://www.ucl.ac.uk/equality-diversity-inclusion/dignity-ucl) |
| **Health & Safety**  | * You will be briefed about yours and the University’s responsibilities and commitments under our Health and Safety policy as part of your induction. If you have any concerns, you must contact **Lead Safety Advisor assigned to the** **school.**
 | Email: safety@ucl.ac.uk | [**Health and Safety Policy**](https://www.ucl.ac.uk/safety-services/policies/2023/may/health-and-safety-policy)  |
| **Raising Queries, Concerns and** **Complaints** | * If you have concerns or queries about your apprenticeship in the workplace you should discuss these with your employer
 |  |  |
| * If you have concerns or queries about your apprenticeship delivered by the university, you should discuss these with your **Course Director** in the first instance
 |  | [Student Compliant Policy](https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework/section-8-ucl-student-complaints-procedure) |
| * In the event that either employer or apprentice have concerns or complaints regarding this apprenticeship that cannot be resolved, you can take further steps using the university complaints process. (see column right for details)
* Apprentices and employers may also escalate a query, concern or complaint about any aspect of your apprenticeship to the Education & Skills Funding Agency’s apprenticeship service helpline. (see column right for details)
* Apprentices and employers can also make a complaint about the University to the Office of the Independent Adjudicators. You must check their guidance about the scope of their complaints process (see column right for details)
 | ESFA Apprenticeship Service Support:0800 150 600 helpdesk@manage-apprenticeships.service.gov.uk  | [**ESFA Complaints Policy**](https://www.gov.uk/government/publications/complaints-about-post-16-education-and-training-provision-funded-by-esfa/complaints-about-post-16-education-and-training-provision-funded-by-esfa)[**Office of the Independent Adjudicators Complaints Process**](http://www.oiahe.org.uk/rules-and-the-complaints-process.aspx)  |

**Section 3: Roles and Responsibilities**

This Roles & Responsibilities summary confirms that accountabilities for a successful apprenticeship are shared equally by the employer, apprentice and university. These roles and responsibilities are intended to support the apprentice throughout their apprenticeship to successful completion.

**3.1. By signing this document, the Apprentice agrees to:**

* 1. Confirm that they are paid at least the legal wage for their age and that their working environment that meets current health and safety and employment wages legislation to enable them to work and learn safely for the duration of the apprenticeship
	2. Confirm that their contract of employment extends to at least the planned completion date of their end point assessment as set out in 1.3 above
	3. Confirm that they are not undertaking another apprenticeship or other Department for Education funded programme at the same time as the apprenticeship covered by this Training Plan and have not been asked to contribute to the cost of their training and assessment for their apprenticeship (including through a student loan)
	4. Confirm that their employer has agreed that all training and end point assessment set out in the Training Plan at Annex A and as required to complete this apprenticeship, including time required to complete English and Maths learning where needed, will be undertaken during their paid working hours
	5. Participate in learning activities towards their apprenticeship at least once every calendar month. Where needed, the apprentice will work with their employer and the university to replace missed learning and undertake additional learning activities needed to support their learning objectives or to achieve the hours required for this apprenticeship. This will be reflected in an updated Training Plan at Annex A
	6. Immediately inform their employer and the University if they are absent for any element of their planned off the job learning (see section 2 above for the process) and ensure that this learning is rescheduled and achieved as quickly as possible
	7. Maintain an up to date and accurate record of the off the job learning hours that the apprentice undertakes in their Training Plan, ensuring that this is submitted to the university when requested and shared as part of each Tri-partite progress reviews as set out in section 2. above
	8. Manage their own learning and, with support from their employer and academic mentor, work to meet the targets and timelines needed to complete the apprenticeship training by the planned end date
	9. Understand that not undertaking some learning activity at least every calendar month requires the university to place the apprentice on a formal break in learning to pause the apprenticeship which may result in the university having to extending the duration of the apprenticeship
	10. Undertake the end point assessment, and should this be needed, participate in any further training prior to resit or retake the end-point assessment
	11. Contribute to the tri-partite progress reviews with the employer and academic mentor to track progress and success in meeting apprenticeship milestones, and agree any changes needed to the learning plan to address performance or support enhanced learning opportunities
	12. Inform the University and their employer if personal circumstances change that will affect completion of the apprenticeship, accuracy of personal details held by the university or that will change the planned end date of the apprenticeship
	13. Proactively identify any issues or barriers to successful completion of this apprenticeship and raise these quickly with their employer and academic mentor, working with both to implement any action needed
	14. Raise any queries or complaints regarding the apprenticeship through the university process, and to the ESFA where needed as set out in section 2
	15. Agree with the employer and University when learning is complete, and they are ready to undertake the End-point Assessment
	16. Participate in course feedback and apprenticeship evaluation to support the continuous improvement of the programme for current and future apprentices
	17. Take opportunities that arise to support other current and future apprentices to benefit from their apprenticeship

