**Employer Work Based Learning Declaration**

A Foundation Apprenticeship (FA) is a senior phase offer to pupils whilst they are still in secondary education providing them with the opportunity to achieve a work-based learning qualification. This requires a partnership arrangement between the learning provider, the work-based learning employer and the FA learner. The main purpose of this declaration is to detail how the work based learning element of an FA will be achieved and assure that it is a high quality experience meeting the training, learning and assessment requirements of the FA programme as described in the FA Product Specification and the relevant FA Framework Document, copies of which are available on Apprenticeship. Scot. It is proposed that the employer will provide the FA learner with the activity set out in Table 1, the “Work Based Learning Activity Plan”. Any proposed change to the Work Based Learning Activity Plan will required to be discussed and agreed among the FA learner/Cohort, the learning provider and the employer, and a revised declaration completed and signed accordingly.

**Section 1 – Employer & Learning Provider Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **FA Framework** |  | | |
| **Lead Employer Name** |  | | |
| **Address 1** |  | | |
| **Address 2** |  | | |
| **Postcode** |  | **Telephone** |  |
| **Name (Lead Employer Representative)** |  | | |
| **Email details** |  | | |
| **Mobile number** |  | | |
| **Location of Work Placement** |  | | |
| **Learning Provider** |  | | |
| **Contact Name** |  | | |
| **Email details** |  | | |

**Section 2 – Learner details and Declarations**

I understand and agree that the lead work placement employer referred to in section 1 above will provide me with the work-based learning required for me to complete my Foundation Apprenticeship programme, as set out in this declaration. I agree to fully participate in the work placement activity described in, and for the period set out in, this declaration, and consent to the information contained in this declaration being shared with the parties and used for any of the purposes set out in section 3 below.

**This should detail either the individual learner on placement with the lead employer, or the cohort of learners working with the lead employer.**

|  |  |  |
| --- | --- | --- |
| **Learner** | | |
| **Learner Name** | **Learner Signature** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Section 3 - Work Placement Activity**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role of Learner** | | | |
| Foundation Apprentice – non-employed | | | |
| **Work Placement Start Date** | | | |
| **From** |  | **To** |  |
| **Attendance Pattern** |  | **Hours of Work** |  |

Table 1 must be used to detail the planned work-based learning activity. There are some generic examples of work based learning and what Employer Based Activity is in Appendix 1, Table 2. These examples are not exhaustive. For unit descriptors please refer to the FA Framework Documents.

The work-based learning activity during the above mentioned period shall comprise the following: -

**Table 1**

|  |  |
| --- | --- |
| **Unit Descriptor** | **Description of activity** |
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|  |  |

**Section 4 – Employer Declarations**

This Employer Work Based Learning Declaration will be used by the learning provider referred to in section 1 above, for the following purposes: -

* To monitor the scope and quality of the work-based learning that is provided by the lead employer(s) referred to in section 1 above, for the Foundation Apprenticeship.
* To validate claims for funding provided by The Skills Development Scotland Co. Limited (SDS).

The learning provider may share copies of this declaration with SDS and the Scottish Qualifications Authority in relation to these purposes, but the learning provider will not disclose it to any other body without your consent, unless otherwise required or permitted to do so under any applicable law.

Please sign the declaration below if you are content for your information to be used in this way and agree with the content of the declaration statement.

|  |  |
| --- | --- |
| **Employer** | |
| **Employer(s) Representative Name (Block capitals)** |  |
| **Job Title** |  |
| **Signature** |  |
| **Date** |  |

**Additional Employer Details (where relevant)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer Name** | **Address** | **Representative Name** | **Contact Details** |
|  |  |  |  |
|  |  |  |  |

**Section 5 – Learning Provider Declaration**

On behalf of the Learning Provider, I hereby declare that I have reviewed the content of this completed Work-Place Learning Declaration and confirm that the content meets the requirements set out in FA Specification Document.

|  |  |
| --- | --- |
| **Learning Provider Representative Name (Block capitals)** |  |
| **Job Title** |  |
| **Signature** |  |
| **Date** |  |

**Appendix 1**

**Table 2**

|  |
| --- |
| **Examples of Work Based Learning** |
| **On the job work experience**  The learner will spend specified hours in the workplace learning whilst on the job by carrying out tasks relevant to their FA framework. This can include opportunities for the learner to carry out job related tasks with a variety of employers |
| **Training, learning and assessment**  Activity in the workplace to teach the learner key elements of the job by checking their learning and formally assessing their competence as required to achieve the Scottish Vocational Qualification (SVQ). |
| **Coaching and mentoring**  Activity in the workplace where the staff provide mentoring and coaching to a learner related to their learning and progression which is specific to their framework and the employability skills employers say they need. |
| **Paid for work/Formal Agreements**  Whilst paid work isn’t an essential requirement of the FA, where an employer elects to do so, participating in employment that constitutes paid work and enables the learner to earn whilst they are learning on the job is permissible. Any written agreement entered into between the employer and the learner, should state clear terms and conditions of the arrangement. |
| **Examples of Employer Based Activity** |
| **Recruitment of learner**  The application and interview process the employer follows to recruit an FA learner |
| **Industry or site visits**  Organised site visits across a range of relevant work places that the learner will have the opportunity to attend. |
| **Industry events/networking**  Learner opportunity to meet and talk to other employers and students interested in Foundation Apprenticeships. Activity that enables the learner to benefit from the networks of the employer’s employees, or other events which put the learner in contact with people who can support their progression and knowledge of the sector. |
| **Industry challenge**  Provide details of an Industry Challenge in which the learner shall be involved. |
| **Employer Guides**  You can find an Employer information in the FA Employer Welcome Guide <https://rise.articulate.com/share/Qo4vfZDVvYGMcHGhAbFhOOrJekwF74t3#/> |