

Training Plan 2023/2024

This Training Plan sets out the agreement being made between the apprentice, the employer and the main provider detailed below.

It sets out:

- Details of all relevant parties
- Relevant provider policies that the apprentice (and employer) should be made aware of
- The commitment from each party to the apprenticeship
- The agreed plan of training
- Declaration

Relevant Parties

Apprentice Details

First Name		Last Name		Title	
Address 1				DOB	
Address 2				NI Number	
Postcode				Telephone Number	
Job Role					
Work Email					

Employer Details (Manager of Apprentice)

Name		Position	
Company			
Address 1			
Address 2			
Postcode			
Telephone Number			
Email			

Main Provider Details

Name		Position	Skills Coach
Company	SR Apprenticeships		
Address 1	32 Mile End Road		
Address 2	Colwick, Nottingham		
Postcode	NG4 2DW		
Telephone Number	0194920976	Mobile Number	
Email			

End Point Assessment Organisation

Name		Position	
Company			
Address 1			
Address 2			
Postcode			
Telephone Number			
Email			

Delivery Subcontractor (If Applicable)

Name		Position	
Company		Telephone Number	
Address 1			
Address 2		Postcode	
Employer Authorised contact			
Quality Contact			
Due Diligence Completed			

Key Policies Checklist

The policies should be discussed with the Apprentice.

Policy
Code of conduct
Health and safety policy
Equality and diversity policy
Harassment and bullying policy
Safeguarding and prevent information
Complaint's procedure

I confirm that all the policies above have been provided by the employer and discussed. Please tick to confirm.

Apprentice **Date:**

Employer **Date:**

Commitment to the Programme

General

- The Employer agrees to accept the Apprentice as an apprentice in the designated trade/profession as above mentioned;
- The apprentice agrees to serve the Employer as an apprentice in the designated trade for the term of this agreement;
- This agreement is entered into in connection with a qualifying Apprenticeship Standard; and,
- The main training provider in relation to the apprenticeship is SR Apprenticeships (the Training Provider).

The **Main Provider** will: -

- 1. Check the eligibility of the apprentice to include the following:**
 - Has the right to work in England;
 - Spends 50% of their working time in England;
 - Are not undertaking another apprenticeship or will benefit from DFE funding during their apprenticeship; and,
 - They have not been asked to financially contribute towards the apprenticeship
- 2. Conduct the following checks with the employer:**
 - The employer was offered the option of the free Recruit an Apprentice service;
 - The employer has a contract of employment with the apprentice that covers the duration of the apprenticeship including EPA;
 - The employer and the apprentice have signed an apprenticeship agreement;
 - The employer is paying the apprentice a lawful wage;
 - The employer has agreed that the apprenticeship is the most appropriate learning programme for the individual;
 - The employer acknowledges that the apprentice requires a volume of training that meets the minimum off-the-job training policy;
 - The employer will allow the apprentice to complete the off the job hours during working hours (and Maths and English); and,
 - The employer will give the apprentice appropriate support and supervision
- 3. Devise a plan of training, for agreement by all 3 parties, taking account of the following**
 - An initial assessment of the learners pre-existing knowledge, skills and behaviours against those required of the apprenticeship;
 - The learners current English and Maths level;
 - Any learning support needs;
 - The minimum off the job training requirement;
 - Any requirements for training to be sub - contracted (to be agreed with the employer)
- 4. Negotiate the 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 the negotiated price);
 - That the employer understands any obligations in relation to co-investment (where applicable)
- 5. Manage / provide the off the job training as detailed in the plan of training**
 - Provide an induction programme to the apprentice (and the employer if required) that explains the plan of training;
 - Provide appropriate learning materials to the apprentice;
 - Report the apprentice's non-attendance at scheduled training sessions to the employer;
 - Manage and oversee the delivery provided by any other party (subcontractors) as detailed in the plan and accordance to the funding rules;

- Pass on apprenticeship funding to any subcontractor and to the end point assessment organisation selected by the employer;
- Ensure the quality of delivery through regular observations of teaching and learning, and apprentice / employer feedback;
- Provide any certification as agreed with the employer/apprentice and/or required by the apprenticeship
- Lead the tripartite progress reviews with the apprentice and employer;
- Update the Training Plan in consultation with the Employer and apprentice as and when required;
- Agree, with the apprentice and employer, when learning is completed, and the apprentice is ready to undertake the end point assessment

