



## Apprenticeship Commitments

Community Matters provides structured support throughout the apprenticeship journey, helping both learners and employers understand what is required at each stage. However, the success of an apprenticeship ultimately depends on shared commitment.

Apprenticeships require active engagement from both the learner and their employer to achieve the learning outcomes and attainment milestones associated with the programme. This includes time for learning, meaningful workplace support, and a joint responsibility for progress, development, and completion.

### Learner Commitments

Dedicate a minimum of 6 hours a week for 'Off The Job" (OTJ) training to your apprenticeship (more detail on how OTJ works below).

Attend monthly workshops and dedicated assessor sessions.

Work constructively with your assessors to set learning objectives and targets and to meet those targets wherever possible.

Participate actively with other learners in activities and group work requested by your assessor.

Manage your own learning, and with support from your employer and apprenticeship team, work to meet the targets and timelines needed to complete the apprenticeship by the planned end date.

Participate in reviews with the employer and apprenticeship team to track progress and success in meeting apprenticeship milestones, and agree any change needed to the learning plan to address performance or support enhanced learning Opportunities.

Manage and track attendance and participation to meet the off the job learning (OTJ) requirements for this apprenticeship programme.

Regularly (at least weekly) access the e-portfolio to upload and verify work.

Regularly record OTJ hours.

Proactively identify any issues or barriers to successful completion of this apprenticeship and raise these quickly with your employer and assessor, working



with both to implement any action needed.

Raise any queries or complaints regarding the apprenticeship through the above process, and to the ESFA where needed.

## **Manager / Employer Commitments**

Provide a working environment that meets current health and safety legislation to enable the apprentice to work and learn safely for the duration of the Apprenticeship.

Work with the apprentice and Community Matters to agree an individual learning plan and provide the apprentice with access to the on-the-job knowledge, skills and experience, resources and opportunities needed to achieve this apprenticeship.

Support the apprentice to manage their own learning, by ensuring sufficient (minimum 20%) off the job time in their typical working day (or time in lieu) to meet the requirements of this apprenticeship.

Enable the line manager and workplace mentor to support and guide the apprentice to carry out their role and to meet the targets and timelines needed to complete the apprenticeship by the planned end date.

Participate in reviews (every 3 months) with the apprentice and apprenticeship team, providing evidence and feedback on progress at work and success in meeting apprenticeship milestones, and agree any changes needed to the learning plan supporting the apprentice to address performance or access enhanced learning opportunities.

Support the apprentice to track attendance and participation to meet the off the job learning requirements for this apprenticeship programme.

Inform the apprenticeship team if there are any changes that will affect the completion of the apprenticeship or if a change in the planned end date is required.

Proactively identify any issues or barriers to successful completion of this apprenticeship and raise these quickly with the apprenticeship team, working to implement any action needed.

Raise any queries or complaints regarding the apprenticeship through the above process, and to the ESFA.

## **How OTJ Works?**

Off-the-job training is a statutory requirement for apprentices, which should make up 20% of their working hours over the course of a programme. It is training which is received by the apprentice, during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the approved apprenticeship referenced in the apprenticeship agreement. It is **not** on-the-job training, i.e. training completed for the sole purpose of enabling the apprentice to perform their job.

Off-the-Job training includes all activities that help the apprentice learn and develop outside of their expected role. This includes the monthly teaching sessions, 1-1 meetings with the assessor and time spent completing monthly assessments. The apprentice is also required to complete and log additional activities within their working hours each month. These could include:

- 1-2-1 tutorials with line manager or tutor
- CPD training
- Shadowing colleagues
- 'Stepping up' – pro-actively seeking additional responsibilities
- Providing cover with extra responsibilities
- Attending meetings
- Project work
- Additional reading or research

## Example

Example over an average month - **26 hours**

Apprenticeship Programme contact hours	Self Paced Learning & Workplace Application
Teaching session 7 hours	
Workbook 4 hours	
1-1 meeting with tutor 1 hour	Additional CPD/ training 3 hours
	Additional reading 2 hours
	Workplace Application 9 hours

### Things that can be included as Workplace Application:

- Structured support from a line manager
- Shadowing colleagues
- 'Stepping up' – pro-actively seeking additional responsibilities
- Providing cover with extra responsibilities
- Attending meetings
- Project work