**Apprenticeship validation/periodic review**

# **AQD041 Apprenticeship - ESFA Compliance Statement**

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| 1. This compliance statement provides confirmation to the (re)validation panel that the course team and employer developing the course have read, understood and will adhere to the current [ESFA funding rules](https://www.gov.uk/guidance/apprenticeship-funding-rules) summarised overleaf :
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| 1. Any sub-contracting arrangements that are required to deliver the apprenticeship are detailed below:
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|  |
| --- |
| Signed: |
| Head of School  |
| Date:  |
|  |
| Signed |
| Head of Work Based Learning |
| Date: |

*In addition to standard University documentation ESFA approved forms will be made available for apprentice recruitment (please contact the Head of Work Based Learning). These are to meet ESFA requirements for the University and each employer and apprentice prior to the commencement of study.*

# **ESFA Guidelines: Key points**

NOTE: This is a summary of some of the key points from the EFSA Guidelines, but is not a substitute for reading the entire ESFA document

 <https://www.gov.uk/guidance/apprenticeship-funding-rules#the-latest-rules-2021-to-2022>

#  **Who is suitable to be an apprentice?**

1. London Met and the employer must be satisfied that the apprenticeship is the most appropriate learning programme for the individual and you must have evidence that it is either:
* a new job that requires new knowledge and skills; or
* an existing job role, where the individual needs significant new knowledge, skills and behaviours to be occupationally competent.
1. The apprentice must have a contract of service with the employer.
2. The apprentice must be paid a lawful and appropriate wage.
3. An apprenticeship agreement must be signed between the employer and the apprentice before the apprenticeship begins.
4. The apprentice must be over 16 and cannot commence on the apprenticeship until after the last Friday in June of the AY in which they are 16.
5. The apprentice must have the right to work in England or have a valid and eligible residency status as outlined in the ESFA Funding Rules.
6. The apprentice must spend at least 50% of their working hours in England, over the duration of the apprenticeship.

 **How is the apprenticeship structured?**

1. It must be at least 12 months duration
2. If the apprentice works less than 30 hours a week the expected duration of the apprenticeship must be extended to take account of this.
3. The apprentice must be in active learning throughout the apprenticeship.
4. The apprentice must be able to compete the apprenticeship in the time they have available.
5. Prior learning must be assessed before the start of the apprenticeship. APL may reduce the content of the apprenticeship but no apprenticeship can be reduced to the point at which it would take less than the minimum duration or the apprentice would not need to spend the minimum 6 hours per week off-the-job (on average) training to achieve competency.
6. Any sub-contracting must be within ESFA guidelines, agreed with the employer and covered by an appropriate legally binding contract

# **Off-the job training**

1. The off-the-job training must be directly relevant to the apprenticeship standards, teaching new KSBs.
2. The off-the-job training does not include induction, programme reviews or assessment.
3. At least 6 hours per week (on average across the whole practical/taught period of the programme prior to End Point Assessment) of the apprentices’ paid hours prior to the gateway must be spent in off-the-job training, and this must be clearly calculated and evidenced within the ILR.
4. English and Maths training up to and including Level 2 does not count towards the 6 hours per week (on average across the whole practical/taught period of the programme prior to End Point Assessment) 20% off-the-job training.

# **Individual Learning Plan (ILP)/Commitment statement**

1. Must be signed by three parties before the apprenticeship starts
2. Must contain full details of the apprentice, their role, the standard, dates of the apprenticeship, how the 6 hours (on average across the whole practical/taught period of the programme prior to End Point Assessment) per week training is delivered, confirmation of funding sources, confirmation of all organisations delivering components (including English, Maths and EPA – where known).
3. Details the agreement of what is expected from all three parties.

# **Eligible/Ineligible costs**

There are very clear distinctions between eligible and ineligible costs – NOTE: enrolment, induction, prior assessment, initial diagnostic testing and English and Maths up to Level 2 are not fundable via the Apprenticeship Levy. (The ESFA will provide additional funding, *not* from the levy funds, for an apprentice to achieve up to an approved level 2 qualification in English and maths where they do not already hold a suitable equivalent qualification.)

# **Evidence Requirements**

The evidence pack that is required by the ESFA covers much of the above and must be kept current. Details of what is required in the Evidence Pack is detailed within the latest ESFA [Funding Rules](https://www.gov.uk/guidance/apprenticeship-funding-rules).