

SML ILM Diplomas - Step by Step Process for All Parties Before Commencement - Staying On Track

*Note: SML is the Professionals Network arm of Catalyst Learning and Development

Catalyst L&D* UKPRN 10039821

1 - 3 months



Practical | Focused | Results-Driven
Networked for Success

www.squaremileleadership.co.uk



Detail

EDS - The Employer Data Service is a web service on which Skills Funding Agency providers can find employers and their **Employer Reference Numbers (ERNs)**. These ERNs can be entered in the **Employer Identifier field** on the **Individualised Learning Record (ILR)** or used with the Apprenticeship Vacancies system.

Off-the-job training is defined as learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an ILM Diploma. This can include training that is delivered at the manager's normal place of work but must not be delivered as part of their normal working duties. The off-the-job training must be directly relevant to the apprenticeship standard and could include the teaching of theory (for example, training, role playing, simulation exercises, online learning, workshops and coaching sessions; Practical training; shadowing; mentoring; leadership exchange and hosting and attendance at SML Forums. Learning support and time spent writing assessments/assignments.

Off-the-job training does not include English and maths (up to level 2) which is funded separately, progress reviews or on-programme assessment required for an apprenticeship standard or training which takes place outside the learners' paid working hours

ULN - Unique Learning Number for each learner listed on **The Apprenticeship Service (TAS)** ULNs are issued and held by the **Learning Record Service (LRS)** organisation portal.

EPA - End-Point Assessment is a holistic and independent assessment of the knowledge, skills and behaviours which have been learnt throughout an apprenticeship standard. Current SML EPA Assessor is the awarding body ILM - subject to change.

Payments and Co-Investment

Once the apprenticeship training you've bought has started, monthly payments will be taken from your service account and sent to the provider.

You will see funds entering your account each month after you have declared the levy to HMRC, and funds leaving the account each month as you pay for training.

If you don't have enough funds in your account to pay for training in a particular month, we will ask you to share the remaining cost of training and assessing your apprentices for that month with the government. We call this **'co-investment'**.

With 'co-investment', **you will pay 10%** of the outstanding balance for that month, and **the government will pay the remaining 90%** up to the funding band maximum. If your costs go over the maximum, then you must pay the difference out of your own budget.

British Values and Britishness

Whilst **'Britishness'** is reflected in our food, recreation, family life, religion and art, etc., it is probably nowhere more poignantly present than in **our values**; which inform the basis of much of **our British culture**.

Ofted requires all training providers **'to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs'**

Most of the values we think of as British are common to most areas around the world.

British Values

- Democracy
- The Rule of Law
- Individual liberty
- Mutual 'Respect for' and 'Tolerance of' those with different faiths and beliefs and for those without faith

Important - Ensure the contracting, finance and data (ILR/DAS) systems work well

The Commitment Statement between the Employer, Learner and Main Provider

Before the apprenticeship starts the learner and their employer must hold a signed copy of the commitment statement setting out how they will support the achievement of the apprenticeship. It must be signed by the learner, their employer and the main provider, and all three parties must keep a current signed and dated version. This must be retained with, or in, the written agreement between the employer and main provider, which must be the contract for services between the provider and employer where funded from an employer's digital account.

The **commitment statement** must set out the **planned content** and **schedule for eligible training** and **end-point assessment**, what is expected and offered by the employer, main provider and the learner to achieve the apprenticeship. This will be a short summary, (two to three pages) and include; details of the apprenticeship, including start and end-dates for the apprenticeship training and end-point assessment and any key milestones, details on which elements are eligible for funding from the employer's digital account or government-employer co-investment and necessary to meet any end-point assessment, those which are extra and not eligible for co-investment but will be fully funded by the employer, and those fully funded by the ESFA including English and maths.

A list of all organisations delivering the training including English and maths and the EPA organisation. The commitment statement must be updated to include any new details as soon as they have been confirmed, roles and responsibilities for the employer, provider and apprentice and arrangements for how the three parties will work together; this must include contact details and the expected commitment from each party to ensure the smooth running and day-to-day delivery of the apprenticeship, including, for example: for an apprentice, attendance and study time

For an employer, commitment to wages and time off to study in the working day

For SML, support and guidance available and how to access this, the process for resolving any queries or complaints regarding the apprenticeship, including quality; this must include details of the escalation route within the SML's own organisation and the escalation process to the ESFA through the apprenticeship helpline

<https://www.gov.uk/government/publications/lrs-registration-documents>

<https://www.gov.uk/government/publications/apprenticeship-funding-and-performance-management-rules-2017-to-2018>