

Written Agreement

This is a written agreement between the Employer and Training Org 1 (Main Provider) it contains the details of the End Point Assessment Organisation and any Subcontractors that may be required to compliment the delivery of the Apprenticeship for the Apprentice detailed below. This document lays out the planned delivery requirements of the Apprenticeship and the areas of responsibility for each party with the relevant costs.

Apprentice Name	Edmund Croyle	Job Title	Junior Support Engineer	
Apprenticeship Title	Team Leader Apprenticeship Standard [CMI]	Apprenticeship Level	3	
Apprenticeship maximum funding band value	£ 2500	Standard	<input checked="" type="checkbox"/>	
		Framework	<input type="checkbox"/>	
Apprenticeship Start Date	01/06/2023	Apprenticeship Planned End Date	30/06/2024	
Manager Name	Richard White	Manager Job Title	Senior Tutor, English sessions instructor	
Employer	Test Employer Organisation	Employer Postcode	LL12 9LR	
Employer Address	47 Mold Road, Wrexham, Clwyd, United Kingdom			
Main Provider	Training Org 1	Is any part of the Apprenticeship to be Subcontracted?	YES	<input checked="" type="checkbox"/>
			NO	<input type="checkbox"/>

Delivery:

Training that Training Org 1 will deliver to the Apprentice Off the Job (this must be a minimum of 20% of Apprentices total paid working time not including any English and maths delivery)
Distance, online or blended learning relating to the off-the-job training

Offline learning (placement/workshop): PLacement 2 address 6 Tavistock Close, Sittingbourne, Kent, United Kingdom

Mentoring: Mentoring (10 hrs)

FS Initial Assessment: FS IA 1 by 10 / 05 / 2023

Assignment (task): Assignment 1 url <https://google.com> by 07 / 06 / 2023

Scheduled online event: Course introduction catch-up (4 hrs) by 30 / 06 / 2023

Qualification: ICT basic aim ref number ref1 (40 hrs) by 30 / 06 / 2023

End-point assessment: EPA 1 address 254 Astwood Road, Worcester, Worcestershire, United Kingdom (5 hrs) by 01 / 07 / 2023

Delivery continued

English and maths training that Training Org 1 will deliver (Off the Job)
Note: English and maths requirements up to and including Level 2 ESFA will pay directly to the Provider (level 3 or above will have associated costs to the Employer)

Qualification: English Elementary aim ref number 00230580

Assessment that Training Org 1 will deliver (Including Progress Reviews)

Meeting: Meeting with Tutor (1 hrs)

Review: Monthly review (June 2023)

Review: Weekly review (2 hrs)

Review: Monthly review (July 2023) (2 hrs)

Registration, examination and certification (Only if they are mandatory to the Apprenticeship)

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Materials (non-capital items) used in the delivery of the apprenticeship

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Administration costs directly linked to training and assessment, including end-point assessment. This includes costs relating to the development of teaching materials, lesson planning, the processing of the ILR and quality assurance

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Subcontracting:

Subcontractor Name	Test Employer Organisation	Postcode	B46 3BP
Training that this Subcontractor will contribute to the Employers Apprenticeship programme			
Scheduled online event: Course introduction catch-up			
Assessment that this Subcontractor will contribute			
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Support that Training Org 1 will provide to the Subcontractor			
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Monitoring that Training Org 1 will undertake to ensure the quality of Apprenticeship Training & on programme assessment delivered by Subcontractor			
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Any Actual or perceived conflict of interest between Training Org 1 and the Subcontractor			
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Subcontractor Name	Employer Org 2	Postcode	ME10 1JY
Training that this Subcontractor will contribute to the Employers Apprenticeship programme			
Offline learning (placement/workshop): PLacement 2 address 6 Tavistock Close, Sittingbourne, Kent, United Kingdom			
Assessment that this Subcontractor will contribute			
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Support that Training Org 1 will provide to the Subcontractor			
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Monitoring that Training Org 1 will undertake to ensure the quality of Apprenticeship Training & on programme assessment delivered by Subcontractor

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Any Actual or perceived conflict of interest between Training Org 1 and the Subcontractor

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Subcontractor Name	Training Org 1	Postcode	WR3 8HD
Training that this Subcontractor will contribute to the Employers Apprenticeship programme			
Qualification: ICT basic aim ref number ref1			
Assessment that this Subcontractor will contribute			
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Support that Training Org 1 will provide to the Subcontractor			
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Monitoring that Training Org 1 will undertake to ensure the quality of Apprenticeship Training & on programme assessment delivered by Subcontractor			
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Any Actual or perceived conflict of interest between Training Org 1 and the Subcontractor			
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End Point Assessment Organisation:

