

APPRENTICESHIP AGREEMENT

Apprenticeship Particulars

Apprentice name:	Tamsin Okafor
Place of work (employer name and location):	Harper & Lane LLP, 4 Wellington Yard, Leeds LS1 4AP
Apprenticeship standard, level, and version:	Paralegal, Level 3, version 1.1

Start date of apprenticeship (see note 5):	4 January 2027	End date of apprenticeship (see note 5):	31 March 2029
Start date of practical period (see note 5):	4 January 2027	Estimated end date of practical period (see note 5):	31 December 2028
Duration of practical period (see note 5):	24 months	Planned amount of off-the-job training (hours) (see note 6):	624

Signatories

Apprentice:		Date:
Employer:		Date:

Version 8: 1 August 2026

APPRENTICESHIP AGREEMENT - NOTES

1 Why is an apprenticeship agreement required?

The Apprenticeships, Skills, Children and Learning Act (ASCLA) 2009 and the Apprenticeships (Miscellaneous Provisions) Regulations 2017 (SI No. 2017/1310) require an apprenticeship agreement to be in place, for nearly all apprentices. This forms part of the employment arrangements between an apprentice and their employer.

2 Can an apprenticeship be completed without an apprenticeship agreement?

Yes, there are some circumstances where an apprentice can complete a statutory English apprenticeship without an apprenticeship agreement. Please refer to the 'alternative English apprenticeship' section of the latest apprenticeship funding rules.

3 What information is needed in an apprenticeship agreement?

The apprenticeship agreement must a) provide for the apprentice to work for the employer for reward, in an occupation for which an apprenticeship standard has been published by Skills England; b) provide for the

apprentice to receive training in order to assist the apprentice to achieve the standard in the work done under the agreement; c) specify the apprenticeship practical period; and d) specify the amount of off-the-job training the apprentice is to receive. If the template overleaf is not used, the required information should be attached to or incorporated into an existing employment contract.

4 Who must sign the apprenticeship agreement?

The employer and apprentice must sign and keep a copy of the apprenticeship agreement. The employer must give a copy to the training provider. The training provider, employer and apprentice must also sign a training plan; this builds upon the apprenticeship agreement and outlines the planned content and schedule of training to be delivered.

5 What is a ‘practical period’? How does this differ to ‘the apprenticeship’?

The practical period is the period in which an apprentice is expected to work and receive training under an approved English apprenticeship agreement; it must have a minimum duration of 8 months. The practical period covers the training; the full apprenticeship covers the training and any final assessment that takes place after the training (currently called end-point assessment).

6 What is the definition of off-the-job training and how much needs to be included?

Off-the-job training is training received by the apprentice within their practical period. It must deliver new skills, within the apprentice’s normal working hours, which are directly relevant to the apprenticeship standard referenced in the agreement. The minimum volume of off-the-job training is published on each apprenticeship standard. Providers can deliver more than this minimum but can only deliver less (though not less than 187 hours) if the apprentice has relevant prior learning. Further information can be found in the apprenticeship funding rules.