

# APPRENTICESHIP COMMITMENT STATEMENT



## Scope of this Apprenticeship Commitment Statement (ACS)

The purpose of this ACS is to ensure successful delivery of the higher level apprenticeship by apprentice, employer and Ada, the National College for Digital Skills (Ada).

The ACS details the planned content and schedule for training, expectations of all parties, a summary of the apprenticeship and the process for resolving any queries or complaints.

### Parties:

*Apprentice*

who resides at

("The Apprentice")

*College*

ADA, THE NATIONAL COLLEGE FOR DIGITAL SKILLS, A Further Education Corporation under the jurisdiction of the Secretary of State for Education. Correspondence Address: Ada. National College for Digital Skills Broad Lane, London N15 4AG

*Employer*

with its registered office at

("Employer")

## Apprenticeship

The degree apprenticeship is aligned to the **Level 4 Software Developer Standard and Data Analyst Standard**. The programmes' structures have been created so apprentices spend 80% of their time on the job with 20% dedicated to off the job training. Off the job training is monitored and when at Ada apprentices will be subject to a registration process.

The apprenticeship is funded via the employers levy contribution. The cost for the apprenticeship has been agreed by the employer and Ada prior to the apprenticeship beginning. This price also includes the cost of the end point assessment. All training and support provided by Ada is included within this cost. Additional funding will be provided by the Education & Skills Funding Agency (ESFA) to apprentices either requiring Maths & English training or extra learning support.

Dr. Farhad Keissarian, Head of Degree Programmes will oversee the delivery of all modules for the degree. Any additional training required e.g. Math & English will be also be at Ada.

At the end of the 2 year period all apprentices are expected to successfully complete an end point assessment. The nominated end point assessment organisation is **BCS, The British Computing society** and is scheduled from month **20** of your apprenticeship.

### Content of Apprenticeship Training

Please detail below all elements of the agreed training plan (i.e. Functional Skills English/Maths etc.)	<b>Detail Source of Funding:</b> Digital Acct Government Co-investment Fully Funded by Employer Fully Funded by ESFA	Please state if Element Is necessary to meet End Point Assessment or extra qualification
Function Skills English/Maths if required	Full Funded by ESFA	Students must achieve a Level 2 qualification in English & Maths before EPA
Level 4 Software Developer	Digital Account	KM2 Exam required but Programming & Advanced Programming modules map to standard
Foundation Degree in Digital Innovatio	Digital Account/Linked to above	Programming & Advanced Programming

Please detail below how the Employer, and the Apprentice will work together to support the successful completion of the Apprenticeship

The employer will provide dedicated staff to support the apprentice over the apprenticeship. A relevant representative will be present at all quarterly review meetings and will provide continuous feedback on the apprentice's development. Both will ensure to have regular meetings and communicate frequently.

The apprentice will ensure to ask questions when needed and challenge themselves in the work place. They will build a strong portfolio of evidence and ensure to keep their employer updated of any challenges/issues.

### End Point Assessment

End Point Assessment schedule and plan (including planned dates)

**EPA includes Summative Portfolio, Synoptic Project, Employer Reference & an Interview. Summative Portfolio is to be captured using Aptem throughout the apprenticeship.**

**Quarterly Reviews with Apprentice Support Officer**

**Month 20 – EPA readiness meeting**

**Month 21 – Gateway**

**Months 22-23 - EPA**

### Key Milestones

Please detail below the Key Milestones within the Apprenticeship (Have the Gateway requirements been met so EPA can take place?)

**May 2019 – Completion of Launchpad Training**

**Sept 2019 – End of Part 1 of Foundation Degree**

**Sept 2020 – Work-based Project**

**Jan 2021 – Gateway assessment**

**March 2021 – Completion of Foundation degree**

### Your Degree Apprenticeship

The degree apprenticeship combines academic learning with work-based learning, making it easier to apply new knowledge and skills into the workplace environment. For each year of the apprenticeship, apprentices will study towards accredited modules. Further information on the

modules can be found in the degree specification and student handbook.

Modules will be assessed by either examination or coursework. All examination will take place during time at Ada with some coursework deadlines due whilst at work.

Where a student fails a module, the following may apply in the first instance:

- Re-sit: a second attempt at an assessment component following a failure at first attempt.
- Compensation: the award of credit by the Board of Examiners for a failed module(s) on account of good performance in other modules at the same credit level where the learning outcomes have been met.

Further details of this policy can be found in the Student Handbook.

## **Employment**

Apprentices are employed full time with their employer. Employment is for a minimum of 2 years and working hours are between 37-40 hours per week. All apprentices are subject to their employer's terms and conditions. Where apprentices have a probation period, Ada will provide the employer with regular feedback and updates regarding their performance.

