

# Enrolment form and Commitment Statement- Level 3 Children and Young People's Workforce Early Years Educator (EYE)

Full time work: 30+ hours a week

## Part A - Employer

### Section 1: Apprentice Details

First name:		Last name:	
Date of birth:		ULN (if known):	

### Section 2: Employer Information

Childcare Provider Legal name:			
Address:		Manager name:	
		Manager position:	
		Contact number:	
Postcode:		Email address:	
Number of employees (In setting if multiple sites):		Employee Data Registration Service Number (EDRS) where available:	
Current Ofsted Grade:		Date of Ofsted Inspection:	



### Section 3: Employer Preferences

**How much involvement would you like to have in your employee's programme of learning and progression? The minimum requirement for your involvement is to take part in the formal 8-week review where we will review the progression to date against the learning plans contained in this document. Please tick the box provided:**

Whilst my employee is on programme, I would like to nominate a point of contact to support when I am not always available.

Nominee name:

Nominee position:

Nominee Contact  
information:

Tel/Email

**Are there any specific objectives or aims that you would like to be included in the learning plan?**

Please detail:

**During the Apprenticeship your employee will be required to sit some assessments. These assessments are formally invigilated and must take place in exam conditions.**

Is there a suitable room on your premises where we can maintain exam conditions/set up a computer and access an internet connection? To add line in for Exam and First Aid/Practical Training

We prefer to invigilate assessments in groups wherever possible; if there is not a suitable room on your premises, it will be a requirement for the assessment to be taken off-site. Would you allow your employee to leave your premises to attend an assessment off-site?



## Section 4: Apprenticeship Terms & Conditions and Learning Agreement

### Commitment Statement/Learning Agreement

I, the **Employer**, agree:

- |   |  |
|---|--|
| <ol style="list-style-type: none"><li>1. I will employ the Apprentice for at least 30 hours per week, except in the minority of circumstances where the Apprentice cannot complete the full 30 hours. In these cases, employment must be for more than 16 hours per week. I will pay the Apprentice in accordance with agreed terms and conditions, considering relevant current legislation, in line with the required ESFA Apprenticeship funding rules and regulations.</li><li>2. I will ensure the Apprentice is paid in accordance with the National Minimum Wage rates and employment regulations in line with their contract of employment.</li><li>3. I will agree a relevant Individual Learning Plan with the Apprentice and PARENTA. This learning plan will set out how the named standard that will be met, specifically;<ol style="list-style-type: none"><li>a. how the requirements for on the job and off the job training will be met.</li><li>b. how the Employer will provide opportunities to learn and practise the skills demanded of the named standard.</li><li>c. how the Employer will provide access for the Apprentice to a mentor acting independently of the Employer.</li><li>d. how the provision of supervision and mentoring support will be met.</li></ol></li><li>4. I will support the Apprentice by participating in the Apprentice review process and enabling full access to Wi-Fi and internet enabled devices.</li><li>5. I will ensure the Apprentice has time for learning and study, agreed with PARENTA and that the Apprentice is made available at the agreed times</li></ol> | <ol style="list-style-type: none"><li>6. I will undertake legal and contractual responsibilities for Employability, Safeguarding, Equality and Diversity, Health and Safety and allow full access to PARENTA's staff to carry out a Health and Safety assessment within the Apprentice's place of work.</li><li>7. I will release the apprentice from their normal duties to attend any training elements or sessions of the apprenticeship as per the training schedule including maths and English and End Point Assessment. This is mandatory. I the employer agree to utilise the EPAO recommended by Parenta.</li><li>8. I will ensure that 20% of their contracted hours over the duration of their apprenticeship is spent in off the job training towards their on programme learning (excluding English and maths).</li><li>9. I will attend progress reviews and have continued involved in the apprentices training including accessing the apprentice's e-portfolio. Provision of appropriate IT equipment will be provided as part of the apprentices employment</li><li>10. I will pay any Employer Contribution that is required in line with the ESFA Apprenticeship funding rules. This specifically is for the 5% employer contribution.</li><li>11. I will allow PARENTA access to the delivery of the services under this Agreement, including access to the Apprentice, the training room if on my premises, and the Apprentice's manager or supervisor, at the time the services are being delivered on my premises, for the purpose of PARENTA assuring the quality of delivery of the services under this Agreement. PARENTA will advise me not less than one hour before any such visit.</li><li>12. I confirm that the Apprentice will spend more than 50% of their working time in England.</li></ol> |
|---|--|



## Section 5: Functional Skills

**Functional Skills** are the fundamental applied skills in English, Mathematics and ICT that help people gain the most from life, learning and work. Functional Skills differ from other qualifications in these areas because they are designed to work within context and therefore become more practical and meaningful for an individual, leading to practical future use and becoming relevant and purposeful in life and work.

