



**London
South Bank**
University

EST 1892

Apprenticeship evidence pack

www.lsbu.ac.uk | apprenticeships@lsbu.ac.uk

All details regarding the delivery of the Apprenticeship will be formalised in an Apprenticeship evidence pack. London South Bank University (LSBU) will hold and maintain an apprenticeship evidence pack for each apprentice. The evidence pack is a collection of documents and information brought together to form a single point of reference relating to the training and end-point assessment that is taking place.

Please note: Agreements entered into by the employer and provider are legal agreements. Dispute resolution should be in accordance with the terms of the agreement and be legally enforceable.

The evidence pack will consist of;

- An Apprenticeship agreement with the employer and their apprentice
- Apprentices Employment contract
- Written agreement (inc payment schedule) with LSBU and the employer
- An individual commitment statement (Apprentice, LSBU and the employer)
- Training Plan

Apprenticeship agreement

As part of the evidence pack LSBU requires a copy of the apprentices' employment contract and an apprenticeship agreement signed by the employer and apprentice. The apprenticeship agreement identifies the occupation for which the apprentice is being trained and the apprenticeship standard they will be undertaking.

The Apprenticeship agreement must include details of how the Apprentice and the employer can raise a complaint about any aspect of the Apprenticeship experience. They can do this by:

- Following the LSBU Complaints policy
- Contacting the government apprenticeship helpline;
Email: nationalhelpdesk@apprenticeships.gov.uk or
Telephone: 0800 015 0400 (8am to 10pm, 7 days a week).

Further guidance for employers can be found here;
www.gov.uk/government/publications/apprenticeship-agreement-template

Employers will be required to provide a signed copy of each Apprentice's agreement to LSBU. This is a requirement of the Education and Skills Funding Agency (ESFA).

Written agreement with the employer

The employer and LSBU must make sure that all elements of the agreement regarding training and assessment are set out in writing. They both must keep a current signed and dated version on record at all times.

- Confirmation and signature from the employer for eligibility of the apprentice for apprenticeship funding and 16-18 incentive payments, if applicable.
- Confirmation and signature from the employer of their eligibility for the small employer incentive payment, if applicable.
- Employer names Apprentice's supervisor/line manager and named contact in the organisation for Apprentices

- The services agreed for delivery of the apprenticeship.
- The payment schedule for the employer cash contribution payments; The University will invoice for these approximately 8 weeks into programme
- Confirmation that LSBU learning support is available to support apprentices with additional learning needs.
- The process for resolving any issues and disputes regarding the apprenticeship, including quality and payment and the escalation process to the ESFA. Employers will follow the LSBU complaint's procedure in the first instance.

They have the right to escalate to the ESFA using the following Apprenticeship helpline nationalhelpdesk@apprenticeships.gov.uk
Telephone: 0800 015 0400 (8am to 10pm, 7 days a week).

The employer needs to confirm should their Apprentice require additional training to meet the English and/or Maths requirements of the Apprenticeship standard, their apprentice will receive this training and assessment through a third party provider.

The commitment statement between employer, apprentice and HEI provider

All apprentices, their employers and LSBU will sign and hold a copy of the commitment statement setting out how they will support the successful achievement of the apprenticeship.

The commitment statement is intended to provide a short summary and will include the following as a minimum:

- Details of the standard being followed, including start/end dates for the apprenticeship training, and end-point assessment and key milestones for mandatory or other qualification achievements.
- The commitment statement must set out the planned content and schedule for training and end-point assessment.
- It will set out what is expected and offered by the employer, LSBU (and any subcontractors) and the apprentice in achieving the apprenticeship.
- The list of organisations delivering each segment of the training and endpoint assessment.
- Roles and responsibilities for employer, provider and apprentice, and arrangements for how the three parties will work together.
- This must include contact details and set out the expected commitment from each to ensure the smooth running and day-to-day delivery of the apprenticeship, including for example the following:
 - Apprentice: attendance and study time.
 - Employer: commitment to wages and time off to study in the working Apprenticeship standards
 - Provider: support and guidance available and how to access it.
- The process for employer and apprentice to use for resolving any queries or complaints regarding the apprenticeship, including quality. This must include details of the escalation route within the HEI provider's own organisation and the escalation process to the ESFA through the Apprenticeship Helpline.

Additional employer incentive claim form

HEI providers must provide employers with an employer incentive claim form to enable them to claim any eligible employer incentives.

The claim form will contain the following:

- Name of the employer making the claim.

- Date the claim is being made.
- Name of the training provider (LSBU)
- Start date of the apprentice(s) being claimed for.
- Name(s) and date(s) of birth of apprentice(s).
- Apprenticeship standard(s).
- Amount of money claimed for each apprentice.
- Type of incentive claimed for each apprentice, for example, the first 16-18 year old incentive payment due at three months (90 days) after the start of the apprenticeship.
- Total amount of incentive payments claimed on the form.
- A signed declaration from the employer that the information provided is correct and they are not claiming money they have previously claimed and/or received.

Training Plan

All apprentices will have a training plan that sets out the individual modules that make up the qualification they're studying, how the EPA will be structured, details on assessment method and when each module will be covered.

Payment Plan

Levy paying employers will use their digital account to pay for their apprentices training. Any employer incentive payments due will be detailed in the written agreement.

Non-levy paying employers will have a payment plan that details the employer contribution and when payment is due. It will also include a timeline for employer incentive payments. For this we will need the following details from the employer:

- Bank Name
- Address
- Sort Code
- Account No.
- Name of Bank account.

Further Information

Please contact the LSBU Apprenticeships Team
apprenticeships@lsbu.ac.uk
020 7815 7324