

Training Plan

This document outlines how all three parties (the apprentice, employer, and training provider) will support the achievement of the apprenticeship. The document outlines the key milestones of the apprenticeship and the learning plan designed to achieve this. The document also outlines information, policies, procedures and guidance to support the achievement of the apprenticeship.

Apprentice: Edmund Croyle

Apprenticeship Programme Details

| | |
|--|---|
| Programme: | D1 - Compliance docs |
| Apprenticeship Standard/Framework Name: | Team Leader Apprenticeship Standard [CMI] |
| Apprenticeship Reference: | 712 |
| Apprenticeship Level: | Level 3 |
| Start date of apprenticeship: | 01/06/2023 |
| End date of apprenticeship: | 30/09/2024 |
| Start date of practical period: | 01/08/2022 |
| Estimated end date of practical period: | 30/06/2024 |
| Duration of practical period: | 86.86 weeks |
| Original Learning Start Date | 01/08/2022 |
| ILR Start Date: | 01/08/2022 |
| ILR Planned End Date | 31/10/2024 |

Employment Details

| | | | |
|----------------------------------|---|----------------------------------|--|
| Employer: | Test Employer Organisation | Delivery Address: | 47 Mold Road, Wrexham, Clwyd, United Kingdom |
| Apprentice Job Title: | Junior Support Engineer | | |
| Working hours (per week): | 35.0 | | |
| Line Manager: | Richard White | Start Date With Employer: | 01/06/2023 |
| Line Manager Title: | Senior Tutor, English sessions instructor | | |

Key Milestones

A summary of the qualifications (mandatory or otherwise) that will be completed as part of this apprenticeship.

| Qualification | Awarding Organisation | Target Start Date | Target Completion Date | Exempt? |
|--|-----------------------|-------------------|------------------------|---------|
| Diploma in Accounting (QCF) Level 4 | AAT | 16/06/2023 | 30/06/2024 | No |
| NJIC Arc Weld Test Level X | NJIC | 05/06/2023 | 31/10/2023 | No |
| National Award for Table Officials (Level 1) Level 1 | WBA | 10/04/2023 | 28/10/2023 | No |

Recognition Of Prior Learning

An assessment of the apprentice's existing knowledge, skills and behaviours against those required to achieve occupational competence has been completed before starting the apprenticeship.

This section provides a summary of the impact of that assessment on the apprentice's learning plan.

Programme Related

| Description | Duration reduced | Impact | Off-the-job training hours reduction |
|------------------------------|-----------------------------------|-------------------------|---|
| Prior learning description 1 | Prior learning duration reduced 1 | Prior learning impact 1 | Prior learning Off the Job Time Reduced 1 |
| Test description 2 | Test duration reduced 2 | Test Impact 2 | Test Off the job time reduced 2 |

Functional Skills

| Functional Skill | Initial Assessment |
|------------------|--------------------|
| English | Level 3 |
| Maths | Level 2 |
| ICT | Level 1 |

Summary of any identified support required:

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Learning Support

Summary of Learning Support Assessment Made

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Summary of Learning Support Agreed

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Commitment to the Programme

The main provider will:

In signing this Training Plan, the provider agrees and commits to:

