Existing Employee Apprenticeship Agreement

The Government funding rules require all persons undertaking Apprenticeship based training to be issued with an approved Apprenticeship Agreement that contains a number of mandatory details – please see [here for the latest funding rules.](https://www.gov.uk/guidance/apprenticeship-funding-rules)

This 5-page agreement outlines these details and contains the general conditions that cover the period of your Apprenticeship based training. This document should be read in conjunction with the [University Apprenticeship Guidelines](http://www.admin.ox.ac.uk/personnel/templates/#d.en.211387)\* and signed by the employee undertaking the Apprenticeship, their line manager, Head of Administration & Finance/HR manager and the University Apprenticeships Team.

*(\*currently under review)*

# Step 1: Employee Overview

|  |  |
| --- | --- |
| Employee name |  |
| Job title |  |
| Employment contract | Choose an item. |
| Choose an item. |
| If fixed term, please state contract end date |  |
| If part-time, please state how many hours worked per week |  |
| Is your contract externally funded? | Yes / No *(please circle/highlight)* |
| Employee contact details  (email and phone) |  |

# Step 2: Apprenticeship Particulars

|  |  |
| --- | --- |
| Relevant Apprenticeship standard and level  (e.g. Level 3 Team Leader/Supervisor) |  |
| Training Provider |  |
| Place of work (department) |  |
| Line manager name & email address |  |
| HR department contact name & email (HRIS/Core user) |  |

## Estimate of dates

|  |  |  |  |
| --- | --- | --- | --- |
| Start date of Apprenticeship |  | End date of Apprenticeship (including end-point assessment) |  |
| Start date of practical period *(as above)* |  | Estimated end date of practical period |  |
| Duration of practical period |  | Planned amount of off-the-job training (hours) |  |

## General Information

This learning agreement is valid for the duration of the apprenticeship from any point after the initial acceptance of the staff member’s application.

The contract of employment and terms and conditions of the staff member’s post remain the same throughout the apprenticeship training.

Any off-the-job training and further on the job development associated with the training programme will cover at least 20% of their contracted hours for the duration of the apprenticeship.

Typically, an apprenticeship programme might consist of employer-led training, attending training sessions, completing assignments, distance learning, stretching development objectives, taking exams and receiving visits at work from external trainers to monitor progress and set new targets.

The training will be paid for via the Apprenticeship Levy and there are no direct costs to the individual involved before, during or after completion of the apprenticeship.

The staff member will be awarded an apprenticeship certification and often a professional qualification as well upon successful completion of the apprenticeship.

Fees and Expenses  
The cost of the Apprenticeship-based training and assessment will be met centrally by the Apprenticeship Levy through our Digital Account and paid directly to the Training Provider.

Additionally, the apprentice's department will normally be responsible for the direct payment or the reimbursement of any ineligible, non-mandatory course and examination fees, which are not covered by the Apprenticeships Levy. There may also be fees to re-sit any mandatory exams for End Point Assessments. Apprentices are not to be required to contribute financially towards any part of their training or assessment.

The employing department is also responsible for the provision of the relevant books and equipment that may be necessary for the study of any approved subjects*. It is important that managers seek clarification of what these costs may be (if any) from the Training Provider before the Apprenticeship starts. The University Apprenticeship Team can advise on this.*

### Courses of Study

All Apprenticeship-based training must be completed during the normal working week and will take up a minimum of 20% of the employee’s contractual hours. More information on this 20% ‘Off the Job’ training can be found at: <https://www.gov.uk/government/publications/apprenticeships-off-the-job-training>

Day or block release (during normal working hours) to attend the course of study associated with the Apprenticeship will be agreed and granted in advance. This forms part of the apprentice’s working time and is included in their paid working hours.

## Employee

Once your application for training has been approved, you must commit to and dedicate work time for the duration of the apprenticeship in order to complete it. **This includes completion of any End Point Assessment that forms part of an Apprenticeship Standard**.

All activities associated with the apprenticeship training must be completed during your contracted hours.

You must attend all sessions outlined by the learning provider as part of the training plan and endeavour to make up for any sessions that may be missed due to ill-health or other unforeseeable circumstances.

You must submit any work-based assignments in a timely manner and make sure you attend sessions or any visits from external trainers to monitor progress on time.

