

UVAC Template 2025-2026 - V2 Funding Rules - Quick Guide

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	Resource	File Name	Notes
1	Contract for apprenticeships Services with an employer	UVAC - FINAL 2025-26 - Template Apprenticeship Services Agreement	Ready to use with the caveats and points to note below - Please ensure that all recipients and users of these templates within the University also receive the notes below:
	<p>1. RULE CHANGES - We are anticipating other rule changes during this academic year and it is possible that this may affect some contract terms. In this situation we will provide updated templates to you automatically and advise all members on dates for reissue. For this reason we advise that you retain the V1 notation or implement a version control tracking process as you issue contracts.</p> <p>2. CHANGES TO EPA/EPAO DELIVERY – We are expecting further guidance in ‘Summer 2025’ concerning implementation of the changes and flexibilities introduced to end point assessment. This is likely to affect the Funding Rules and the requirements placed on EPA organisations so may change terms in both the employer contract for services and the contract / service agreement with End-Point Assessment Organisations. For this reason, as above, we advise that you retain the V1 notation or implement a version control tracking process as you issue contracts.</p> <p>3. OFS CONDITION E6 – we have not substantially updated the contract to reflect the new condition but would anticipate that members will list / include the updated single comprehensive policy with the apprenticeship contract as a core policy and will include the mandatory training on definitions, reporting, investigation, and support in the requirements for monitoring and reporting for apprenticeship staff. We will monitor how the clause is implemented and regulated.</p> <p>4. INAPPROPRIATE USE OF AI - We have included a new term for you to consider. This term references the employer’s responsibility to ensure that apprentices are aware of their own and the University’s policy on the appropriate use of AI, and to take steps to ensure that work submitted as evidence of competence is a genuine reflection of the apprentices’ skills. Thanks to teams at Kent and Sussex universities for their assistance in drafting.</p>		

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	<p>5. GOLDEN HANDCUFFS TERMS/apprentice contribution to their apprenticeship – During the contract development we have become aware that employers are placing restrictive terms onto apprentices if they leave their programme early / leave after their apprenticeship is complete. Where you retain a term preventing employers from having this type of inclusion in their contracts for employment you may be aware that employers are starting to push back and highlight that in the Funding Rules this relates to ‘eligible’ costs not to the overall costs of apprenticeship – this would mean for example that accommodation for block release, an ineligible element not chargeable to the Levy, might be clawed back or even paid for upfront by the apprentice. We are currently seeking DfE clarification on the overall point. The original apprenticeship programme was clear that any sort of golden handcuffs were not acceptable for an apprenticeship but the DfE position seems to have changed. More advice will follow as we review with this contract contains</p>		
2	Guide for Line Managers	UVAC- 20252026 - Template Funding Rules Line Manger Guide	<ul style="list-style-type: none"> This document summarises employer line manager responsibilities in an apprenticeship. Its purpose is to provide an annex to the contractor services for line managers to set up clearly their responsibilities during the apprenticeship
3	Contract with external end-point assessment for EPA Services	UVAC - FINAL 2025-26 - Template Contract for End Point Assessment Organisations	<ul style="list-style-type: none"> This template is for use in contacting the services of external End-Point Assessment Organisations to deliver EPA services See in particular note 2. above regarding changes to EPA.
4	Service Level Agreement for internal EPA Services	UVAC-20252026 - Template-SLA-Internal EPAO	<ul style="list-style-type: none"> This template is for use where there is an internal end-point assessment service provided by a school or faculty team within the University, with or without additional independent assessors contracted to provide some elements of the apprenticeship. Its purpose is to set out what is required by the EPA Plan, EQA and internal / external compliance frameworks are successfully achieved. See in particular note 2. above regarding changes to EPA.

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5	Contract with Independent Assessors for EPA services	UVAC - FINAL 2025-26 - Template Contract for Assessor Services	<ul style="list-style-type: none"> This template is for use between the University and the external Independent Assessors selected to deliver EPA services as part of the EPA Its purpose is to set out what is required by the Assessor in a specific EPA and ensure that EQA and internal / external compliance frameworks are successfully achieved.
6	Contract for Subcontracted apprenticeship delivery	UVAC - FINAL 2025-26 - Template Subcontract for Apprenticeships	<ul style="list-style-type: none"> This template is for use between the University and an external organisation subcontracted to deliver part of an apprenticeship. Its purpose is to set out what is required by the subcontractor to meet the quality and compliance frameworks.
7	Training Plan Template	UVAC-20252026 - Template Training Plan	<ul style="list-style-type: none"> This template provides a comprehensive document summarising the apprentices onboarding evidence to meet the requirements of the funding rules from initial needs assessment to the rationale for each element of the planned schedule of learning. Its purpose is to provide a comprehensive document for apprentice and employer about their apprenticeship but also to ensure that evidence required for the apprenticeship is collected. This contains a range of highlighted new or amended sections for completion
8	Progress Review Template	UVAC-20252026 - Template- Progress Review	<ul style="list-style-type: none"> This template provides a suggested format for the apprenticeship progress review compliance evidence and quality principles are successfully collated. Its purpose is to provide progress review leads with a format for discussions and prompt collation of information and evidence required from this key process point.
9	Evidence Pack Checklist	UVAC-20252026 - Evidence Pack Checklist	<ul style="list-style-type: none"> This template provides a mapping tool setting out all of the published evidence requirements set out in the Funding Rules, alongside a matrix of possible evidence sources - to be added to / replaced by the documents and evidence sources used by each provider.

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			<ul style="list-style-type: none"> • Its purpose is to provide a map of evidence sources, to enable providers to confirm that the evidence requirements are all met and to confirm where there are gaps and duplication to help improve the effectiveness of the evidence collation process • See Note 1 above
10	Planned vs Actual Hours Declaration	UVAC- 20252026 - Template Actual Hours Summary Statement	<ul style="list-style-type: none"> • This template provides documents to be signed at the end of every apprenticeship where the Actual hours deliverance and recorded in this apprenticeship all fewer than the planned hours set out in the training plan. • Its purpose is to provide evidence to meet compliance requirements. This can be incorporated either as a separate document or as part of any existing gateway documentation