

# Commitment Statement



EASTERN REGION ROOF  
TRAINING GROUP LTD

## COMMITMENT DEFINITION:

*“A willingness to give your time and energy to something that you believe in, or a promise or firm decision to do something”*

*Cambridge English Dictionary*



**V1 August 2019: Update Due in March 2020**



# Apprenticeship Commitment Statement:

The purpose of this statement is for all parties (Provider, Employer, Apprentice) to agree and commit to their respective roles and responsibilities in ensuring the timely and effective achievement of the Apprenticeship.

This statement is made between the Training Provider: Eastern Region Roof Training Group, The Apprentice: \_\_\_\_\_ & The Employer \_\_\_\_\_ on \_\_\_\_\_

## What is an apprenticeship?

*An apprenticeship is a job with an accompanying skills development programme. The job must have a productive purpose and should provide the apprentice with the opportunity to gain the knowledge, skills and behaviours needed to achieve the apprenticeship. Through their apprenticeship, apprentices will gain the technical knowledge, practical experience and wider skills they need for their immediate job and future career. The apprentice gains this through a wide mix of learning in the workplace, formal off-the-job training and the opportunity to practise these new skills in a real work environment. E9-E10 Apprenticeship funding: rules and guidance for employers V2 March 2019*

The apprentice must have a contract of service with you the employer, or an apprenticeship training agency (ATA), which is long enough for them to complete the apprenticeship successfully (including, for standards the end-point assessment). E15 Apprenticeship funding: rules and guidance for employers V2 March 2019

## Apprenticeship Programme:

<b>Title of Apprenticeship</b>	Roof Slating & Tiling
<b>Framework or Standard</b>	Framework
<b>Expected Duration</b>	24 months
<b>Planned Apprenticeship Start Date</b>	27/03/2019
<b>Planned Apprenticeship End Date</b>	24/03/2021

Apprenticeship Training Delivered By
Eastern Region Roof Training Group & Company

## Off-the-job training:

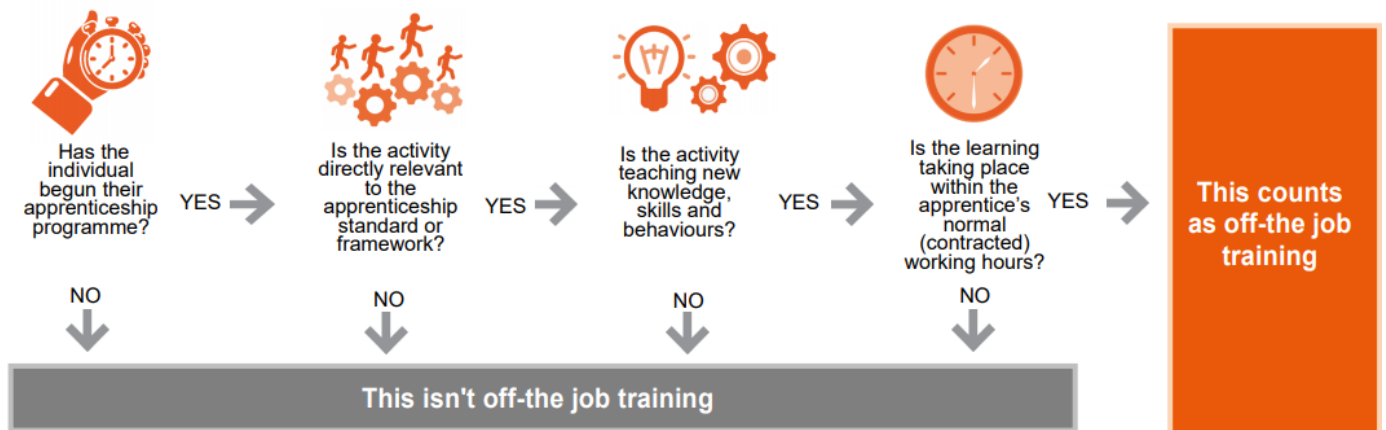
*Off-the-job training is training received by the apprentice, during the apprentice's paid hours, for the purpose of achieving their apprenticeship. It is not training delivered for the sole purpose of enabling the apprentice to perform the work for which they have been employed. E18 Apprenticeship funding: rules and guidance for employers V2 March 2019*