Assessment Organisation	Training Org 1	Postcode	WR3 8HD
In Accordance with Data Protection Act 1998 and with the Apprentices agreement, Training Org 1 will provide the End Point Assessment Organisation with the required Apprentice details to allow the End Point Assessment, any possible retakes and certification to take place			
Detail below the arrangements for end-point assessment including arrangements for any re-takes			
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Please detail below the agreed transaction for payments to EPA Organisation			
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Name of External Quality Assurance Organisation	Test Name		

Costs:

(Please ensure that any prior knowledge the Apprentice may have has been accounted for and costs reduced to reflect accordingly. See Learning Plan for details)

Item		Associated price	
Training that Training Org 1 will deliver to the Apprentice Off the Job		£ 1000	
Distance, online or blended learning relating to the off-the-job training		£ 500	
English & maths training that Training Org 1 will deliver Off the Job (L3+ only)		£ 2000	
Assessment that Training Org 1 will deliver (Including Progress Reviews)		£ 200	
Registration, examination and certification		£ 100	
Materials (non-capital items) used in the delivery of the apprenticeship		£ 150	
Administration costs directly linked to training and assessment, including EPA		£ 100	
Training delivered by the Subcontractor		£ 500	
Assessment undertaken by the Subcontractor		£ 200	
Support that Training Org 1 will provide to the Subcontractor		£ 500	
Monitoring that Training Org 1 will undertake		£ 300	
End Point Assessment		£ 500	
Apprenticeship Certification		£ 200	
External Quality Assurance		£ 300	
Any other costs not fundable by Levy funds or ESFA contribution (please detail)		£ 300	
Total price of Apprenticeship		£ 5000	
Funding Band Maximum value (Band Value is not to include English & maths up to & including L2)	£ 2500	Balance due (i.e. If funding band is exceeded, additional Qualifications are to be delivered in excess of Apprenticeship standard Requirements, or costs incurred are not fundable by Levy funds or ESFA contribution)	£ 2000

Please refer to Guidance document on eligible costs that can be claimed from an Employers Digital account or co investment from ESFA (Comp 0)

Please detail below the agreed transaction for payments between the Employer & Training Org 1

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Please detail below the agreed process for repaying any possible overpayments to the Employer

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Process for resolving any queries or complaints in relation to the Apprenticeship:

Please refer to the Training Org 1 Complaints Procedure document (QMS 008) provided for the correct procedure for registering a complaint. First Point contact details for any queries or complaints are shown below:-

Contact Details 1	
Organisation	Provider - Training Org 1
First Contact Name	test c1
E-mail address	testc1@asd.xcv
Phone Number	+447575757575
Contact Details 2	
Organisation	End Point Assessment Organisation - Training Org 1
First Contact Name	test c1
E-mail address	testc1@asd.xcv
Phone Number	+447575757575
Contact Details 3	
Organisation	Education & Skills Funding Agency (ESFA)
Website Address	https://www.gov.uk/education/apprenticeships-traineeships-and-internships
E-mail address	nationalhelpdesk@apprenticeships.gov.uk
Phone Number	Telephone: 0800 015 0400 - 8am to 10pm, 7 days a week

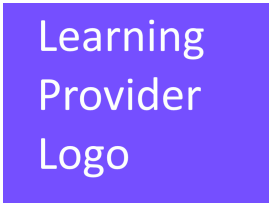
Declaration & Signatures:

Employer:

I confirm my full agreement and commitment to the content and costings contained in this document and any additional costs due (detailed above) we will pay in full to Training Org 1. The information contained within the document is true and correct to the best of my knowledge.			
I Can confirm that I employed an average of 49 or fewer employees in the 365 days before the apprentice was recruited (Evidence must be provided for retention by Training Org 1) <i>To be calculated using the average number of employees with a contract of employment in the 365 days before the apprentice is recruited (If the average number of employees is 49 and the recruitment of apprentices takes this number to 50, the employer will still be eligible)</i>			YES <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
I can also confirm that I have been given the option by Training Org 1 of using 'Recruit an Apprenticeship' service for new recruits			
Name Printed	Richard White	Signature	
Job Role	Senior Tutor, English sessions instructor	Date	27/06/2023

End Point Assessment Organisation:

I confirm my full agreement and commitment to the content and costings contained in this document. The information contained within the document is true and correct to the best of my knowledge.			
Name Printed		Signature	
Relationship		Date	



Training Org 1 (Main Provider):

I confirm my full agreement and commitment to the content and costings contained in this document. The information contained within the document is true and correct to the best of my knowledge.			
Name Printed	Theodore Reese	Signature	
Job Role	Regional Manager	Date	27/06/2023