

Apprentice Training Plan **GUIDANCE VERSION**



Changes in Summary between the 20201/2022 Commitment Statement and this current version of the 2022/2023 TRAINING PLAN

| | |
|---|---|
| 1. Embedding 4 Week active learning and BiL Rules | <ul style="list-style-type: none">• Embedding the 4 week rule into the commitments for the employer and apprentice and throughout |
| 2. Changing the 20 % to 6 hours per week | <ul style="list-style-type: none">• Reflecting that the ILR asks for 'weeks' exempted and the rest of the process is in hours |
| 3. Strengthening Employer & Apprentice Responsibilities | <ul style="list-style-type: none">• Strengthening the employer and apprentice declaration above the signatures• Include that the employer must be involved in discussions about the development of the Training Plan and Individual Learning Plan within this, agree with outcomes of the initial needs assessment regarding RPL• Updating responsibilities and commitments |
| 4. Showing how INA underpins Training plan content | <ul style="list-style-type: none">• Summarising the outcomes of the RPL/ initial needs assessment• Summarising exempted modules or other outcomes |
| 5. Increasing Tripartite Progress Reviews to 12 weeks | <ul style="list-style-type: none">• Ensuring that this is embedded in the text and in the Individual Learning Plan |
| 6. Explaining programme mode, schedule and sequencing | <ul style="list-style-type: none">• Adding space to write this summary – with an example |
| 7. Increasing visibility of the other elements of the Individual Learning Plan | <ul style="list-style-type: none">• Adding additional EPA detail• Showing how reasonable adjustment decisions are reflected in the development of the Individual Learning Plan |

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This Training Plan summarises the training schedule, roles and responsibilities and funding that support the successful completion of this apprenticeship. 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.

1. The content of this document forms the basis of **the mandatory 12 week progress reviews between** all three signatory parties to track progress against the knowledge, skills and behaviours gained during the apprenticeship, the recorded evidence of off the job learning by the apprentice, and agree the ongoing support and commitment required from by all three signatories
2. 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 at all times.** This will be distributed by the university to the parties listed in section 1.1 after any material changes are agreed. **Employers must notify the University as soon as possible should changes occur that affect elements detailed in this document**
3. The main training components of this apprenticeship are contained at Annex A. This Training Plan should be stored with the separate Apprenticeship Agreement document

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 review processes and details about support and guidance for employer and apprentice.

1.1 Signatories

| | Apprentice | Employer | Line Manager / Mentor ¹ | University |
|---|------------|----------|------------------------------------|------------|
| Name | | | | |
| Role Title | | | | |
| Organisation | | | | |
| Phone | | | | |
| Email | | | | |
| <p>I have read and understood the responsibilities set out in this document and by signing this document, I can confirm that the information about the apprenticeship and apprentice included in this Training Plan is correct at the time of signature and :</p> <ul style="list-style-type: none"> • I understand and agree with the outcomes of the initial assessment and the decisions made by the university regarding recognition of prior learning. I understand how the Training Plan at Annex A has been informed by the assessment. I have contributed the development of this Training Plan and I agree that the schedule, mode and sequence of learning plan set out for this apprenticeship at Annex A is appropriate ² • that I will deliver my responsibilities and commitments set out in this document for the lifetime of this apprenticeship, working in partnership with the other named signatories as part of this programme. • I understand that any changes in circumstances that affect the Training Plan delivery, support needs or duration must be notified promptly to the university to ensure that an updated and accurate Training Plan is created, circulated and retained by all parties | | | | |
| Signature | | | | |
| Date | | | | |

Commented [rR1]: See the footnote. Just refers to the fact that it is acknowledged that the line manager many not have been involved in agreeing the Individual Learning Plan or the Training Plan where this has been led by the main apprenticeship lead for the organisation

Commented [rR2]: Enhanced text to address the requirement in the rules for enhanced employer involvement and discussion on the outcomes of the initial assessment P24.4 and in development of the Training Plan

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.