**Functional Skills require** application of knowledge, understanding and skills for a purpose and therefore involve a series of assessment, learning and knowledge development in preparation for a final assessment.

**Functional Skills start** at the beginning of the Apprenticeship and it's our goal to support your apprentice to achieve this. therefore, dependent on the outcomes of the assessment process, Apprentices will require some dedication and support to complete allocated development tasks and learning to be ready to sit their assessments.

*Please note some Apprentices are exempt from elements due to previous exam results from school, college or independent learning. Our aim will be to stretch and challenge these apprentices to continue building knowledge and skills within the workplace.*

### The Process

#### 1. Initial Assessment (on-screen or paper)

Provides Apprentice's current working level.

#### 2. Diagnostic (on-screen or paper)

Establishes specific topic areas requiring development. Results are reviewed to establish learning needed. Development areas and targets are recorded in the Individual Learning Plan (ILP). Your Tutor will provide support and guidance, allocating relevant learning resources.

#### 3. Learning and Development

Although guided and supported by your Tutor, this will be managed by you as an apprentice and the FS tutor. Your PC will review your progress and build in support when needed.

#### 4. Skills Checks, Sample Assessments and Mastery

Development is reviewed and recorded to show topics have been mastered. The FS tutor will establish and agree if skills are mastered and you are assessment ready.

#### 5. Assessments

All assessments are taken in 'exam conditions' so you will need to have a suitable room for the assignment. If this is not possible within the workplace, arrangements for release to sit the assessment at PARENTA premises will need to be made in advance.

#### 6. Returns of Results

Results are issued by the Award Organisation within 8 weeks of sitting the assessment. PARENTA will notify the Apprentice as soon as they are released.



## Section 5: Functional Skills

### Functional Skills

#### English

Consists of three separate components, assessed individually:

Reading (1 hour, 10 minutes)

Paper-based or online assessment

Writing (1 hour, 20 minutes)

Paper-based or online assessment

Speaking, listening & Communication (up to 30 minutes)

Group activity assessed internally

#### Maths

Requires one assessment comprised of three topics: Working with Numbers; Shape, Space & Measure; and Statistics/ Handling Data.

Paper-based or online assessment

Level 1 - 1 hour, 30 minutes

Level 2- 2 hours

## Section 6: Declaration

**Please tick one of the following statements regarding the employment status of your Apprentice:**

Commencing a new job role (please add job role and start date)

Job role:

Start date:

Or significant new knowledge and skills are required in their current job role

Please identify the new key areas of significant knowledge and skills that the apprentice requires, to fulfil their current job role:

## End Point Assessment Organisation

Organisation name:

Planned EPA Date:

EPA code:

EPA cost (TNP 2):



I confirm that all of the information provided is true and correct to the best of my knowledge	
I confirm the Apprentice's wage meets or exceeds National Minimum Wage Requirements	
I confirm the Apprentice will receive appropriate off the job training to a minimum of 20% of working hours and will be released for this to take place (including First Aid, Safeguarding, Maths and English if required)	

Employer's Name:		Start date:	
Employer representative Signature:			

## Part B – for Apprentices

The information collected on this form is to establish your eligibility for Apprentice funding against an Apprenticeship and the suitability of the Apprenticeship Standards in line with your job role.

Section 1: Apprentice Details	
National Insurance Number:	
Address:	
Postcode:	
Preferred email:	
Contact number:	
Emergency contact name and relationship:	
Emergency contact number:	



## Verification of Identity (VOI) *Confirmed and checked by a Parenta representative*

**Examples of acceptable forms of evidence to verify identity:**  
**Only ONE piece of evidence is required.**

### Preferred form of ID

- Passport
- Driving Licence (photo card) supported with a Birth Certificate
- Other form of photo identification

<b>Evidence seen (internal use only)</b>		<b>Evidence: passport number (internal use only)</b>	
<b>Evidence seen by Parenta Representative</b>		<b>Signature</b>	

## Section 2: Eligibility Checks

Tick as applicable	YES	NO
Are you aged 16 or over?		
Have you been a resident in the UK for the last 3 years?		
Do you work, on average, more than 30 hours per week?		
Please state average number of weekly working hours:		
Are you enrolled in a course elsewhere?		
Do you have any additional change of circumstances that could effect your completion of this apprenticeship? <b>If yes, please provide details below:</b>		



### Section 3: Equality and Diversity Information

**We encourage you to declare equality and diversity information that is relevant to you. When completing the disabilities and learning difficulty sections, please ensure that if you have ticked more than one, you also indicate with a 'Y' the disability/difficulty you feel will affect your learning the most.**