6. Administer the programme:

- Complete any required paperwork and upload data to the ESFA as required to trigger funding;
- Make efforts to secure alternative employment for the apprentice, if made redundant by the employer;
- Seek to resolve any complaints brought by the apprentice/employer

7. Deliver the programme:

- In order to help you achieve the learning set out in your Individual Learning Plan we will provide:
 - Teaching, learning, assessment and support from your Skills Coach.
 - Resources and equipment to support your learning available at college and partner sites.
 - Additional support to help you achieve your learning programme should you require it.
- You will be allocated a SR Apprenticeships nominated Skills Coach contact whom is responsible for making sure you:
 - Have an induction onto your apprenticeship programme.
 - Have a nominated contact for your apprenticeship programme, who will provide support, including if you have any, queries or concerns.
 - Are working in a safe environment.
 - Are visited regularly to review your progress and agree targets with you.
- During your programme you have access to and we will endeavor to provide you with
 - A safe, healthy and supportive environment in which to study and learn.
 - Be informed of any risks associated with your apprenticeship programme.
 - A safe environment free from harassment, bullying, discrimination and threat.
 - Support to voice any concerns, opinions and discuss your issues.
 - Be treated as an individual and respect your beliefs and values.
 - Be informed of any changes which may affect your learning.
 - A high-quality teaching and learning experience.
 - Express your views on the quality of your learning programme.
 - Complain about any areas you are unhappy with.
- You are entitled to access SR Apprenticeships services and resources (refer to the Learner Handbook).
- If you are unfortunate enough to lose your job, then we will support you to find alternative employment.

The **Employer** (Manager of the Apprentice) will: -

1. Work with their main provider to identify the most suitable apprenticeship standard /framework
2. Provide assistance to the main provider in the eligibility checks of the apprentice
3. Confirm that the main provider has made the appropriate checks (outlined above) with them:
 - They have agreed that the apprenticeship is the most suitable learning programme for the individual
 - That the apprentice has the opportunity in their job role to gain the Knowledge, Skills and Behaviours needed to achieve the apprenticeship
 - That the apprentice has the required support and supervision to carry out their job role
 - They have agreed that prior learning has been taken into account with the design of the programme
 - They have acknowledged that an apprenticeship requires a volume of training that meets the minimum off-the-job training policy
 - That all off the job training must be completed during working hours (and maths and English if required)
4. Negotiate a price with the provider, taking into account the apprentices prior learning and understands any obligations in relation to co-investment
5. Choose an end point assessment organisation (at least 3 months prior to the end of the programme)
6. Contribute to and agree to the plan of training, as developed by the provider
 - Deliver off the job training (where agreed and detailed in the plan of training)
 - Provide the apprentice with opportunities to practice new skills in the work environment
 - Assist the provider in collecting evidence of off the job training (where information is held by the employer)
 - Contribute to at least 4 of the tripartite progress reviews with the apprentice and provider per year
 - Agree, with the apprentice and provider, when learning is complete, and the apprentice is ready to undertake the end point assessment
7. Provide your learner with a comprehensive induction into your workplace that will include, as a minimum, Health and Safety policy, Equal and Diversity policy, Safe Guarding, first aid, fire evacuation, accidents, manual handling, using chemicals or fluids, personal hygiene, dress code and domestics, Company rules and discipline, hours of work and breaks, pay, confidentiality and sickness rules and regulations.
8. Provide as far as possible, facilities, experiences and training in your workplace that will help your apprentice to achieve their learning programme as agreed with you in this learning commitment.
9. Have an on-going involvement from you in reviewing your apprentice's progress and setting targets for their progression.
10. Where applicable, appoint a mentor to support your apprentice in their workplace and support them in gathering appropriate evidence.
11. Agree paid time out of the work environment to undertake qualifications as specified in this Training Plan and in accordance with apprenticeship rules.
12. Pay your apprentice in line with the requirements of the National Minimum Wage legislation and a Lawful Wage.
13. Make your apprentice aware of any risks associated with their job role and provide sufficient training and support.
14. Take all necessary steps for securing the health, safety and welfare of your learner as required under relevant legislation.
15. Employ your apprentice for a minimum of 30 hours per week in line with the ESFA guidance unless prior agreement with the training provider
16. Provide your apprentice with written terms and conditions of employment.
17. Notify your SR Apprenticeships nominated contact of any sickness/unauthorised absence your learner has that is longer than 7 days.
18. Notify your SR Apprenticeships nominated contact as soon as possible if your learner has either left your employment or is working notice.
19. Notify your SR Apprenticeships nominated contact as soon as possible should your learner have an accident at work.
20. Allow access to carry out training and where applicable assessments in the workplace.
21. Speak to your nominated SR Apprenticeships contact should you have any concerns or difficulties regarding your apprentice.
22. Speak to/allow access to external organisations such as Ofsted or the Apprenticeships Education and Skills Funding Agency (ESFA) as part of SR Apprenticeships external audits and inspections, where required.

