

Commitment Statement

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. The document is applicable for Funding Year 19/20 onwards.

Apprentice: Toby Lorey

Apprenticeship Programme Details

Programme:	Operational Firefighter
Apprenticeship Standard/Framework Name:	Operational firefighter Apprenticeship Standard [v1.2]
Apprenticeship Reference:	486
Apprenticeship Level:	Level 3
Start date of apprenticeship:	27/09/2021
End date of apprenticeship:	26/12/2023
Start date of practical period:	27/09/2021
Estimated end date of practical period:	26/09/2023
Duration of practical period:	104.3 weeks

Employment Details

Employer:	London Fire Brigade	Delivery Address:	L F B Head Office, 15 Canada Square, London, United Kingdom, United Kingdom
Apprentice Job Title:	Accountant		
Working hours (per week):	39.0		
Line Manager:	Neil Baker		
Line Manager Title:	Recruitment Manager		

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?
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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.

Functional Skills

Functional Skill	Initial Assessment
English	Pre-Entry
Maths	Pre-Entry

Commitment to the Programme

The main provider will:

Example text . . .

In signing this Commitment Statement, Aptem Training agrees and commits to:

- I. Deliver the agreed off-the-job training and undertake and/or arrange the assessments required for the apprentice to achieve the milestones set out in this Commitment Statement.
- II. Ensure the provision of appropriate additional learning support and/or reasonable adjustments.
- III. 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.
- IV. Work collaboratively with the apprentice and the employer to ensure the apprentice's learning, development and progression.
- V. Promptly inform the Employer, via the allocated trainer, if any matters or issues arise or could arise that will or may affect the apprentice's learning, development and progression.
- VI. Quality assure the delivery of the off-the-job training and assessment (excluding End-Point Assessment) and quality assure the management of the apprenticeship.
- VII. Effectively manage subcontractors, in accordance with ESFA due diligence rules.
- VIII. Promptly investigate issues raised by the apprentice and/or the employer in relation to the delivery of the apprenticeship.
- IX. Ensure a safe and fair learning and working environment.

Safeguarding and Prevent

The Apprentice and the Employer will be briefed about Aptem Training's Safeguarding and Prevent Policy.

All safeguarding concerns should be reported to: safeguarding@Aptemtraining.com

Equality and Diversity

Aptem Training complies with the Equality Act 2010 and actively promotes British Values through tutorial and classroom delivery. Aptem Training's Equality and Diversity Policy can be found at:

<http://www.Aptemtraining.co.uk/key-policies>

European Social Funds - If you are a non-levy employer, the funding you access for your Apprentice may be used as match funding for the European Social Fund (ESF). ESF is one of the available funds within the European Social and Investment Funds (ESIF 2014-2020 Programme. ESFA acts as a co-financing organisation (CFO) to procure and manage contracts for ESF funded provision on behalf of local enterprise partnerships (LEPs)). LEPs decide how to invest the ESF for 2014-2020 and we support them to deliver their ESIF strategies that meet the local needs identified. <https://www.gov.uk/guidance/england-2014-to-2020-european-structural-and-investment-funds>

The employer will:

Example text . . .

In signing this Commitment Statement, the Employer agrees and commits to:

- I. Directly employ (PAYE) the apprentice and issue a contract of employment/statement of written employment, with the employment to commence'
- II. Employ the apprentice for at least the duration required to complete the apprenticeship.
- III. Arrange contracted hours for apprentices working less than 30 hours or shift patterns, to allow for sufficient, regular training.
- IV. Pay the apprentice at least in accordance with the National Minimum Wage and issue payslips.
- V. Provide the apprentice with an appropriate workplace induction.
- VI. Provide the apprentice with the on-the-job (workplace) training, mentoring and support required to achieve the milestones set out in this Commitment Statement.



- VII. Provide the apprentice with the off-the-job training (workplace shadowing, mentoring, industry visits etc.) required to achieve the milestones set out in this Commitment Statement.
- VIII. Provide the apprentice with any personal protective clothing and safety equipment required for the apprentice to carry out their day-to-day work.
- IX. Work collaboratively with the apprentice and Aptem Training, including coordination of on and off-the-job training and preparation for/participation in and contribution to reviews of the apprentice's progress and achievement.
- X. Promptly inform Aptem Training, via the allocated regional trainer, if any matters or issues arise or could arise that will or may affect the apprentice's learning, development and progression.
- XI. Ensure conformity with Aptem Training's Equality and Diversity policies and procedures.
- XII. Undertake legal and contractual obligations in relation to Safeguarding and Prevent.

The apprentice will:

Example text . . .

