

# Apprenticeship Programme

## Written agreement

Employer:

ESC

## APPRENTICESHIP PROGRAMME - WRITTEN AGREEMENT

This agreement is between the **Employer** and **Lead Provider** listed below for the provision of Apprenticeship Training for the **Wood Occupations Apprenticeship - Level 3** Apprenticeship.

**Employer** **ESC**

**Lead Provider:** East Surrey College, Gatton Point, London Road, Redhill RH1 2JX

The Employer confirms that all Apprentices for whom they complete a Commitment Statement will be employed for the duration of the Apprenticeship.

The Employer confirms that they are able to provide mentoring, support and work opportunities during the Apprenticeship that will enable the Apprentice to complete the programme.

The Lead Provider confirms that they will provide the underpinning knowledge, training and on site assessment relevant to the Qualifications listed in the Commitment Statement.

The Lead Provider confirms that learning support will be provided to Apprentices with additional learning needs to support them during the Apprenticeship where identified and assessed as required.

### EXTRA SUPPORT FOR SMALL EMPLOYERS

The Government will fund all of the Apprenticeship training costs, up to the maximum value of the funding band for the Apprenticeship, for Employers employing fewer than 50 people, if on the first day of the Apprenticeship, the Apprentice meets the criteria in Appendix A.

NB. This category is audited by the Education and Skills Funding Agency through their Employer Data Service and they determine whether the Employer is eligible or not. If the ESFA deem that the employer is not eligible then the 10% contribution will be due.

The Employer confirms that the organisation has had an average of 49 or fewer employees with a Contract of Employment in the 365 days before the Apprentice was recruited.

Yes       No      Number of current employees: **XX**

### ADDITIONAL PAYMENTS

All Employers will receive a payment towards the additional cost associated with training if, at the start of the Apprenticeship the Apprentice meets the criteria in Appendix A.

## OFF-THE-JOB TRAINING

The following statements are stated in the funding and performance management rules for training providers:

Off-the-job training is defined as learning which is undertaken outside the normal day-to-day working environment and leads towards the achievement of an Apprenticeship. This can include training that is delivered at the Apprentice's normal place of work but must not be delivered as part of their normal working duties.

Off-the-job training must be directly relevant to the Apprenticeship Framework or Standard and could include the following:

- The teaching of theory (for example, lectures, role playing, simulation exercises, online learning, manufacturer training)
- Practical training; shadowing; mentoring; industry visits and attendance at competitions
- Learning support and time spent writing assessments/assignments

Off the Job Training does not include:

- English and Maths (Up to Level 2) which is funded separately
- Progress reviews or on programme assessment required for an Apprenticeship Framework or Standard
- Training which takes place outside the Apprentice's paid working hours

	Number of hours of work during the apprenticeship (excluding holidays)	3,552
	Total Planned hours of training (Must be equal to or exceed 20% of working hours above)	710
College	Number of planned hours attendance at College	408
Employer	Number of planned hours training in the workplace	302

## ENGLISH AND MATHS

These subjects will be delivered as taught sessions in College on an alternative day to any vocational training and Apprentices are required to attend these sessions to obtain the required level for their Apprenticeship.

LIST OF APPRENTICES

This written agreement applies to the following Apprentices for whom a Commitment Statement has been completed. (Annex A)

Apprentice Name	ULN NO	Date of Birth	Programme	Start Date	Payment Schedule included YIN
J Bloggs	123456789	01/06/2000	Wood Occupations Apprenticeship - Level 3	01/09/2018	No

SAMPLE

## ADDITIONAL PAYMENTS (Appendix A)

If Apprentices meet the following criteria –aged between 16 and 18 years old (or 15 years old if the Apprentice's 16th birthday is between the last Friday of June and 31 August)

- aged between 19 and 24 years old and either has:
- an EHC Plan provided by their local authority
- or has been a 'Child in Care' as defined in below

A Child in Care is defined as:

- an eligible child - a young person who is 16 or 17 and who has been looked after by the local authority/Health and Social Care Trust for at least a period of 13 weeks since the age of 14, and who is still looked after.
- a relevant child - a young person who is 16 or 17 who has left care after their 16th birthday and before leaving care was an eligible child.
- a former relevant child - a young person who is aged between 18 and 21 (up to their 25th birthday if they are in education or training) who, before turning 18, was either an eligible or a relevant child, or both.

Please note that we will require approval from the Apprentice before we can inform you whether they have an EHC Plan or that they have been in care of their Local Authority and relevant evidence to submit to the SFA before any payments can be made.

**PAYMENT SCHEDULE** for additional and extra support payments:

- 50% of the payment, 90 days from the Apprentice's start date
- 50% 365 days from the Apprentice's start date

These payments are initially paid to the lead provider and will be passed on in full to the Employer within 30 days of receipt.

The written agreement is the summarised version of the Standard Contract that underpins the College Operations and forms part of this Agreement. The Standard Contract is available on our website at [www.esc.ac.uk](http://www.esc.ac.uk)

The Standard contract is also available in hard copy or electronically from your Account Manager.

Signed \_\_\_\_\_ **for Employer** Date 01/09/2018  
Name Joe Bloggs

Signed \_\_\_\_\_ **for Training Provider** Date 01/09/2018  
Name Joe Bloggs

The content featured within the electronically generated Employer Undertaking Form (Schedule 10) and Request for Services (Schedule 7) also forms part of this written agreement.

SAMPLE