23. A Health and Safety declaration must be completed every two years and the employer will work with SR Apprenticeships to rectify any concerns or problems identified.
 24. Confirmation of relevant and current liability insurance.
 25. Provide personal protective equipment and clothing at no cost to your learner where it is necessary for them to use it.
 26. Provide a healthy and safe working environment, to include information, support and training to allow your learner to carry out their job role safely.
 27. Provide a safe working environment, free from bullying, harassment and threat.
 28. Respect your learner's beliefs, values and culture.
 29. Allow SR Apprenticeships to share your details with auditing/contracting bodies such as the ESFA, Ofsted and End Point Assessment organisations.
 30. Seek to resolve any complaints brought by the apprentice/provider.
 31. The apprentice is included in the PAYE scheme declared in the apprenticeship service account that the Apprenticeship Funding is drawn down from.
-

Apprentice will: -

1. Give the main provider relevant information to assist in learner programme eligibility checks
2. Attend all required off the job training and workshops (or notify the employer/provider in advance of non-attendance)
3. Commit to the learning activities required in each module, including any additional self-study and research (to take place during working hours)
4. Complete any coursework assignments and exams required to achieve the apprenticeship
5. Assist the main provider in collecting evidence of off the job training (where information is held by the apprentice)
6. Attend and contribute to the progress review meetings
7. Agree, with the employer and main provider, when learning is complete and that they are ready to undertake the End Point Assessment
8. Attend End Point Assessment activities as scheduled
9. Bring any issues to the attention of the employer/main provider, including any learning health/support issues that might affect the plan of training
10. To behave sensibly and responsibly at all times during on and off the job training.
11. You should let your nominated contact know as soon as possible if:
 - You are off sick for more than 7 days
 - You are aware that you will be off work for 3 weeks or more
 - You are pregnant
 - You have an accident at work/during training
 - You move address or your personal details change
 - You are leaving your job (whether you have alternative employment or not)
 - You must send us a copy of any certificates you receive for qualifications in your Individual Learning Plan (if requested).
12. To follow the policies of SR Apprenticeships and Employer when at relevant sites.
13. To follow your terms and conditions of employment.
14. Take care of equipment, facilities and other people's property.
15. To observe your responsibilities under the Health and Safety at Work Act 1974.
16. Co-operate with SR-Apprenticeships and your employer on Health and Safety matters, adhere to company policy requirements particularly the appropriate use of any equipment.
17. To behave in a manner that does not offend others.
18. To respect the beliefs, values and cultures of others particularly at work and during training.
19. You must produce your certificates for Maths and English before or on your first visit with your Skills Coach after the sign-up visit. If you are claiming exemption due to you having a grade 4 (equivalent) or above. If the certificates are not produced then Maths and or English funding will start with you required to successfully complete the exams.

