

Apprenticeship Agreement

An apprenticeship agreement must be in place at the start of the apprenticeship.
The purpose of the apprenticeship agreement is to identify:

- the apprenticeship standard connected to the apprenticeship.
- the dates during which the apprenticeship is expected to take place; and
- the amount of off the job training that the apprentice is to receive.

Before completing the Agreement, please read the notes and references provided below.

Apprentice name * (incl middle name if applicable):			
Relevant apprenticeship standard name, code and level			
Place of work (employer)			
Start date of apprenticeship (see note 3)		End date of apprenticeship (See note 3)	
Start date of practical period (see note 4)		Estimated end of practical period (see note 4)	
Duration of practical period (see note 4)		Planned amount of off-the-job training hours (see notes 9 & 10)	

* NB the name you provide will be the name that appears on your qualification's certificates (if applicable) and will be used for Standard certificates.

Signatories – Confirm content of this agreement and the Apprentice is paid a legal wage as an employee via PAYE.

Apprentice:		Date:	
Employer:		Date:	
Employer Name			

Notes and references

1. The apprenticeship agreement

The apprenticeship agreement is a statutory requirement for the employment of an apprentice in connection with an approved apprenticeship standard. It forms part of the individual employment arrangements between the apprentice and the employer; it is a contract of service (i.e. a contract of employment) and not a contract of apprenticeship. If all the requirements of section 1 of the Employment Rights Act 1996 are complied with, the apprenticeship agreement can also serve as the written statement of particulars of employment. You are not required to use this template, but the requirements of the legislation as described below must be met when you form your apprenticeship agreement

2. Why an apprenticeship agreement is required

The Apprenticeships, Skills, Children and Learning Act 2009 (ASCLA) introduced the requirement for an apprenticeship agreement to be in place when engaging an apprentice under a statutory apprenticeship. The requirements for an apprenticeship agreement can be found in section A1 of ASCLA and the Apprenticeships (Miscellaneous Provisions) Regulations 2017.

3. When the apprenticeship agreement must be in place

An apprenticeship agreement must be in place when an individual starts a statutory apprenticeship programme and should remain in place throughout the apprenticeship. The end date is when the end-point assessment is due to be completed

4. The 'practical period'

The practical period is the period for which an apprentice is expected to work and receive training under an approved English apprenticeship agreement. The practical period does not include the end-point assessment. For the purpose of meeting the Education and Skills Funding Agency funding requirements, the practical period start date set out in the apprenticeship agreement must match the practical period start date in the commitment statement and the start date in the Individual Learner Record.

5. In certain circumstances, an apprenticeship can be completed without an apprenticeship agreement being in place

To *commence* a statutory apprenticeship (when an individual starts their apprenticeship programme) it is a legal requirement that an apprenticeship agreement be in place. The two circumstances in which an apprentice can complete a statutory apprenticeship without an apprenticeship agreement are where (i) they are holding office as an apprentice police constable, or as an apprentice minister of a religious organisation; or (ii) where they have been made redundant with less than six months of their apprenticeship's practical period left to run (see regulation 6 of the Apprenticeships (Miscellaneous Provisions) Regulations 2017).

6. Who needs to sign the apprenticeship agreement?

The employer and the apprentice need to sign the agreement – it is an agreement between these two parties only. Training providers sign a separate commitment statement which outlines the planned content and schedule for training, what is expected of and offered by the employer, provider and the apprentice, and how to resolve queries or complaints

7. What you need to do with the signed agreement

You (the employer) must keep the agreement for the duration of the apprenticeship and give a copy to the apprentice and the training provider.

8. Information needed in an apprenticeship agreement

The apprenticeship agreement must comply with the requirements as provided in ASCLA. It must

- provide for the apprentice to work for the employer for reward in an occupation for which a standard has been published by the Institute for Apprenticeships and Technical Education;
- provide for the apprentice to receive training in order to assist the apprentice to achieve the standard in the work done under the agreement;
- specify the apprenticeship's practical period; and
- specify the amount of off-the-job training the apprentice is to receive.

9. Specifying the amount of off-the-job training

This is a requirement of the Apprenticeships (Miscellaneous Provisions) Regulations 2017. Off-the-job training is a critical requirement of apprenticeships and, in order to meet the Education and Skills Funding Agency's funding rules, this must be at least 20% of the apprentice's normal working hours over the total duration of the apprenticeship (until gateway). Off-the-job training can only be received by an apprentice during their normal working hours. Maths and English, up to and including level 2, does not count towards the minimum 20% off-the-job training requirement. The amount of off-the-job training should be agreed with the main provider. The provider must account for relevant prior learning the apprentice has received and reduce the content and duration of off-the-job training as necessary to achieve occupational competence. All apprenticeships must be of minimum duration of 12 months and include at least 20% off-the-job training.