Gender		Female		Male
<b>Ethnicity</b>		<b>Disabilities</b>		<b>Learning difficulties</b>
Bangladeshi	Any other mixed/ multiple ethnic background	Visual impairment	Profound complex disabilities	Moderate learning difficulty
Indian	English/Welsh/ Scottish/ Northern Irish/British	Visual impairment	Profound complex disabilities	Severe learning difficulty
Pakistani	Irish	Hearing impairment	Asperger's syndrome	Dyslexia
Any other Asian background	Any other White background	Disability affecting mobility	Temporary Disability	Dyscalculia
African	Gypsy and Irish traveller	Other physical disability	Other	Other specific learning difficulty
Caribbean	Arab	Other medical condition	No disability	Autism spectrum disorder
Any other Black/ African/Caribbean background	Any other ethnic group	Emotional/ behavioural difficulties		Other
White and Black African	White and Black Caribbean	Mental health difficulty		No learning difficulty
White and Black Asian		Please identify your primary Learning Difficulty/Disability:		

**NB – the information collected in this section is for monitoring purposes only and will be treated in confidence. We encourage you to select your ethnicity along with any disabilities and/or learning difficulties that you have. However, if you do not wish to declare your ethnicity, disability or any learning difficulty then please choose either 'other' or 'no'.**





	YES	NO
Are you a care leaver?		
Are there any areas of additional support you may require to help you complete your course?  <b>If yes, please provide details below:</b>		
Have you previously received additional support whilst in education? (e.g. one to one support, additional exam time)  <b>If yes, please provide details below:</b>		

#### Section 4: Additional Information

**(a) Please indicate below what your previous employment status was prior to starting your Apprenticeship. Please tick one of the following boxes:**

a) In paid employment	
b) Self employed	
c) Not in paid employment, looking for work and available to start work	
d) Not in paid employment, not looking for work and/or not available to start work	
e) Were you in full time education?	

**(b) Please indicate below what current household situation is:**

No household member is in employment and the household includes one or more dependent children	
No household member is in employment and the household does not include any dependent children	
Apprentice lives in a single adult household with dependent children	
No household member is in employment and the household includes one or more dependent children and Apprentice lives in a single adult household with dependent children	
Apprentice has withheld this information	
None of these options	



## Section 5: Initial Assessment and Suitability for Programme

Assessment	Current Level		
English			
Maths			
Learning style assessment outcome (please tick)	V	A	K
	<b>Visual</b> – Learns best through watching/ seeing (images, television, PowerPoints)	<b>Auditory</b> – Learns best through listening (lectures, tapes)	<b>Kinaesthetic</b> – Learns best through ‘doing’ and carryout activities (hands on)

## Section 5a: Existing Skills, Experience and Prior Achievements

Please indicate the level of prior qualifications:

Entry Level (09)		QCF Level 5 or Post Graduate (11)	
Other Qualifications below Level 1 (07)		QCF Level 6 (12)	
QCF Level 1 or fewer than 5 GCSE grades A-C (01)		QCF Level 7 and above (13)	
QCF Level 2 – 5 or GCSE grades A-C (02)		Other Qualification, Level Not Known (97)	
QCF Level 3 - 2 or more A Levels equivalent (03)		Not Known (98)	
QCF Level 4 or a Degree (10)		No Qualifications (99)	



## Section 5b: Existing qualifications

**Please state any qualifications, previous experience or learning may exempt you from parts of your Apprenticeship; for example, maths, qualifications may count towards achievement of Functional Skills, please include if they are GCSE, AS, Degree or another level. also state the grade you achieved and the date.**

Please ensure that your highest Maths, English, Functional Skills and GCSEs are recorded

	Place education or training took place	Qualifications/ courses taken	Grade or outcome	Date achieved	Certificate available? (Y/N)
School attended					
College attended					
Other training provider					
Employer specific training					

Please also detail any partial qualifications achieved i.e. credits or units:

**Please detail any courses you have attended and any additional qualifications you have gained (First Aid, Food Hygiene, Health & Safety, coaching etc.)**

Details of training, course or qualification	Did you gain a certificate?	Dates (if known)



Please complete this table below to provide information on your accessibility and knowledge of IT:

Please make comments as appropriate:	Comments about use:			
How would you describe your computer skills?	None	Basic	Intermediate	Advanced
What IT packages can you use? (email, word, spreadsheets, presentation etc.)				
Do you have regular access to a computer/laptop/tablet at home?				
Do you have regular access to a computer/laptop/tablet at work?				
Do you have regular access to a smart phone with internet access?				
Are you able to access the internet at work? If so, are there any restrictions?				
Do you have access to a broadband/ internet connection at home?				
Some of the learning material that will help you through your programme is available through online materials; would you be willing to access resources in this way?				