**3.2 By signing this document, the Employer and the apprentice’s day to day manager agree to:**

1. Confirm, by signing this Training Plan, that their apprentice is paid at least the legal wage for their age and that their contract of employment extends to at least the apprentice’s planned end point assessment completion date. Should the apprentice withdraw from their apprenticeship, or their apprenticeship ceases for any reason, but they remain in employment, the employer must ensure that the apprentice’s wages are, where needed, updated to meet the legal wage for their age
2. Provide a working environment that meets current health and safety and employment wages legislation to enable their apprentice to work and learn safely for the duration of the apprenticeship
3. Confirm that their apprentice is not undertaking another apprenticeship or other Department for Education funded programme at the same time as the apprenticeship covered by this Training Plan, and that their apprentice has not been asked to contribute to the cost of their training and assessment for their apprenticeship (including through a student loan)
4. Confirm, by signing this agreement, that all training and end point assessment time set out in the Training Plan at Annex A and as required to complete this apprenticeship, including time required to complete English and Maths learning where needed, will be undertaken during the apprentice’s paid working hours and that this has been communicated and confirmed to their apprentice. If this is not possible, time off in lieu or compensation to the equivalent salary will be provided and this evidence forwarded to the university
5. Work with their apprentice and the university to deliver the Training Plan set out in Annex A, providing the apprentice with access to the off the job knowledge, skills and experience, resources and opportunities needed to achieve this apprenticeship. This includes undertaking the planned learning activities towards their apprenticeship at least once every calendar month as set out in Annex A and, where needed, working with their apprentice and the university to identify additional learning activities needed to support the apprentice’s learning objectives or to achieve the hours required for this apprenticeship. This will be reflected in an updated Training Plan at Annex A
6. Support the university to comply with funding rules and collate evidence to confirm ongoing apprentice and apprenticeship eligibility for funding
7. Ensure that the apprentice has protected learning time in their working paid hours sufficient to complete the off the job learning elements which are required for their apprenticeship. This is a requirement for this apprenticeship to remain eligible for funding
8. This also means that the employer must check that the University is aware when their apprentice is absent for any element of their planned off the job learning (see 1.4 above for the process) and ensure that the apprentice is able to take the time within their paid hours after their return to complete the rescheduled off the job learning
9. Support the apprentice to manage their own learning, and provide appropriate support and supervision in their typical working day to meet the requirements of this apprenticeship
10. Enable the line manager and/or academic mentor to support and guide this apprentice to carry out their day-to-day role and to meet the targets and timelines needed to complete the apprenticeship by the planned end date (see page 1)
11. Attend and contribute to reviews with the apprentice and university, providing evidence and feedback on progress at work and success in meeting apprenticeship milestones, evidence of their off the job learning, and agree any changes needed to the learning plan supporting the apprentice to address performance or access enhanced learning opportunities. If the line manager is unable to attend they will be given the opportunity to contribute and must also be sent relevant information after the meeting, for review and signature.
12. Ensure that the apprentice attends and participates in the learning planned for this apprenticeship, to meet the off the job learning requirements for this apprenticeship programme set out in Annex A and Section 1.3 are achieved within working time paid hours as set out in the Apprenticeship Funding Rules
13. Ensure that the apprentice maintains an up to date and accurate record of their off the job learning hours, submitted to the university when requested and shared as part of the Tri-partite progress reviews as set out in section 2. above. If the employer is unable to attend, they must be given the opportunity to contribute and must also be sent relevant information after the meeting, for review and signature. These are evidence requirements for this apprenticeship to remain eligible for funding
14. Inform the University promptly if there are organisational or apprentice circumstance changes that will affect completion of the apprenticeship or change the planned end date, including when the apprentice withdraws or is withdrawn from the apprenticeship or where the apprentice will be absent for over 4 weeks. This is particularly important where the apprentice is taking including parental leave but will be using KIT / SPLIT days to continue off the job training
15. Make timely and accurate entries in the employer apprenticeship service account, and where relevant make timely contribution payments to ensure that provider payments are triggered
16. Proactively identify any issues or barriers to successful completion of this apprenticeship and raise these quickly with the university and apprentice, working to implement any action needed
17. Seek to resolve any queries or complaints regarding the apprenticeship through the university process, and to the ESFA where needed as set out in section 1
18. Understand that if the apprentice does not undertake some learning activity at least every calendar month, this requires the university to place the apprentice on a formal break in learning to pause the apprenticeship which may result in the university having to extend the duration of the apprenticeship. Where this is necessary the Apprenticeship Agreement and Training Plan must also be updated
19. Agree with the apprentice and university when learning is complete, and the apprentice is ready to undertake the End-point Assessment
20. Ensure that the apprentice undertakes the end point assessment, and should this be needed, participates in any further training prior to resitting the end-point assessment
21. Participate in course feedback, impact assessment and evaluation to support the continuous improvement of the programme for apprentices and employers
22. Take opportunities to promote and publicise the successful completion of this apprenticeship and the benefits of the apprenticeship programme.