10. Off-the-job training definition

Off-the-job training is defined as training which is received by the apprentice, during the apprentice's normal working hours, for the purpose of achieving the standard connected to the apprenticeship. It is not on the job training received by the apprentice for the sole purpose of enabling the apprentice to perform the work to which the apprenticeship agreement relates. More information, including examples of off-the-job training, can be found on gov.uk

11. The apprenticeship agreement does not mean a change to existing contracts or terms and conditions

Any apprenticeship entered into before 15 January 2018 (the date the Apprenticeships (Miscellaneous Provisions) Regulations 2017 came into force) will not be affected by the additional requirements that must be set out in an apprenticeship agreement. Any apprenticeship entered into after 15 January 2018 in connection with an apprenticeship standard must satisfy the requirements of the 2017 Regulations.

Learner File 21/22 - Apprenticeship Standards

The minimum duration for all Standards is 12 months practical period excluding Endpoint Assessment or longer if stated in the Standards and 372 days minimum including End point Assessment. Before completing this form please ensure you have the correct PLR record and EDRS number. Learner and Employer must complete Competency and Prior Learning (CPL) document prior to this being completed

(Please Complete with Black Pen and Capitals)

Assessor / Tutor: _____ Name of Partner/Sub-contractor _____

Transferring from another provider/college, same qual? **Yes / No**. If yes, contact MITSkills prior to sign up.

Progressing from L2 to L3 or has prior learning/experience? **Yes/ No**, if Yes complete the remaining funding to be claimed, due to prior learning, in the box below (e.g. if no reduction is required funding is 100%) and obtain IQA signature. **Please note this should match outcome of CPL analysis**

% Funding to be claimed after RPL/APL or prior learning - Main aim: Or Transfer (please evidence) All % approved by IQA					- Tech Cert: - F/skills:		IQA signature	
Title of Qualifications see Standard / Regulated/Non-regulated	Awarding Body / Ref	% Funding	IQA Signature	Date Registered	Start Date *	Length of Stay Months*	Office Use Only. P.E.D	
NB the apprentice must sit L2 English and Maths during their Level 2 Apprenticeship as well as L1 unless exempt at Level 1 or 2 in either English and/or Maths at start.						Office Use Only Actual End Date:		

Address: _____ Unique Learner No (ULN) if known: _____

_____ National Insurance No: _____

_____ Postcode: _____ Gender: _____

Years lived at address: _____ **Age:** _____ **Date of Birth:** ____/____/____ **Tel No** _____

Mob No: _____ Email:* _____

(ESFA have asked that this an active email and that learners are asked to use it to register their Apprenticeship see page)

Nationality: Passport held or online or documentary evidence)	a) UK citizen and ordinarily resident in UK or EEA for previous 3 years before start of apprenticeship	Yes <input type="checkbox"/> No <input type="checkbox"/> If No answer B
	b) Irish citizen and ordinarily resident in UK, Ireland or EEA for previous 3 years before start of apprenticeship	Yes <input type="checkbox"/> No <input type="checkbox"/> If No answer C
	c) EEA/EU citizen with pre-settled or settled status and ordinarily resident in UK or EEA for previous 3 years before start of apprenticeship	Yes <input type="checkbox"/> No <input type="checkbox"/> If No answer D Note EU EAA Citizens must show document or online evidence
	d) Non UK citizens with permission from UK Govt to live and work in UK (please add evidence page 7) and been ordinarily resident in UK for previous 3 years before start of apprenticeship	Yes <input type="checkbox"/> No <input type="checkbox"/> If No answer E
	e) Other non UK citizens exempt 3-year residency rule and have leave to enter, remain or eligible under another rule (please add evidence page 7)	Yes <input type="checkbox"/> No <input type="checkbox"/> If No not eligible

Please see MITSkills website or contact for full current ESFA eligibility.

Next of Kin or Nominated Contact details (This information will be used for emergency contact details)

1. Name of NOK/Contact: _____ NOK/Contact Tel Number: _____

Address if different from above: _____ Relationship to learner _____

2. Name of NOK/Contact: _____ NOK/Contact Tel Number: _____

Address if different from above: _____ Relationship to learner _____

Employment – please tick all that apply

Do you have the right to work in this role in England? Yes No

Contracted Hours per week.....(as agreed in Contract of Service)

Employed Length of employment before start: _____ (months)

Job role / title: _____

Skill, trade or occupation for which the apprentice is being trained: _____

Employment / Work experience details, list including current first:

COMPANY NAME	FROM	TO	DETAILS – Please give a brief description of your duties.	REASON FOR LEAVING

Eligibility check: OK Additional evidence required and attached

Where did you hear about us? Please tick one

Advertisement Company School / College Friends Website Other: _____

Previous qualifications - I confirm my PLR was available

Name of last School or College attended: _____ Date of Leaving: ____/____/____

Please list below the subjects you have taken at school / college and qualifications you have achieved or awaiting results for.