² The employer must agree when, where and how the off-the-job training is delivered within the apprentice's training / practical period

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1.2 Other partners involved in the delivery of this apprenticeship

| | End-point Assessment Organisation ³ | English & Maths Subcontractor | Other Delivery Subcontractor |
|--------------|--|-------------------------------|------------------------------|
| Organisation | | | |
| Key Contact | | | |
| Phone | | | |
| Email | | | |

1.3. The Apprenticeship covered by this Training Plan

The details of the Apprenticeship set out here under each heading must be replicated in the employers' Apprenticeship Service account, the employer/apprentice Apprenticeship Agreement, the employers contract for the delivery of training and as relevant end point assessment with the university, and in the university's Individualised Learner Record for this apprenticeship.

| The Apprenticeship Programme | | | | | | | | Reference | |
|--|---------------|--|--|---|---|---|-----------------------------|--|---|
| Qualifications Achieved | | | | | | | | Level | |
| Training/Practical Period Start Date ⁴ | | Training/Practical Period Planned End Date | Apprenticeship Planned End Date (EPA Date) | | | | YOUR APPRENTICESHIP: | | |
| Contracted Paid Hours (weekly average without overtime) ⁵ | Contract Type | Apprentice's Typical Working Hours Pattern | | | | | | Standard Off the Job Training Months/Hours for this apprenticeship | |
| | | | | | | | | Your Exempted (weeks/hours) | = |
| Statutory Leave for the duration | M | T | W | T | F | S | S | YOUR OFF THE JOB LEARNING HOURS FOR THIS APPRENTICESHIP | = |
| | | | | | | | | Your additional English & Maths hours | = |

Commented [rR3]: This is the full programme hours for this apprenticeship - may be the same as the total OTJL at the bottom for this apprentice if they don't need English and Maths or any exemptions

Commented [rR4]: I have avoided the statement 'minimum duration as this is now referred to in the foot note and it stops the apprentice or employer thinking this is all they really need to do'. This section now details the minimum hours for their programme - make sure this total matches the off the job learning total in their Individual Learning Plan

³ Where the end-point assessment organisation is not be 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

⁴ Start and end dates in this document must match the dates entered into Apprenticeship Agreement, the Apprenticeship Service and the ILR.

⁵ Evidence of contracted hours and salary must be supplied by the employer

⁶ An apprentice on a full time contract of employment will undertake training every four weeks for 46.4 weeks (52 weeks minus 5.6 weeks of statutory leave) every year during their apprenticeship. This provides, as a minimum, 278 hours of off-the-job training (46.4 weeks x 6 hours) every year for the life of the apprenticeship between the Training /Practical Period start date and the Training / Practical Period planned end date.

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1.4. Apprenticeship Review Schedule and Attendees

Reviews between the university, employer and apprentice will take place at least every 12 weeks throughout the apprenticeship to discuss progress, review impact, confirm success and identify any actions needed to ensure the success of the apprenticeship. **Progress reviews are a mandatory element within the apprenticeship for all three parties, and must take place on time.**

Commented [rR5]: Required by the para no 59

| Review Schedule | Frequency | Attendees | Format ⁷⁸ | Name Role | Contact phone number Contact Email |
|--|----------------|------------|------------------------|-----------|---------------------------------------|
| Apprentice/Academic Mentor Reviews | | University | (face to face, online) | | |
| Tri-partite Progress Reviews (see training schedule Annex A for dates) | Every 12 weeks | University | (face to face, online) | | |
| | | Employer | | | |

1.5. Further Support and Guidance

| Contacts | Support Available | 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, Email, Phone | Reference Document or Policy Link |
|----------------------------|--|---|-----------------------------------|
| Attendance & Absence | <ul style="list-style-type: none"> Your apprenticeship requires you to undertake learning activities at least every four weeks throughout your apprenticeship, so maintaining a regular pattern of attendance and self-directed learning during your working paid hours is an important part of your apprenticeship | | Student Contract Absence policy |

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⁸ The apprentice and their line manager must be provided with guidance on the Agenda and preparation required and dates must be included, where known, in Annex A. Employers must attend every review.

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| Key Processes and Policies | Process | First Point of Contact Name, Role, Email, Phone | Reference Document or Policy Link |
|---------------------------------------|---|---|---|
| | <ul style="list-style-type: none"> 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 personal tutor 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 complete any learning activities for a period of four weeks or more for any reason, the university is required to place you on a break in learning, and reschedule and extend your apprenticeship duration You must also keep your 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. | | Link |
| Recording Off the Job Learning | <ul style="list-style-type: none"> It is the apprentice's responsibility to maintain an accurate and up to date record of the time they spend in off the job learning through the learning log provided for you at your induction. Your record of your off the job learning, alongside evidence of progress against the knowledge, skills and behaviours in the apprenticeship will be reviewed at every Tri-partite Progress Review. This record is evidence of the ongoing eligibility of this apprenticeship and must be maintained and up to date at all times. | | Recording Off the job hours policy Link |
| Data Protection | <ul style="list-style-type: none"> 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 | | ESFA Privacy Statement June 2022 University Privacy Statement Link |