### Knowledge, Skills & Behaviours (KSBs)

As part of your **diagnostic assessment**, your Knowledge, Skills & Behaviours are explored.

As part of your **induction**, you need to complete this survey which asks you to state your levels of knowledge, skills and behaviour for each of the statements.

**Your answers should be based upon your current knowledge as part of your job description, job duties and experience.**



Communication is a vital element throughout your qualification and, most specifically, it forms part of your English Functional Skills. What kind of communication are you used to, and how confident are you?

Please make comments as appropriate:	Yes/No/Unsure
Do you understand what is meant by 'formal' and 'informal' communication?	
Do you feel confident speaking/holding discussions in formal and informal situations?	
Do you ever have to give instructions or state factual information in a group or one to one situation (for example; providing instructions to a customer or colleague to help them)?	
Do you ever have to listen to information and pass this information onto others (for example, attending a meeting and sharing information with others)?	
For your Speaking, Listening and Communication assessment you will need to have a minimum group of 3 people in attendance; will this be possible in your workplace?	

## Section 6: Programme Details (internal use)

(a) Please note that the start date is the first date of training and not necessarily the sign-up date

Start date:	Overall expected completion date:		
Practical Period end date:		EPA Planned Start Date	
Intermediate Apprenticeship	Advanced Apprenticeship	Other/Higher	
Apprenticeship Standard Title:	Early Years:	LARS Code:	STD Ref:
Skill, Trade:	EPA Org ID:		

### (c) Mandatory / Additional Outcomes of Programme

**When inputting expected completion dates, please ensure you account for any adjustments made for prior learning; any funding adjustments will be agreed by the Training Advisor upon completion of RPL; dates will be amended where appropriate.**



## Section 6: Programme Details (internal use)

Where recognition of prior learning (RPL) is being claimed to exempt for a Functional Skill; evidence by way of a certificate should be provided. If the certificate is not presented at this stage, Apprentices can provide permission for us to access their personal learning record from the LRS database to confirm exemptions.

Title of Apprenticeship Standard outcome requirements	Reference Number	Registration Date	Expected Completion Date	Previously Achieved?	Functional Skills Exemption

Agreed Apprenticeship Standard Funding band cost - £6000



## End Point Assessment Organisation

Organisation name:

Planned EPA Date:

## Aspirations

Short term goals:

Long term goals:

Soft Skill Targets:

## Section 7: OTJ, Training and assessment methods / schedule:

### Off the Job Calculation

$(\text{contracted hours} \times 46.4 \text{ (removing maximum holiday entitlement)}) = \text{total hours} / 20\% \text{ of total hours}$

For internal use: please use this calculator for the OTJT calculations

<https://irp.cdn-website.com/893e6432/files/uploaded/OJH%20and%20Duration%20Calculator%20Template.xlsx>



**20% Off-the-Job training commitments shall be met through;**

- Training within the apprenticeship induction day
- 7 full-day workshops covering subject theory, delivered by PARENTA
- Monthly mentoring meetings lasting approximately 2 hours with the Tutor
- Weekly mentoring meetings with the Line Manager
- Approximately 2 hours per week spent completing assignments
- Self-study and research on leadership and management
- Simulations and scenario based exercises to develop leadership skills and decision making
- Peer-to-peer support and shadowing to develop skills and behaviours
- Further ad-hoc attendance at conferences and seminars which support development

Estimated hours required over a 12 month period for OTJ:-

Activity	Expected hours per week	Total Hours
Training workshops		33
Completing Assignments	2	93.6
Line Manager Mentoring	1	46.8
Coach Mentoring	0.2	9.36
Self-Study / Research and webinars	1.5	70.2
Peer-to-peer support and shadowing	0.5	23.4
Simulations and Scenario based discussions	0.25	11.7
Mock Knowledge, Interview & EPA Readiness Prep activities		6
Industry visits / conferences / seminars		7
Further training and development delivered by the employer	0.5	23.4
Total Hours		324.46 (46.4 weeks)





Theme 1: Health, Safety & wellbeing

Theme 2: Children's Learning & Development

Theme 3: Positive Environments

\*Key: **A** = Assignment **Q&A** = Question & Answer **PD** = Professional Discussion **SR** = Self Reflection  
**SD** = Self Direct Study **VC** = Virtual classroom **R** = Research **WPT** = Work Place Task

This overview is based on a learner working full time (30+ hours per week)

