

Apprenticeship Commitment Statement

Prior to starting an apprenticeship training programme, a commitment statement and individual learning plan (ILR) must be developed, agreed and signed by the employer, apprentice and provider, and held on the apprentice's file.

The **purpose** of the commitment statement and ILR is to:

- define with clear expectations and responsibilities how each party will work together to achieve full occupational competence for the apprentice
- review and confirm that each party is happy that the others are meeting their commitments, or to take steps to address any failures to meet the intended commitments
- review progress made in attaining the KSBs in the apprenticeship, English and mathematics qualifications where required, and obtaining any other mandatory qualifications where relevant.

Progress Review timeline

The ESFA recommends having progress reviews every 8-12 weeks. All three parties should agree on the intervals in which the commitment statement and the apprentice's progress are reviewed during the apprenticeship.

Commitment Statement and ILR Template

A copy of our ESFA compliant template can be found on the [apprenticeships section of gov.uk](https://www.gov.uk/apprenticeships)

The template is an Excel spreadsheet.

Monitoring Progress and Tripartite Reviews

Regular reviews are used to monitor the apprentice's progress and identify any issues in developing the necessary knowledge, skills and behaviours (KSBs set out in the Apprenticeship Standard) and where necessary attaining the English and mathematics qualifications and obtaining any other mandatory qualifications.

The template for the reviews can be found on the Plan of Training tab of the ILR template.

- The reviews check and record how the apprentice is progressing during the time that they are with their employer, including whether the on and off the job training are complementing one another.
- The reviews ensure and document that all parties are clear on the apprentice's progress towards the targets set out in the Commitment Statement and ILR.
- Review meetings are held every 8-12 weeks throughout the training programme and apprentices, employers and the provider must fully engage with the process.
- Meetings will be held remotely or in person but regardless of the mode of contact, all parties must be present.
- The Review is used to update the End Point Assessment Organisation (EPAO) and employer of each apprentice's progress and how soon they are likely to be ready to take their End Point Assessment (EPA).

Review Questions

During the Progress Review meeting, the following questions should be covered as a minimum:

- Is the apprentice making sufficient progress towards meeting their professional and KSB-related ILR targets?
- What actions need to be taken to ensure progress is being made in a timely manner?
- To what extent is the employer training programme and provider training programme enabling the apprentice to make progress towards the Apprenticeship KSBs?
- Is the apprentice receiving the protected 20% off the job training time?