

Apprenticeship Agreement

Under the Apprenticeship, Skills, Children and Learning Act 2009, an Apprenticeship Agreement is a contract of service¹.

This Apprenticeship Agreement is made between:

Provider: _____

Employer: _____

Apprentice: _____

Apprentice Occupation: _____

Apprenticeship Framework: _____

Planned Start Date: _____

1. The Employer's Responsibilities

- 1.1 Where the apprentice is in an existing job role the organisation can confirm that the individual requires significant new knowledge and skills and are content that an apprenticeship is the most appropriate learning programme for them.
- 1.2 To employ, or sponsor, and pay the Apprentice in accordance with agreed terms and conditions and taking into account relevant legislation (Minimum Wage etc). As from October 2011 the minimum rate for an Apprentice will be £2.68 per hour.
- 1.3 To agree jointly with the Training Provider and Apprentice, an Apprenticeship Learning Plan ensuring that satisfactory progress is maintained. Any changes to the plan to be agreed at review stages.
- 1.4 To provide, as far as is reasonably practical, the experience, facilities and training necessary to achieve the training objectives specified in the Apprenticeship Plan without loss of wages and to treat the Apprentice fairly and reasonably as with the rest of the workforce and not discriminate or act unfairly against Apprentices.
- 1.5 If the Apprenticeship is terminated due to redundancy, to attempt, with the assistance of relevant organisations, to arrange employment for the Apprentice, for the duration of the Apprenticeship, with another company.

Apprenticeship Agreement

- 1.6 To undertake legal and contractual responsibilities for the Health & Safety of the Apprentice.
- 1.7 To ensure conformity with the Employer's Equal Opportunities policy.
- 1.8 All supervisory staff are expected to provide an equal and professional service that is non-judgemental and without favour or bias regardless of the student's age, culture, race, caste, disability, gender, or sexuality in line with the provider's Equal Opportunities and Safeguarding policies.
- 1.9 To state the occupation and job role for which the Apprentice is being trained.
- 1.10 To ensure the Apprentice is given notice and informed in writing if a variation to the agreement would mean it is no longer an Apprenticeship Agreement.

2. The Apprentice's Responsibility

- 2.1 To work for the Employer to the best of her or his ability and in accordance with the Employer's policies and procedures.
- 2.2 To observe the Employer's terms and conditions of employment.
- 2.3 In both working and training, to be diligent and punctual and to attend courses, keep records, take part in and contribute to the review process, undertake assessments in order to achieve Apprenticeship Plan objectives and keep the Employer informed of progress towards those objectives.
- 2.4 To comply with the contracted hours as laid out within the Individual Learning Plan.
- 2.5 At all times to behave in a safe and responsible manner and in accordance with the requirements of Health & Safety legislation to the individual's responsibilities and to promote and act in the Employer's best interests.

3. The Training Provider

- 3.1 Be content that the apprentice is undertaking a new job role, or if in an existing job role, that the individual requires significant new knowledge and skills and that an apprenticeship is the most appropriate learning programme for them.
- 3.2 To check that the contents of the Apprenticeship Plan fulfil the national and industry/sector agreed criteria for Apprenticeships.
- 3.3 To ensure that the training meets the requirements set out in the Contract between the Training Provider and the Skills Funding Agency, in particular in relation to Quality Assurance process including Health & Safety obligations.

Apprenticeship Agreement

3.4 If the Employer is unable to complete the Apprenticeship, then the Training Provider shall use its best endeavours to ensure that the Apprentice is offered the opportunity to transfer to another organisation who will be able to provide an Apprenticeship Plan substantially similar to the existing Apprenticeship Plan.

This Apprenticeship Agreement does not replace a Contract of Employment between the Employer and the Student.

I/we understand the responsibilities as defined above and agree to this undertaking.

Employer declaration recording appropriate status:
(Please tick as appropriate)

I can confirm this is a new job role

number: NAS ref

or

I confirm this is an existing member of staff that requires significant new knowledge and skills and am content that an apprenticeship is the most appropriate learning programme for them.

Employer

Sign _____ **Date:** _____
 Print _____

Apprentice

Sign _____ **Date:** _____
 Print _____

Provider

Sign _____ **Date:** _____

Apprenticeship Agreement

Print

Copies to: Apprentice Employer Provider

¹ Not a contract of employment