Month	Theme	Topic	Knowledge Skills Behaviours	Teaching & Learning Flipped & live sessions	Activity	OFJH	Functional Skills
1	Theme 1 Health, Safety & well-being	Health & Safety	K12 K13 K14 K15 K16	Induction	Induction (VC)	2 hours	BKSB Diagnostics
		Health & Well-being	S2 S3 S5, S8 S9 S10 S11 S12 S16 S19 S20 S21 S22 S23 S24 S25 S26	Explore Health & Safety	Prevent Course (SD)	5 hours	Class level is then determined through diagnostic scoring. FS Team to contact learner
2		Safeguarding		Health, Well-Being & Resilience	Risk Assessments (VC, WPT, SR)	15 hours	
		Well-Being & Resilience	B1 B2 B3 B4 B5 B6	Legislation – H&S, GDPR & Safeguarding	H&S Legislation task & reflection (VC, R, PD, SD, WPT)	5 hours	
Review		*Links throughout to organisational processes for recording storing and sharing information		Safeguarding	PPE Task & reflection (VC, SR, WPT)	10 hours	Tutor - Plan Speaking & listening
3					Well-Being – scales of wellbeing & resilience (SR,SD,VCWPT,R)	5 hours	Complete speaking & listening
					Healthy Lifestyles (WPT, VC, SR, PD)	15 hours	
					Legislation Task (R,WPT,SD,SR,PD)	10 hours	
Review					Reflection policies and procedures (SR,SD,R)	5 hours	
4					Signs & Indicators of abuse (A,PD,R,SR,SD)		



Month	Theme	Topic	Knowledge Skills Behaviours	Teaching & Learning Flipped & live sessions	Activity	OFJH	Functional Skills
4 (cont)					In addition: Mentoring, workplace shadowing, workplace training and online learning	65 hours	5/10 Week Course with FS Team for English / Maths
					Professional Discussion & evaluation of progress.  Mock EPA & collation of 3 evidence pieces	3 hours  Total: 138 hours	
5	Theme 2: Children's Learning & Development	Children's Development	K1 K2 K3 K4 K6 K7 K8 K9 K10	Explore how to promote and understand Child Development	Milestones of development chart and reflections (VC, WPT,R,PD)	15 hours	Continue with 5/10 week course English / Maths
Review		Communication with babies & children	S1 S2 S3, S4 S5 S6 S7 S8 S9 S10 S11 S12 S13 S14 S15 S16 S25 S26 S27	Explore areas of development & developmental milestones.	Child Observations (SR,SD,WPT,VC,R)	5 hours	
6		Supporting Transitions		Child Development – Theorists and Curriculum approaches	Research on transitions & attachments (R,VC,WPT,SD)	6 hours	English / Maths resits if required
7		Supporting children with SEN	B1 B2 B3	Transitions & Attachments	Theorists and curriculum approaches (VC,SD, SR,R)	15 hours	
8		*Links throughout to organisational processes for recording storing and sharing information		SEND – Legislation and delivery	SEND Legislation and research task (WPT, VC, SD,A,R)	12 hours	
Review					Child observations & assessments (PD,S-R,SD,R)	15 hours	
					Planning and EYFS links (VC,WPT,SD,R,P-D,A)	25 hours	



Month	Theme	Topic	Knowledge Skills Behaviours	Teaching & Learning Flipped & live sessions	Activity	OFJH	Functional Skills	
8 (cont)				EYFS – Child Observation & Assessment	Exploring adult & child led play (WPT,R,SD,SR, Q&A)	15 hours		
				EYFS – Areas of learning & development	In addition: Mentoring, workplace shadowing, workplace training and online learning	75 hours		
					Professional Discussion & evaluation of progress.	3 hours		
					Mock EPA & collation of 7 pieces of evidence	Total: 184 hours		
9	Theme 3 Positive Environments	Partnership Working	K5 K10 K11 K12 K14	Supporting and promoting Equality, Diversity & Inclusion in the Early years	Equality monitoring within the environment (VC,R,PD,WPT)	25 hours		
Review		Equality, Diversity & Inclusion	S2 S4 S5 S7 S8 S11 S12 S13 S15 S16 S17 S18 S23 S24 S25 S26 S27	Models of Reflection	Legislation – Equality & Diversity	15 hours		
10		Engage in personal development	B1 B2 B3 B4 B5 B6	Personal development and professional development – Reflective journal	Reflection and links to policies and procedures (R,PD,SR,SD)	15 hours		
11		Reflective practice			Reflective Journal (SR,R,,WPT,Q&A)	20 hours		
Review		*Links throughout to organisational processes for recording storing and sharing information		Working with others – In context*	Exploring reflective practices and models (SR,R,VC,WPT,Q&A)	20 hours		
12				*Parents, paperwork, referrals, safeguarding	Partnership Working (VC,WPT,SR,R	10 hours		



