# Apprenticeships 20/21 - Key Facts Document

You have recently signed an apprenticeship agreement that is binding between ‘The Provider’ (The City of Liverpool College), ‘The Employer’ and ‘The Apprentice’. This document outlines the main responsibilities of each party throughout the apprenticeship programme.

## The Provider

The provider is responsible for:

* Providing in-class teaching and delivery that will equip the Apprentice to become occupationally competent in their chosen sector
* Providing industry expertise, on site assessment and coaching in the workplace
* Formal reviews of the Apprentice’s progress every 12 weeks
* Giving the Apprentice and the Employer access to, and support to use, the E-Portfolio system (Smart Assessor)
* Providing additional learner support (should it be required)
* Maths and English tuition and examinations (if the Apprentice does not already hold a L2 qualification)
* Payment of any additional payments to Employers (dependant on eligibility).

## The Employer

The Employer is responsible for:

* Giving the Apprentice the opportunity to gain the practical evidence needed to become occupationally competent
* Giving 20% of the Apprentice’s time to Off the Job training (including both in-class teaching and additional training within the workplace)
* Engaging in the formal review process with the Apprentice and the Skills Development Coach, giving feedback and offering support, where needed
* Paying the Apprentice at least the minimum apprenticeship wage. This must include normal working hours **plus** any time spent on training as part of the apprenticeship. (Apprentice wage information can be found at [www.gov.uk/apprenticeships-guide](http://www.gov.uk/apprenticeships-guide))
* Payment of any fees owing to the Provider (dependant on eligibility).

## The Apprentice

The Apprentice is responsible for:

* Attending all sessions of Off the Job training offered. This can be in college, as remote learning and within the workplace
* Gathering the evidence required to prove occupational competence (as guided by the Skills Development Coach)
* To observe appropriate workplace and college behaviours, wear PPE when required and observe Health and Safety guidelines
* To inform the Provider of any change in circumstances, including change of employment.
* To engage with the formal review process with the Employer and the Skills Development Coach
* To complete Maths and English Functional Skills during the first year on programme (where the Apprentice does not already hold a L2 qualification).