

Apprenticeship Commitment Statement Template

Version: April 2025 | Review Due: April 2026

Policy Statement:

Purpose of this Document

This Commitment Statement is a mandatory document required by the ESFA. It outlines how Salt Training Ltd, the apprentice, and the employer will work together to support the successful completion of the apprenticeship programme.

It sets out:

- The planned content and schedule of training
- Roles and responsibilities of all parties
- How off-the-job training will be delivered and monitored
- Expected behaviours and support arrangements
- Safeguarding, career progression, and digital skill development expectations

This document must be signed before or at the start of training and reviewed regularly throughout the programme.

Section 1: Apprentice Details

Full Name	
Apprenticeship Standard	
Apprenticeship Level	
Start Date	
Planned End Date	
Employer	
Job Role	
Line Manager	
Unique Learner Number (ULN)	
Date of Birth	
Weekly Working Hours	
Is this below 30 hours/week? If yes, part-time delivery plan attached?	Yes / No

Section 2: Programme Details

Training Provider | **Salt Training Ltd**

Delivery Model | (e.g. block release, day release, blended) -

Planned Qualification(s) | (e.g. Functional Skills English and Maths)

End Point Assessment Organisation (EPAO)

Gateway Requirements

Functional Skills Requirements

Planned Hours of Off-the-Job Training (Minimum 6 hours per week)

Planned Review Frequency | (e.g. every 8-12 weeks)

Will digital skills be developed in this programme? | Yes / No

If yes, how? (e.g. online portfolio, Teams, industry software)

Policy Owner: Managing Director

Stage of Approval: Approved

Date of Review: April 2025

Will any training be delivered by a subcontractor? | Yes / No
If yes, name of subcontractor and delivery elements

Section 3: Planned Progress Milestones

Milestone	Expected Completion	Evidence Required
Induction & ILP Setup	Week 1	Signed ILP, diagnostics
Functional Skills Enrolment	Week 2	BKSB / FSQ profile
First Review	Week 6	Review form
Midpoint Gateway Check	Month 6	Portfolio review, gateway readiness scan
Final Gateway Prep	Month 11	Mock EPA, tutor sign-off

Section 4: Career Progression Planning

Career Goal	How This Apprenticeship Supports It	Next Step After Completion

Section 5: Responsibilities of the Parties

Salt Training Ltd will:

- Deliver high-quality training and timely progress reviews
- Support achievement of Functional Skills (if applicable)
- Monitor off-the-job training and maintain accurate records
- Provide safeguarding and wellbeing support
- Share learner progress with the employer regularly

The Employer will:

- Provide suitable on-the-job experience and supervision
- Release the apprentice for protected off-the-job hours
- Participate in reviews and support achievement
- Alert Salt to any issues, absence, or role changes

The Apprentice will:

- Engage fully in training, both on and off the job
- Attend all sessions and complete set work
- Demonstrate professional behaviour and ask for help when needed
- Respect deadlines and employer expectations

Policy Owner: Managing Director
Stage of Approval: Approved
Date of Review: April 2025

Section 6: Safeguarding and Wellbeing

Salt Training Ltd ensures that all apprentices have access to safeguarding, Prevent awareness, and wellbeing support throughout the programme. A Designated Safeguarding Lead (DSL), Progress Coaches, and online resources are available. All learners receive induction on staying safe online and in the workplace.

Section 7: Additional Support and Reasonable Adjustments

Declared additional needs or barriers to learning? | Yes / No

Type of support agreed (if any)

Has a Learning Support Plan been created? | Yes / No

Assistive tech or specialist input required? | Yes / No

Does this relate to an EHCP or neurodiversity need? | Yes / No |

Section 8: Signatures and Agreement

We confirm that we have read and understood the content of this Commitment Statement and agree to work together to support successful completion of the apprenticeship.

Name	Role	Signature	Date
Apprentice			
Employer Representative			
Salt Training Coach/Tutor			

This Commitment Statement is reviewed every 12 weeks or sooner if there is a change in role, hours, learning support, or programme requirements.

Document ID: CST-[Apprentice ULN]

[Start Date]

Policy Owner: Managing Director

Stage of Approval: Approved

Date of Review: April 2025