Month	Theme	Topic	Knowledge Skills Behaviours	Teaching & Learning Flipped & live sessions	Activity	OFJH	Functional Skills
12 (cont)					In addition: Mentoring, workplace shadowing, workplace training and online learning  Collation of manager observations of learners practice	70 hours	
13					Professional Discussion & evaluation of progress.  Mock EPA & collation of 10-12 pieces of evidence  Gateway meeting with manager	3 hours  158 hours  Total 480	
14					Portfolio final preparation to enter Gateway and prep EPA		
15					Gateway – Learner can continue to prepare for EPA whilst in gateway awaiting EPA		



## Section 8: Privacy

We treat your privacy very seriously. The information, which may include sensitive personal data, you provide when you enrol for a **PARENTA** course or at any other time is subject to the **PARENTA Privacy Statement**. Please read this. It sets out what information we collect, when we collect it, what we use it for and who we give it to. If you would like further details about the information we collect and how it is used, please ask your PC. By signing this document, you agree that you have read and accept the terms of the **PARENTA Privacy Statement**

While you are an Apprentice learning with **PARENTA**, you will also receive information from us about your learning or your course, and your Professional Coach will be in touch with you to support you on your course. You will agree with your PC how you want to receive this learning support.

### ESFA Privacy Notice

The ESFA requirement is that we also tell you about its own privacy notice, so that you understand how the ESFA will use the information that we give them. It states:

*If you want to change your options with the ESFA or the LRS about contacting you for surveys or research, or to tell you about courses and other learning opportunities, please contact your PC*

### How we use your personal information

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Agency") and, when needed, the Education Funding Agency for England ("the EFA") to meet legal duties under the Apprenticeships, Skills, Children and Learning Act 2009 and for the Agency's Learning Records Service (LRS) to create and maintain a Unique Apprentice Number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education or training. Further information about use of and access to your personal data, and details of partner organisations are available at:

<http://skillsfundingagency.bis.gov.uk/privacy.htm>

<http://www.education.gov.uk>

<http://www.learningrecordsservice.org.uk/documentlibrary/documents/Code+of+Practice+for+Sharing+of+Personal+Information.htm>

**Please tick the following boxes to tell us if you are happy to be contacted and by what method:**

About courses or learning opportunities	
For surveys or research	
By post	
By phone	
By email	

*If you want to change these preferences, you can do so at any time by contacting us.*



Education & Skills  
Funding Agency



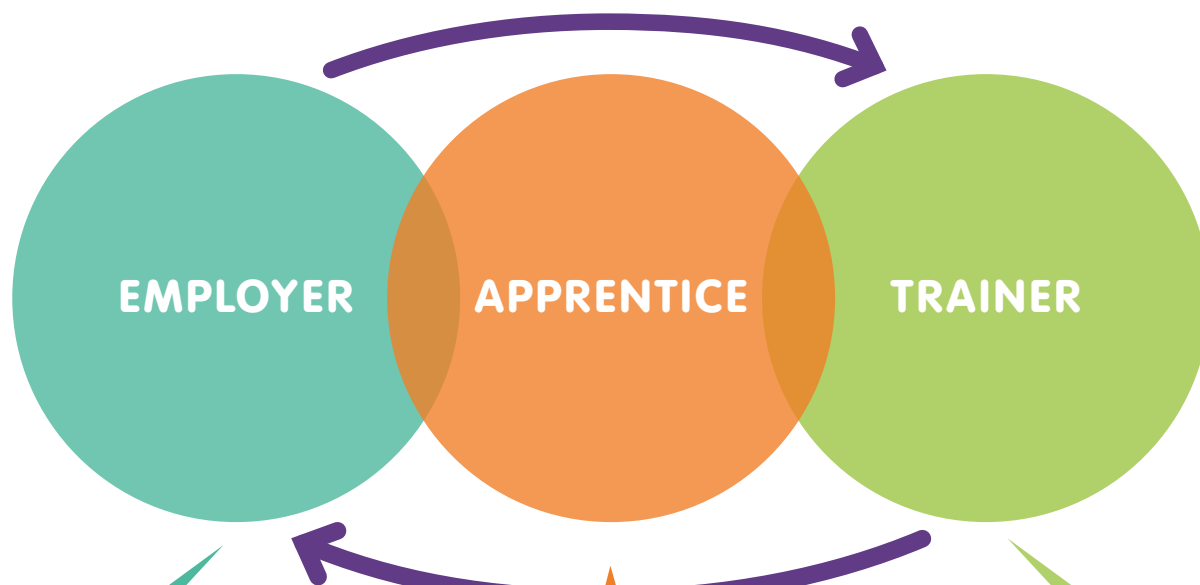
## Section 9: Apprenticeship Terms & Conditions and Learning Agreement

