

# TLC's Commitment



## To support your apprenticeship TLC will be expected to:

### Check your eligibility, including that:

- you have the right to work in England
- spend 50% of your working time in England
- You are not undertaking another apprenticeship or will benefit from DFE funding during their apprenticeship programme (including student loans)
- You have not been asked to financially contribute towards the apprenticeship

### Devise a plan of training, that includes:

- An initial assessment of the your pre-existing knowledge, skills and behaviours, against those required to achieve the apprenticeship
- Your current English and maths working level
- Any learning support needs
- The minimum off-the-job training requirement

### Manage/provide the off-the-job training as detailed in the plan of training:

- Provide an induction programme to the (named) apprentice (and the employer if required) that explains the plan of training
- Provide appropriate learning materials.
- Report non-attendance at scheduled training sessions to the employer
- Ensure the quality of delivery through regular observations of teaching and learning, and apprentice/employer feedback
- Provide any certification as agreed with the employer/apprentice and/or required by the apprenticeship.
- Lead the tripartite progress reviews with the apprentice and employer.
- Agree, with the apprentice and employer, when learning is complete and the apprentice is ready to undertake the end-point assessment

### Administer the programme

- Complete any required paperwork (e.g. ILR) and upload data to the ESFA as required to trigger funding
- Make efforts to secure alternative employment for you if made redundant by the employer.
- Seek to resolve any complaints brought by the you or your employer