



Apprenticeship Programme Confirmation (APC)

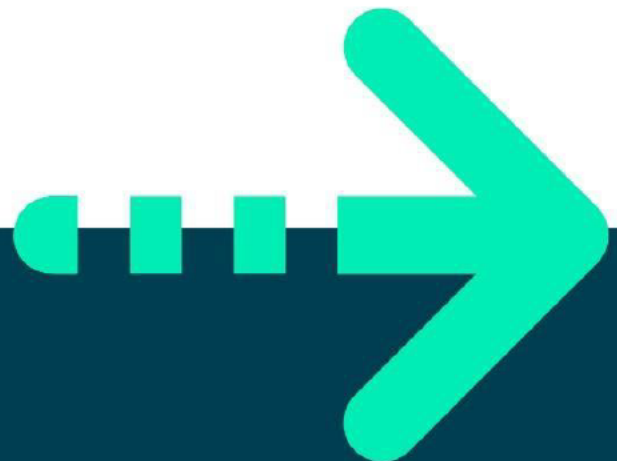
Funded by



Funded by



Date of Issue: Levy Paying August 2023 – V1.1



Apprenticeship Programme Confirmation

Customer Confirmation for the provision of Apprenticeship Services

1. QA Limited (the “Supplier”) is a main provider of Apprenticeship Programmes.
2. For the purposes of the Funding Rules the Supplier is the ‘main provider’ and the Customer is the ‘employer.’
3. The Customer, the Apprentice and the Supplier will work to jointly agree a Training Plan for each Apprentice to be employed by the Customer.
4. The Supplier and the Customer are committed to working together to ensure the effective completion of the Apprenticeship Programme.
5. This Apprenticeship Programme Confirmation should be completed for each individual apprentice or cohort of apprentices undertaking an Apprenticeship Programme.



Details of Apprentices and Programmes

Please complete one table per programme, adding the names of all the apprentices within the cohort.

The Name of the Organisation on the TAS Cohort (if funded by levy transfer it is your organisation name)	Department of Health and Social Care	
Apprenticeship programme name:	Data Analyst Level 4	
Expected duration No. of months:	15 months + 3 months EPA	
Employment contract	I can confirm that the Apprentice(s) are on the Company's PAYE scheme (which is listed on the TAS account named above) and that they have a contract of employment for a period long enough for them to complete the apprenticeship successfully, including end-point assessment.	Please tick: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Main place of work	Please confirm for all apprentices whether their main place of employment (workplace) is either: <ul style="list-style-type: none"> within England (tick Yes); or outside of England (tick No) 	Please tick: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How is the Customer funding the apprenticeship? Please tick ONE option a) or b) or c)	a) Levy: levy paying Customer using funds in the Customer's own apprenticeship service account	Levy <input checked="" type="checkbox"/>
	b) Funds Transfer: any Customer in receipt of funds from another Customer's Levy account	Levy Transfer <input type="checkbox"/>
	If funded via Levy transfer, please insert the name of the entity providing the funds and complete the subsidy control declaration in Appendix A. The Supplier will retain a copy of this declaration in the evidence pack	Insert Name:
	c) Commercial: Customer is directly funding the apprenticeship	Commercial <input type="checkbox"/>

Recruit an Apprentice Service

Is the Apprentice a new recruit into your Organisation?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If Yes: Have you been offered the use of the ESFA Recruit an Apprentice service for the apprentices identified?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If you didn't use the service, please advise why? GSS Campaign	



Learner information:

Apprentice Name	Apprentices Main Workplace Location (County and postcode)	Training Fees (£)	Sub- contracted Training Fees (£)	External End-Point Assessment Fees (£)	Total Fees* (excl VAT) (£)
██████████	██████████	██████████		██████████	██████████
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
Total Value of Agreed Apprenticeships (£)			£14,250.00		

*Customer agrees Total Fees may be subject to a reduction following the Initial Assessment to account for prior learning. Any reduction to Total Fees will be communicated by the Supplier to the Customer in writing.



Payment and Customer Co-investment

Please provide the contact details of the individual responsible for managing the Customer's apprenticeship service account:

Levy:

For Levy paying customers (including where Levy funds have been transferred), payment shall be taken automatically through the apprenticeship service account to the extent that there are sufficient funds available. If there are insufficient funds in the Customer's apprenticeship service account, the Customer is required to fund the shortfall.

In the event the Customer's apprenticeship service account has been exceeded, the Education and Skills Funding Agency (ESFA) will notify the Supplier of the amount(s) to be invoiced. The Supplier will raise an invoice(s) automatically without a purchase order.