Please provide copies of certificates achieved promptly after start

SUBJECT / Level	RESULT

Are you currently on or have you ever taken part in any Government funded training programme? Please tick one. YES NO

If yes', please give details: _____

Please tick the box(es) that you are most interested in:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Vehicle Body Repairer or Painter | <input type="checkbox"/> Beauty | <input type="checkbox"/> Hairdressing | <input type="checkbox"/> Business Admin |
| <input type="checkbox"/> Vehicle Mechanic on Cars or Trucks | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Electrical Installation | <input type="checkbox"/> Sports Facilities |
| <input type="checkbox"/> Business Improvement Techniques | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Customer Service | <input type="checkbox"/> Engineering |
| <input type="checkbox"/> Other (Give details)..... | | | |

MITSkills aims to ensure that no employee, trainee or any potential employees will receive less favourable consideration or treatment by virtue of his or her gender, race, colour, disability, marital status, sexual orientation, nationality or ethnic origin. Furthermore, we aim to ensure that no person would be disadvantaged by any condition or requirement, which cannot be shown as justified

Ethnicity codes and numbers are based on 2011 Census (please tick relevant box)

- | | | |
|---|--|--|
| <input type="checkbox"/> White-English/Welsh/Scottish/Northern Irish/British (31) | <input type="checkbox"/> Indian (39) | <input type="checkbox"/> Arab (47) |
| <input type="checkbox"/> Irish (32) | <input type="checkbox"/> Pakistani (40) | <input type="checkbox"/> Any other (98) |
| <input type="checkbox"/> Gypsy or Irish Traveller (33) | <input type="checkbox"/> Bangladeshi (41) | <input type="checkbox"/> Not Provided (99) |
| <input type="checkbox"/> Any other White background (34) | <input type="checkbox"/> Chinese (42) | |
| <input type="checkbox"/> White and Black Caribbean (35) | <input type="checkbox"/> Any other Asian background (43) | |
| <input type="checkbox"/> White and Black African (36) | <input type="checkbox"/> African (44) | |
| <input type="checkbox"/> White and Asian (37) | <input type="checkbox"/> Caribbean (45) | |
| <input type="checkbox"/> Any other Mixed / multiple ethnic background (38) | <input type="checkbox"/> Any other Black/African/Caribbean background (46) | |

Do you consider yourself to have a disability, health problem or learning difficulty? Yes / No

From the list below, please tick relevant box(es) and indicate which is your one primary or most significant concern that may affect your learning: (codes shown are standard funding codes)

	Primary		Primary		Primary
Vision impairment (4)		Severe learning difficulty (11)		Other physical disability (93)	
Hearing impairment (5)		Dyslexia (12)		Other specific learning difficulty e.g. Dyspraxia (94)	
Disability affecting mobility (6)		Dyscalculia (13)		Other medical condition e.g. epilepsy, asthma, diabetes, allergies (95)	
Profound complex disabilities (7)		Autism spectrum disorder (14)		Other learning difficulty (96)	
Social / Emotional difficulties (8)		Asperger's Syndrome (15)		Other disability (97)	
Mental health difficulty (9)		Temporary disability after illness (for example post viral) or accident (16)		Prefer not to say (98)	
Moderate learning difficulty (10)		Speech, Language and Communication Needs (17)		Not Provided (99)	

If you select any code with "Other" above, please give details: _____

Do you have a Statement of Educational needs (SEN)? Yes / No (If yes 19-24 or need additional support please provide a copy)

Do you have an Educational Health Care Plan (EHC)? Yes / No (If yes and 19-24 or need additional support please provide a copy.)

Do you have a Learning Difficulty Assessment (LDA) Yes/No (For maths and English support reason only please provide a copy)

Children and Care

If you are under 25 and a care leaver you may be eligible for a bursary. This can be treated in confidence if you wish. In this case you need not answer yes to the care leaver questions but you must talk to the sign up advisor and if you wish to claim the bursary you will still need to provide evidence and complete the bursary form. (advisors must email Hani.Zubedi@mitskills.com to ensure this is flagged to the bursary team).

Are you under 25 and are you or have you recently been in local authority care? **Yes / No** (based on evidence provided). If you are a Care Leaver you do not have to declare this but if you do, there may be additional bursary and support available for you.