Dispute Resolution

1. Where the company and/or apprentice has any concerns, complaints or enquiries in relation to the Apprenticeship Standard, the company or apprentice may contact the ESFA/DFE apprenticeship helpline at Apprenticeship Service Support (<https://help.apprenticeships.education.gov.uk/hc/en-gb>) or on 08000 150 600 or helpdesk@manage-apprenticeships.service.gov.uk.
2. Any other dispute arising out of or in connection with the agreement will be referred in writing to the Account Manager of each relevant party who will endeavour to meet and resolve the dispute within five working days. Failing resolution, a senior manager of each relevant party will endeavour to resolve the dispute within ten working days, during which time neither party shall resort to litigation unless a party is unwilling or unable to engage in the escalation process.

Plan of training

Apprenticeship Programme Details

Apprenticeship Framework / Standard Name	
Apprenticeship Start Date	
Practical Period Start Date	
Practical Period Planned End Date (Gateway)	
Apprenticeship Planned End Date	

Off the Job Calculation

Apprentice Hours per week	
Weeks on Programme	
Less Annual leave entitlement	
Minimum 6 hours per week Calculation (Hrs) Total	

English and Maths – Initial Assessment				
Assessment Details	Initial Assessment Results	Date Taken	Diagnostic Assessment Results	Date Taken
English				
Maths				
Comments				

Progress Reviews
<p>The first progress review to discuss progress to date against the Training Plan and the immediate next steps required will be in 4/6 weeks. This will be either a Remote or face to face visit between the skills coach, apprentice and line manager. These will then continue at intervals of 4/6 weeks. The completed Progress Review document must be signed by all three parties via onefile. Ad-hoc reviews can be arranged by contacting the Skills Coach.</p>



IFF Air Level 3								
Month	Module	Delivery Method	Month	Delivery lead	OTJ hours	Adjusted OTJ	Actual OTJ	Notes
1	Core Industry Infrastructure				31	31	0	
	<i>Core Industry Infrastructure K1.1</i>	Tutorial	2	Main Provider	1	1		
	<i>Core Industry Infrastructure K1.1</i>	Online and Directed Learning	2	Main Provider	5	5		
	<i>Core Industry Infrastructure K1.2</i>	Online and Directed Learning	2	Main Provider	4	4		
	<i>Core Industry Infrastructure K1.2</i>	Reflection, shadowing and mentoring	2	Employer	2	2		
	<i>Core Industry Infrastructure K4.1</i>	Tutorial	4	Main Provider	1	1		
	<i>Core Industry Infrastructure K4.1</i>	Online and Directed Learning	4	Main Provider	5	5		
	<i>Core Industry Infrastructure K4.1</i>	Reflection, shadowing and mentoring	4	Employer	2	2		
	<i>Core Industry Infrastructure K13.1</i>	Tutorial	6	Main Provider	1	1		
	<i>Core Industry Infrastructure K13.1</i>	Online and Directed Learning	6	Main Provider	4	4		
	<i>Core Industry Infrastructure K13.1</i>	Reflection, shadowing and mentoring	6	Employer	1	1		
	<i>Core Industry Infrastructure K13.2</i>	Online and Directed Learning	6	Main Provider	4	4		
	<i>Core Industry Infrastructure K13.2</i>	Reflection, shadowing and mentoring	6	Employer	1	1		
2	Core Economic and cost considerations				36	36	0	
	Core Economic and cost considerations K2.1	Tutorial	13	Main Provider	1	1		
	Core Economic and cost considerations K2.1	Online and Directed Learning	13	Main Provider	4	4		
	Core Economic and cost considerations K2.1	Reflection, shadowing and mentoring	13	Employer	3	3		
	Core Economic and cost considerations K16.1	Tutorial	16	Main Provider	1	1		
	Core Economic and cost considerations K16.1	Online and Directed Learning	16	Main Provider	4	4		
	Core Economic and cost considerations K16.1	Reflection, shadowing and mentoring	16	Employer	1	1		
	Core Economic and cost considerations K22.1	Tutorial	8	Main Provider	1	1		
	Core Economic and cost considerations K22.1	Online and Directed Learning	8	Main Provider	2	2		
	Core Economic and cost considerations K22.1	Reflection, shadowing and mentoring	8	Employer	1	1		
	Core Economic and cost considerations K22.2	Online and Directed Learning	8	Main Provider	3	3		
	Core Economic and cost considerations K22.2	Reflection, shadowing and mentoring	8	Employer	1	1		
	Core Economic and cost considerations K22.3	Tutorial	16	Main Provider	1	1		
	Core Economic and cost considerations K22.3	Online and Directed Learning	16	Main Provider	4	4		
	Core Economic and cost considerations K22.3	Reflection, shadowing and mentoring	16	Employer	1	1		
	Core Economic and cost considerations S6.1	Online and Directed Learning	16	Main Provider	3	3		
	Core Economic and cost considerations S6.1	Reflection, shadowing and mentoring	16	Employer	2	2		
	Core Economic and cost considerations B3.1	Online and Directed Learning	10	Main Provider	2	2		
	Core Economic and cost considerations B3.1	Reflection, shadowing and mentoring	10	Employer	1	1		



