

Compliance check complete by XXXXXX on XXXX 2020, XX:XX

Commitment Statement

Applicant details

Name of apprentice: XXXXXXXXXXXXXXXXXXXX

Programme name: Infrastructure Technician Level 3

Based on LARS Standard and level: Infrastructure Technician Level 3

Start date: DD MM YYYY

Estimated apprenticeship end date: DD MM YYYY

Qualifications

All elements of the learning plan (including English and maths) will be delivered by unless otherwise stated.

City & Guilds Level 3 Award in Coding and Logic

no exemptions

24 Feb 2020 - 24 Feb 2021 | 1 unit, no exemptions | Fully funded by ESFA

Unit 309: Coding and Logic

not exempt

City & Guilds Level 3 Award in Cloud Services

no exemptions

24 Feb 2020 - 24 Feb 2021 | 1 unit, no exemptions | Fully funded by ESFA

Unit 308: Cloud Services

not exempt

City & Guilds Level 3 Award in Business Processes

no exemptions

24 Feb 2020 - 24 Feb 2021 | 1 unit, no exemptions | Fully funded by ESFA

Unit 310: Business Processes

not exempt

City & Guilds Level 3 Award in Mobile and Operating System

no exemptions

24 Feb 2020 - 24 Feb 2021 | 1 unit, no exemptions | Fully funded by ESFA

Unit 307: Mobile and Operating Systems

not exempt

City & Guilds Level 3 Certificate in Networking and Architecture

no exemptions

24 Feb 2020 - 24 Feb 2021 | 1 unit, no exemptions | Fully funded by ESFA

Functional Skills

All elements of the learning plan (including English and maths) will be delivered by unless otherwise stated.

City & Guilds Functional Skills Mathematics Level 2

exempt

24 Apr 2020 - 24 Oct 2020 | Fully funded by ESFA

Reason for exemption

Exempt- LRS Check completed.

City & Guilds Functional Skills English Level 2

exempt

24 Apr 2020 - 24 Oct 2020 | Fully funded by ESFA

Reason for exemption

Exempt- LRS Check completed.

End-point assessment

Assessment organisation

XXXXXXXXXXXX

Estimated end of practical period

DD MM YYYY

Estimated EPA Gateway date

DD MM YYYY

Estimated apprenticeship end date

19 May 2021

Funding status

Fully funded by ESFA

Off The Job Training

As you work 37 hours and 30 minutes per week, and your planned programme is for 47 weeks, the number of Off The Job training hours you must complete is 353

Use of personal information by third parties

Which, if any, would the learner like to be contacted about?

None

How would the learner like to be contacted?

None

Commitments

Training Provider commitment and responsibilities

- To ensure that the content of the programme of learning fulfils the

national and sector agreed standards

- To agree milestone dates with you, the Learner, that are realistic, achievable and challenging
- To make regular visits and contact with you, the Learner, to ensure that progress is made against your milestones and overall planned achievement date
- Planned off the job training will be delivered usually within normal working hours and will consist of a combination of training usually at the Apprentice's normal place of work (but not part of the Apprentice's normal duties), work shadowing, teaching of theory, practical training, online learning, research, time spent writing assessments/assignments and in some instances day release for certain programmes (if day release is applicable this will be confirmed prior to the commencement of the programme). The number of off the job training hours associated with each aspect of the apprenticeship is detailed in the individual scheme of work.
- To quality assure the teaching, learning and assessment delivered to you, the Learner
- To supply relevant training resources and support to ensure learning is delivered to meet the milestones set within your learning plan
- To ensure that quality Information, Advice and Guidance (IAG) is offered to you, the Learner, in relation to all aspects of your programme of learning and that where IAG cannot be provided, the Training Provider will signpost you to other sources and organisations
- To ensure that the programme of learning delivered meets the requirements set out in the contract between the Training Provider, the Education and Skills Funding Agency and/or other relevant funding bodies and Awarding Organisations in particular in relation to its Quality Assurance, Health and Safety and Equal Opportunities obligations
- To ensure that you, the Learner, and your Employer receive a copy of this commitment statement once your programme has started

Learner commitment and responsibilities

- To commit to your milestones and the successful completion of your programme of learning
- To behave in a safe and responsible manner in accordance with the

requirements of Health & Safety legislation which relates to your responsibilities at work and to promote and act in your Employer's/ Placement's best interest at all times

- Jointly with the Employer and Training Provider to agree a learning and assessment plan, to regularly review progress made and to agree any changes or updates to the plan
- To attend work and report any absences directly with your Employer, as agreed within your contract of employment
- To ensure the Training Provider is advised of any issues or concerns relating to your programme of learning, Health & Safety, Safeguarding and/or Equality & Diversity
- As Learner, I understand:
 - that the learning and services delivered have been financed in whole or part by the Education and Skills Funding Agency and, if applicable, the European Social Fund
 - that my personal information is passed to the Chief Executive of Skills Funding (“the Agency”) and, when needed, the Department for Education, including the Education Funding Agency to meet legal responsibilities under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency’s Learning Records Service (LRS) to create and maintain a Unique Learner Number (ULN) and a Personal Learning Record (PLR)
 - that the information I provide may be shared with other organisations for education, training, employment and wellbeing–related purposes, including for research
- As Learner, I confirm:
 - that the information I have provided in my eligibility declaration and application is accurate
 - that I will spend at least 50% of my working hours in England over the duration of my apprenticeship
 - that I am not enrolled on another apprenticeship or Department for Education funded Higher Education or Further Education programme