If you have said Yes to the above, do you wish to claim the Care Leaver Bursary? **Yes /No**. For further details refer to the Learner Handbook. Information is also available on the MITSkills website.

Are you a Full Time Carer? **Yes/No**

Have you ever been convicted of an offence by a criminal court, other than a conviction which is spent by virtue of the Rehabilitation of Offenders Act 1974?

YES / NO..... (if yes, please attach details)

Personal Statement – (Prior to this the learner must complete a Competency and Prior Learning Assessment)

What are your reasons for learning?

Personal Achievement

Peer pressure

To get a job

Parental pressure

Improve Job Prospects / Promotion

How do you see the future for you? _____

What are your career / progression aspirations? _____

What relevant knowledge or skills do you have (excluding qualifications)?

How was your last educational experience?

Did you complete the course?

Describe your attendance level.

Do you think you have any barriers to learning?

Do you like to learn new things?

What are your hobbies or interests?

Do you belong to any clubs / organisations?

Personal and social skills.

How do you get on with colleagues and peers?

Support required from us:

Numeracy

ICT

None

Literacy

Other

Reading

If other, give details _____

How MIT will address this _____

Do you have a current CV Yes

No

Attach a copy of your job description/outline of role against the Apprenticeship KSBs and CPL

Attached Yes No *

No* means that until completed, the learner may not be eligible for funding due to additional evidence requirements by ESFA

How would you travel to and from the training centre?

Do you talk to your family and friends about your plans? Yes No What do they think?
Is your intention to fully complete your course within the timeframe agreed? Yes No

Initial Assessment Results (see attached) :
English: _____ Maths: _____ ICT: _____
Preferred Learning Style (see attached): _____
#

Level 2 Apprentice Standards / Level 2 Functional Skills - - I the learner understand that, unless exempt, I must achieve Level 1 Maths and/or English to achieve the Standard and then start, continue to study and take the test for Level 2 Maths and/or English before End Point Assessment and to complete my apprenticeship. I confirm I agreed this at the start and that no claim for a Standard will be made until this is done...
Maths I have an exemption at level 1 at level 2 **English** I have an exemption at level 1 at level 2

Assessment Plan: See Commitment Plan for full details

Employer Name **EDRS Number**.....

Mentor Name.....

DAS cohort (Levy funded & Non-Levy funded with DAS account apprenticeships only)

.....

Delivery Location & Postcode: _____ (At least 50% of the working hours will take place at a location in England) Yes No . **If no, may not be eligible for funding**

End-Point Assessment: (Details at time of Sign up)

Name of Endpoint Assessment Organisation (EPAO) _____

Address _____

_____ **Postcode** _____

Target Date for End Point Assessment _____ / _____ / _____

Agreed Price - The Employer remains responsible for selecting the EPAO and agreeing a price for End-Point Assessment at sign up, or as soon as possible where one does not exist. This must be completed no later than 6 months prior to the planned end of training.

EPA price agreed **Y / N** **Amount (£)**

(ESFA state the Provider must contract with the EPAO selected by the employer and lead the relationship with them including contracting with them)

Privacy Notice from ESFA – the Government Funding Body

Appendix F - Privacy Notice 2021 to 2022 ESFA Version 1 – 1 May 2021

How We Use Your Personal Information

Training providers should ensure that all learners have seen this privacy notice as part of their enrolment processes. This privacy notice is issued by the Education and Skills Funding Agency (ESFA) on behalf of the Secretary of State for the Department of Education (DfE) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well being purposes, including research. We retain ILR learner data for 3 years for operational purposes and 66 years for research purposes. For more information about the ILR and the data collected, please see the ILR specification

at <https://www.gov.uk/government/collections/individualised-learner-record-ilr>

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training. In these cases, it is part of our statutory duties and we do not need your consent.

Where sharing is not part of our statutory duties, you can give your consent to be contacted by other third parties about:

courses or learning opportunities, or for surveys and research by:

post

phone

e-mail

Please tick relevant boxes to give your consent.