1. Check the eligibility of the learner including that
 - The learner has the right to work in England
 - They spend 50% of their working time in England
 - They are not undertaking another apprenticeship or will benefit from DFE funding during their apprenticeship programme (including student loans)
 - They have not been asked to financially contribute towards the apprenticeship
2. Conduct the following checks with the employer
 - The employer was offered (where appropriate) the option of the free recruit an Apprentice service
 - The employer and the apprentice have signed an apprenticeship agreement
 - The employer is paying the learner a lawful wage
 - The employer has agreed that the apprenticeship is the most appropriate learning programme for the individual
 - The employer acknowledges that the learner requires at least an average of 6 hours per week off-the-job training during working hours (including English and maths if required)
 - The employer will give the apprentice appropriate support and supervision
3. Devise and Deliver the agreed off-the-job training and undertake and/or arrange the assessments required for the apprentice taking into account learner's pre-existing knowledge, skills and behaviours against the Apprenticeship to achieve the milestones set out in this Training Plan
4. Negotiate a price with the employer including the following checks
 - Additional payments / bursaries / small employer waiver
 - Relevant prior learning (which would reduce the duration of the programme and negotiated price)
 - That The employer understands any obligations in relation to co-investment (where appropriate)
5. Ensure the provision of appropriate additional learning support and/or reasonable adjustments
6. Ensure that the apprenticeship is managed and delivered in an efficient, supportive and organised manner, including ensuring that the apprentice receives an appropriate induction to the apprenticeship content and requirements, has appropriate support and receives appropriate information, advice and guidance both during and at the end of the apprenticeship
7. Work collaboratively with the apprentice and the employer to ensure the apprentice's learning, development and progression.
8. Promptly inform the employer, via the allocated Tutor, if any matters or issues arise or could arise that will or may affect the apprentice's learning, development and progression
9. Quality assure the delivery of the off-the-job training and assessment (excluding End-Point Assessment) and quality assure the management of the apprenticeship
10. Effectively manage subcontractors, in accordance with ESFA due diligence rules, including ensuring the prompt payment of funds to the sub-contractor
11. Promptly investigate issues raised by the apprentice and/or the employer in relation to the delivery of the apprenticeship
12. Ensure a safe and fair learning and working environment.

13. Ensure that the apprentice is briefed regarding the training provider's policies including:

- Code of Conduct
- Health & Safety
- Equality and Diversity
- Harassment and Bullying
- Complaints Procedure

14. Undertake legal and contractual obligations in relation to Safeguarding and Prevent

Safeguarding and Prevent

The Apprentice and The employer will be briefed about the provider 's Safeguarding and Prevent Policy. All safeguarding concerns should be reported to: (Email to be taken from "Learner support details" in "branding and customisation" settings) Equality and Diversity - The provider complies with the Equality Act 2010 and actively promotes British Values through tutorial and classroom delivery. The provider 's Equality and Diversity Policy can be found at: (web address to be taken from "Website" value in "Login and Email Support" details in config)

The employer will:

In signing this Training Plan, the employer agrees and commits to:

1. Work with their selected main provider to identify the most suitable apprenticeship standard
2. Directly employ (PAYE) the apprentice and issue a contract of employment/statement of written employment, with the employment to commence'
3. Employ the apprentice for at least the duration required to complete the apprenticeship
4. Arrange contracted hours for apprentices working less than 30 hours or shift patterns, to allow for sufficient, regular training
5. Pay the apprentice at least in accordance with the National Minimum Wage and issue payslips
6. Provide the apprentice with an appropriate workplace induction.
7. Provide the apprentice with the on-the-job (workplace) training, mentoring and support required to achieve the milestones set out in this Training Plan
8. Provide the apprentice with the an average of 6 hours per week off-the-job training (workplace shadowing, mentoring, industry visits etc.) required to achieve the milestones set out in this Training Plan
9. Provide the apprentice with any personal protective clothing and safety equipment required for the apprentice to carry out their day-to-day work
10. Work collaboratively with the learner and the provider including co-ordination of on and off-the-job training and preparation for/participation in and contribution to reviews of the apprentice's progress and achievement

11. Agree, with the learner and the provider when learning is complete, and the apprentice is ready to undertake the end-point assessment
12. Seek to resolve any complaints brought by the apprentice / provider
13. Negotiate a price with the Training provider, considering the apprentice's prior learning and understands any obligations in relation to co-investment
14. Choose an appropriate end-point assessment organisation (at least 3 months prior to the end of the programme)
15. Promptly inform the provider via the allocated Tutor, if any matters or issues arise or could arise that will or may affect the learner's learning, development, and progression
16. Ensure conformity with the provider's Equality and Diversity policies and procedures
17. Undertake legal and contractual obligations in relation to Safeguarding and Prevent.
18. Allow the apprentice to complete the apprenticeship within their working hours, including any English and maths required.