**3.3 By signing this document, the University and any subcontractor [[5]](#footnote-6)delivering any part of this apprenticeship agrees to:**

1. Confirm that all elements included in the apprenticeship training and assessment price and set out in the learning plan for this apprentice in Annex A are eligible for funding as set out in the apprenticeship Funding Rules
2. Provide a learning environment that meets current health and safety legislation to enable the apprentice to learn safely for the duration of the apprenticeship
3. Work with the apprentice and employer to comply with the apprenticeship funding rules, providing an evidence pack that confirms eligibility for funding
4. Provide an induction programme, that explains the Training Plan set out at Annex A and key university and apprenticeship policies and offers support and guidance throughout the apprenticeship programme
5. Work with the employer and their apprentice to maintain a current and accurate Training Plan based on the needs of the apprentice identified in their Initial Needs Assessment.
6. Work with the apprentice and their employer to deliver the Training Plan set out in Annex A, providing the apprentice with access to the off the job knowledge, skills and experience, resources and opportunities at least once every calendar month as required to achieve this apprenticeship. This includes, where needed, working with the apprentice and the university to update the Training Plan in Annex A and identify additional learning activities needed to support the apprentice’s learning objectives or achieve the hours required by this apprenticeship
7. Support the apprentice to manage their own learning, by ensuring sufficient resources, support, access to materials in their typical working day to meet the off the job requirements of this apprenticeship, including undertaking the end point assessment. This also means that when the apprentice is absent during a planned off the job learning element (see 1.4 above for the process), the University must work with the employer and apprentice to reschedule this learning and ensure that the apprentice can complete the planned off the job learning set out in Annex A
8. Enable the line manager and/or workplace mentor to support and guide this apprentice, to carry out their day-to-day role and to meet the targets and timelines needed to complete the apprenticeship by the planned end date by providing a summary of off the job and on the job learning needed, contained at Annex A
9. Manage and oversee the delivery led by the subcontractors identified in section 1
10. Lead progress reviews with the apprentice and employer, providing evidence and feedback on progress to measure the distance travelled at each review since the initial needs assessment, quantify the action needed to support ongoing success in meeting apprenticeship milestones, and agree any changes needed to the learning plan to support the apprentice to address performance or access enhanced learning opportunities
11. Track attendance and participation to meet the protected time for off the job learning for this apprenticeship programme and inform the employer where the apprentice is absent from planned sessions
12. Provide the apprentice with the means to maintain an up to date and accurate record of their off the job learning hours and ensure that this is reviewed at every Tri-partite review.
13. As soon as the progress reviews and supporting evidence indicates that the training period may be completed ahead of schedule, or require additional time, the university will propose revisions to the learning plan and if agreed, update the Training Plan and reissue to all signatories.
14. Where this results in completion in less than the initial agreed off the job learning hours (or more), the University will produce a statement summarising the volume changes, for agreement by employer and apprentice that this learning has been sufficient.
15. Use apprentice and employer data only for the purposes and in accordance with the University and ESFA Privacy Statements
16. Inform the employer if there are changes that will affect completion of the apprenticeship or change the planned end date
17. Make timely and accurate entries into the ILR to ensure that employer apprenticeship service accounts are accurate and payments are triggered promptly
18. Proactively identify any issues or barriers to successful completion of this apprenticeship arising from university, employer or apprentice and raise these quickly with the employer or apprentice, working to implement any action needed
19. Seek to resolve any queries or complaints regarding the apprenticeship through the university process, supporting the apprentice or employer to escalate to the ESFA where needed as set out in section 1.
20. Where the apprentice does not undertake some learning activity at least every calendar month, place the apprentice on a formal break in learning to pause the apprenticeship and, where needed, agree an extension to the duration of the apprenticeship. Where this is necessary the Apprenticeship Agreement and Training Plan must also be updated
21. Agree with the apprentice and University when learning is complete and the apprentice is ready to undertake the End-point Assessment
22. Provide certification required as part of the apprenticeship or where needed, provide a ‘Record of Achievement’ for part completion of an apprenticeship
23. Enable employer and apprentice participation in course feedback, impact assessment and evaluation to support the continuous improvement of the programme for apprentices and employers and take action on this feedback
24. Take opportunities to promote and publicise impact and success for employer, apprentice and the wider apprenticeship programme