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) and the ESFA Privacy Notice (<https://www.gov.uk/government/publications/esfa-privacy-notice>)

If you would like to get in touch with us, you can contact the DfE in the following ways:

Using our online contact form at https://form.education.gov.uk/service/Contact_the_Department_for_Education

By telephoning the DfE Helpline on 0370 000 2288

Or in writing to – Data Protection Officer, Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WD

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at – Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk>

1. Tier 1 privacy notice text

The information you supply is used by the Education and Skills Funding Agency, an executive agency of the Department for Education (Dee), to issue you with a Unique Learner Number (ULN) and to create your Personal Learning Record, as part of the functions of the Dee. For more information about how your information is processed and to access your Personal Learning Record, please refer to:

<https://www.gov.uk/government/publications/lrs-privacy-notice>

Privacy Notice on Behalf of MITSkills: How We Use Your Personal Information

Learner Consent (By signing this application you consent to MITSkills contacting you and using your data as follows):

MITSkills uses your details only with your consent. By signing this document you confirm your consent that MITSkills can use and share data for the following purposes: 1) learner initial assessment evidence including accessing and inputting data to the LRS (Learner Record Service) to use, verify, update and check your learning record or where no verifiable learner record exists, create as appropriate a Personal Learning Record; .2) You consent to the verification of your learning status and the declared data given in this application via the ESFA funding system and required checks within the funding rules; 3) You consent to your data being shared to confirm ESFA funding and eligibility data by MITSkills and Training partners. MITSkills has your consent to contact you using email, phone, or electronic messaging, as given in this pack ,for quality, learning progression and funding assurance, (such as confirmation of eligibility, contact details ,course progression, continued learning, employment destination and evidence required for ESFA learner audits); 4) We share data with your consent including e portfolio and,progression evidence such as reviews, exams and mentor report with your employer and the funding bodies; 5) MITSkills has your consent to data share to fulfil funding obligations and duty of care under Government legislation, including, as required by the Government and local authorities, where the verification or data sharing is required by legislation or audit purposes; 6) This also includes data sharing associated with all you and your employers application for funding and the evidencing of eligibility, learning and progression following learning, to ESF and ESFA funding requirements set by these funding bodies; 7) You confirm and consent to the use of your data for registration with appropriate awarding bodies, exam

registration, internal and external verification assessments and if required, sharing with end point assessment organisations and bodies and certification processes.

Your information will be securely destroyed after it is no longer required for these purposes.

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation. Guidance on the funding bodies' use of your information can be found at

<https://www.gov.uk/government/publications/esfa-privacy-notice>

I confirm that I the learner can be contacted by MITSkills for the purposes of confirming me as a valid learner, by phone or email or as provided in my details. I understand this includes for the purposes of surveys, funding evidence and audit, progression advice, pastoral care, the collection of progression data and to quality assure the delivery of my course. On completion I can be contacted to confirm my destination and for progression support as outlined above. Where I have provided a contact number and email I agree to it being used and updated throughout my course for these purposes up to 24 months after my planned or actual end date whichever is the later.

By ticking and then signing this document I confirm I have read and agree to the above uses and sharing of my data and MITSkills contacting me as outlined in the privacy and consent statement

Contacting us: your data, your rights to access and confirm or amend your data, held by MITSkills. You can request a change to your data or copy of your data on production of certified copies of two forms of ID (see LRS list below - one of which must be photographic). Certification of your identity must be by a legal or medical professional or if still studying, by your tutor and sent to the address below. Likewise, you can also change your contact preferences by the same process. Please note funding may be impacted where data is changed or withdrawn.

The information you provide to us is controlled by MITSkills as the 'Data Controller', however, data that may be supplied to us by any third party is controlled by them, including for the purpose of the Data Protection Act 2018 (the Act) and any other applicable laws.

If you have any questions or queries concerning our services or this Privacy Policy or your data, we are always keen to hear from our customers or system users (especially if you feel we've let you down or fallen short of your expectations). We are always grateful for any time you spend providing us with the knowledge we need to ensure our customers are completely satisfied.

You can contact us by email at GDPR@mitskills.com.or alternatively write to us at:

c/o Hani Zubeidi (Data Controller)

MIT SKILLS Ltd- 12/13 Camphill Industrial Estate - West Byfleet - KT14 6EW

Learner verification type (LRS registration use only)

- Relationship with school Passport
- ID Card/Other national ID Driving Licence
- Bank card/Debit card Certificate of Entitlement
- NI Card Other None Provided

Evidence of Leave to Enter or Remain (if you said Yes to Qs D pg 2) (Full eligibility list for 2021/22 online @ MITSkills.com)	
Eligibility evidenced via rule:	(Quote Paragraph number)
Name on document.....	
Relationship to Name on Document.....	
Passport No.	Country of issue
Expiry date	
Home Office Document No.:	
ARC (Asylum Registration Certificate) No	

Do you wish to claim Additional Learning Support? (at a fixed monthly rate and requires evidence) Y N

Do you have an EHC or documented medical or diagnostic evidence of your support requirement Y N

If Yes, you must attach a copy with an ALS/ALN Plan outlining how support will be provided. Evidence attached Y N

Do you wish to claim Exceptional Learning Support (in excess of £19,000) Y N

If Yes, how much do you wish to claim? Evidence attached Y N

EMPLOYER / LEARNER AGREEMENT: See Commitment Statement for full agreement

DECLARATION

We agree the information given is correct to the best of our knowledge and we will inform you of any changes. We agree that the information we have given on this form will be held on the MITSkills database, for administration purposes. We agree that this information may be shared with any other organisation in association with MITSkills for education, training, employment and well-being related purposes.