3	Core Procedures				75	75	0	
	Core procedures K3.1	Tutorial	2	Main Provider	1	1		
	Core procedures K3.1	Online and Directed Learning	2	Main Provider	3	3		
	Core procedures K3.1	Reflection, shadowing and mentoring	2	Employer	2	2		
	Core procedures K5.1	Tutorial	15	Main Provider	2	2		
	Core procedures K5.1	Online and Directed Learning	15	Main Provider	15	15		
	Core procedures K5.1	Reflection, shadowing and mentoring	15	Employer	6	6		
	Core procedures K5.2	Tutorial	13	Main Provider	1	1		
	Core procedures K5.2	Online and Directed Learning	13	Main Provider	7	7		
	Core procedures S1.1	Online and Directed Learning	10	Main Provider	2	2		
	Core procedures S1.1	Reflection, shadowing and mentoring	10	Employer	1	1		
	Core procedures S2.1	Online and Directed Learning	14	Main Provider	5	5		
	Core procedures S2.1	Reflection, shadowing and mentoring	14	Employer	3	3		
	Core procedures S3.1	Online and Directed Learning	8	Main Provider	3	3		
	Core procedures S3.1	Reflection, shadowing and mentoring	8	Employer	1	1		
	Core procedures S3.2	Online and Directed Learning	4	Main Provider	6	6		
	Core procedures S3.2	Reflection, shadowing and mentoring	4	Employer	2	2		
	Core procedures S7.1	Online and Directed Learning	9	Main Provider	1	1		
	Core procedures S7.1	Reflection, shadowing and mentoring	9	Employer	1	1		
	Core procedures S8.1	Tutorial	5	Main Provider	1	1		
	Core procedures S8.1	Online and Directed Learning	5	Main Provider	2	2		
	Core procedures S8.1	Reflection, shadowing and mentoring	5	Employer	1	1		
	Core procedures B1.1	Online and Directed Learning	5	Main Provider	3	3		
	Core procedures B1.1	Reflection, shadowing and mentoring	5	Employer	1	1		
	Core procedures B2.1	Online and Directed Learning	16	Main Provider	3	3		
	Core procedures B2.1	Reflection, shadowing and mentoring	16	Employer	2	2		
4	Core Environment and sustainability				47	47	0	
	Core Environment and sustainability K6.1	Tutorial	1	Main Provider	2	2		
	Core Environment and sustainability K6.1	Online and Directed Learning	1	Main Provider	7	7		
	Core Environment and sustainability K6.1	Reflection, shadowing and mentoring	1	Employer	3	3		
	Core Environment and sustainability K9.1	Tutorial	12	Main Provider	1	1		
	Core Environment and sustainability K9.1	Online and Directed Learning	12	Main Provider	8	8		
	Core Environment and sustainability K9.1	Reflection, shadowing and mentoring	12	Employer	3	3		
	Core Environment and sustainability K9.2	Tutorial	12	Main Provider	1	1		
	Core Environment and sustainability K9.2	Online and Directed Learning	12	Main Provider	8	8		
	Core Environment and sustainability K9.2	Reflection, shadowing and mentoring	12	Employer	3	3		