*If planned off-the-job training is unable to take place as scheduled, you and the main provider must ensure this is re-arranged so that the full complement of training set out in the commitment statement can still be delivered. All off-the-job training must take place during paid hours. Apprentices may choose to spend additional time on training outside their paid hours, but this must not be required to complete the apprenticeship and must not be included in the 20% calculation. E28 Apprenticeship funding: rules and guidance for employers V2 March 2019*

Please visit the below website for more information on what Off-the-job training is, what counts & how to record any activities undertaken while not at our training centre such as E-Learning: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/792228/OTJ\\_training\\_guidancev2\\_reissued .pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/792228/OTJ_training_guidancev2_reissued.pdf)

<b>Average number of paid hours worked per week:</b>	40 hours / week / 6 weeks holiday
<b>20% of weekly average hours:</b>	8 hours / week / 6 weeks holiday
<b>Total off-the-job training requirement:</b>	736 hours over 2 years
<b>20% Off the Job training content:</b>	<ul style="list-style-type: none"> <li>• 1 day per week for 2 years in our centre from 9 – 4 studying for the diploma section of the apprenticeship.</li> <li>• 9 modules for RST in total.</li> <li>• Short courses such as Asbestos Awareness, Face Fit &amp; Working at Heights.</li> <li>• Toolbox talks; given to &amp; by apprentices</li> <li>• 3 weeks inside theory / 3 weeks outside practical</li> <li>• Manufacturer Training such as Midland Lead, Redland Dry Fix Systems.</li> <li>• BMI Apprentice of the Year competition <i>(Potentially)</i></li> <li>• Skills Build competition <i>(Potentially)</i></li> </ul>

## Off-the-job training: steps to help you determine whether an activity counts as off-the-job training



Please see the **MythBusters** page for further clarification:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/769720/Off-the-job\\_training\\_TOP\\_5\\_MYTHS.pdf?\\_ga=2.29849983.117423728.1566895863-1068551244.1534853356](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/769720/Off-the-job_training_TOP_5_MYTHS.pdf?_ga=2.29849983.117423728.1566895863-1068551244.1534853356)

## Key Policies for Our Apprentices & Employers:

- Health & Safety: Adding To website currently
- Safeguarding: [https://eastern.rooftraining.co.uk/wp-content/uploads/ERRTG\\_SAFEGUARDING\\_POLICY\\_SEPT\\_2019-20-002.pdf](https://eastern.rooftraining.co.uk/wp-content/uploads/ERRTG_SAFEGUARDING_POLICY_SEPT_2019-20-002.pdf)
- Prevent: Adding To website currently
- Complaints: [https://eastern.rooftraining.co.uk/wp-content/uploads/ERRTG\\_COMPLAINTS\\_POLICY\\_2019-002.pdf](https://eastern.rooftraining.co.uk/wp-content/uploads/ERRTG_COMPLAINTS_POLICY_2019-002.pdf)
- Confidentiality & GDPR: [https://eastern.rooftraining.co.uk/wp-content/uploads/ERRTG\\_CONFIDENTIALITY\\_GDPR\\_POLICY\\_2018-002.pdf](https://eastern.rooftraining.co.uk/wp-content/uploads/ERRTG_CONFIDENTIALITY_GDPR_POLICY_2018-002.pdf)
- Harassment & Bullying: Adding To website currently
- Equality & Diversity: [https://eastern.rooftraining.co.uk/wp-content/uploads/ERRTG\\_EQUALITY\\_DIVERSITY\\_POLICY\\_2018-002.pdf](https://eastern.rooftraining.co.uk/wp-content/uploads/ERRTG_EQUALITY_DIVERSITY_POLICY_2018-002.pdf)

If you would like a copy of any of our policies emailed to you, including those not on the above list, please ask one of our team. Alternatively, we have copies on our internal noticeboard which are freely available at our training centre.

