NB: Guidance notes and areas requiring completion/customisation are highlighted in yellow. All highlighted notes should be deleted before the document is published

**Apprenticeship Learner Agreement**

Division: [insert division]

Department: [insert department]

Apprentice: [insert name of apprentice]

Supervisor: [insert name of supervisor]

Employment Start Date: [insert start date]

Projected contract end date [insert end date]

As an integral part of your employment as an Apprentice within the University of Oxford you are being given the opportunity to undertake a course of study leading to one or more relevant qualifications and to gain the necessary skills and experience for appointment as a qualified member of the University of Oxford support staff. Details of the course of study you will be expected to complete are set out in this Learner Agreement.

You should have been issued two copies of the University’s Apprenticeship Agreement, one of which you are required to sign and return to the department as your acceptance of the terms and conditions of your Apprenticeship. This agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales and shall be subject to the exclusive jurisdiction of the English Courts/Tribunals.

This learner agreement outlines the competencies you are expected to achieve by the end of your training, as well as your responsibilities and the department’s responsibilities during your Apprenticeship.

You and the department are required to comply with the conditions, and follow the guidance specified on the University webpages regarding apprenticeships <https://hr.admin.ox.ac.uk/during-employment-apprenticeships>. Please see section 2.1 of your Statement of Terms and Conditions of Employment for University Apprentices; this document which forms part of your Apprenticeship Agreement contract.

**1. Competencies**

By the end of your training you will be expected to demonstrate the following achievements and competencies to the satisfaction of the department:

* attainment of the formal qualification;
* completion of the required level of Functional Skills (English, Mathematics and ICT);
* take personal responsibility for the quality and timeliness of work, and achieve results with minimal supervision;
* convey ideas and facts in writing and orally using language the audience will best understand;
* focus on results and desired outcomes and how best to achieve them, get the job done;
* demonstrate good timekeeping and reliability;
* display an ongoing commitment to learning and self-improvement;
* ability to successfully work in a team and follow instructions;
* build constructive working relationships characterised by a high level of acceptance, cooperation, and mutual respect.

Please add any additional competencies required by the department here. Please also remove or change any of the competencies above, as need be.

**2. Training**

The University shall allow you time during normal working hours such as is needed to attend Apprenticeship training, off-the-job training, and any tests and examinations that may be required to attain your formal qualification. You shall not engage in any other occupation or business which might interfere with your training.

You should be aware that your employment is conditional on attending your course of study and successfully obtaining the qualification, and completing your work in the workplace to the satisfaction of the department. **This includes successful completion of any End Point Assessment that forms part of an Apprenticeship Standard**.

In the first stage of your apprenticeship, you are required to attend (name of training provider) to study for and attain the following qualifying Apprenticeship:

The approved apprenticeship standard for this apprenticeship is:

(Details of the first year’s Apprenticeship study)

(Insert link to full Apprenticeship Standard)

In the second stage of your apprenticeship, you are required to attend (name of training provider) to study for and attain the following qualifying Apprenticeship:

The approved apprenticeship standard for this apprenticeship is

(Details of the second year’s Apprenticeship study)

(Insert link to full Apprenticeship Standard)

(Continue with further years as appropriate)

You will study with the Apprenticeship Training Provider on a day release basis (or as specified by the provider) on the days and times specified by the college and are required to attend regularly, actively participating in the course and completing all assignments, projects and coursework set by the college.

If for any reason (eg illness) you are unable to attend a training event you must notify both the provider and your departmental supervisor named above as soon as possible of the reason for your non-attendance. You must also comply with departmental procedures for absence from work, eg you must be aware about the process for reporting absence.

The cost of mandatory exams and qualifications will be paid as part of the Apprenticeship funding. The department will be responsible for the direct payment or the reimbursement of the course and examination fees that fall outside of this. Apprentices cannot be asked to contribute financially to the cost of training or assessment. The department will reimburse reasonable and agreed expenses, such as books, materials and travel costs (over and above the cost of your usual travel to work).

**3. Remuneration**

Apprentice salaries are based on the University’s grading structure. The normal University incremental dates and regrading procedures that apply to University support staff do not apply to your post as an Apprentice, during the duration of your Apprenticeship.