**ANNEX A: Individual Training Plan**

Your Apprenticeship Individual Learning Plan sets out the individual elements and modules within your apprenticeship that have been designed to meet your particular learning objectives and meet the knowledge and skills gaps identified in your Initial Needs Assessment and Skills Scan, and takes account of any recognition of prior learning, skills knowledge or experience identified and agreed during this process - This Training Plan does not include any content that has been identified and agreed with the employer as relevant prior learning as set out in Annex C.

This section also includes other elements of the Support for this apprenticeship where relevant - the plan for English & maths (Section B2), Your end point assessment schedule (section B3) and any additional learning support and reasonable adjustment plans (Section B1) agreed as part of this apprenticeship. If there are any changes to the planned learning schedule to reflect progress, this document needs to be updated, signed by all parties and reissued by the university so that the Training Plan remains an up-to-date plan and record of the apprenticeship content and journey.

As part of your apprenticeship, you and your employer agree to set aside protected learning time for you to participate in the off the job learning scheduled in section A and B. This will result in you participating in learning activities at least once every calendar month as required by every apprenticeship, away from your usual work tasks but during your normal working paid time. Your off the job learning is complemented by the time you spend learning on the job, and both combine to provide you with the knowledge, skills and practice needed to demonstrate competency in your role and prepare you for your End-point Assessment.

The number of hours off the job learning that have been scheduled for you are set out in section 1 and set out in more detail in your Training Plan at Annex A. Your Training Plan below highlights when, and in which modules, this planned off the job learning will take place, and how many hours you might expect to spend on each element. This will enable you to plan for this time in advance. You must maintain an up-to-date record of your off the job learning hours during your apprenticeship so that at each tri-partite progress review and at the end of your training, you can demonstrate through the entries in this log that your off the job learning is on schedule. If you are unable to complete some learning activity at least every calendar month the university is required to pause your apprenticeship for this period and may need to extend the duration of your apprenticeship. During your apprenticeship we may also need to agree additional off the job activity to support your learning, or to ensure that you meet the planned schedule of off the job learning hours on time for every month of your apprenticeship. This, with your progress towards your knowledge, skills and behaviours will be discussed and agreed with you and your employer as part of your regular Tripartite progress review meetings.

**Your apprenticeship Training Plan based on the outcomes of your Initial Needs Assessments and Skills Scan is set out in Annex A.**

**The summary of your Initial Needs Assessment and Skills Scan and judgement are set out at Annex C.**

**Your Training Plan does not include any content that has been identified and agreed with your employer as relevant prior learning as set out in Annex C.**

**Annex A – Occupational Knowledge Skills and Experience Training Plan [[6]](#footnote-7)**

**Section A1 Individual Training Plan**

| **Component Activities:Module Title and Topic** | **Planned Start Date** | **Planned End Date** | **Activities: to include all scheduled time - Tri-partite progress reviews, assignments, scheduled face to face or online sessions, self-directed study time etc and ending with the planned Gateway Review**  | **Delivery Organisation**  | Total Planned Learning Hours | Planned Off the Job Learning Hours |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |
| Modules or activity to be scheduled later in the apprenticeship: | TBC |  |  | 0 | 0 |
| **Modules scheduled and live:** |  |  |  |  | **0** | **0** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **GATEWAY REVIEW**  |  |  |  |  |  |  |

**Section A.2 - End Point Assessment Plan**

| **EPA Activities**  | **Estimated Start Date** | **Estimated End Date** | **EPAO Organisation** |
| --- | --- | --- | --- |
| [set out each of the elements of the EPA e.g. multi choice 50 question exam, professional discussion, 10000 word dissertation]  |  |  |  |

**Annex B – Additional Apprenticeship Plans**

This section of the Training Plan summarises the additional elements of the apprenticeship based on your Initial Needs Assessment