- We have read, understood and agree with the contents of the Learner Agreement.
- Relevant Handbooks have been issued and constitute part of the agreement.
- Image Reproduction & Information Permission and Day Visit Consent have been explained.
- We are clear on learner charges and are aware of MITSkills policy on fees and charging, maximising funding, where possible and charging the learner for unfunded activities or elements-. In accordance with MITSkills fees and charging policy available on the website (or as a hard copy on request.)
- The employer will cover costs of accommodation / travel for block release at Sub-contractor College if applicable. (circle as appropriate) **Yes / No**
- A Mentor has been assigned (if applicable).
- The learner is employed for a minimum of 30 hours per week. Where employed less than 30 hours per week we understand that the minimum duration of the apprenticeship must be increased as does the learners contract to allow them to complete the required Guided Learning Hours
- If, at any time before a Learner obtains any certificate, **where the Learner was placed with the Employer by MITSkills**, either: transfers or is transferred to another training provider, or is retained as a Learner by the Company but without using the services of MITSkills, the Employer will be liable to pay to MITSkills a placement fee in connection equivalent to at least, but is not limited to, any sum which would have been payable to MITSkills by the Funding Body or any other body had MITSkills continued to act as the training provider for the Company or for the Learner, except where MITSkills has failed in delivery under this agreement.
- The employer commits to fair notice of changes to Trainee's availability for Assessment and progress meetings. Where a meeting has been agreed with the Trainee and MITSkills staff any changes will be given at least one full working days notice.
- MITSkills will not be liable for any injury, loss or damage whatsoever to whomsoever caused by any act, default or omission of a Learner on MITSkills, Funding Body funded programmes except to the extent that any such Injury, loss or damage is caused or contributed to by the negligence of MITSkills' staff.

Apprenticeship Funding Declaration

We, the Employer, agree to funding our share of the cost of the apprenticeship as per our contract with MITSkills and confirm the following. **We, the Employer are:** -

- a) A Levy Payer and have completed a contract and given all the details of my levy account to MITSkills
- b) A Non-Levy payer due to pay a contribution as per my contract and agreed payments with MITSkills.
- c) Non-Levy payer with account on DAS and have completed a contract and given all the details of my DAS account to MITSkills
- d) A Non-Levy payer with not more than 49 employees in the 365 days prior to starting this apprentice (with no more than 50 employees including this apprentice, at the time of sign up)
- d 2) I am claiming small employer contribution exemption as my apprentice has confirmed and evidenced they are in a supported group see f,g, h I below have also completed the **UK Subsidy Control Declaration** on Page 13
- e) A Non-Levy payer in receipt of a Levy Transfer and have confirmed the details from the transferring in writing and have completed the **UK Subsidy Control Declaration** Page 13

I, the Apprentice, am:

- f) Aged 16 to 18
- g) Aged 19-24, a care leaver and confirm I have approved sharing this with my employer (see evidence attached)
- h) Aged 19-24 with an Educational Health Care (EHC) Plan and I approve my employers knowledge (see evidence attached)

We, the Employer, agree to the Apprentice having 20% of their paid time for “off the job training” within their normal working hours and to continue to pay the Apprentices to complete their Apprenticeship including any period up to and including completion of the End Point Assessment. Off the Job hours will be quantified and evidenced by us, the Employer, by **statement and signatures** at regular reviews, as per our contract. Where Maths and/or English are required, as per the Funding Rules for the Apprenticeship, we, the Employer, will also ensure the Apprentice is given an additional 55 hours for Maths and 55 hours for English in paid working time during the agreed delivery period. This may be increased where additional support is required (roughly 1 hour per week per subject if taken over a year)

We, the Employer and Learner, agree to quantify and confirm the “off the job training hours” received between each review as part of each review. Below is the basis of the agreement in each review and should be read in conjunction with the Commitment Statement.

The Employer confirms the learner is contracted for the agreed duration and this is not shorter than the minimum funding duration of the Apprenticeship.

The contracted hours per week (**as per Contract of Service**) are as follows.