The apprentice will:

In signing this Training Plan, the learner agrees and commits to:

1. Give the provider relevant information to assist in learner or programme eligibility checks
2. Take appropriate responsibility for their own learning, development and progression, including attending all required training sessions
3. Diligently undertake the on and off-the-job learning required to achieve the milestones set out in this document
4. Maintain an off-the-job training log to evidence the off-the-job hours set out in your training plan, ensuring logs are presented at every appointment with their Tutor
5. Ensure appointments are maintained with their Tutor and Functional Skills Tutors
6. Prepare for, participate in and contribute to reviews of your progress and achievement
7. Work collaboratively with the employer and the provider to enable their own learning, development, and progression, including the submission of coursework for formative assessment where required.
8. Promptly inform the employer and/or the provider, via the Tutor, if any matters or issues arise or could arise that will or may affect their learning, development, and progression
9. At all times behave in a safe and responsible manner and in accordance with the requirements of Health and Safety legislation relating to their responsibilities
10. Report any incidents of harassment, bullying, violence or suspected extremism or radicalisation to your employer and/or the provider
11. Comply with the policies and procedures of the employer
12. Provide The employer with access to information on their conduct, progress (including results), attendance and punctuality
13. Provide the End-Point Assessment Organisation with such information as is necessary to enable registration for End-Point Assessment.

The subcontractor will:

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Additional Information:

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Resolving Problems

If either the apprentice or the employer has any concerns regarding the conduct of the apprenticeship programme, then they should get in touch with their tutor or main named contact at the provider as soon as possible.

If their main tutor or contact is unavailable, then they can contact the provider as follows:

Telephone:

[Enter your text here]

Email:

[Enter your text here]

Website:

[Enter your text here]

If the problem or complaint remains unresolved by the training provider, then the apprentice or employer should contact the ESFA Apprenticeship Service Support on 0800 150 600 or helpdesk@manage-apprenticeships.service.co.uk

Safeguarding and Mental Health:

If the learner or employer have any safeguarding concerns, please contact us via (Safeguarding email provided) during working hours. This is a confidential email account.

In addition to contacting us, we would recommend two charities who have out of hours support:

NSPCC for concerns about young people 0808 800 5000

Samaritans 116123.

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Learning Plan

| Activity/Unit | Method | Delivery Lead | Planned Date | Planned OTJ (hr) |
|------------------------------|---------------------------------------|----------------------------|-----------------------|------------------|
| FS IA 1 | FS Initial Assessment | Training Org 1 | 10/05/2023 | |
| Assignment 1 | Assignment (task) | Training Org 1 | 07/06/2023 | |
| Meeting with Tutor | Meeting | Training Org 1 | 28/06/2023 | 1 |
| Course introduction catch-up | Scheduled online event | Test Employer Organisation | 30/06/2023 | 4 |
| ICT basic | Qualification | Training Org 1 | 30/06/2023 | 40 |
| EPA 1 | End-point assessment | Training Org 1 | 01/07/2023 | 5 |
| Weekly review | Review | Training Org 1 | 09/07/2023 | 2 |
| Monthly review (July 2023) | Review | Training Org 1 | 31/07/2023 | 2 |
| PLacement 2 | Offline learning (placement/workshop) | Employer | No Date | |
| Mentoring | Mentoring | Training Org 1 | No Date | 10 |
| Miscellaneous Admin Only | Miscellaneous | Training Org 1 | No Date | 5 |
| | | | Total OTJ (hr) | 69 |

Progress Reviews

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| Review type | Method | Planned date | Actual date |
|------------------------------|------------|--------------|-------------|
| Monthly review (current job) | FaceToFace | 26/06/2023 | 26/06/2023 |
| Monthly review (current job) | FaceToFace | 31/07/2023 | |

Off-The-Job Training Hours

Off-the-job training is training which is received by the apprentice, for the purpose of achieving the knowledge, skills and behaviours of the approved apprenticeship referenced in the apprenticeship agreement.

An average 6 hours per week of an apprentice's normal working hours must be spent on off-the-job training.

