**Hiring an Apprentice**

**Employer Commitment Statement**

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| --- | --- |
| Employer Name |  |
| Contact Name and Job Title |  |
| Address |  |

As part of the enrolment process the Trainer Assessor, Apprentice and Employer all have commitments they must agree to prior to an apprenticeship starting.

The below highlights the role of the employer and commitments they must agree to prior to an apprenticeship starting.

## The role of the Employer

* Provide, as far as is reasonably practicable, the experience, facilities, opportunities, and training necessary to achieve the training objectives agreed in the Apprenticeship Plan (completed at the start of the apprenticeship)
* Treat an apprentice fairly and reasonably as any other member of the workforce, and not discriminate or act unfairly against them
* Hold an appropriate induction for the apprentice, which should include an introduction to fellow workers, health & safety measures within the organisation and to nominate a mentor who will be directly responsible for the apprentice to support them to develop the required Knowledge, Skills and Behaviours
* Support the apprentice to develop the Knowledge, Skills and Behaviours in order to undertake their End Point Assessment
* Allow for appropriate release from work for the apprentice to complete 20% off-the-job training which will enable them to complete the knowledge, skills and behaviours to support them in their apprenticeship. You should also provide the apprentice with additional time to complete training for functional skills where this is needed
* Allow the training provider’s (Kirklees College) assessor/trainers access to the workplace by prior agreement, to support your progress and to periodically review your performance and progression. Workplace location my change regularly depending on industry. The trainer assessor will request when it is best to visit and at which sites
* Provide feedback on the apprentice’s performance during the apprenticeship, and to be involved in reviews with them and the Assessor/trainer
* Employ and pay the apprentice in accordance with agreed terms and conditions, considering relevant employment legislation. A salary/wage should be commensurate with the market rate for the occupation in which the Apprentice is employed, and should not be less than the apprentice national minimum wage. For more information go to <https://www.gov.uk/national-minimum-wage-rates>
* Should you be aged over 19 during the course of the apprenticeship, the National Minimum Wage for your age will apply once you have competed one year on the apprenticeship. For example, if you join an employer in January aged 18, but become 19 in April, the employer will need to pay the National Minimum Wage for 19 year-olds from the following January
* Ensure that the apprentice is employed for the minimum amount of time the apprentice will need to complete the apprenticeship. (Durations vary depending on apprenticeship pathway which will be discussed with a member of the Business Development Team and/or the Assessor/Trainer
* Ensure the apprentice is employed for a minimum of 30 hours per week. Apprentices aged 16-17 can work a maximum of 40 hours per week - [Child employment - GOV.UK (www.gov.uk)](https://www.gov.uk/child-employment)
* Once an apprentices turns 18 Employment Rights and Rules apply [Employment contracts - GOV.UK (www.gov.uk)](https://www.gov.uk/employment-contracts-and-conditions)
* Issue the apprentice with a ‘Contract of Employment’ which covers the length of the apprenticeship. Templates can be provided if required
* Undertake legal and contractual responsibilities for the Health and Safety of the apprentice, and to complete the Health and Safety Checklist’ with the Business Development Team or Assessor/Trainer
* To hold an in date Employers Liability Insurance certificate which can be shared with Kirklees College
* Provide a safe environment for the apprentice to work in
* Ensure conformity with the employer’s Equal Opportunities policy

**Employer FAQs**

**Do I need to employ the apprentice after they complete the apprenticeship?**

No. There is no obligation to employ an apprentice once they complete their apprenticeship. Many apprentices do continue to work with their employer as a qualified member of staff, but this is the employer’s choice.

**Do I have to provide holidays for the apprentice?**

Yes. As part of the apprentices Contract of Employment they will be entitles to annual leave. Employers can calculate leave entitlement at [Calculate holiday entitlement - GOV.UK (www.gov.uk)](https://www.gov.uk/calculate-your-holiday-entitlement)

An example of leave would be if the apprentice works 40 hours per week (not including breaks), 5 days per week, they would be entitled to 28 days leave. Bank Holidays can be included within this.

Sole traders who employ an apprentice and take leave, but cannot arrange supervision for the apprentice, can request the apprentice take leave at the same time.

**Can an apprenticeship be tailored to my business?**

Yes. We take a partnership approach within apprenticeship training and we will endeavour to make their training as relevant to the workplace as possible. All apprenticeships have ‘Assessment Plans’ which include an End Point Assessment. These have set criteria for knowledge and practical skills the apprentice must obtain. The Assessor/Trainer will discuss this with you at the start of the apprenticeship.

**Am I committed to maintain an apprentice’s employment if their behaviour, attendance and attitude are poor?**

No. Apprentices are Employed Staff and must adhere to the standard rules other staff members abide to. In the event of poor behaviour, attendance and attitude, we will work with you and the apprentice to improve. If this is not achievable then disciplinary actions highlighted in the Conract of Employment can be followed. We recommend that when a contract is signed this is shared with parents of younger apprentices, particularly recent school leavers as this will likely be their first experience of the working World.

**Can I give an apprentice a Probation Period?**

Yes. This would fall under the Probation section within the Contract of Employment. Typically, probation lasts for 3-9 months. If the apprentice is not meeting expectations in regards to behaviour, attendance and attitude the employer should provide support alongside the college for the apprentice to understand expectations.

**Please select below how you would like to receive information and marketing from us.**

**Email Phone Post Text**

Employer Name and Signature

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Kirklees College Staff Name and Signature

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