In signing this Commitment Statement, the apprentice agrees and commits to:

- I. Take appropriate responsibility for their own learning, development and progression.
- II. Diligently undertake the on and off-the-job learning required to achieve the milestones set out in this document.
- III. Maintain an off-the-job training log to evidence the minimum 20% off-the-job training requirements stated in the apprenticeship funding rules, ensuring logs are presented at every appointment with their trainer.
- IV. Ensure appointments are maintained with trainers and Functional Skills Tutors.
- V. Prepare for, participate in and contribute to reviews of your progress and achievement.
- VI. Work collaboratively with their Employer and Aptem Training to enable their own learning, development and progression, including the submission of coursework for formative assessment where required.
- VII. Promptly inform the Employer and/or the Main Provider, via the LCG trainer, if any matters or issues arise or could arise that will or may affect their learning, development and progression.
- VIII. 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.
- IX. Report any incidents of harassment, bullying, violence or suspected extremism or radicalisation to your Employer or Aptem Training.
- X. Comply with the policies and procedures of the Employer.
- XI. Provide their Employer with access to information on their conduct, progress (including results), attendance and punctuality.
- XII. Provide the End-Point Assessment Organisation with such information as is necessary to enable registration for End-Point Assessment.

Additional Information:

. . . Additional information can be entered here . . .

Resolving Problems

For Apprenticeship related enquiries, call **+44 (0) 161 259 7400**.

Please note that our weekday opening hours have been updated to the below times. Weekend times remain the same. Our UK phone lines are open:

Monday - Thursday: 8:00am - 8:00pm

Friday: 8:00am - 5:30pm

Saturday: 9:00am - 5:00pm

Sundays and UK Bank Holidays: 9:00am - 1:00pm

For all CFA, CAIA, FRM, CISI, IOC, IMC and Excel enquiries, call **+44 (0) 207 920 3060**.

(UK opening times for these enquiries are Monday to Friday 9am – 5pm)

If you are currently studying with Kaplan, visit our Student Services page to find out how we can help you.

Safeguarding and Mental Health

If you have any safeguarding concerns, please contact us via Safeguarding@kaplan.co.uk during working hours. It is a confidential email account.

There are two very good charities who have out of hours support: NSPCC for concerns about young people **0808 800 5000** or the Samaritans **116123**. We can also signpost you to several helpful organisations - we have collated contact details of organisations such as Anxiety UK, Mind, CALM, and Young Minds.

Learning Plan

. . . A summary of the Learning Plan can be entered here . . .

Progress Reviews

. . . A Summary of the Reviews can be entered here . . .

Review type	Method	Planned date
Gateway Review - The Operational Zoom Firefighter (Level 3)		26/09/2023
Progress Review	Zoom	26/01/2022
Progress Review	Zoom	26/09/2022
Progress Review	Zoom	26/05/2022
Progress Review	Zoom	26/01/2023
Progress Review	Zoom	26/05/2023

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.

At least 20% of an apprentice's normal working hours must be spent on off-the-job-training.

As Toby Lorey works an average of 39.0 hours per week and the weeks on programme is 104.3, the minimum required off-the-job training is 726 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 730 hours of off-the-job training.

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): NCFE
Estimated Gateway Meeting Review Date: 26/08/2023
EPA Period: 26/09/2023 - 26/12/2023

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

Name: Toby Lorey

Position: Fire Figher

Signature: *T Lorey*

Date: 27/09/2021

Employer

Name:

Position:

Signature:

Date: 27/09/2021

Training Provider

Name: Shaun Elliott

Position: Apprenticeships
Director

Signature: *S Elliott*

Date: 29/09/2021



Appendices

1. Contact Details

1.1 Apprentice Contact Details

Contact information

Name: Toby Lorey
Email: fahiwos344@lidte.com
Telephone: 07989899778
Address: 1164 Garrison Pass, Nevada, Nancledra, Cornwall
CF61 1TL

1.2 Employer Contact Details

Line Manager

Name: Neil Baker
Position: Recruitment Manager
Email: earlspeter+neilemp@gmail.com
Telephone:

Company Details

Company: London Fire Brigade
Address: L F B Head Office, 15 Canada Square, London, United Kingdom, United Kingdom
E14 5GL
Telephone: 07868688776
Website: www.london-fire.gov.uk

1.3 Training Provider Contact Details

Primary Contact

Name: Shaun Elliott
Position:
Email: shaune@mwstechnology.com
Telephone: 07912082117



Education & Skills
Funding Agency



European Union

European Structural
and Investment Funds

Provider Details

Company: Aven Training

Address: Aven Training, 3-4 Harmood Grove, London, London, United Kingdom
NW1 8DH

Telephone: 07912082117

Website: www.avenapprenticeships.co.uk



2. End Point Assessment Organisation

**EPA
Organisation:** NCFE

**EPAO
Registration
Number:**

Address: Ncfe, Q6, Quorum Business Park, Benton Lane, Newcastle upon Tyne, United Kingdom
NE12 8BT

Telephone: 0191 239 8000

Website: www.cache.org.uk



3. Subcontractors

3.1 London Fire Brigade Contact Details

Company: London Fire Brigade
Address: London Fire Brigade, 169 Union Street, London, United Kingdom
Telephone: 07868688776
Website: www.london-fire.gov.uk