	Core Environment and sustainability B4.1	Online and Directed Learning	1	Main Provider	8	8		
	Core Environment and sustainability B4.1	Reflection, shadowing and mentoring	1	Employer	3	3		
5	Core Principles				19	19	0	
	Core Principles K7.1	Tutorial	11	Main Provider	1	1		
	Core Principles K7.1	Online and Directed Learning	11	Main Provider	3	3		
	Core Principles K7.1	Reflection, shadowing and mentoring	11	Employer	2	2		
	Core Principles K8.1	Online and Directed Learning	11	Main Provider	4	4		
	Core Principles K8.1	Reflection, shadowing and mentoring	11	Employer	2	2		
	Core Principles K10.1	Tutorial	8	Main Provider	1	1		
	Core Principles K10.1	Online and Directed Learning	8	Main Provider	2	2		
	Core Principles K10.1	Reflection, shadowing and mentoring	8	Employer	1	1		
	Core Principles K14.1	Online and Directed Learning	8	Main Provider	3	3		
	Core Principles K14.1	Reflection, shadowing and mentoring	8	Employer	1	1		
6	Core customs				52	52	0	
	Core customs K11.1	Tutorial	6	Main Provider	1	1		
	Core customs K11.1	Online and Directed Learning	6	Main Provider	4	4		
	Core customs K11.1	Reflection, shadowing and mentoring	6	Employer	2	2		
	Core customs K11.2	Tutorial	7	Main Provider	1	1		
	Core customs K11.2	Online and Directed Learning	7	Main Provider	5	5		
	Core customs K11.2	Reflection, shadowing and mentoring	7	Employer	2	2		
	Core customs K12.1	Tutorial	11	Main Provider	1	1		
	Core customs K12.1	Online and Directed Learning	11	Main Provider	5	5		
	Core customs K15.1	Tutorial	7	Main Provider	1	1		
	Core customs K15.1	Online and Directed Learning	7	Main Provider	5	5		
	Core customs K15.1	Reflection, shadowing and mentoring	7	Employer	2	2		
	Core customs K15.2	Online and Directed Learning	7	Main Provider	4	4		
	Core customs K15.2	Reflection, shadowing and mentoring	7	Employer	2	2		
	Core customs K21.1	Online and Directed Learning	13	Main Provider	5	5		
	Core customs K21.1	Reflection, shadowing and mentoring	13	Employer	3	3		
	Core customs S4.1	Online and Directed Learning	11	Main Provider	4	4		
	Core customs S4.1	Reflection, shadowing and mentoring	11	Employer	2	2		
	Core customs S5.1	Online and Directed Learning	8	Main Provider	3	3		
	Core customs S5.1	Reflection, shadowing and mentoring	8	Employer	1	1		
7	Core Communication and relationships				44	44	0	
	Core Communication and relationships K17.1	Tutorial	9	Main Provider	1	1		
	Core Communication and relationships K17.1	Online and Directed Learning	9	Main Provider	2	2		