Commented [rR6]: Updated statement - all other links work and are as previously

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| Key Processes and Policies | Process | First Point of Contact Name, Role, Email, Phone | Reference Document or Policy Link |
|---|--|---|--|
| | <ul style="list-style-type: none"> 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. | | |
| Safeguarding & PREVENT | <ul style="list-style-type: none"> 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 your personal tutor. The Designated Safeguarding Lead can also be contacted (for details see right) | Designated Safeguarding Lead | Safeguarding Policy Link |
| Equality & Diversity | <ul style="list-style-type: none"> 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 your personal tutor | Equality, Diversity and Inclusion Committee | Equality & Diversity Policy Link |
| Bullying & Harassment | <ul style="list-style-type: none"> 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 your personal tutor | Equality, Diversity and Inclusion Committee | Dignity & Respect Policy Link |
| Health & Safety | <ul style="list-style-type: none"> 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 your personal tutor | | Health and Safety Policy Link |
| Raising Queries, Concerns and Complaints | <ul style="list-style-type: none"> If you have concerns or queries about your apprenticeship in the workplace you should discuss these with your employer | | |
| | <ul style="list-style-type: none"> If you have concerns or queries about your apprenticeship delivered by the university, you should discuss these with your personal tutor in the first instance | | |
| | <ul style="list-style-type: none"> 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) | University complaints contact: | ESFA Complaints Policy |

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| Key Processes and Policies | Process | First Point of Contact Name, Role, Email, Phone | Reference Document or Policy Link |
|----------------------------|--|---|---|
| | <ul style="list-style-type: none"> 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) | Apprenticeship Service Support: 0800 150 600 helpdesk@manage-apprenticeships.service.gov.uk | University Complaints Policy Employer Complaints Policy Office of the Independent Adjudicators Complaints Process |

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:

- Confirm, by signing this Training Plan, that they are paid at least the legal wage for their age and that their contract of employment extends to at least the planned completion date of their end point assessment.
- 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)
- Confirm that their employer has agreed that all training and end point assessment set out in the learning 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
- Work with their employer and academic mentor to ensure that the individual learning plan set out in Annex A is achieved within working time paid hours as set out in the Apprenticeship Funding Rules. **This includes undertaking learning activities towards their apprenticeship at least once every four weeks and** where needed, working with their employer and the university to identify additional learning activities needed to support their learning objectives or achieve the minimum hours required for this apprenticeship. This will be reflected in an updated Individual Learning Plan in Annex A

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- e. This also means that the apprentice must 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.
- f. Maintain an up to date and accurate record of off the job learning hours, submitted to the university when requested and shared as part of the Tri-partite reviews as set out in section 2. above
- g. 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,
- h. Understand that not undertaking some learning activity at least every four weeks 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.
- i. Undertake the end point assessment, and should this be needed, participate in any further training prior to resitting the end-point assessment
- j. Contribute to 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
- k. 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
- l. 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
- m. Raise any queries or complaints regarding the apprenticeship through the university process, and to the ESFA where needed as set out in section 2.
- n. Agree with the employer and University when learning is complete, and they are ready to undertake the End-point Assessment
- o. Participate in course feedback and apprenticeship evaluation to support the continuous improvement of the programme for current and future apprentices.
- p. 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 agrees to:

- a. 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.
- b. 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).
- c. Confirm, by signing this agreement, that all training and end point assessment set out in the learning 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.
- d. 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.

Commented [rR7]: Unlikely to apply to us but just belt and braces including this just in case