If you are encountering problems with completing tasks or attending sessions such as long-term sickness or other unforeseen circumstances that will have a major impact on completing the training you must report this to your line manager in the first instance.

If you are unable to complete the apprenticeship training programme, for example due to long-term health issues, training can be paused until you are ready to resume the apprenticeship.

If you leave the University before the end of your apprenticeship training, funding will be withdrawn.

Once you have successfully completed your apprenticeship you will continue in post and the department is not obliged to provide you with an alternative post, re-grade your current post or offer a new position. However, you can apply for other posts as appropriate.

## Line Manager

You must support the staff member to dedicate at least 20% of their contracted hours to attend off the job training sessions, employer-led training, completing assignments, distance learning, complete stretching development objectives and the taking of exams. You should also support and be involved in receiving visits at work from external trainers to monitor progress reviews and set new targets or carry out work-based assignments as part of the training and support them to achieve this by making sure they can be released. The pattern of the 20% will be agreed with the training provider in advance. You will be expected to work with the training provider to support the design and implementation of a training plan for the apprenticeship, to be reviewed and amended throughout, as required.

You cannot ask the employee to complete activities associated with the apprenticeship training outside of work time (unless TOIL is offered).

You must maintain regular visits/discussions/Teams meetings with your employee undertaking apprenticeship training to ensure things are progressing smoothly. The training provider will provide opportunities to formally discuss progress.

If there are problems with completing tasks or attending sessions such as long-term sickness or other unforeseen circumstances that will have a major impact on completing the training then seek the advice of the Training Provider and the University Apprenticeships Team.

## HAFs / HR Managers

By signing off on this agreement, you are confirming that you have been made aware of the implications of the apprenticeship and give approval for the employee to undertake this apprenticeship.

In doing so, you are confirming that the contractual elements stated above are accurate at the time of signing, and if the role is externally funded, you have sought permission from the external funder for the employee to embark on this apprenticeship as part of their role.

Please make sure you have taken time to understand the off-the-job training elements of an apprenticeship with the employee.

If any of the employment contractual details change at any time during the employee’s apprenticeship, it is your responsibility to notify the apprenticeships team so they are aware.

## University Apprenticeships Team

**The Apprenticeships team** will keep an overview of apprenticeships within the University and keep appropriate records about who is currently undertaking apprenticeship training.

They may check on progress of individual employees at any given time, including the start and end of the training to ensure the process is running smoothly.

The team is available to learners and line managers should they wish to discuss any aspects of the process or wish to highlight problems that may have arisen.

The Apprenticeships Team will manage the contractual relationship between the University and the training Provider. They will manage eligible payment through our Digital Apprenticeships Account and should be notified of any problems in Apprenticeship delivery that may arise.

# Step 3: Signatories (read the above information and sign to acknowledge agreement)

|  |  |  |  |
| --- | --- | --- | --- |
| Apprentice/employee: |  | Date: |  |
| Line manager: |  | Date: |  |
| Head of Administration & Finance / HR Manager: |  | Date: |  |

# Step 4: Send this to the University Apprenticeships Team ([apprenticeships@admin.ox.ac.uk](mailto:apprenticeships@admin.ox.ac.uk))

Once signed, please send this form to the Apprenticeships team. When receipt is confirmed, the employee can enrol onto above named course with the chosen training provider.

The Training provider will contact the apprenticeships team to set up payment from the Levy digital account and to monitor payments through the digital system.

If at any time during the apprenticeship duration the employee is not able to continue with the apprenticeship, the Apprenticeships team must be informed immediately to cease Levy payments.

|  |  |  |  |
| --- | --- | --- | --- |
| Noted by University Apprenticeships Team when received |  | Date: |  |

# **For Apprenticeships Team -** Step 5: Send agreement to relevant HR department

|  |
| --- |
| HR Department |
| Please update the employees record on CORE HR by adding the Apprenticeship UDF (Appt: Apprenticeship Details) to record essential apprenticeship details at the start of an apprenticeship and leaver information upon its completion.  This UDF will allow us to track and report on essential apprenticeship data, such as course details and leaver destinations. The UDF is attached to the appointment record (see the link below to the Apprenticeships scenario factsheet). When this action is complete, please sign and date below, and send agreement back to the Apprenticeships team.  [Apprenticeships scenario factsheet](https://hrsystems.admin.ox.ac.uk/files/apprentiships-scenariofactsheetpdf) |
| Signed and dated: |