	Core Communication and relationships K17.2	Online and Directed Learning	2	Main Provider	2	2		
	Core Communication and relationships K17.2	Reflection, shadowing and mentoring	2	Employer	2	2		
	Core Communication and relationships K18.1	Tutorial	9	Main Provider	1	1		
	Core Communication and relationships K18.1	Online and Directed Learning	9	Main Provider	2	2		
	Core Communication and relationships K18.2	Online and Directed Learning	9	Main Provider	2	2		
	Core Communication and relationships K18.2	Reflection, shadowing and mentoring	9	Employer	1	1		
	Core Communication and relationships K18.3	Online and Directed Learning	9	Main Provider	2	2		
	Core Communication and relationships K18.3	Reflection, shadowing and mentoring	9	Employer	1	1		
	Core Communication and relationships K18.4	Online and Directed Learning	9	Main Provider	1	1		
	Core Communication and relationships K18.4	Reflection, shadowing and mentoring	9	Employer	1	1		
	Core Communication and relationships K20.1	Tutorial	10	Main Provider	2	2		
	Core Communication and relationships K20.1	Online and Directed Learning	10	Main Provider	1	1		
	Core Communication and relationships K20.2	Online and Directed Learning	10	Main Provider	2	2		
	Core Communication and relationships K20.2	Reflection, shadowing and mentoring	10	Employer	1	1		
	Core Communication and relationships S9.1	Online and Directed Learning	10	Main Provider	2	2		
	Core Communication and relationships S9.1	Reflection, shadowing and mentoring	10	Employer	1	1		
	Core Communication and relationships S9.2	Online and Directed Learning	10	Main Provider	2	2		
	Core Communication and relationships S9.2	Reflection, shadowing and mentoring	10	Employer	1	1		
	Core Communication and relationships S10.1	Online and Directed Learning	9	Main Provider	1	1		
	Core Communication and relationships S10.1	Reflection, shadowing and mentoring	9	Employer	1	1		
	Core Communication and relationships S10.2	Online and Directed Learning	9	Main Provider	1	1		
	Core Communication and relationships S10.2	Reflection, shadowing and mentoring	9	Employer	1	1		
	Core Communication and relationships S12.1	Online and Directed Learning	9	Main Provider	1	1		
	Core Communication and relationships S12.1	Reflection, shadowing and mentoring	9	Employer	1	1		
	Core Communication and relationships S12.2	Online and Directed Learning	9	Main Provider	1	1		
	Core Communication and relationships S12.2	Reflection, shadowing and mentoring	9	Employer	1	1		
	Core Communication and relationships S13.1	Online and Directed Learning	10	Main Provider	2	2		
	Core Communication and relationships S13.1	Reflection, shadowing and mentoring	10	Employer	1	1		
	Core Communication and relationships S5.1	Online and Directed Learning	10	Main Provider	2	2		
	Core Communication and relationships S5.1	Reflection, shadowing and mentoring	10	Employer	1	1		
8	Core Complaints Handling				16	16	0	
	Core Complaints Handling K19.1	Tutorial	5	Main Provider	1	1		
	Core Complaints Handling K19.1	Online and Directed Learning	5	Main Provider	2	2		
	Core Complaints Handling K19.1	Reflection, shadowing and mentoring	5	Employer	1	1		
	Core Complaints Handling K19.2	Online and Directed Learning	5	Main Provider	3	3		
	Core Complaints Handling K19.2	Reflection, shadowing and mentoring	5	Employer	1	1		



	Core Complaints Handling S11.1	Online and Directed Learning	5	Main Provider	3	3		
	Core Complaints Handling S11.1	Reflection, shadowing and mentoring	5	Employer	1	1		
	Core Complaints Handling S11.2	Online and Directed Learning	5	Main Provider	3	3		
	Core Complaints Handling S11.2	Reflection, shadowing and mentoring	5	Employer	1	1		
9	Air Documentation and Terminology				43	43	0	
	Air Documentation and terminology AK1.1	Tutorial	3	Main Provider	1	1		
	Air Documentation and terminology AK1.1	Online and Directed Learning	3	Main Provider	3	3		
	Air Documentation and terminology AK4.1	Tutorial	17	Main Provider	1	1		
	Air Documentation and terminology AK4.1	Online and Directed Learning	17	Main Provider	4	4		
	Air Documentation and terminology AK4.1	Reflection, shadowing and mentoring	17	Employer	3	3		
	Air Documentation and terminology AK4.2	Online and Directed Learning	14	Main Provider	5	5		
	Air Documentation and terminology AK4.2	Reflection, shadowing and mentoring	14	Employer	3	3		
	Air Documentation and terminology AS1.1	Online and Directed Learning	3	Main Provider	3	3		
	Air Documentation and terminology AS1.1	Reflection, shadowing and mentoring	3	Employer	1	1		
	Air Documentation and terminology AS1.2	Online and Directed Learning	3	Main Provider	3	3		
	Air Documentation and terminology AS1.2	Reflection, shadowing and mentoring	3	Employer	1	1		
	Air Documentation and terminology AS2.1	Online and Directed Learning	17	Main Provider	5	5		
	Air Documentation and terminology AS2.1	Reflection, shadowing and mentoring	17	Employer	3	3		
	Air Documentation and terminology AS2.2	Online and Directed Learning	17	Main Provider	5	0		
	Air Documentation and terminology AS2.2	Reflection, shadowing and mentoring	17	Employer	3	0		
#	Air Structure and Organisation				8	8	0	
	Air Structure and Organisation K2.1	Tutorial	3	Main Provider	1	1		
	Air Structure and Organisation K2.1	Online and Directed Learning	3	Main Provider	3	3		
	Air Structure and Organisation K2.2	Online and Directed Learning	3	Main Provider	2	2		
	Air Structure and Organisation K2.2	Reflection, shadowing and mentoring	3	Employer	2	2		
#	Air Regulatory organisations				25	25	0	
	Air Regulatory organisations K3.1	Tutorial	4	Main Provider	1	1		
	Air Regulatory organisations K3.1	Online and Directed Learning	4	Main Provider	5	5		
	Air Regulatory organisations K3.1	Reflection, shadowing and mentoring	4	Employer	2	2		
	Air Regulatory organisations K5.1	Tutorial	6	Main Provider	1	0		
	Air Regulatory organisations K5.1	Online and Directed Learning	6	Main Provider	3	0		
	Air Regulatory organisations K5.1	Reflection, shadowing and mentoring	6	Employer	2	0		
	Air Regulatory organisations K5.2	Tutorial	14	Main Provider	1	0		
	Air Regulatory organisations K5.2	Online and Directed Learning	14	Main Provider	5	0		
	Air Regulatory organisations K5.2	Reflection, shadowing and mentoring	14	Employer	2	0		
	Air Regulatory organisations K6.1	Tutorial	3	Main Provider	1	0		



