



Stakeholder responsibility during apprenticeships

✓ The apprentice should:

✓ The line manager should:

✓ UCEM will:

Take responsibility for their own learning, development and progression and work collaboratively with their Employer, UCEM and where applicable, Runway Training to enable their own learning, development and progression.

Ensure the apprentice is employed for at least the duration required to complete the entire apprenticeship, including end-point assessment.

Ensure the apprentice is paid in accordance with the National Minimum Wage requirements.

Deliver the agreed elements off-the-job training and undertake the related on-programme assessment required for the apprentice to meet the requirements for progression to end-point assessment.

Behave in a safe and responsible manner and in accordance with the requirements of Health and Safety legislation relating to their responsibilities and to promote and act in the best interest of all parties.

Provide the apprentice with an appropriate workplace induction, including relevant health and safety information.

Ensure the apprentice is provided any personal protective clothing and safety equipment required for them to carry out their day-to-day work.

Ensure that the apprenticeship is managed and delivered in an efficient, supportive and organised manner, including ensuring that the apprentice receives an appropriate induction to the apprenticeship content and requirements, has appropriate support and receives appropriate information advice and guidance during and at the end of the apprenticeship.

Cooperate with UCEM to review progress and achievement including preparing for and proactively participating in progress reviews.

Cooperate with UCEM in relation to the review of the apprentice's progress to include preparation for, and proactive participation in and/or contribution to each scheduled review of the apprentice's progress.

Ensure the provision of appropriate additional learning support and reasonable adjustments are implemented and monitored as required.

Work collaboratively with the apprentice and line manager to ensure the apprentice's learning, development and progression to include scheduling and facilitating of progress reviews and preparation of review records.



Stakeholder responsibility during apprenticeships

✓ The apprentice should:

Undertake the on- and off-the-job learning, Functional Skills training, assessment and end-point assessment activities required to complete the apprenticeship within the planned duration. To include producing all required evidence/ documentation related to progression and completion.

Undertake off-the-job training in accordance with the Commitment Statement and maintain an accurate and up to date off-the-job training diary evidence at least 20% off-the-job training hours as stated in the apprenticeship funding rules.

✓ The line manager should:

Work collaboratively with the apprentice and UCEM, including coordination of on- and off-the job training and provide the apprentice with the opportunity to practice and embed new skills in the work environment.

Provide the apprentice with the on-the-job training, mentoring and support required to enable them to complete the apprenticeship, including end-point assessment within the planned duration. For Chartered Surveyor apprenticeships this will include providing the apprentice with the workplace opportunities, mentoring and support required to develop the required Summary of Experience portfolio. (In particular, in relation to RICS Level 2 and Level 3 competencies for the selected end-point assessment pathway.)

Release the apprentice from their workplace duties during normal working hours to enable them to undertake off-the-job training in accordance with the ESFA funding rules.

✓ UCEM will:

Work collaboratively with the apprentice and line manager to support the coordination of on- and off-the job training.

Quality-assure the delivery of the off-the-job training and assessment (excluding end-point assessment) and quality assure the management of the apprenticeship including any subcontracting requirements.



Stakeholder responsibility during apprenticeships

✓ The apprentice should:

Promptly inform the Employer and UCEM if any issues arise that may affect their learning, development and progression.

Participate in the Gateway Progression Review meeting to determine if they have met the requirements for progression to end-point assessment including meeting the required minimum off-the-job training requirement.

✓ The line manager should:

Promptly inform UCEM, via the allocated AOO if any matters or issues arise that may affect the apprentice's learning, development and progression.

Participate in the Gateway Progression Review meeting to determine if the apprentice is deemed to have met the requirements for progression to end-point assessment including meeting the required minimum off-the-job training requirement.

✓ UCEM will:

Promptly inform the line manager, via the allocated AOO if any matters or issues arise which may affect the apprentice's learning, development and progression.

Arrange and participate in the Gateway Progression Review to determine if the apprentice has met the requirements for progression to end-point assessment, including meeting the required minimum off-the-job training requirement.



Additionally

✓ The apprentice should:

Comply with the policies and procedures of their employer and UCEM and agrees to:

- UCEM providing agreed people at their employer with access to information on their conduct, progress (including results), attendance and punctuality.
- UCEM providing the End Point Assessment organisation with such personal data and information as is necessary for registration; and
- where applicable, UCEM providing Runway Training with such personal data as is necessary for the delivery of the Functional Skills qualifications.

✓ The line manager should:

Provide the apprentice with a workplace mentor and / or RICS-qualified Counsellor as required.

✓ UCEM will:

Promptly investigate issues raised by the apprentice and/or line manager in relation to the delivery of the apprenticeship, including where applicable, delivery undertaken by the delivery subcontractor.

Pass on apprenticeship funding to the Delivery Subcontractor and end-point assessment organisation as required by the ESFA funding rules.