**Appointment**

Your salary on appointment will be paid at Apprentice Grade, point 1 (for current rates of pay see [www.admin.ox.ac.uk/finance/epp/payroll/scales/apprentice01/](http://www.admin.ox.ac.uk/finance/epp/payroll/scales/apprentice01/))

**Milestone 1**

You will be judged to have achieved Milestone 1 upon successful progress towards the Apprenticeship. This will be demonstrated by overall academic success according to the training provider’s criteria and a satisfactory performance in the workplace*.*

When you have met Milestone 1, you will automatically progress to Apprentice Grade point 2 as part of your progression in this Apprenticeship. It is anticipated that the increase will take place on (Date: the first of the month following the first year anniversary.)

**Milestone 2**

You will be judged to have achieved Milestone 2 upon successful progress towards the Apprenticeship. This will be demonstrated by overall academic success according to the training provider’s criteria and a satisfactory performance in the workplace*.*

When you have met Milestone 2, you will automatically progress to Apprentice Grade, point 3 as part of your progression in this Apprenticeship training programme. It is anticipated that the increase will take place on (Date: the first of the month following the second year anniversary).

**Insert further milestones as required**

If you do not meet any of your Milestones by the required date, your department will explain to you the next steps. The HR lead in your department will need to contact the University Apprenticeship Manager in relation to any increase being awarded to your pay in the interim period.

If you later meet your Milestone, you will progress to the next point within the Apprentice Grade, accordingly. It is anticipated that the increase will take place in the month following completion of the milestone.

If the start date of your apprenticeship course is delayed due to available college dates, this agreement will be revised in conjunction with your departmental supervisor and the University Apprenticeship Manager.

**4. Working Arrangements**

When not studying with the training provider, or on authorised leave, you are required to attend for work at your department as specified in your Apprenticeship Agreement.

Your supervisor will design and provide you with a programme to give you the necessary skills and experience that will ultimately enable you to work at the required level of an employee of the University within a support staff grade, and to be considered for any suitable roles at that level, subject to the departmental needs and circumstances. You are required to follow this programme; working diligently at the tasks you are given.

**5. Training Record**

You are required to maintain an up-to-date record of your Apprenticeship study and work-based training, which may be required in the future as evidence of your studies and achievements. Guidance will be available from your departmental supervisor and your training provider on the content and format of your training record.

You will be required to submit your training record for review by your departmental supervisor. The frequency for this should be established with your departmental supervisor.

**6. Support**

Throughout your training period you will have the support of the departmental supervisor named above with whom you are required to maintain regular contact.

In addition, you will work under the supervision of, or with, other departmental staff, who may have knowledge and experience that you should seek to utilise.

When studying, you will have the support and guidance of your course tutor and training staff, whose advice you should seek as necessary.

You will also have the support of the University Apprenticeship Manager, whom you are encouraged to contact if you have any questions during your Apprenticeship.

**7. Duration**

As this is a fixed-term Apprenticeship, your employment as an Apprentice will therefore terminate on the date specified in your contract.

The University may decide to terminate your employment and training early, if your progress in your training and/or studies is unsatisfactory and, after being given reasonable warning and opportunity to improve, there has been failure to do so. See the University’s Handbook for Support Staff for further details about the disciplinary processes. In any such cases the University Apprenticeship Manager should be consulted for advice before any formal processes are initiated.

**8. Agreement**

**I understand that I may not apply for posts in other University departments until I am within three months of completion of my apprenticeship. Should a suitable vacancy arise within my own employing department, future employment will be subject to the successful completion of training and demonstration of the competencies listed in Section 1 above.**

I also acknowledge that I am responsible for my own learning and that I am required to undertake the Apprenticeship course and work-based training programme to the best of my ability.

I will contact my departmental supervisor if I have any questions or need any advice regarding any aspect of the training scheme.

I will advise my departmental supervisor as soon as I feel I am getting into any difficulty with any part of my training so that if necessary, assistance can be organised to help me successfully complete my Apprenticeship.

I understand that I am bound by the terms of the University Apprenticeship Guidelines and confirm that I have received a copy of these.

Signed: ………………………………………………. Date: ……………………………….

Apprentice

This agreement must also be signed by a Parent or Legal Guardian if you are under the age of 18.

Signed: ………………………………………………. Date: ………………….……………

Parent or Legal Guardian