

Employer confirmation for the provision of apprenticeship services under a contract for services

1. SR Apprenticeships (The “Provider”) is a provider of Apprenticeship Programmes.
2. The Employer wishes to engage the services of The Provider in the provision and training of the named Apprentice.
3. This Agreement is made between:
 - a. SR Apprenticeships incorporated and registered in England and Wales with whose registered office is at 1 Pinnacle Way, Pride Park, Derby DE24 8ZS, and whose company number is 06883202 (The Provider); and
 - b. xxxxxxx, incorporated and registered in England and Wales with whose registered office is at xxxxxxx, United Kingdom, and whose company number is 12345678 (the Employer).
4. each ‘a Party’ and together ‘the Parties’.
5. The Employer, the Apprentice and The Provider will work to jointly agree an apprenticeship Training Plan.
6. The Provider and the Employer are committed to working together to ensure the effective completion of the Apprenticeship Programme.
7. This Apprenticeship Programme Confirmation should be completed for each individual apprentice undertaking an Apprenticeship Programme.
8. The provider and the employer will not ask the apprentice to financially contribute to the eligible costs of the apprenticeship.
9. The employer must agree to:
 - a. Provide the individual with the appropriate support and supervision to carry out both their job role and their apprenticeship (including the end-point assessment);
 - b. Support the initial assessment process alongside the apprentice to ensure that all relevant prior learning and experience has been identified and properly accounted for in the design of the training plan, which has been adjusted accordingly alongside any required adjustments to duration and negotiated cost
 - c. Release the apprentice for off-the-job training (and English and maths training if required), as documented in the training plan;
 - d. Provide the apprentice with the opportunity and support to embed and consolidate the knowledge, skills and behaviours, gained through off-the-job training, into the workplace; and
 - e. Take part or provide input into progress reviews.
10. The provider must meet, discuss and agree with the employer:
 - a. That an apprenticeship is the most appropriate training programme for the individual;
 - b. That all relevant prior learning and experience has been identified and properly accounted for in the design of the training plan, which has been adjusted accordingly;
 - c. That the training plan aligns with an approved apprenticeship standard, at the most appropriate level;
 - d. That the individual’s job role has a productive purpose and there is a direct link between the selected apprenticeship standard and the individual’s job role; and
 - e. How all parties will work together to achieve the apprenticeship (i.e. roles and responsibilities of the provider, employer and apprentice).
 - f. The price of the apprenticeship (see paragraph 134 of the Funding Rules (2023/2024)). It must be clear to the employer from the outset how much they will need to contribute (if applicable).

Apprenticeship Standard:	
Expected Duration:	
Levy /Non-levy employer:	
Apprentice Name:	
Apprentice Date of Birth:	
Apprentice Address:	
Apprentice Email:	
Location of training	
Contract Manager	

Practical Start Date	
Practical End Date	
Planned End Date	
Services Manager	
Name of End-Point Assessment Organisation	
Detail of items not eligible for ESFA funding	Cost

Apprenticeship Programme Investment

For Levy-Paying Employers, payment shall be taken automatically through the Digital Account to the extent that there are sufficient funds in their Digital Account to meet fee obligations.

For Non Levy-Paying Employers, or for Levy-Paying Employers with insufficient funds in their Digital account to meet fee obligations, Co-investment fees equal to 5% of the total fees shall be due monthly throughout the programme, unless specified separately, and shall be invoiced when they fall due. The remaining 95% of the total fees will be paid by the Government. There will be no Co-investment fees due if you are a small employer (fewer than 50 employees) and the learner is under 19, or is aged 19-24 and has an Education, Health and Care (EHC) plan.

Where the agreed price is over the funding band maximum, employer contribution is 100% of the value that exceeds the funding band maximum.

11. The provider has broken down the total negotiated price associated with the delivery of training and on-programme assessment (TNP1), and agreed with the employer, against the 5 key headings of the eligible costs section (listed in paragraph 86 of the 2023/2024 funding rules). Only eligible costs have been included.

- a) Initial assessment.
- b) Off-the-job training.
- c) Materials and consumables.
- d) Peripheral costs including assessment.
- e) Programme governance, management and administration (directly linked to training and assessment, including the end-point assessment).

Breakdown of total negotiated price:

Eligible costs (TNP1 in the ILR)	
Initial Assessment	
Off-the-Job Training	
Material and Consumables	
Peripheral costs including Assessment	
Programme Governance, Management and Administration (directly linked to training and assessment including End Point Assessment)	
	£7660

Cost area	Cost
TNP1	
TNP2 (EPA cost)	
Total	

Employer contribution/co-investment if required	Cost

Cost post RPLE evaluation	Cost area	Cost
	RPLE deduction	
	TNP1	
	TNP2	
	Total	

Employer contribution/co-investment if required	Cost

End Point Assessment Resit Cost	
The agreed Charges for the training of the Apprentice(s) under this Agreement is as follows:	
First Attempt	Apprenticeship Funding
First Resit	if included within EPAO package SR Apprenticeships, where not Employer
Failed Attendance charge	Charge to Employer
Further Resit	if included within EPAO package SR Apprenticeships, where not Employer

Declaration-

This document confirms the Apprenticeship and all parties understand the particulars set out within it. This document also serves the purpose to-

- Identify the skill/profession or occupation for which the Apprentice is being trained, and
- Confirm that the initial assessment process with the involvement of the Apprentice and Employer resulting in the agreed recognised prior learning and/or experience, duration, negotiated price and plan of training has concluded, and
- Set out how they will support/facilitate achievement of the Apprenticeship Programme

Please complete, sign this document and return (to be completed by line manager/authorised signatory)

Employers Signatory's name	
Signature	
Date	
Providers Signatory's name	
Signature	
Date	

1. Variations

This document may only be varied in writing by an authorised representative of each party. Please note that no other form of contract or communication sent by you to us in relation to this document shall be deemed accepted by us except where our authorised representative expressly agrees to such contract or communication in writing.