Employer commitment and responsibilities

- To ensure that you, as both Learner and Employee, receive an induction to

your workplace

- To ensure that you, as both Learner and Employee, have adequate supervision and support to maintain you feeling safe at work and to ensure you are aware of how to take responsibility for your own personal safety
- To inform the Training Provider if you, as both Learner and Employee, leave employment or if there are any issues relating to performance/conduct or safeguarding including timely reporting should you have an accident
- To agree a learning plan jointly with the Training Provider and you, as Learner, to support your progress throughout the programme of learning
- To undertake legal and contractual responsibilities for Health, Safety and Safeguarding for you, the Learner
- To ensure you, as both Learner and Employee are treated fairly in line with the Company's and Training Provider's Single Equality Scheme
- To ensure that, as your Employer, they are aware of and understand their legal duty in terms of the Apprenticeship Agreement (see above) including but not limited to paying the Apprentice in line with National Minimum Wage requirements
- To ensure that, as your Employer, they support you the Learner, in the completion of off-the-job training for a minimum of 20% of your working hours
- To allow reasonable access for the Training Provider to carry out training, assessment and monitoring of your progress at times agreed with the Employer, together with allowing access to funding organisations, awarding organisations and inspectorates for the purpose of quality assuring the Training Provider
- To ensure that you, as both Learner and Employee, are given adequate time within your working hours to work towards your programme of learning
- As your Employer, they confirm that you, as the Apprentice, have an Apprenticeship Agreement in place which covers the duration of your apprenticeship programme, and that you, as the Apprentice, will be paid as a minimum in line with national minimum wage according to your age
- To ensure that, as your Employer, they adhere to all parts of the signed commitment statement

Comments, Complaints and Questions

If at any time throughout this programme of learning you have any queries or complaints and you contact in the first instance, you have the ability to do so by contacting your trainer for more information.

The Education and Skills Funding Agency's provide support via the Apprenticeship Helpline. You can contact the Apprenticeship Helpline via email nationalhelpdesk@apprenticeships.gov.uk or by telephone on 0800 015 0400 between the hours of 8am and 10pm 7 days a week. Alternatively, you can contact us at www.gov.uk/government/organisations/education-and-skills-funding-agency



Signatures

By signing this agreement you are confirming the above information is correct and your signature is genuine.

Apprentice

NAME
EMAIL ADDRESS

Signed on DD MM
YYYY, XX:XX

Trainer

NAME
EMAIL ADDRESS

Signed on DD MM
YYYY, XX:XX

Employer

NAME
EMAIL ADDRESS

Signed on DD MM
YYYY, XX:XX

Appendix A - Programme activities

The specific content of the programme may be updated over the course of the apprenticeship.

From 24 Feb 2020 to 24 Mar 2020

Activity	Off the job hours	Status
Apprentice Enrolment	2	not exempt
Apprentice Induction	20	not exempt
Job Shadowing	8	not exempt

From 24 Feb 2020 to 24 Feb 2021

Activity	Off the job hours	Status
compTIA E-Learning Course	60	not exempt

From 24 Mar 2020 to 24 Apr 2020

Activity	Off the job hours	Status
Infrastructure Technician SP1 Task	30	not exempt

From 24 Apr 2020 to 24 May 2020

Activity	Off the job hours	Status
Infrastructure Technician Professional discussion for SP1 with your trainer/coach.	2	not exempt
Knowledge Module 5: Business Processes	30	not exempt

From 24 May 2020 to 24 Jun 2020

Activity	Off the job hours	Status
Managers Witness testimony for SP1 Task	1	not exempt

From 24 Jun 2020 to 24 Jul 2020

Activity	Off the job hours	Status
Knowledge Module 1: Networking and Architecture	30	not exempt

From 24 Jul 2020 to 24 Aug 2020

Activity	Off the job hours	Status
Job Shadowing	8	not exempt

From 24 Aug 2020 to 24 Sep 2020

Activity	Off the job hours	Status
Knowledge Module 2: Mobile and Operating Systems	30	not exempt
Infrastructure Technician SP2 Task	30	not exempt

From 24 Sep 2020 to 24 Oct 2020

Activity	Off the job hours	Status
Infrastructure Technician Professional discussion for SP2 with your trainer/coach.	2	not exempt
Managers Witness testimony for SP2 Task	1	not exempt

From 24 Oct 2020 to 24 Nov 2020

Activity	Off the job hours	Status
Knowledge Module 3: Cloud Services	30	not exempt

From 24 Dec 2020 to 24 Jan 2021

Activity	Off the job hours	Status
Infrastructure Technician SP3 Task	30	not exempt
Workplace Observation for SP3	2	not exempt
Knowledge Module 4: Coding and Logic	30	not exempt

From 24 Jan 2021 to 24 Feb 2021

Activity	Off the job hours	Status
Managers Witness testimony for SP3 Task	1	not exempt
CompTIA A+ Session	30	not exempt
Total off the job hours	377	