Should the Customer fail to settle this invoice(s), the Supplier withholds the right to withdraw Apprentices from the programme with immediate effect and clause 16 of the Apprenticeship Terms and Conditions (<https://www.qa.com/legal-privacy/>) will apply.

Where the agreed price is over the funding band maximum, Customer contribution is 100% of the value that exceeds the funding band maximum. Where an apprentice is ineligible for funding, Customer contribution is 100% of the agreed price.

Non – Levy Funded Activity

The below table details any non-levy funded activity:

Non-Levy Services (Description and Volumes)	Agreed Charges (£) (Excl VAT)
0	£0
0	£0
0	£0
Total Non-Levy Services (£)	£0.00
Please select payment method: e.g. BACS / Cheque / Credit card	Other
If payment method requires a Purchase Order, please enter a PO number and value. Please attach a copy of the PO to this confirmation.	PO Number:
	Value:



Additional Payments for Eligible Learners

Customers may be eligible for additional payments from the Education and Skills Funding Agency (ESFA) to contribute towards the additional costs associated with training an apprentice if they are:

- aged 16-18 years old.
- aged 19-24 years old and have either an Education, Health Care plan (EHC plan) provided by their local authority or have been in the care of their local authority (see definitions in the funding rules) – Please note, the apprentice has to give consent via the Supplier for the Customer to be made aware that they have either an EHC plan or are a have been in the care of the local authority for the Customer to be eligible for the additional payments.

The Supplier will pass these additional payments onto the Customer within 30 working days of receiving the funding from the ESFA providing the Customer has signed and returned a declaration the apprentice(s) is still undertaking their apprenticeship and have provided accurate bank details.

Please note, payments are made to the Supplier via the ESFA on a set date after the apprentice has met the qualifying timeframes above. To ensure prompt payment of any additional payments to your organisation, please provide appropriate contact details to whom we can send the declaration:



Contract

You acknowledge and agree that this document is entered into between you and QA Limited (company number 02413137) with registered office at International House, 1 St Katharine's Way, London, E1W 1UN ("the Supplier", "we", "us" or "our") in accordance with the existing agreement between you and us ("Existing Agreement"). In the event that there is any conflict or inconsistency between the Existing Agreement and the Apprenticeship Terms and Conditions available at <https://www.qa.com/legal-privacy/> then the Apprenticeship Terms and Conditions will prevail unless otherwise expressly stated in the Existing Agreement and/or in accordance with the order of precedence outlined therein.

In the event that there is no Existing Agreement in place between you and us, then you acknowledge and agree that the Apprenticeship Terms and Conditions available at <https://www.qa.com/legal-privacy/> as updated by us from time to time apply to our services pursuant to this document.

