

B P I F
TRAINING

EMPLOYER COMMITMENT STATEMENT

B P I F TRAINING LIMITED

Version 1.0 | Effective July 2026

Owner	Head of Quality & Performance
Approved by	Managing Director
Version	1.0
Effective date	July 2026
Review date	July 2027

1 OUR PARTNERSHIP COMMITMENT

BPIF Training recognises that employers play a vital role in the success of apprenticeships and training programmes.

We are committed to working in partnership with employers to develop a skilled, knowledgeable and productive workforce. Through effective collaboration, clear communication and shared responsibility, we aim to deliver high-quality training that benefits learners, employers and the wider industry.

This statement sets out the commitments BPIF Training makes to employers, and the commitments we ask employers to make in return to support successful learner outcomes.

2 WHAT EMPLOYERS CAN EXPECT FROM BPIF TRAINING

Everything in this section is what we owe you. If any of it is not happening, tell us.

WE WILL DELIVER HIGH-QUALITY TRAINING

- ◆ Provide high-quality learning and development programmes that meet the needs of learners and employers.
- ◆ Deliver training that is aligned to apprenticeship standards, qualification requirements and industry expectations.
- ◆ Ensure training is delivered by suitably qualified and experienced staff.
- ◆ Continuously monitor and improve the quality of our provision.

WE WILL SUPPORT LEARNER PROGRESS

- ◆ Develop individual learning plans and agreed objectives for each learner.
- ◆ Monitor progress and performance throughout the programme.
- ◆ Conduct regular progress reviews involving both the learner and employer.
- ◆ Provide timely feedback and guidance to support achievement.

WE WILL COMMUNICATE EFFECTIVELY

- ◆ Maintain regular contact with employers throughout the learner journey.
- ◆ Provide updates on learner progress, attendance and engagement.
- ◆ Respond promptly to enquiries and concerns.
- ◆ Share relevant information relating to programme requirements and expectations.

WE WILL PROVIDE EXPERT ADVICE AND GUIDANCE

- ◆ Support employers in understanding apprenticeship and training requirements.
- ◆ Provide guidance on learner development and progression opportunities.
- ◆ Offer advice regarding funding, programme delivery and assessment requirements where applicable.

WE WILL PROMOTE COMPLIANCE AND QUALITY

- ◆ Ensure programmes comply with relevant funding, quality and regulatory requirements.
- ◆ Promote safeguarding, Prevent, equality, diversity and inclusion.
- ◆ Support employers in understanding their responsibilities relating to learner welfare and workplace safety.

3 EMPLOYER COMMITMENT

As an employer supporting a learner or apprentice, you agree to:

SUPPORT LEARNING AND DEVELOPMENT

- ◆ Provide learners with opportunities to develop the skills, knowledge and behaviours required by their programme.
- ◆ Allow learners sufficient time to participate in training, reviews and assessment activities.
- ◆ Encourage learners to engage fully with their programme.

CREATE A SAFE AND SUPPORTIVE ENVIRONMENT

- ◆ Provide a safe, healthy and inclusive workplace.
- ◆ Comply with relevant health and safety legislation.
- ◆ Ensure appropriate supervision and support is available.
- ◆ Promote equality, diversity and inclusion within the workplace.
- ◆ Complete a young person risk assessment before any learner under 18 starts work, and keep it under review.

PARTICIPATE IN PROGRESS REVIEWS

- ◆ Attend and contribute to planned progress review meetings.
- ◆ Provide feedback on learner performance and development.
- ◆ Support the setting and review of learning objectives and action plans.

PROMOTE ATTENDANCE AND ENGAGEMENT

- ◆ Encourage learners to attend all required training sessions and reviews.
- ◆ Support completion of off-the-job training where applicable.
- ◆ Notify BPIF Training of any issues that may impact learner attendance or progress.

SUPPORT SAFEGUARDING AND WELLBEING

- ◆ Promote learner welfare and wellbeing.
- ◆ Report safeguarding concerns to the BPIF Training Designated Safeguarding Lead the same day, without investigating them yourself.
- ◆ Cooperate with BPIF Training in responding to learner support needs.
- ◆ Support the principles of the Prevent Duty and Fundamental British Values.

4 REPORTING ACCIDENTS AND INCIDENTS

Where a learner is involved in an accident, incident or near miss in your workplace, you must inform BPIF Training within the following timescales. These match the requirements set out in our Learner Health and Safety Policy.

TYPE OF INCIDENT	TELL BPIF TRAINING
Reportable under RIDDOR, or the learner is unable to work	The same day
Any accident or injury requiring first aid or treatment	Within one working day
All other incidents and near misses	Within five working days

This is in addition to your own duties to record incidents and to report relevant incidents under RIDDOR.

5 COMMUNICATING CHANGES

Please inform BPIF Training of any significant changes that may affect the learner or programme, including:

- ◆ Changes in employment status
- ◆ Changes to job roles or responsibilities
- ◆ Extended absence
- ◆ Workplace concerns
- ◆ Health and safety issues
- ◆ Safeguarding concerns

6 ADDITIONAL COMMITMENTS FOR APPRENTICESHIPS

For apprenticeship programmes, employers also commit to:

FOR APPRENTICESHIPS

- ◆ Providing a genuine job role aligned to the apprenticeship standard.
- ◆ Supporting the apprentice to complete their required off-the-job training.
- ◆ Participating in regular progress reviews.
- ◆ Supporting preparation for Gateway and End-Point Assessment.
- ◆ Working collaboratively with BPIF Training to help the apprentice achieve their apprenticeship.

7 WORKING TOGETHER

Successful outcomes are achieved when employers, learners and BPIF Training work together. Our shared commitment is to:

- ◆ Develop knowledge, skills and behaviours
- ◆ Promote personal and professional growth
- ◆ Support learner achievement
- ◆ Improve workplace performance
- ◆ Create positive progression opportunities

By working in partnership, we can help learners fulfil their potential while supporting employers to develop a capable, confident and future-ready workforce.

8 IF YOU NEED SUPPORT

BPIF Training is committed to building strong relationships with employers and providing ongoing support throughout the learner journey.

If you require advice, guidance or support relating to a learner or programme, please contact the BPIF Training team.

GENERAL ENQUIRIES AND PROGRAMME SUPPORT

Contact	BPIF Training
Email	training@bpif.training
Telephone	01676 526030

SAFEGUARDING CONCERNS

Designated Safeguarding Lead	Andrew Bracey
Telephone	07801 981312
Email	andrewb@bpif.training
Emergency services	999 — where a learner is at immediate risk of harm

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