	Air Regulatory organisations K6.1	Online and Directed Learning	3	Main Provider	2	0		
	Air Regulatory organisations K6.1	Reflection, shadowing and mentoring	3	Employer	1	0		
#	Air ULD types and purpose				23	23	0	
	Air ULD types and purpose AK7.1	Tutorial	18	Main Provider	1	1		
	Air ULD types and purpose AK7.1	Online and Directed Learning	18	Main Provider	4	4		
	Air ULD types and purpose AK7.1	Reflection, shadowing and mentoring	18	Employer	3	3		
	Air ULD types and purpose AK7.2	Online and Directed Learning	18	Main Provider	5	5		
	Air ULD types and purpose AK7.2	Reflection, shadowing and mentoring	18	Employer	3	3		
	Air ULD types and purpose AK7.3	Tutorial	18	Main Provider	1	1		
	Air ULD types and purpose AK7.3	Online and Directed Learning	18	Main Provider	4	4		
	Air ULD types and purpose AK7.3	Reflection, shadowing and mentoring	18	Employer	3	3		
Total for Off-the-job hours					420	420	0	
<p>The amount of off the job training will average 6 hours per week for full time apprentices. If the programme is extended due to government rules on working less than 30 hours, the hours for off the job training will remain the same but be extended across the increased duration. If recognition of prior learning applies and results in module bypass, this will be detailed within your plan.</p>								
Additional Activities - not classified as off-the-job training but necessary in your programme								
Formal Tripartite Progress Reviews (12 weekly) - Approximately 2 hours per review, Learner and Line Manager attendance is mandatory				Progress reviews (monthly and ad hoc as required) - Approximately 1 hour per review				
Formal Progress Review 1 due:			13/02/2024	Maths and English development - up to 2 hours per week as required				
Formal Progress Review 2 due:			07/05/2024					
Formal Progress Review 3 due:			30/07/2024					
Formal Progress Review 4 due:			22/10/2024	Mock end point assessment - Approx 1 day				
Formal Progress Review 5 due:			14/01/2025	Gateway review - Approximately 2 hours				
Formal Progress Review 6 due:			08/04/2025					

English and Maths Components

Note English and Maths is not part of the OTJ calculation

Exemption Type	Exemption Confirmed	Component	Method	Month	Delivery Lead	Total Hours	OTJ Hours
			Online/assessment/practical	3 to 9	Provider	0	0
			Online/assessment/practical	3 to 9	Provider	0	0
Total						0	0

Overall Total Hours	420	420
----------------------------	------------	------------

Declarations

This document confirms the Training Plan and I/we understand the particulars set out within this document:

The purpose of the Training Plan is for SR Apprenticeships, the Employer and Apprentice 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

The apprenticeship is to be treated as being a contract of service not a contract of Apprenticeship.

I/We confirm that the information provided within this document is correct at the time of completion.

Learner Signature			
Print Name		Date	

Employer Signature			
Print Name		Date	

Provider Signature			
Print Name		Date	