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- e. Work with their apprentice and the university to deliver the individual learning plan set out in Annex A, providing the apprentice with access to the on the job knowledge, skills and experience, resources and opportunities needed to achieve this apprenticeship. This includes **undertaking learning activities towards their apprenticeship at least once every four weeks and**, where needed, working with the apprentice and the university to identify additional learning activities needed to support the apprentice's learning objectives or to achieve the minimum hours required for this apprenticeship. This will be reflected in an updated Individual Learning Plan in Annex A.
- f. Support the university to comply with funding rules and collate evidence to confirm ongoing apprentice and apprenticeship eligibility for funding.
- g. Ensure that the apprentice has time to complete the off the job learning elements which are required for their apprenticeship within the apprentice's paid working hours. This is a requirement for this apprenticeship to remain eligible for funding.
- h. 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.
- i. 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
- j. 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
- k. 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
- l. 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
- m. 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 reviews as set out in section 2. above . This evidence is a requirement for this apprenticeship to remain eligible for funding
- n. 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 maternity / adoption / shared parental leave but will be using KIT / SPLIT days to continue off-the-job training.**
- o. 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
- p. 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
- q. 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.
- r. Understand that if the apprentice does not undertake some learning activity at least every four weeks, 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.**
- s. Agree with the apprentice and University when learning is complete, and the apprentice is ready to undertake the End-point Assessment

Commented [rR8]: Strengthening the accountability for reporting and discussion for his change of circ/ change of circs in particular

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- t. 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,
- u. Participate in course feedback, impact assessment and evaluation to support the continuous improvement of the programme for apprentices and employers
- v. 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 subcontractor⁹ delivering any part of this apprenticeship agrees to:

- a. 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.
- b. Provide a learning environment that meets current health and safety legislation to enable the apprentice to learn safely for the duration of the apprenticeship
- c. Work with the apprentice and employer to comply with the apprenticeship funding rules, providing an evidence pack that confirms eligibility for funding
- d. Provide an induction programme, that explains the Individual Learning Plan set out at Annex A and key university and apprenticeship policies and offer support and guidance throughout the apprenticeship programme.
- e. Work with the employer and their apprentice to maintain a current and accurate Training Plan and Individual Learning Plan based on the needs of the apprentice.
- f. Work with the apprentice and their employer to deliver the individual learning 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 four weeks as** required to achieve this apprenticeship. This includes, where needed, working with the apprentice and the university to update the Individual Learning 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.**
- g. 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 off the job learning set out in Annex A
- h. 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
- i. Manage and oversee the delivery led by the subcontractors identified in section 1
- j. Lead reviews with the apprentice and employer, providing evidence and feedback on progress to track 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
- k. Track attendance and participation to meet the off the job learning requirements for this apprenticeship programme and inform the employer where the apprentice is absent from planned sessions
- l. 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.
- m. 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.

⁹ every subcontractor holding a contract for delivery of training as part of this apprenticeship is bound by this commitment

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- n. 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
- o. Use apprentice and employer data only for the purposes and in accordance with the University and ESFA Privacy Statements
- p. Inform the employer if there are changes that will affect completion of the apprenticeship or change the planned end date
- q. Make timely and accurate entries into the ILR to ensure that employer apprenticeship service accounts are accurate payments are triggered promptly
- r. 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
- s. 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.
- t. Where the apprentice does not undertake some learning activity at least every four weeks, place the apprentice on a formal break in learning to pause the apprenticeship and this may result in an extension to the duration of the apprenticeship. Where this is necessary the Apprenticeship Agreement and Training Plan must also be updated.
- u. Agree with the apprentice and University when learning is complete, and the apprentice is ready to undertake the End-point Assessment
- v. Provide certification required as part of the apprenticeship
- w. Where needed, provide a 'Record of Achievement' for part completion of an apprenticeship
- x. 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
- y. Take opportunities to promote and publicise impact and success for employer, apprentice and the wider apprenticeship programme

Commented [rR9]: You might be getting sick of seeing this now - decide if this is overkill .

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ANNEX A: Individual Learning 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 Assessment, and takes account of any recognition of prior learning 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. This section also includes, where relevant, the plan for English & maths (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.

Commented [rR10]: See P56.2 this is a verbatim quote

As part of your apprenticeship, you and your employer agree to set aside time for you to participate in the off the job learning scheduled in section A and B, at least every four weeks, 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 and skills, and the practice needed to demonstrate competency in your role preparing 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 detailed in your learning plan at Annex A. Your Individual Learning 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, showing how this has contributed and to track whether your time spent in off the job learning is on schedule. If you are unable to complete some learning activity at least every 4 weeks 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 at least 6 hours of learning for every week of your apprenticeship have taken place. This, with your off the job hours and 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.

