



University of Brighton

The commitment statement

EXAMPLE - Commitment Statement structure

Version No.	Distributed Date	Distributed by Name, Organisation	Summary of Changes
1			

1 This Commitment Statement is between:

	Name		Contact Phone & Email
Apprentice	Normal Place of Work- Organisation & Address		
	Role		
	Contracted working hours per week		
	NI Number		ULN¹ (if known):

1. If ULN is unknown at this stage, the applicant Apprentice must complete a ULN request form and submit with the apprenticeship agreement. The University will source their ULN or apply for one on their behalf if none previously issued.



	Name		Contact Phone & Email
	Name		
Employer	Organisation		
	Role		
	Name	Course leader	Contact Phone & Email
University	Organisation	University of Brighton	
	Role	Course leader	

2. About This Commitment Statement:

This Commitment Statement summarises the schedule, roles and responsibilities, and funding that supports the successful completion of this apprenticeship.

The information set out in this document forms part of the evidence pack required for every apprentice and it must be signed and dated, and the latest version held by the employer, the apprentice and the training provider named in section 1 above, before the apprenticeship can start.

All three parties must hold a signed copy of the latest version before the start and for the duration of the apprenticeship.

The Commitment Statement is intended to be used at, and to inform the regular tri-partite reviews between training provider, employer and apprentice parties that take place during the lifetime of the apprenticeship.

If, during the apprenticeship, anything acts to change a name, term or clause in this document, this must be raised with the other two named contacts below. Any changes must be discussed and agreed by all three parties, then the document must be signed, dated and reissued to all three parties.

This document is complementary to and will be stored with the Contract for Services.



3. The Apprenticeship covered by this Commitment Statement

Apprenticeship Standard	Podiatrist			Level	6
Start Date	September 2020	Planned gateway & EPA Commencement Date	June 2023	Planned End Date	September 2023

4. Apprenticeship Review Schedule & Attendees

Review Schedule	Frequency	Attendees	Name & Job Title
Apprentice/Tutor Reviews	Once each semester (2 per year)	University	
		Apprentice	
Progress Reviews (Employer/ Apprentice/ Provider)	Three times per year.	University	
		Employer	
		Apprentice	

5. Further Help and Guidance on Key Processes

Day to Day Contacts	First Point of Contact: Name & Role Purpose	Contact email
Course Leader	Dr Stewart Morrison	s.morrison@brighton.ac.uk



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Day to Day Contacts	First Point of Contact: Name & Role Purpose	Contact email
Course Leader	Dr Stewart Morrison	s.morrison@brighton.ac.uk
Student Services	<p>The student services team perform a wide range of operations throughout your course. When starting out the following link outlines the range of different operations depending on individuals needs</p> <p>https://www.brighton.ac.uk/brighton-students/starting-at-uni/index.aspx</p>	studentservices@brighton.ac.uk

Key Processes	First Point of Contact Name & Role, Location, Contact, email/phone	Process in Brief
Attendance & Absence	Marian Allistone Course administrator	Please email Marian if you are off so we can let staff know
PREVENT & Safeguarding	Your safeguarding lead within your Trust Any member of academic staff at the University	Clinical staff will have safeguarding training as do staff within the podiatry team
Raising queries, concerns or complaints	About Work	Talk to your line manager or apprenticeship educator
	About your apprenticeship	Contact the course leader or your personal tutor
Data Sharing		



Key Policies & Documents	Title	Where these are stored
	The Student Charter and Student Contract	Accessible via the University website and Student Central https://www.brighton.ac.uk/current-students/my-studies/student-policies-and-regulations/index.aspx
	Using Student Central/My Studies	Course Handbook
	Student Handbook contains key policies and documents with links to these	Course Handbook