

4.1 Occupational memoranda of agreement and memoranda of understanding

Any successful collaboration of a consortium of employers and providers involved in the provision of an apprenticeship programme will require a binding agreement between the **consortium** partners.

The responsibilities of the Coordinating Provider are broader than day-to-day programme management and delivery as it must also ensure it is continually informed of the evolving requirements of the occupation and the employers within it, to ensure continued relevance and national coverage. This monitoring might, for example, be accomplished through the formal involvement of a Consortium Steering Group with the functions set out in Appendix 2.

A sample Memorandum of Agreement (MOA) is included in Appendix 1. It is possible that funding and regulatory authorities might suggest a template for a Memorandum of Agreement.

The purpose of a Memorandum of Agreement is to enable the consortium partners to work together to manage, deliver and develop the apprenticeship programme. To achieve this the Memorandum of Agreement should:

- Establish the separate responsibilities of partners and the authority to carry out these responsibilities.

- Designate the membership of the managing **Programme Board**, its terms of reference, structure and reporting arrangements.
- List the rights of ongoing review of training and work experience and access to relevant apprentice records.
- Describe the processes by which new members of the consortium can be agreed.
- Outline the periodic review processes and the access necessary to carry out such processes.

Besides the formal agreement, it will be necessary to have memoranda of understanding between the Coordinating Provider and individual collaborating providers. These memoranda should include:

- Establishing normal lines of communication between co-ordinating provider, training provider and employer, including contact details.
- Establishing protocols for the exchange of information and reports.
- Establishing protocols for external oversight of the providers' operations.
- Providing a mechanism for the resolution of difficulties with the programme or between providers.