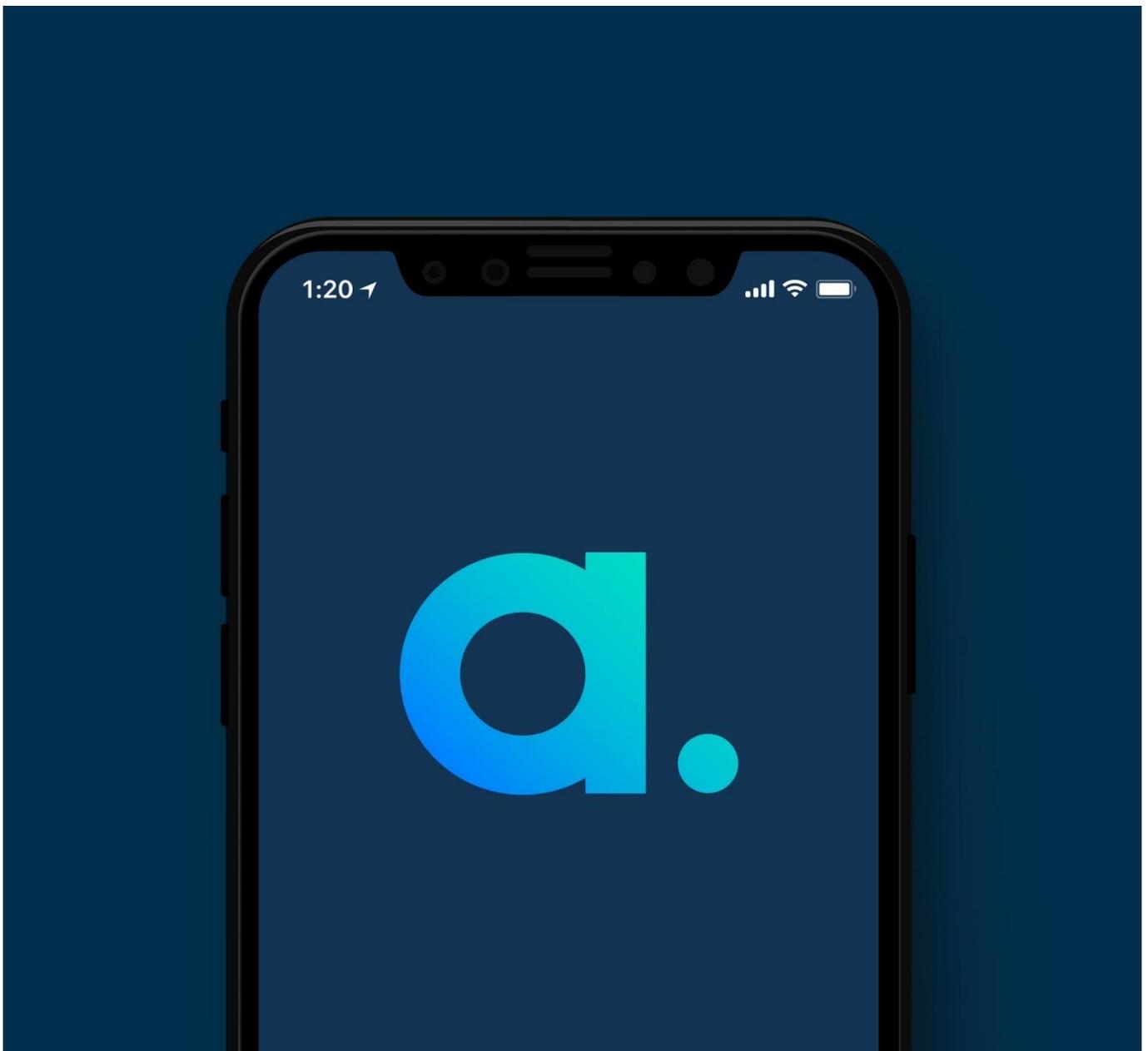




Updating to the latest UVAC Commitment Statement

Version 1.1



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Introduction

The UVAC Commitment Statement within Aptem has now been updated to reflect the recent ESFA changes and requirements for the 20/21 funding rules using the latest UVAC published template (UVAC-template-commitmentstatement-20202021-v1).

This document sets out how to update your programme's compliance document templates so that these are presented to learners within the delivery programme onboarding wizard.