As Edmund Croyle works an average of 35.0 hours per week and the weeks on programme is 86.86, the minimum required off-the-job training is 466 hours (this calculation includes a deduction for statutory annual leave of 5.6 weeks per 12 month period). The agreed planned hours at the start of the apprenticeship are 50 hours of off-the-job training.

OTJH Calculation:

Minimum OtJ = (Planned duration in weeks - ((Planned duration in weeks / 52) x 5.6 weeks statutory leave)) x (6 hours x ((minimum of 30 or working hours) / 30))

Duration (weeks): 86.86

Statutory leave per 12 months on programme(weeks): 5.6

Average working hours per week (hours): 35.0

$((86.86 - 9.35) \times (6 * 30.0 / 30)) = 466$ hours

Note: your minimum off-the-job training hours will be rounded up to the nearest whole hour

End Point Assessment

End Point Assessment (EPA) is the final assessment of an apprentice at the completion of their apprenticeship. It is designed to be an objective and impartial assessment of an apprentice's knowledge, skills and behaviours. The EPA is carried out by an End Point Assessment Organisation (EPAO), a third party organisation, separate from the Employer and Training Provider, that conducts the final assessment of the apprentice and determines the final grade.

When the apprentice has completed their planned period of training, there will be a short period of time where your Training Provider with the Employer and apprentice will assess the apprentice's progress this is called a Gateway Review. The meeting will determine whether or not the Apprentice is ready to undertake the End-Point Assessment.

End Point Assessment Organisation (EPAO): Training Org 1

Estimated Gateway Meeting Review Date: 30/05/2024



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EPA Period:

30/06/2024 - 30/09/2024




Signatures & Declarations

By signing this agreement you confirm that you have read, understood and commit to the details, aims and learning plan outlined in this document.

Apprentice

Employer

Training Provider

| | | | | | |
|------------|---|------------|---|------------|---|
| Name: | Edmund Croyle | Name: | Richard White | Name: | Theodore Reese |
| Position: | | Position: | Senior Tutor, English sessions instructor | Position: | Regional Manager |
| Signature: |  | Signature: |  | Signature: |  |
| Date: | 27/06/2023 | Date: | 27/06/2023 | Date: | 27/06/2023 |

Appendices

1. Contact Details

1.1 Apprentice Contact Details

Contact information

Name: Edmund Croyle
Email: testemail4+r1+loc@email.com
Telephone: 1234567822
Address: Unit 9-10 Dolphin Court, Brunel Quay, Llandrindod Wells, Dyfed SA73 1PY

1.2 Employer Contact Details

Line Manager

Name: Richard White
Position: Senior Tutor, English sessions instructor
Email: testemail+4400@email.com



Telephone: +447555333777

Company Details

Company: Test Employer Organisation
Address: 47 Mold Road, Wrexham, Clwyd, United Kingdom
LL12 9LR
Telephone: +44555555555
Website: <http://testweb.test>

1.3 Training Provider Contact Details

Primary Contact

Name: test c1
Position:
Email: testc1@asd.xcv
Telephone: +447575757575

Provider Details

Company: Training Org 1
Address: 254 Astwood Road, Worcester, Worcestershire, United Kingdom
WR3 8HD
Telephone: +447575757575
Website: <http://testtraining1.test>

2. End Point Assessment Organisation

EPA Organisation: Training Org 1
EPAO Registration Number: EPA0123
Address: 254 Astwood Road, Worcester, Worcestershire, United Kingdom
WR3 8HD
Telephone: +447575757575
Website: <http://testtraining1.test>



3. Subcontractors

3.1 Test Employer Organisation Contact Details

Company: Test Employer Organisation
Address: Hawthornes Hardware, 117 High Street, Birmingham, West Midlands, United Kingdom
Telephone: +44555555555
Website: <http://testweb.test>

3.2 Employer Org 2 Contact Details

Company: Employer Org 2
Address: 6 Tavistock Close, Sittingbourne, Kent, United Kingdom
Telephone:
Website:

3.3 Training Org 1 Contact Details

Company: Training Org 1
Address: 254 Astwood Road, Worcester, Worcestershire, United Kingdom
Telephone: +447575757575
Website: <http://testtraining1.test>