

Written Agreement

This is a written agreement between the Employer and Aven Training (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	Toby Lorey	Job Title	Accountant	
Apprenticeship Title	Operational firefighter Apprenticeship Standard [v1.2]	Apprenticeship Level	3	
Apprenticeship maximum funding band value	£ 14000	Standard	<input checked="" type="checkbox"/>	
		Framework	<input type="checkbox"/>	
Apprenticeship Start Date	27/09/2021	Apprenticeship Planned End Date	26/09/2023	
Manager Name	Neil Baker	Manager Job Title	Recruitment Manager	
Employer	London Fire Brigade	Employer Postcode	E14 5GL	
Employer Address	L F B Head Office, 15 Canada Square, London, United Kingdom, United Kingdom			
Main Provider	Aven Training	Is any part of the Apprenticeship to be Subcontracted?	YES	<input checked="" type="checkbox"/>
			NO	<input type="checkbox"/>

Delivery:

Training that Aven Training 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

FS Initial Assessment: Functional Skills Initial Assessment - Maths by 27 / 09 / 2021

FS Initial Assessment: Functional Skills Initial Assessment - English by 27 / 09 / 2021

Digital learning: Firefighting - Interior Attack (0 hrs) by 27 / 09 / 2021

Offline learning (placement/workshop): Initial Firefighter Training - Day 1 address London Fire Brigade, 169 Union Street, London, United Kingdom (30 hrs) by 26 / 10 / 2021

Digital learning: Duty 1 - Community Education (25 hrs) by 26 / 10 / 2021

Offline learning (placement/workshop): Shadow a Firefighter for the Day address London Fire Brigade, 169 Union Street, London, United Kingdom (8 hrs) by 26 / 11 / 2021

Assignment (task): Duty 2 - Personal Performance (25 hrs) by 26 / 11 / 2021

Miscellaneous: Duty 3 - Effective Working Relationships (25 hrs) by 26 / 12 / 2021

Miscellaneous: Mock Functional Skills Maths Test (0 hrs) by 26 / 12 / 2021

Resource Centre usage: Resource Centre Learning by 26 / 12 / 2021

Digital learning: Duty 4 - Search, Save and Preserve (25 hrs) by 26 / 01 / 2022

Miscellaneous: Mock Functional Skills English Test (0 hrs) by 26 / 01 / 2022

Digital learning: Duty 5 - Rescue Life (25 hrs) by 26 / 02 / 2022

Digital learning: Duty 6 - Casualty Treatment (25 hrs) by 26 / 04 / 2022

Digital learning: Duty 7 - Respond and Resolve (25 hrs) by 26 / 04 / 2022

Digital learning: Duty 8 - Provide Support (25 hrs) by 26 / 05 / 2022

Digital learning: Duty 9 - Your Role in the Command System (25 hrs) by 26 / 06 / 2022

Digital learning: Duty 10 - Protect the Environment (25 hrs) by 26 / 08 / 2022

Digital learning: Duty 11 - Test and Maintain Equipment (25 hrs) by 26 / 03 / 2023

Digital learning: Duty 12 – Community Risks and Resources (25 hrs) by 26 / 07 / 2023

Digital learning: Duty 13 - Support Colleague Development (25 hrs) by 26 / 08 / 2023

End-point assessment: Mock EPA - Multi Choice Test address Ncfe, Q6, Quorum Business Park,
Benton Lane, Newcastle upon Tyne, United Kingdom by 26 / 08 / 2023

Digital learning: Duty 14 - Fire Safety Inspections (25 hrs) by 26 / 09 / 2023

End-point assessment: End Point Assessment address Ncfe, Q6, Quorum Business Park,
Benton Lane, Newcastle upon Tyne, United Kingdom by 26 / 09 / 2023

Delivery continued

English and maths training that Aven Training 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)

Assessment that Aven Training will deliver (Including Progress Reviews)

Review: Progress Review

Meeting: Functional Skills English SL&C Activity (0 hrs)

Review: Progress Review

Review: Progress Review

Review: Progress Review

Review: Progress Review

Review: Gateway Review Meeting

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

Example text . . .

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

Example text . . .

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

Example text . . .

Subcontracting:

Subcontractor Name	London Fire Brigade	Postcode	SE1 0LL
Training that this Subcontractor will contribute to the Employers Apprenticeship programme			
Offline learning (placement/workshop): Initial Firefighter Training - Day 1 address London Fire Brigade, 169 Union Street, London, United Kingdom			
Offline learning (placement/workshop): Shadow a Firefighter for the Day address London Fire Brigade, 169 Union Street, London, United Kingdom			
Assessment that this Subcontractor will contribute			
Example text . . .			
Support that Aven Training will provide to the Subcontractor			
Example text . . .			
Monitoring that Aven Training will undertake to ensure the quality of Apprenticeship Training & on programme assessment delivered by Subcontractor			
Example text . . .			
Any Actual or perceived conflict of interest between Aven Training and the Subcontractor			
Example text . . .			

End Point Assessment Organisation:

Assessment Organisation	NCFE	Postcode	NE12 8BT
<p>In Accordance with Data Protection Act 1998 and with the Apprentices agreement, Aven Training 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</p>			
<p>Detail below the arrangements for end-point assessment including arrangements for any re-takes</p>			
<p>Example text . . .</p>			
<p>Please detail below the agreed transaction for payments to EPA Organisation</p>			
<p>Example text . . .</p>			
Name of External Quality Assurance Organisation	<p>Example text . . .</p>		

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 Aven Training will deliver to the Apprentice Off the Job		£	
Distance, online or blended learning relating to the off-the-job training		£	
English & maths training that Aven Training will deliver Off the Job (L3+ only)		£	
Assessment that Aven Training will deliver (Including Progress Reviews)		£	
Registration, examination and certification		£	
Materials (non-capital items) used in the delivery of the apprenticeship		£	
Administration costs directly linked to training and assessment, including EPA		£	
Training delivered by the Subcontractor		£	
Assessment undertaken by the Subcontractor		£	
Support that Aven Training will provide to the Subcontractor		£	
Monitoring that Aven Training will undertake		£	
End Point Assessment		£	
Apprenticeship Certification		£	
External Quality Assurance		£	
Any other costs not fundable by Levy funds or ESFA contribution (please detail)		£	
Total price of Apprenticeship		£	
Funding Band Maximum value (Band Value is not to include English & maths up to & including L2)	£	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)	£

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 & Aven Training

Example text . . .

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

Example text . . .

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

Please refer to the Aven Training 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 - Aven Training
First Contact Name	Shaun Elliott
E-mail address	shaune@mwstechnology.com
Phone Number	07912082117
Contact Details 2	
Organisation	End Point Assessment Organisation - NCFE
First Contact Name	Lead EPAO
E-mail address	customersupport@ncfe.org.uk
Phone Number	0191 239 8000
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 Aven Training. 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 Aven Training) <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 type="checkbox"/>
			N/A <input type="checkbox"/>
I can also confirm that I have been given the option by Aven Training of using 'Recruit an Apprenticeship' service for new recruits			
Name Printed		Signature	
Job Role		Date	27/09/2021

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	

Aven Training (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	Shaun Elliott	Signature	<i>S.Elliott</i>
Job Role		Date	29/09/2021