### Commitment Statement

I, the **Apprentice**, agree:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. This Learning Agreement section is in respect of the learning that I will undertake to achieve a qualification as part of my Apprenticeship Standard.</li><li>2. I have received information and advice. I have completed an initial assessment and a diagnostic exercise, and I have discussed my options with PARENTA to help choose the right courses for my Apprenticeship.</li><li>3. I have a learning plan for my qualification and details of the courses that will make up the framework of learning that I will undertake to achieve my Apprenticeship.</li><li>4. I understand that I will not achieve my Apprenticeship unless I complete and achieve the qualifications that are planned unless they are not mandatory elements of my chosen standard.</li><li>5. I am not currently enrolled anywhere else, on a course of similar content and level.</li><li>6. I know that I will have a PC for this course. I have agreed how much time I will spend on this learning with my PC I have agreed when I expect to finish the course. I agree that I will keep in regular contact with my PC at least every 4 weeks.</li><li>7. I must record my progress on this course with my training advisor at progress reviews.</li><li>8. If I am not able to continue my learning on this Apprenticeship for a period of time I will, as far as possible, tell PARENTA in advance. If I cannot tell PARENTA in advance of any break in learning, I will do so as soon as possible, and without fail within a month of the break in learning starting.</li></ol> | <ol style="list-style-type: none"><li>9. PARENTA have asked me if I need additional support for this course, for example because I have special physical or learning needs. We have agreed any necessary arrangements and recorded them in my Learning Plan.</li><li>10. As of the relevant date I am settled in the UK and have been ordinarily resident in the UK and Islands for the three years prior to the relevant date and the main purpose for that residence was not to receive full time education during the three-year period, OR I have provided the necessary proof/statement of my eligibility for funded learning, and the details of this evidence are noted on this Agreement.</li><li>11. As I am being supported by funding from the Skills Funding Agency (ESFA), I agree to the processing of my personal data by the ESFA. I have read and agree to the Privacy Notice by the ESFA which is included in the terms and conditions for learning.</li><li>12. I promise that I will obey the Health and Safety instructions given to me by my Employer, and the advice about safe learning given to me by PARENTA.</li><li>13. I agree to PARENTA's terms and conditions for learning which are attached to this Agreement.</li><li>14. All the information provided by me to PARENTA at this time is to the best of my knowledge and belief complete, true and correct in every detail.</li><li>15. I understand that if I fail to provide complete, true and correct information in this Agreement it may affect my eligibility for funding and any funding claimed on my behalf by PARENTA may be reclaimed from me.</li><li>16. I will complete work, activities, tasks and assignments on the deadlines set by the specialist through the use of the e-portfolio.</li></ol> |
|---|---|





## YOU, THE EMPLOYER

### Responsibilities

- Ensure your apprentice is available to meet their Tutor
- Support your staff members throughout their course
- Promote and support the personal development of your team
- Ensure 20% off-the-job training is adhered to

### Benefits

- If you are a non-levy employer:
  - » Training a 16-18-year-old apprentice costs nothing
  - » If your apprentice is 19+ the contribution could be as little as £75
- Providing training boosts morale and increases motivation
- New staff members bring new ideas and they may come up with suggestions you might not have thought of
- Training reduces staff turnover
- You can shape new apprentices to meet the specific needs of your business

## YOU, THE APPRENTICE

### Responsibilities

- Commit to the workload and duration of your course
- Be in regular contact with your Tutor
- Be committed to complete your Functional Skills if required
- Be committed to the job in its entirety, by fully understanding your responsibility to your employer and training provider

### Benefits

- Start a career not "just a job"
- Earn money while you learn
- No tuition fees
- No classes to attend
- Great career progression
- Learn from experienced, knowledgeable people
- Nationally recognised qualifications –  
L2 = 5 GCSEs L3 = 2 A Levels

## PARENTA, THE TRAINER

### Responsibilities

- Ensure a high quality of education is delivered
- Provide specialist skills Tutors to help pass Functional Skills
- Provide regular surveys to gain learner and employer feedback
- Provide regular engagement opportunities with your Tutor
- Work in close partnership with both the learner and employer to find solutions to constraints
- Advise on further training opportunities