The purpose of this update is to:

- Meet the existing funding rules
- Satisfy GDPR
- Have an improved and more flexible document template

It is the prerogative of the University provider to decide whether to have learners who have already started in the current contract year sign an updated copy of the Commitment Statement that is based on this new template.

Important – Where you have Commitment Statements that are currently in the processes of being signed, i.e. a learner has signed and you are awaiting signatures from the employer and/or provider, it is recommended that you ensure that all signatures are obtained BEFORE you remove the old Commitment Statement.

Should you choose to replace the Commitment Statement whilst you are still awaiting signatures you will need to create a new version of the document for each learner in this scenario. The learner, employer and provider signatures will be requested again on the new document. Once you have completed the following steps below please see [Additional Instructions](#) on how to create this.

Summary of changes

UVAC Commitment Statement

The UVAC Statement has been updated with the changes that were published by UVAC in their 2020 version. There are many changes to wording and instructions and Universities should download UVAC's published template to view the changes in detail.

In response to a variety of requests from our University clients we have also taken the opportunity to improve the functionality of the document population and the flexibility you have, within of course the confines of reproducing the UVAC template, to edit sections and add/remove text and content. We hope you will find this useful.

The key changes found in this document are:

1. Section 1.1 - the Employer signatory details will now dynamically populate from the user credentials of the employer user who signs it.
2. Section 1.3 - There are now only 3 dates displayed - The 'Training Period Starts' which comes from the enrol date that you specify, the 'Training Period Ends' from the duration that you state in the programme requirements, and the 'Apprenticeship End Date' which will come from the training period end date plus the 'EPA period length' that you specify in programme requirements for each programme.
3. Section 2 - The text in the template, including the addition of a new 'Recording off the job training' heading have been updated with the latest UVAC suggested text. The whole of section 2 will populate with the UVAC suggested text, but Universities will be able to add/delete/edit any of this section within the pre-population function for this document at programme level.
4. Section 3 - Like section 2, the responsibilities of each of the 3 parties have been updated with the latest UVAC suggested text, but Universities will be able to add/delete/edit any of this within the pre-population function for this document at programme level. The only addition to the published UVAC template that we have made, and in order to enable Universities to add their own conditions and/or information that would otherwise not fit elsewhere, is in 3.4 where 'Additional Considerations' has been added to enable this optional additional text as a pre-population at programme level.
5. Annex A - A.3. 'Prior Learning and Exemptions' will now be populated from the 'Prior Learning' review section that can be set at the eligibility stage for a learner.
6. Annex A - Section A - Again the text has been updated from the latest UVAC template. Some Universities wish to populate the learning plan here automatically from the components that are in the learner's plan and others wish to create a shorted summary of this. For this reason, there will be two identical UVAC 2020 templates available for your tenant to accommodate these two methods so you will be able to choose whether to pre-populate a summary learning plan (use 'UVAC-Commitment Statement-2020-Summary Plan'), or leave the plan to populate from the learner plan components (use 'UVAC-Commitment Statement-2020-Components Plan').
7. Annex A - B3 – 'Additional Learning Support Plan' will now populate from the needs and actions identified in the 'Individual Support Needs/Requirements' review section that can be set at the eligibility stage for a learner.

Selecting the Commitment Statement for a Programme

Please note that only programmes with the type 'Delivery' will present documents for signature at the end of the onboarding wizard.

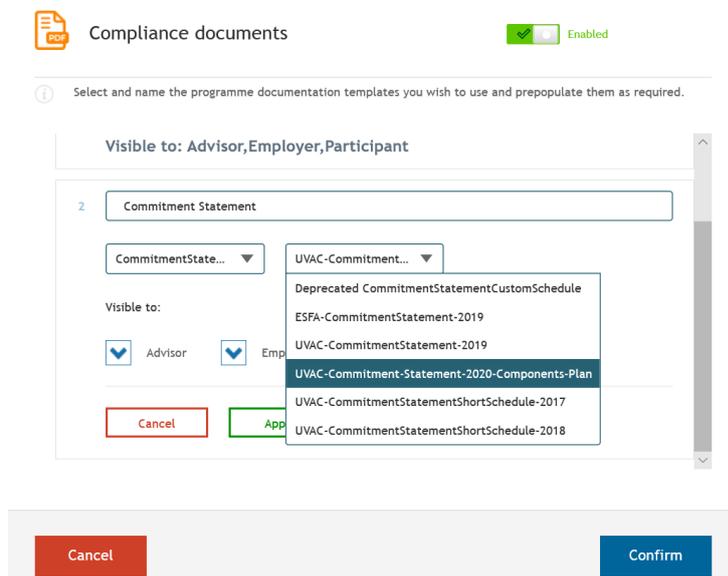
1. Sign into your administrator account and select the 'Programmes' tile.