_____ (A) per week, the off the job hours will be approx. _____ hours per week ($20\% = (A)/5$) plus _____ (B) hours for Maths per week and _____ (C) hours for English per week. (See Commitment Statement)

The employer/ learner agrees to all the above points and **agree** _____ **total Planned Off the Job Hours** for the Apprenticeship – matching the Commitment Statement

We, the employer, confirm that the apprentice will be paid a legal wage as an employee through HMRC/PAYE for the duration of the apprenticeship including to the end of the EPA process and I, the apprentice, understand this to be the case and we both understand that where Government Funding via ESFA is used to fund the Apprenticeship, ESFA will share data with HMRC to confirm PAYE status. MITSkills reserve the right to ask the employer and/or learner to produce a payslip and/or P60 in order to verify this.

The MITSkills Learner and Employer Handbook confirm the complaints procedure which is also on www.MITSkills.com.

MITSkills Lead for complaints is **Sam Hanmer**. For unresolved complaints, contact the **Apprenticeship helpline** nationalhelpdesk@apprenticeships.gov.uk, or telephone: 0800 015 0400 (or for concern or questions on Apprenticeships)

Learner Name : _____ **Signature:** _____ **Date:** ___/___/___

Provider Name: _____ **Signature:** _____ **Date:** ___/___/___

Employer Name : _____ **Signature:** _____ **Date:** ___/___/___

Will you be signing up to use an E Portfolio (Assessor to confirm) Yes / No (circle as appropriate)

Please return this Agreement along with all items in bold and tick the appropriate item sent

Staff use only Have you?	Sign up	Office check
Completed Learner File		
Transfer Form completed prior to Sign up with IQA signature (if applicable)		
Received date stamped/signed copies of previous qualification certificates		
RPL/APL evidence with signature (if applicable)		
Competency & Prior Learning Assessment Document		
Completed Initial Assessment & printed off results		
Completed Employer Health & Safety Check and Insurance		
Initial Review with PLR and EDRS evidenced		
Completed Commitment Statement		
Completed Contract		
Mentor assigned		
Completed Learning Styles Questionnaire		
Completed Image Repro / Info Permission and Visit Consent (if under 18 yrs)		
Completed Learner Health & Safety Questionnaire		
UK Subsidy Control Declaration Page 13		
Office only - Photo copied paperwork after successful signup and handed to Assessor.		

This Learning Programme Receives Funding through the European Union



UK Subsidy Control Declaration

You are being offered assistance in compliance with UK subsidy control guidelines. Regulations. This allows an organisation to receive up to £300,000 of public funding over a rolling three-year period. The following requested information is a mandatory requirement to enable you to receive the support offered.

To be completed by recipient			
Name of Organisation			
Address			
Main Contact			
Position			
E-mail Address		Tel. No	

To confirm that you are able to receive this assistance you must declare the full amount of public subsidy you have already received over the last three fiscal years.

The following is not a definitive list of the possible forms of subsidy that you may have received (employers to refer to gov.uk or your accountant for further information). Potentially any assistance from a public body might be considered a subsidy.

- Grants from public bodies
- Loans from public bodies at favourable rates
- Loan guarantees from public bodies
- Differential tax benefits
- Grants from an investment trust (including charities) which may themselves have received the funds from a public body
- Grants from a part publicly funded venture capital fund
- Publicly administered funds, even if the funds were originally not public such as the national lottery
- Waiving or deferral of fees or interest normally due to a public body such as the waiving or deferral of rent or waiver of interest normally due on late payment of taxation or other costs to a public body
- Monopoly licences or guarantees of market share
- Advertising via a public channel such as a tourist board or state-owned television
- Consultancy advice provided either free or at a reduced rate
- Training provided either free or at a reduced rate
- Aid for investment in environmental projects
- Provision of a free or reduced rate feasibility study for research and development or other assistance with research and development
- Purchase of public land or property at a less than market rate
- Benefiting from the provision of infrastructure where your organisation was pre-identified as a beneficiary

I declare that the amount of subsidy received by the organisation over the last three years (even if that is a nil return) is as follows:

Name of organisation that provided the subsidy*	Date approved** (DD/MM/YY)	Estimated Value (£)

* Add or delete rows as necessary

**This should be the date the subsidy was approved, not the date the subsidy was received

Data Protection

The data contained in this Declaration is a mandatory requirement to enable support to be provided by this funded project. As well as being a record of the support provided, the data may be used to for reporting purposes by BEIS and also for subsequent evaluation of the project (e.g. to contact beneficiaries to understand their views on how they have benefited from the project).

Signatory of beneficiary, confirming the details contained in this Subsidy Control Declaration are true and accurate, and agreement that the data can be used as per the Data Protection statement.	
Name:	
Signature:	
Position:	
Date:	

LEARNING STYLE INDICATOR

The Learning Style Indicator is to help provide us with information on how you learn, so we can ensure that your training plan meets your individual needs.

