



Apprenticeship Commitment Statement

Setting You Up for Success

Our Apprenticeship Commitment Statement makes sure everyone — apprentice, employer, and training provider — is clear on their responsibilities. It's a shared agreement designed to support progress and aligns to the requirements to the DfE apprenticeship funding rules.

Apprentice Responsibilities

- Attend all scheduled training and assessments.
- Complete assignments and projects linked to the apprenticeship standard.
- Take ownership of learning and development.
- Follow workplace policies, including health & safety and safeguarding.

Employer Responsibilities

- Provide meaningful employment, supervision, and mentoring.
- Release the apprentice for off-the-job training (minimum 6 hours per week for the apprenticeship with agreed additional for functional skills learning if applicable).
- Ensure access to resources, facilities, and opportunities to build skills.
- Take part in progress reviews and give constructive feedback.

Training Provider Responsibilities

- Deliver high-quality training and assessment aligned to the apprenticeship standard.
- Carry out regular progress reviews with apprentice and employer.
- Provide resources, guidance, and support throughout the programme.
- Ensure compliance with DfE funding rules and Ofsted requirements.

Off-the-Job Training

Apprentices will complete at least 6 hours per week of off-the-job training, which may include:

- Workshops, classroom sessions, or online learning.
- Practical training away from normal duties.
- Coaching, mentoring, and shadowing.
- Assignments, projects, and reflective learning activities.

Where functional skills are required, additional learning time will be allocated.

Monitoring Progress

- Formal reviews every 12 weeks.
- Progress tracked against the apprenticeship standard and learning plan.
- Concerns addressed collaboratively by all parties.

End-Point Assessment

At the end of the programme, apprentices complete an independent End-Point Assessment to demonstrate competence in the required knowledge, skills, and behaviours.

Antonia Ogden-Meade – Director

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