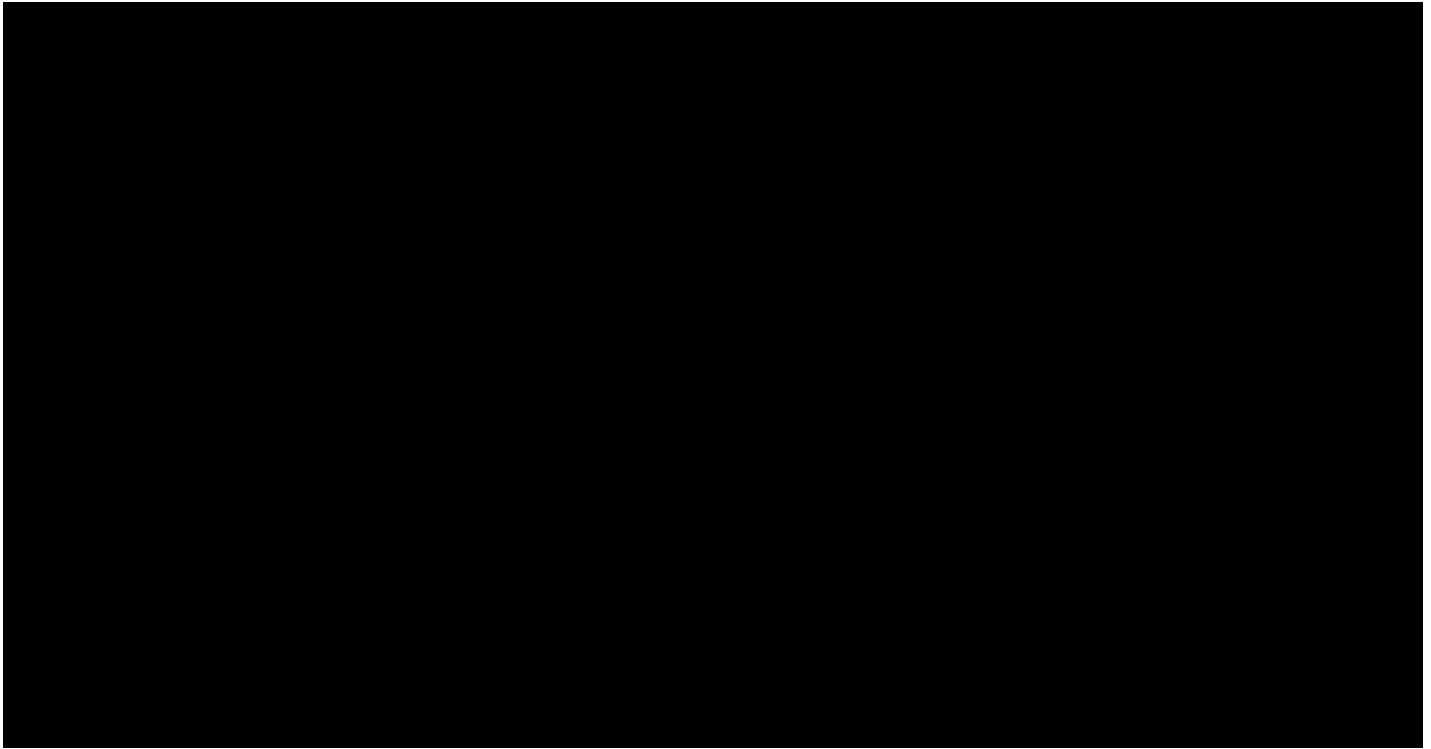
Complaints

In the event of a concern, complaint or an issue with the delivery of the Services the Customer should initially send an e-mail to QAAComplaints@qa.com at which point the complaint or issue will be allocated a case number and assigned to a suitable member of the Supplier's team. Further information on the Supplier's Apprenticeships Customer Complaint Procedure can be found at: <https://www.qa.com/legal-privacy/>.

Should further escalation be required, the Customer should contact the relevant Funding Agency via the Apprenticeship Helpline (in England the Education and Skills Funding Agency can be contacted on 08000 150 600 or send an email to: helpdesk@manage-apprenticeships.service.gov.uk

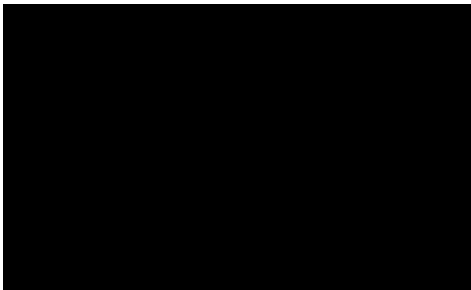


Please complete and sign this document whereby you acknowledge and agree to the terms stated and return for and on behalf of the Customer:



Signed for and on behalf of

QA LIMITED



Date: 08/07/2024



Appendix A:

(To be completed in conjunction with the Supplier).

Subsidy Control Exemption Declaration (Minimal Financial Assistance Exemption)

Customers must account for all funds subject to the Minimal Financial Assistance exemption limit of £315,000 (over a rolling 3-year period).

Waiving of the customer co-investment contribution for small customers (100% Government funded) is likely to amount to subsidy control and the subsidy control rules will therefore apply in such cases.

Transfer of levy funds between customers also engages the subsidy control rules. For any levy transfer a customer receives, a percentage of the transferred levy funds will count towards the customer's Minimal Financial Assistance (MFA) exemption. This percentage represents the amount of co-investment the customer would have otherwise had to contribute towards the apprenticeship, if levy funds had not been transferred.

QA are required to obtain a declaration from the Customer identifying the funding received resulting from the waiver of the customer contribution for small customers and any levy transfers between customers.

If you (the Customer) exceed the Minimal Financial Assistance exemption, you must inform QA, who are required to then contact the ESFA.

For more information on Subsidy Control, please visit Subsidy Control Guidance on GOV.UK: <https://www.gov.uk/government/collections/subsidy-control-regime>

Complete the below table for all apprentices in scope of subsidy control

Apprentice Name	Funded via Levy Transfer: (5%Co-investment amount: £)
0	£0
0	£0
0	£0
0	£0
0	£0
0	£0

I, for and on behalf of the Customer, confirm the above details are correct as at the date below.

Signed for and on behalf of 'the Customer'

By (PRINT NAME)

]

Signature:

Date:

07/08/2024