The three sections below contain a number of statements. Alongside each statement, there are numbers 1 - 5. You need to show how much you agree or disagree with the statement by circling one number per row.

For example, if you Never Agree with the statement - Circle 1

Please complete the questionnaire truthfully to allow us to support and understand your needs.

SECTION P	Never Agree	Rarely	Some Times	Often	Always Agree
1. I need to see how things work in real life situations	1	2	3	4	5
2. In groups I like to talk about straight forward things	1	2	3	4	5
3. I can often come up with practical ways of doing things	1	2	3	4	5
4. I like people who come quickly to the point	1	2	3	4	5
5. I enjoy finding practical solutions to problems	1	2	3	4	5
6. In training sessions I find long winded discussions a waste of time.	1	2	3	4	5
7. I like making things	1	2	3	4	5
8. I get impatient with people who come up with 'airy fairy' ideas	1	2	3	4	5

ADD UP THE NUMBERS YOU CIRCLED IN SECTION P AND PUT THE TOTAL HERE

If you scored highest on this section, your preferred learning style is PRACTITIONER

SECTION E	Never Agree	Rarely	Some times	Often	Always Agree
9. I believe life should be filled with new experiences	1	2	3	4	5
10. The saying 'Live for today...' is how I like to live my life	1	2	3	4	5
11. I'm always looking for new and interesting things to do	1	2	3	4	5
12. I find rules and regulations make life difficult and frustrating	1	2	3	4	5
13. Routine tasks bore me	1	2	3	4	5
14. People would probably describe me as fun loving and open	1	2	3	4	5
15. I see myself as adventurous	1	2	3	4	5
16. At school I was a bit of a rebel	1	2	3	4	5

ADD UP THE NUMBERS YOU CIRCLED IN SECTION E AND PUT THE TOTAL HERE

If you scored highest on this section, your preferred learning style is EXPLORER

SECTION R	Never Agree	Rarely	Some times	Often	Always Agree
17. I like to thoroughly read instruction manuals before using a new piece of equipment to be sure I know what I'm doing.	1	2	3	4	5
18. When I have a problem, I like to deal with it step by step	1	2	3	4	5
19. I don't like situations where I have to rush from one thing to another I like to think things through before acting	1	2	3	4	5
20. I like to hear other people's point of view before I make up my own mind	1	2	3	4	5
21. People would probably describe me as more of a listener than a talker when I'm in a group	1	2	3	4	5
22. I like to regularly check my work for mistakes	1	2	3	4	5
23. The saying 'Look before you leap' is how I like to live my life	1	2	3	4	5
24. You should always have as much information on a subject as possible	1	2	3	4	5

ADD UP THE NUMBERS YOU CIRCLED IN SECTION R AND PUT THE TOTAL HERE

If you scored highest on this section, your preferred learning style is REVIEWER

HEALTH & SAFETY QUESTIONNAIRE

Name:	Company / Training Centre:
Who is your personal advisor?	
Who is your First Aider?	
Where is the First Aid Kit kept?	
Where is the Accident Book kept?	
Where is the Health & Safety poster on site?	
Are there any machinery, areas or equipment you are not allowed to use? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes what machinery / equipment / areas</i>	
Do you require any personal protective equipment? What do you use and why? 	
Have you received a copy of Learner Handbook? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Where are the fire extinguishers kept?	
What would you do if you discover a fire?	
When using dangerous substances what protection should you use?	
Have you been told what the company / Training centres Health & Safety rules / policy are? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, please give us an example</i>	
Where is the fire assembly point?	
List some of the hazardous substances you work with?	
Do you have any comments regarding your health and safety?	

Image Reproduction & Information Permission Slip

We seek permission for photographs & some information (such as name, course & feedback) of learners, participating in any of our programmes to be used in publicity materials.

By signing this form you are giving these permissions.

To be filled in by parent or guardian unless 18 or over:

I agree to allow images & information to be used by **MIT Skills** for the purpose of publicity materials such as newsletters, website & awards.

Name of young person or learner (in capitals): _____

Signature of learner or parent or guardian: _____

Date ____/____/____

Day Visit Consent

This form must be completed and returned to the Centre before any learner, can be included in day visits organised by the Centre

Please complete in block capitals, sign and date.

I _____ the parent / guardian of

Give my consent to their participation in day visits organised by MIT Skills as part of the training programme followed by the above named learner.

I understand that Risk Assessments, which are carried out for each activity, may be seen on request.

Signature _____ Date ____/____/____