VERSION NO:	TITLE:	ISSUE DATE:
1.0	Terms & Conditions of Enrolment	01/08/2026
PLANNED REVIEW:	**PREPARED BY:**	**PLANNED REVIEW DATE:**
Annual	Andy Murphy, CEO	01/08/2027

Purpose and Scope

These terms and conditions set out the basis on which PEAK enrols an apprentice or learner onto a programme, alongside the individual Commitment Statement agreed between PEAK, the employer and the apprentice for every apprenticeship.

The Commitment Statement

Every apprentice enrolled with PEAK has a Commitment Statement, signed by PEAK, the employer and the apprentice, which sets out the responsibilities of all three parties, the planned content and duration of the programme, and the review points that will take place during it.

Eligibility

To be funded, an apprentice must be in genuine, eligible employment for the duration of the programme, have the right to work in England, and meet the funding eligibility rules set by the Department for Education in place at the time they start, including rules on prior qualifications and concurrent funding such as student loans.

Off-the-job training

Apprentices must complete a minimum of 20% of their contracted working hours as off-the-job training, in line with Department for Education requirements. This time and its content are set out in the Commitment Statement and reviewed throughout the programme.

Data sharing

By enrolling, the employer and apprentice agree that PEAK may submit the data required by the Department for Education, including through the Individualised Learner Record, and may share relevant information with awarding organisations, End-Point Assessment Organisations and Ofsted, as set out in PEAK's Data Protection & Privacy Policy.

Changes, breaks and withdrawal

If an apprentice's employment ends, or they need to pause their studies, PEAK should be told promptly so that the right next steps, and any impact on funding, can be explained. PEAK's approach to changes in employment, including redundancy, is set out separately and applied consistently.

PEAK may vary these terms to reflect a change in Department for Education funding rules or other legal requirements, and will notify employers and apprentices of any material change.

Complaints and appeals

Any concern about these terms, or about the programme itself, should be raised using PEAK's Complaints Policy, which includes the right to appeal a decision.

Monitoring and Review

These terms are reviewed annually and whenever the Department for Education's funding rules change in a way that affects them.