**Section B.1 – Additional Learning Support Plan / Reasonable Adjustment Plan**

[ ]  Not Applicable

| **Need Identified**  | **Action Plan / Impact on the Individual Learning Plan**  | **Delivery Organisation**  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

**Section B.3 – English & Maths End Point Assessment Plan**

[ ]  Not Applicable

| **Plan**  | **Estimated Start Date** | **Estimated End Date** | **Training Provider Organisation** |
| --- | --- | --- | --- |
| English  | [ ]  Not Applicable  |  |  |  |
| Maths | [ ]  Not Applicable  |  |  |  |

**Annex C Initial Needs Assessment & RPEL Judgement Summary**

This section summarises the Judgement on prior experiential learning based on the assessment of prior qualifications, knowledge and skills and experience from the Initial Needs Assessment and Skills Scan Assessment and their impact on the Individual Training Plan

| **Present at the INA Outcomes Discussion**  | **Apprentice**  | **Employer**  | **University**  |
| --- | --- | --- | --- |
| **Date:** |  |  |  |  |
| **Summary of RPEL Judgement** **(tick which apply)** **Prior :** [ ]  **Relevant Qualifications**[ ]  **Relevant Knowledge** [ ]  **Relevant Skills** [ ]  **Relevant Experience** | **Describe the outcome of RPEL/ prior learning assessment and the rationale for the RPEL decision - exemption / no exemption based on evidence supplied including the Skills Scan. Consider the points below where these apply:** * Summarise the impact of the prior learning assessment, including whether, and by how much, the apprenticeship content and duration has been reduced
* Where the standard is linked to a regulated profession and this impacts the reduction, this must be documented
* Where the prior learning is from T-Levels or bootcamps, guidance on progression routes must be used in the judgement.
 |
| **RPEL Judgement (tick)** | [ ]  **No Exemptions apply – no reduction in price, duration, or content** [ ]  **Exemptions apply- apprenticeship still eligible with reduction in duration, price and/ or content**[ ]  **Exemptions apply – apprentice / apprenticeship not eligible with reduction in duration** |

| **Exempted Component Activities:Module Title and Topic** | **Planned Start Date** | **Planned End Date** | **Activities: to include all exempted scheduled time (Tri-partite progress reviews, assignments, scheduled face to face or online sessions, self-directed study time etc)** | **Rationale for Exemption**  | **Exempted Planned Learning Hours** | **Price Reduction**  |
| --- | --- | --- | --- | --- | --- | --- |
| **(TOTAL)** | £ |
| **Modules or components exempted** |  |  |  |  | **0** |  |
| **Content to be omitted from the Training Plan must be shown as a volume of hours** |  |  |  |  | **0** |
|  |  |  |  |  | **0** |
|  |  |  |  |  | **0** |

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1. This section is present to allow joint employer signatories, where the accountable signatory for the apprenticeship programme and the apprentice line manager are separate. Where the primary discussions and agreement have taken place with the lead employer contact it is acknowledged that the line manager may not have taken an active role in developing the Training Plan. [↑](#footnote-ref-2)
2. Where the end-point assessment organisation is not known at the start of the apprenticeship, this Training Plan must be updated to include these details as soon as they have been confirmed. This should be no later than 6 months before the Training Planned end date [↑](#footnote-ref-3)
3. Evidence of contracted hours and salary must be supplied by the employer [↑](#footnote-ref-4)
4. An apprentice on a full-time contract of employment will need to participate in and record activity from their Training Plan **every calendar month** for 46.4 weeks (52 weeks minus 5.6 weeks of statutory leave) every year during their apprenticeship. This provides, as a threshold, a minimum of 278 hours of off the job training (46.4 weeks x 6 hours) that must be achieved and documented between the Training /Practical Period start date and the Training / Practical Period planned end date. However, the protected time for off the job learning required for **this apprenticeship** may be higher than this - see ‘total protected time for off the job learning hours’ above. [↑](#footnote-ref-5)
5. every subcontractor holding a contract for delivery of training as part of this apprenticeship is bound by this commitment [↑](#footnote-ref-6)
6. * Details of the training to be delivered must include :
	* For standards with a mandatory qualification this must be, as a minimum, a list of the units, along with a description of any additional activities that the apprentice will undertake to develop occupational competency. For standards without a mandatory qualification this must be a description of the activities that the apprentice will undertake to develop occupational competency.The total planned number of off the job training hours is included in section 1.3 This must add up to the total– 6 hours for every week duration of the apprenticeship not including statutory leave of 5.6 weeks calculated in 1.3 [↑](#footnote-ref-7)