Apprenticeship Training Content	Planned Start Date	Planned End Date	How funded	Delivery Method
Cskills Awards Level 2 RQF in Roofing Occupations- Roof Slating and Tiling: QCF 842 <b>600/3699/0</b>	27/03/2020	24/03/2021	ESFA and co-investment	<b>Eastern Region Roof Training Group:</b> 3 Site Visits with Video Evidence, WT, PD
Cskills Awards Level 2 Diploma in Roof Slating and Tiling: DIP080 <b>600/8623/3</b>	27/03/2019	24/03/2021	ESFA and co-investment	<b>ERRTG:</b> Please see student ILP for full details of 9 modules, GLH and methods of assessment
Other O-T-J Training to be detailed in ILP				<b>ERRTG:</b> TBA <b>Employer:</b> TBD
Skills for Success: Employability, Workplace Rights	27/03/2019	24/03/2021	Eastern Region Roof Training Group	<b>ERRTG:</b> Induction & used as discussion points in roofing specific theory sessions
Maths Functional Skill (Not OTJ 20%)	27/03/2019	24/03/2021	Direct from ESFA	<b>ERRTG:</b> Extra 5 days to be arranged over 2 years
English Functional Skill (Not OTJ 20%)	27/03/2019	24/03/2021	Direct from ESFA	<b>ERRTG:</b> Extra 5 days to be arranged over 2 years
ICT Functional Skill (if applicable)	N/A	N/A	Direct from ESFA	<b>ERRTG:</b> Extra 5 days to be arranged over 2 years
End Point Assessment for Apprenticeship Standards				
<b>N/A at present 2019-20</b>	Planned Gateway Date		[indicate if from a digital account or ESFA and co-investment]	[List End Point Assessment Organisation Here]
	Planned Completion Date			

## Roles and Responsibilities:

Each party involved in the delivery of this apprenticeship has roles and responsibilities that are instrumental in the effective and timely achievement of the apprenticeship.

### Apprentice

- I agree to provide reasonable information when requested in accordance with GDPR regulations to both my provider and employer.
- I agree to observe the Employer's terms and conditions of employment and my Apprenticeship Agreement.
- I agree to read and follow the policies at Eastern Region Roof Training
- I agree to be diligent and punctual and attend work as requested.
  - **Monday to Friday** [redacted]
- I agree to behave in a safe and responsible manner, in accordance with the requirements of Health and Safety Legislation at all times.
- I agree to negotiate and commit to achievable learning targets and milestones in conjunction with my employer and training provider staff and to keep my employer informed of progress towards these targets.
- I agree to commit to my apprenticeship and undertake and record 20% off-the-job training
  - **Attend college every** [redacted] **and any additional training days, when agreed between all parties.**
- I agree to notify my employer and training provider as soon as possible of any non-attendance at either scheduled training sessions or planned meetings.
- I agree to notify my Employer and Training Provider of any change of circumstances.

### Employer

- I agree to work with the provider to ensure that the apprentice is on the most suitable form of learning and is able to progress in their personal journey not only as benefit to the company.
- I agree to share information about the apprentice as necessary in order to make the required background checks and ensure that all legal and moral obligations are complied with.
- I agree to employ and pay the apprentice in accordance with agreed employment terms and conditions and taking into account relevant legislation i.e. a minimum pay rate of equal to or above the national minimum wage.
- I agree to allocate a workplace mentor to the apprentice for the duration of their apprenticeship.
  - Workplace Mentor: [redacted]
- I confirm I will allow the apprentice to be able to complete their apprenticeship within their working hours, including completion of English, Maths and ICT if applicable.
- I agree to support the apprentice with the training they need in order to be an effective staff member and achieve their apprenticeship; this includes releasing the apprentice for study from their regular work duties for a minimum of 20% of their working time.
- I agree to co-fund the training at a rate of 5% for apprentices who start after 1<sup>st</sup> April 2019: The new employer co-investment rate for apprenticeships starting on or after 1 April 2019 is 5%.  
**E148 to E149 and E151 – New Rule: Apprenticeship funding: rules and guidance for employers V2 March 2019**

