Guidance for Completion of the Individual Training Plan (ITP)

Training Programme: Modern Apprenticeship

Section 1 – Provider/Participant Details

Part 1 Participant, Employer and Provider (as applicable)
In order to remove duplication, the Training Agreement must be printed off and attached as part 1 of the ITP, as the details required in this section are contained within that document. The additional details that could be required can be added here also e.g. provider telephone number, email address and contact name.

Part 2 Participant's Personal, Career & Progression Objectives
Objectives the Participant has expressed must be recorded in detail and must be captured at the interview stage of recruitment.

Any career or progression aims following completion of the Modern Apprenticeship Programme must also be detailed here.

Section 2 – Assessment

Part 1 Qualifications, Experience and Skills
All qualifications or part achievements held by the Participant must be entered here as well as the date of achievement in order to determine the training required to work towards the career objective.

Any relevant experience or skills must also be captured as they could impact on the development of the Individual Training Plan and the delivery appropriate for each Participant.

Part 2 Outcomes from Initial Assessment
Enter methods used to assess the experience and skills the Participant has and record the results and recommendations made.

Section 3 – Individual Training Plan – Delivery

Part 1 Induction
The induction section of the ITP will contain details of what is covered in the induction including areas such as Health and Safety. How induction is carried out must be recorded as well as any specific outcomes covered/agreed. The start date, duration and completion of induction must also be noted.
Appendix 2b

Part 2 Qualifications/Training
The Initial Assessment must have identified the qualifications that the Participant will be working towards. These must be detailed as per the headings in this section, including a breakdown where appropriate.

Part 3 On and Off-the-Job Training
Record details of both on and off-the-job training under each heading. This section also asks for details of planned attendance.

Section 4 – Support and Progress Review

Part 1 Mentoring Arrangements
Where applicable, record the name and contact details of the Participant's mentor.

Part 2 Support Arrangements
Record any planned support arrangements for the Participant as indicated including others as required.

Part 3 Progress Reviews
Describe the process agreed for reviews detailing proposed and actual dates and also update the ITP confirming the written review is complete and put on file.

Signatures
Please ensure that all the relevant parties sign and date the ITP no later than the date on which the Provider submits a claim for the first Milestone payment (following the claim for the Start payment) or if the payment plan does not include milestones (for example outcome based funding only) then no later than 13 weeks from the Start date.

Section 5 – Additional Information
Space for additional information if required.

Section 6 – Agreed Changes
All amendments to the ITP must be detailed and signed by all parties.