2. Locate the programme for which you would like to change the compliance documents. Click on the pencil icon to edit.
3. Scroll down to the 'Compliance Documents' token and click to edit
4. Make sure this is enabled in the top right-hand corner.

Commitment Statement

5. If you already have the Commitment Statement present in your programme, click the pencil icon against the document name to edit.
6. Click the drop-down list as shown below and select 'UVAC-Commitment Statement-2020-Summary Plan' or 'UVAC-Commitment Statement-2020-Components Plan' according to preference. Then click 'Apply'.



No Existing Document in the Programme

1. If you do not currently have a commitment statement set up for this programme follow the steps below:

a. Select 'add'.

The screenshot shows the 'Compliance documents' section with a PDF icon and a green 'Enabled' status. Below the title is an information icon and the text: 'Select and name the programme documentation templates you wish to use and prepopulate them as required.' A green '+ Add' button is visible above a grey bar containing 'Cancel' and 'Confirm' buttons.

b. Document Name: give the document a name.

The screenshot shows the 'Compliance documents' section with a PDF icon and a green 'Enabled' status. Below the title is an information icon and the text: 'Select and name the programme documentation templates you wish to use and prepopulate them as required.' A modal form is open with the following fields:

- Document Name: 'Commitment Statement' (text input)
- Category: 'OnBoarding' (dropdown)
- Template: 'ESFA-CommitmentS...' (dropdown)
- Visible to: 'Advisor' (dropdown), 'Employer' (dropdown), 'Participant' (dropdown), and 'Referrer' (checkbox)

At the bottom of the modal are 'Cancel' and 'Apply' buttons. Below the modal is a grey bar containing 'Cancel' and 'Confirm' buttons.

c. Select 'Onboarding' from the drop-down list and then select 'UVAC-Commitment Statement-2020-Summary Plan' or 'UVAC-Commitment Statement-2020-Components Plan' from the second drop-down list.

d. Select 'Apply'

Once finished adding your compliance documents, click on 'Confirm' and then 'Confirm' again on the main screen to save these changes.

Please note: You must save at this stage **before** pre-populating the documents, which is covered on the steps below

Pre-populating the Commitment Statement

The Commitment Statement has pre-definable sections that can be pre-populated at a programme by programme level.

1. Select the 'Programmes' tile.
2. Locate the programme for which you would like to change the compliance documents. Click on the pencil icon to edit.
3. Scroll down to the 'Compliance Documents' token and click to edit the token.
4. Select 'Prepopulate' against the document you wish to edit

Compliance documents Enabled

Select and name the programme documentation templates you wish to use and prepopulate them as required.

1	CommitmentStatement UVAC-Commitment-Statement-2020-Components-Plan CommitmentStatement / UVAC-Commitment-Statement-2020-Components-Plan Visible to: Advisor,Employer,Participant	 Prepopulate
2	Apprenticeship Agreement ApprenticeshipAgreement / ApprenticeshipAgreement Visible to: Advisor,Employer,Participant	 Prepopulate

[+ Add](#)

[Cancel](#) [Confirm](#)

When you have finished pre-populating your commitment statement, click 'Save' and click on 'Confirm' and then 'Confirm' again on the main screen to save these changes.

Additional Instructions

N.B. Only follow these instructions where you have changed to the new Commitment Statement where there were learners still in the process of signing the old version of the document.

Creating the new Commitment Statement for learners that were currently in the process of signing

1. On the learners profile expand the 'Compliance documents' section.

- a. Click 'Create' against 'Commitment Statement' (please note you may have labelled this differently)

▼ Compliance documents

Programme Name		
Electrical Installation Apprenticeship		
▶ Apprenticeship Agreement (0)	None	Create Upload Raise a tracker
▶ Commitment Statement (0)	None	Create Upload Raise a tracker
▶ Financial Agreement (0)	None	Create Upload Raise a tracker

Support

2. The Commitment Statement for this learner will be displayed

- Make any amendments to the editable sections that you require (if any)
- You can sign the document as the provider should you wish (scroll down to the signatures)
- Click 'Save' – The learner will then receive a request to sign the document
- You can track signatures in the usual way via the 'Signatures' tile