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## Employer Apprenticeship Key Facts

### You have committed to the following:

By signing this Service Level Agreement, you will be committed to:

- Ensuring that the apprentice has a minimum of 6 hours per week available to study
- Provide a workplace mentor (usually Line Manager) to support the apprentice with their training, development and end-point assessment
- Attend mandatory Progress and Planning Meetings with the apprentice and training provider to review progress made and plan next steps
- Ensure the apprentice is available to attend any scheduled training activities in an environment conducive to learning
- Provide a contract of employment that covers the apprenticeship duration and ensures they are paid a lawful wage
- Ensure that the apprentice incurs no cost of their apprenticeship, including final salary deductions
- The employer will pay the cost of any memberships and resits including but not limited to, professional body memberships, examinations, and End Point Assessments
  - Reimburse Skills Edge Training for the cost of exams and materials if the learner leaves within the first 13 weeks of their programme
- Fully support the apprentice ensuring they achieve their programmes by the agreed Planned End Date
  - Provide access to a computer with webcam, microphone, speakers, and fast reliable internet
  - Ensure that the apprentice can be observed, usually through screen sharing using Microsoft Teams
  - Support the production and collection of work-based evidence (e.g., copies of reports and letters) that are fully redacted for GDPR
  - Additional training costs may be incurred if an apprentice exceeds their planned end date, and the apprentice may be withdrawn where this cannot be agreed