### Benefits

- Training from the UK's largest early years apprenticeship provider
- Support, knowledge and experience from a skilled team of tutors and specialist skills tutors
- Help grow and develop the business, not just the learner
- All feedback taken on board and processes reviewed if required



## Section 10: Declaration and Contact details

- I confirm that all of the information provided is true and correct to the best of my knowledge.
- I understand that PARENTA will validate my name, address and other personal information supplied by me during the sign-up process against appropriate third-party databases. By accepting these terms and conditions you consent to such checks being made. All information provided by you will be treated securely and strictly in accordance with GDPR guidelines.
- I understand that all the details recorded in my Apprentice Information Record will be held in accordance with the privacy statements referred to in Section 9.
- I agree that PARENTA can access personal learning records held by the UK LRS (UK Learning Records Service) in order to confirm that I have previously achieved a relevant qualification.
- This Agreement constitutes the entire agreement between us in relation to the provision by us to you of the services, and they replace and supersede any prior arrangements between us in relation to the services.
- You acknowledge that you are not relying on any statement made by us or any of our representatives with regard to the services other than those expressly set out in this Agreement.

### Apprenticeship Terms and Conditions for learning

- To dedicate the time and commitment needed from me to attend learning and assessment sessions
- To work safely and responsibly according to my Employer's instructions
- To keep in regular contact with my Tutor

### Contacting PARENTA

Should you have any questions regarding our apprenticeship, you should address your questions in the first instance to PARENTA. If you need to contact PARENTA, you can contact us:

Parenta	
<b>Address:</b> Parenta	Contact name:
	Contact position:
	Contact number:
<b>Postcode:</b>	Email address:

*If you have any course specific queries or have any concerns regarding course delivery, please contact the delivery manager for your course.*





## Apprentice

Name:

Date:

Signature:

## Part C – Internal Use

### Safeguarding Policy

	YES	NO
Does the Company have a current Safeguarding Policy?		
If no policy is available, does the Company agree to comply with the PARENTA Safeguarding Policy?		

### Safeguarding Risks

	YES	NO
Is the Company aware of their safeguarding responsibilities and the need to respond to and report safeguarding concerns?		
Is the Company aware of their responsibilities with regards to Prevent		
Does the Company agree to inform PARENTA immediately if they believe an Apprentice learning with PARENTA is at risk of harm or has been harmed?		
Who is the nominated person responsible for reporting safeguarding or concerns involving Apprentices learning with PARENTA?		
Are there any safeguarding risks within/outside the workplace i.e. lone working, dealing with aggressive behaviour, working in isolated locations, lack of security, location of the building etc?		



## Safeguarding Policy

Details:

## Equality and Diversity Policy/Act

	YES	NO
Does the Company acknowledge compliance with The Equality Act 2010 incorporating the protective characteristics: age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity?		
Does the Company have a current Equality and Diversity Policy?		
If no policy is available, does the Company agree to comply with the PARENTA Equality and Diversity Policy?		

## Dignity at Work (Harassment) Policy

	YES	NO
Does the Company have a Dignity at Work Policy?		
If no policy is available, does the Company agree to comply with the PARENTA Dignity at Work Policy?		

## Health & Safety

	YES	NO
Does the Company have Health and Safety measures in place?		
Do you know how to raise Health and Safety concerns within your the Company?		

Please complete the Placement/Setting Health & Safety form [here](#)



Education & Skills  
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Apprenticeships

## Section 2 (if eligible)

### a) Funding adjustments for recognised prior learning (FAPL)

Details of RPL or APL	Detail where this applies within the Standard	Recognised/ Accredited Prior Learning	Evidence provided	Calculation of FAPL
Confirmation of Negotiated price as per RPL				
TNP 1	£		TNP 2	£

## Section 3: Learning Agreement

I, on behalf of Parenta agree that:

1. Pre-entry information advice and guidance will be given to identify further learning opportunities and progression
2. A relevant Individual Learning Plan will be produced with the Apprentice and Employer to reflect the learning aims identified at Initial Assessment.
3. Workplace reviews will be carried out with the Apprentice and Employer to identify progress, set targets and off the job training.
4. The training provided is compliant with the requirements of the ESFA or as applicable and the relevant awarding body.
5. The quality of provision will be delivered as required by the ESFA, Ofsted and Government auditors.
6. Health and Safety regulations will be in line with ESFA and HSE requirements.
7. Should a learner be made redundant by the employer, Parenta will use its best endeavours to provide appropriate support to find alternative employment



**Apprenticeship Terms and Conditions: Signed for and on behalf of PARENTA Training Ltd**

Name:

Date:

Signature:



Education & Skills  
Funding Agency





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hello@parenta.com

[www.parenta.com](http://www.parenta.com)

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