

## Appendix C – Apprenticeship Guidance and Management documents

There are a variety of documents that support apprenticeship arrangements, ensuring each party knows their responsibilities. As the employer, **the School should keep a copy of all documentation.**

### Service Level Agreement

- Parties: The employer (the School) and the main Apprenticeship Training Provider (ATP).
- Content: Clarifies business to business responsibilities – payment, intellectual property, etc.
- Requirements: Should be in place with every (main) ATP the School works. Main ATPs are responsible for managing their subcontractors.
- Source: The School has an approved SLA for apprenticeship training.

### Enrolment paperwork

- Parties: The ATP and the employee (the manager may also sign).
- Content: Clarifies employee personal details, prior learning, and entitlement to additional funding.
- Requirements: Should be in place for every employee on an apprenticeship.
- Source: The ATP will provide this.

### Apprenticeship agreement

- Parties: The employee and their manager.
- Content: Clarifies the key points of the apprenticeship.
- Requirements: Should be in place for every employee on an apprenticeship.
- Source: The ATP will provide this – alternatively, a GOV.UK template is [here](#), and the School has a branded version that can be used.

### Commitment statement

- Parties: The employee, their manager (as themselves and on LSE's behalf) and the main ATP
- Content: The particulars of the apprenticeship, including
  - o All parties, including subcontractors and end point assessment organisations
  - o The apprenticeship programme and training delivery methods.
  - o Expectations and commitments for each party.
- Requirements: Should be in place for every employee on an apprenticeship.
- Source: The ATP will provide this.

### Variation to employment agreement

- Parties: The employee and a representative from the School (usually the manager)
- Content: Any points linking the employee's apprenticeship to their employment (for example, ongoing employment, salary variations, bond periods, or repayment arrangements for non levy funded qualifications).
- Requirements: Should be in place as and when required.
- Source: HR

This toolkit is in development. If you have questions, comments or feedback, please contact [HR.Learning@lse.ac.uk](mailto:HR.Learning@lse.ac.uk)