### Provider

- We agree to check and maintain the eligibility status of the student:
  - they are not receiving other apprentice funding
  - they are legally allowed to work in England & they do so at least 50% of their time.
- We agree to ensure that the apprentice is treated fairly with their employer:
  - they have a contract of employment
  - they received a living, lawful wage
  - All parties understand the OTJ training and commit to this portion of the apprenticeship
- We agree to provide advice, support and guidance to the apprentice and their employer for the duration of the apprenticeship by:

- Uploading all necessary documentation to ESFA as required
- Being open to external audits whenever requested
- Helping to find an alternative solution in the case of redundancy or change in business circumstances
- Point of contact: **Clive Coote (Managing Director)**
- Work-based Learning Co-ordinator: **Olivia Gilbert**
  - **olivia@easternregiontraining.co.uk**
  - **01473 744412**
- We agree to provide a quality learning experience for all apprentices by:
  - Ensuring each student has an individual ILP with learning needs and preferences taken into account
  - Setting SMART targets for our apprentices and reviewing these regularly along with the ILP
  - Employing highly skilled qualified staff with vocational expertise
  - Undertaking regular quality assurance of delivery staff including observations of teaching and learning
  - Giving meaningful regular developmental feedback to both apprentice and employer
  - Carrying out regular face to face support visits in the workplace with the apprentice a minimum of once every 5 weeks.
  - Providing access to additional support and mentoring for any identified needs such as Maths & English.

## Working Together

The Employer and apprentice will work together with the Training Provider's representatives to ensure that the apprentice has the best chance to achieve. In so doing, each parties' role and responsibilities should be read carefully in this Commitment Statement with further recourse to the appropriate, identified funding rules a full copy of which can be found here: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/786464/apprenticeship\\_funding\\_rules\\_and\\_guidance\\_for\\_employers\\_August\\_2018\\_to\\_July\\_2019\\_version\\_2.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/786464/apprenticeship_funding_rules_and_guidance_for_employers_August_2018_to_July_2019_version_2.pdf).

## Queries or Complaints

In the event of a query or complaint by any party in relation to any aspect of the apprenticeship, please see our policy on our website in the first instance: [https://eastern.rooftraining.co.uk/wp-content/uploads/ERRTG\\_COMPLAINTS\\_POLICY\\_2019-002.pdf](https://eastern.rooftraining.co.uk/wp-content/uploads/ERRTG_COMPLAINTS_POLICY_2019-002.pdf)

If either Employer or Apprentice has a complaint or query in relation to their Apprentice or Apprenticeship with Eastern Region Roof Training Group, please contact:

- First instance- Your tutor / assessor
- Please contact **Olivia Gilbert** for any welfare / personal complaints
- Please contact **Chloe Smith** for Safeguarding / Prevent concerns / complaints
- If response is felt to be unsatisfactory or further information is required, please escalate to – **Clive Coote on 01473 744412** who will acknowledge receipt of your complaint/query within 5 days and respond fully in writing within 10 days.

For further concerns, complaints or enquiries, Apprentices and Employers can contact:

- [nationalhelpdesk@apprenticeships.gov.uk](mailto:nationalhelpdesk@apprenticeships.gov.uk)
- Phone: 0800 015 0400

The content of this document can be revised and updated by all parties throughout the duration of the apprenticeship, as and when a revision is made, all parties will need to re-sign & date the below agreement.

	<b>Print Name</b>	<b>Sign Name</b>	<b>Date</b>
<b>Apprentice (if 18 or above)</b>			
<b>Employer</b>			
<b>Training Provider</b>	<i>Clive Coote: Eastern Region Roof Training Group Ltd</i>		
<b>Parent/guardian (if apprentice under 18)</b>			