



## APPRENTICESHIP INDIVIDUAL LEARNING PLAN (Part 1)

Learner Number: \_\_\_\_\_ 8268

### Section 1: Learner, Employer and Provider Details

- All of this information is mandatory and must be collected at Induction

#### LEARNER DETAILS:

|   |                        |   |                     |
|---|------------------------|---|---------------------|
| Name:   | Clare Clarke           | Date of Birth:  | 25/08/1986          |
| NI Number:  | JK502223D              | Job Role:   | Chief Executive     |
| Skill, Trade or Occupation for which the Apprenticeship is being delivered: | Health and Social Care | No of contracted hours of employment per week including study time: | 37.5 hours per week |

#### EMPLOYER DETAILS:

|  |  |  |           |
|--|--|--|-----------|
| Organisation Name:                         | Northamptonshire Country Centre                    |  |           |
| Organisation Address:                      | Berrywood Drive<br>Upton<br>Northampton<br>NN5 4BB |  |           |
| Main Contact:                              | Andrew Castley                                     |  |           |
| Contact Number:                            | 01604582141  |  |           |
| Email Address:                             | castleys@waitrose.com                              |  |           |
| No of Employees Across Whole Organisation: | 1-9  | Employer Data Service (EDRS) No: MIS USE | 118042017 |

#### ACCESS SKILLS:

|                 |               |
|-----------------|---------------|
| Contact Name:   | Dina Patel    |
| Contact Number: | 0121 510 2169 |

## Section 2: Programme Details:

| Title and Level of Qualifications  | Start Date   | Expected End Date | Exempt* (Evidence of exemption must be taken and attached to ILP) | How will this be delivered | Percentage of any Recognition Prior Learning** |
|--|--|-------------------|---|----------------------------|--|
| Higher Apprenticeship in Leadership and Management – Level 5   | 14/12/17   | 30/04/19          | N/A   | Workplace                  |  |
| <b>Apprenticeship Pathway Number and Title</b>   | <b>584 001</b><br><b>Higher Apprenticeship in Care Leadership and Management – Level 5</b> |                   |   |                            |  |
| <ul style="list-style-type: none"> <li>• *Apprenticeships who are exempt from Level 1 at the start of their programme must be enrolled on Functional Skills up to Level 2 or GCSE qualifications in English and Maths. If the Apprentice is enrolled on Level 1 at the start of the programme and achieves Level 1 during the programme they must be offered the opportunity to progress to Level 2.</li> <li>• **RPL or previously certificated achievement must be identified above. Recognised of Prior Learning (RPL) refers to uncertificated learning the learner has completed previously, if RPL is to be used towards the achievement of the qualification the percentage of RPL must be identified and the calculation of how this percentage was decided must be available for audit. The length of the Apprenticeship must reflect this prior learning.</li> </ul> |  |                   |   |                            |  |

## Section 3: Initial Assessment

| Type of Assessment | Results | Recommendations |
|--------------------|---------|-----------------|
| LITERACY           | 32      | Passed.         |
| NUMERACY           | 25      | Passed          |

## Section 4: Induction

A prescribed course introduction and induction is undertaken by all enrolled learners. This includes a number of relevant topics including:

- Programme content, delivery and assessment arrangements, including contact details.
- How the programme is funded
- Equality and Diversity, Health and Safety, Safeguarding and Prevent- awareness of policies and procedures
- Disciplinary, appeal and grievance procedures
- Terms and conditions of learning
- Completion of Skill Scan and choosing optional units.
- Introduction to Learner Portal and course resources



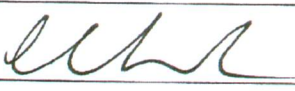
## Section 5: Reviews

Regular review of progress is undertaken throughout the programme. This should involve the learner, assessor/tutor and employer. By signing the Individual Learning Plan we agree that we are committed to engaging fully in the review process throughout the programme.

## Section 6: Signatures

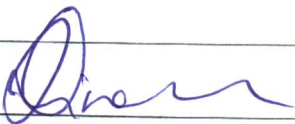
### Learner

- 'I confirm that all the information on this form is correct and I declare that I have correctly identified my prior qualifications.'
- 'I confirm that I have a contract of employment with my employer.'

|                     |   |             |          |
|---------------------|---|-------------|----------|
| <b>Learner Name</b> | Clare Clarke  |             |          |
| <b>Signature</b>    |  | <b>Date</b> | 14/12/17 |

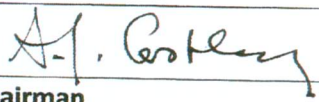
### Training Provider

- ☐ 'I confirm that the information on this form is correct and I declare that I have supported the learner in the Completion of this document and, to the best of my knowledge, the above named learner is eligible to enter an Apprenticeship. I confirm I have informed the employer of their legal duty in terms of the employer Apprenticeship contract agreement'

|                  |   |             |          |
|------------------|---|-------------|----------|
| <b>Name</b>      | Dina Patel  |             |          |
| <b>Signature</b> |  |             |          |
| <b>Position</b>  | Operations Executive  | <b>Date</b> | 14/12/17 |

### Employer

- 'I confirm that, to the best of my knowledge, the information on this form is correct. The above named learner is employed by the organisation I represent, I declare that they have a contract of employment and have been informed by the Training Provider of my legal duty in terms of the Employer Contract Agreement'
- 'I confirm that the learner named in the Individual Learning Plan is undertaking a new job role, or in an existing job role that requires significant new knowledge and skills, including gaining wider employment experience.'

|                      |   |             |          |
|----------------------|---|-------------|----------|
| <b>Employer Name</b> | Andrew Castley  |             |          |
| <b>Signature</b>     |  |             |          |
| <b>Position</b>      | Chairman  | <b>Date</b> | 14/12/17 |