Apprenticeship Delivery Summary ¹⁰ delete example below

e.g. This level x degree apprenticeship is delivered through a combination of face to face, live online and recorded online sessions plus self-directed learning and 1-1 sessions with university staff. This takes place over 3 years (36 months) during the apprentice's paid hours (or evidence of time off in lieu / payment is required from the employer). Learning activities take place every 4 weeks as a minimum and also include off the job learning time led by the apprentice and employer at their place of work [and mentoring sessions planned each xx months]. Sessions will range from [full day sessions on campus, to live on line to shorter sessions of up to 2 hours, and guided online modules to be conducted at the apprentice own pace.

Commented [rR11]: As required by P 57.5 see footnote 10

We will conduct Tri-partite Progress Reviews¹¹ every 12 weeks face to face or online with the apprentice and their line manager. It is a requirement that apprentices maintain an up to date record of all off the job learning activities towards their apprenticeship which the university can use as evidence that the hours required for this apprenticeship have been achieved.

Your specific learning plan based on the outcomes of your Initial Assessments is set out in Annex A

¹⁰ a brief description (2-3 sentences) to describe the delivery model (i.e. frequency and mode of delivery) is required. Frequency may include regular delivery through day release or block release (including front loaded training). The mode of delivery may include 1:1

¹¹ Summary details of progress reviews are required including the frequency and format

Apprentice Training Plan **GUIDANCE VERSION**



Annex A – Occupational Knowledge Skills and Experience Individual Learning Plan ¹²

Summary of Recognised Prior learning, outcomes from the Initial assessment and their impact on the Individual Learning Plan of Recognised Prior learning and outcomes of the Initial assessment

| | | | |
|---|----------------------------|--------------------------|--|
| General outcomes from the Initial Assessment / actions arising from the Initial Assessment | | | Off the Job Learning Hours Exempted Total |
| <p>Example: some relevant and recent experiences from the current role in [KSB] skill xxx and xx and xx which maps to learning in module Y but requires more grounding in the KSB [knowledge area xxxx] to pass the summative assessment / reach competence here or qualify for an exemption. Other KSBs covered by modules areas are new areas of learning. No exemptions applicable.</p> | | | |
| EXEMPTED Component Activities - Module Title | Exempted Time : Start Date | Exempted Time : End date | 0 |
| | | | 0 |

Commented [rR12]: don't forget the impact of T-levels or bootcamps on planning the programme / RPL 25.3.2. This section is not a rul, but it emphasises how the INA has underpinned the creation of the ILP - use it to make the links clear. This is also helpful info for those conducting the Progress Reviews

Individual Learning Plan

| Component Activities - Module Title and Topic | Planned Start Date | Activities / Modes/ Milestones /Progress Reviews | Delivery Organisation | Total Planned Learning Hours | Planned Off the Job Learning Hours |
|---|--------------------|--|-----------------------|------------------------------|------------------------------------|
| | | | | | |
| | | | | 0 | 0 |
| | | | | 0 | 0 |

Commented [rR13]: Include planned mentoring sessions and detail about what employers need to arrange and when if needed to maintain the 4 weeks learning activity schedule e.g. over summer

Commented [rR14]: If known substantive EPA prep sessions could be included

Commented [rR15]: Month at least could be included

Commented [rR16]: Makes sure the planned off the job hours matches the total on Page 2 of the template (P3 in this doc)

¹² It should be clear which elements of the Training Plan have been used towards the Training Plan and which have not. The total planned number of off-the-job training hours is included in section 1.3. This must reach at least the requires minimum – 6 hours for every week duration of the apprenticeship not including statutory leave of 5.6 weeks

Apprentice Training Plan **GUIDANCE VERSION**



Section B – Other Apprenticeship Plans

This section of the Training Plan summarises the additional elements of the apprenticeship delivery where these have been identified as part of your Individual Learning Plan.

Commented [rR17]: Delete if not needed - though they may be needed during the apprenticeship

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

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

Commented [rR18]: Not a rule requirement but this is indicative evidence that the reasonable adjustment plan is in place and we have considered how this impacts the delivery. E.g. confirmation of additional time for assignments for Dyslexia, etc. Explain here briefly what is happening and ensure this is seen by tutors and progress reviewers

Section B.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] | | | |

Commented [rR19]: Just here to spellout the EPA contents so we are clear at the start and employers and apprentices are aware right at the start. Include the month as the start date and also set out what the role of the employer in the EPA (if they have one)

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

| Plan | Estimated Start Date | Estimated End Date | Training Provider Organisation |
|---|----------------------|--------------------|--------------------------------|
| English <input type="checkbox"/> Not Applicable | | | |
| Maths <input type="checkbox"/> Not Applicable | | | |

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