## **Role and Responsibilities**

### **Apprentice**

- To attend all training at Ada during the apprenticeship
- To ensure you are on time to both training and work
- To ensure full attendance throughout the apprenticeship both at work and Ada
- To complete all coursework/assignments/examinations within the agreed deadline and to your highest possible standard to demonstrate your knowledge & competence in the subject
- To submit evidence every 3 months to Aptem as part of your portfolio
- To collect regular feedback through the apprenticeship from colleagues/manager on your development in role
- To promptly submit, honest, critical & constructive feedback when requested by Ada or your employer
- To attend all meetings with employer, Ada, mentor and other support staff
- To understand and adhere to employer and Ada rules, regulations and policies
- To respect the property of the employer, Ada, and other colleagues/students
- To seek support when needed and to always ask questions

- To ensure you play your part to the best of your abilities throughout the apprenticeship
- To treat colleagues, managers, peers, lecturers, support staff and everyone you come across with courtesy and respect, and to expect the same in return

### **Employer**

- To release apprentices to Ada for training dates
- To provide continuous support to the apprentice throughout the apprenticeship
- To ensure the apprentice has relevant support mechanism in place e.g. mentor
- To hold quarterly reviews with the apprentice & Ada to review on-the-job progress
- To ensure their job role and work associated is relevant to that of the standard, ensuring success at End Point Assessment (EPA)
- To provide continuous reviews and updates to the Employer Reference as required, due to submit for the End Point Assessment (EPA)
- To ensure apprentices are involved in relevant projects in the work place to the extent possible; if this is not possible to talk to Ada regarding relevant projects that apprentices could complete on the job to ensure continuous learning
- To provide regular and constructive feedback to the apprentices on their performance
- To keep apprentices and Ada up to date on issues which could impact the apprenticeship or training
- To provide the apprentice with the equipment to complete their job and apprenticeship

### **Ada College**

- To provide students with knowledgeable lecturers and suitable module content to allow apprentices to pass the modules of their Foundation Degree
- To ensure the curriculum is industry-led and supported
- To support the apprentices both academically and professionally throughout the apprenticeship
- To provide a dedicated support staff member to aid with personal development
- To provide all parties clear visibility of the modules, timetable and assessment deadlines
- To collect regular feedback from employer and apprentices to ensure continuous improvement
- To provide students with a Student Handbook for important information on their degree programme
- To provide students with personalised academic support
- To provide the relevant learning aids and materials to support learning

### **Resolving Issues and Complaints Procedure**

Issues relating to the apprenticeship programme should be raised to the Dean, Tom Fogden on

[tom@ada.ac.uk](mailto:tom@ada.ac.uk). For any questions relating to funding contact the Education & Skills Funding Agency (ESFA) on [info@sfa.bis.gov.uk](mailto:info@sfa.bis.gov.uk).

#### *Academic complaints*

Issues regarding academic complaints or appeals must follow the procedure outlined in the Student Handbook. It is advisable for apprentices to consult their personal tutor before proceeding with an appeal. Upon decision to proceed to complain or appeal this must be submitted to the Dean of the college Tom Fogden on [tom@ada.ac.uk](mailto:tom@ada.ac.uk).

#### *Apprenticeship complaints*

Any issues regarding the apprenticeship should initially be raised with the Dean of the college Tom Fogden on [tom@ada.ac.uk](mailto:tom@ada.ac.uk).

Should you still require to escalate the complaint/issue you may contact the ESFA on [complaintsteam@sfa.bis.gov.uk](mailto:complaintsteam@sfa.bis.gov.uk)

#### **Declaration & Signatures:**

**Employer Declaration (Please read and confirm by signing the following) :**

<p><b>I confirm my full agreement and commitment to the content of this document and that the information contained within the document is true and correct to the best of my knowledge.</b></p>			
<p>I confirm that all the required training and assessment time needed for the Apprentice to complete their Apprenticeship <u>including all 'off the job' elements</u> (including English and maths) will be provided within the Apprentices normal paid hours of work</p>			
<p>I confirm that the Apprentice will spend a minimum of 50% of their working hours in England over the duration of the apprenticeship including time spent on 'off the job' training.</p> <p><i>(Where the business footprint is larger than England this should include a roster for a typical month for the Apprentice.)</i></p>			
<p>I confirm that the Apprenticeship has been identified to support the Apprentice's development as part of a new job role or has been identified to support development and training needs to provide significant new knowledge &amp; skills.</p>			
Name Printed		Signature	
Job Role		Date	

**Apprentice (All sections below must be confirmed):**

<p><b>I confirm my full agreement and commitment to the content of this document and that the information contained within the document is true and correct to the best of my knowledge.</b></p>	
<p>I agree that my relevant personal details can be provided to the End Point Assessment (EPA) Organisation so that EPA and Certification can take place.</p>	<p><b>Yes</b></p>
<p>I confirm that I give my consent for to hold any relevant copies of my certificates from my Apprenticeship for audit purposes</p>	<p><b>Yes</b></p>

Name Printed		Signature	
Job Role		Date	

**Ada. National College for Digital Skills**

<b>I confirm my full agreement and commitment to the content of this document and that the information contained within the document is true and correct to the best of my knowledge.</b>			
Name Printed		Signature	
Job Role		Date	