



Construction Apprenticeships Employer Pack



About this guide

We've designed this guide to give you easy access to the information you need to help with recruiting and developing new talent for the continued success of your business. This guide should also ensure both you and your apprentice(s) benefit from working together and form a very successful partnership. If you need more information please use the contact details at the end of this guide.

ConstructionSkills is committed to working with the industry to reduce skills gaps and shortages. Work is ongoing to increase the pool of new talent available to the industry and to provide financial and training support for committed employers.

By working together we can help you and your apprentice complete the Construction Apprenticeship and achieve a fully qualified and professional workforce.

The information contained in this guide refers to taking an apprentice through ConstructionSkills' Apprenticeships.

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The business benefits

Taking on an apprentice can benefit your business in a number of ways.

Structured training

Apprenticeships offer a structured training programme for your apprentice, combining college study with on-the-job training. ConstructionSkills provides support for you and your apprentice throughout the process to help you get the best from the training.

Relevant skills

Apprenticeships are practical work-based schemes developed by the construction industry to help plug the skills gaps in your company.

Respected qualifications

Apprenticeships lead to respected qualifications – NVQs, which prove that the standards of work expected in the industry have been met, supported by work on core skills like dealing with customers and working out costs of materials.

Building your team

Taking on an apprentice can lead to a valuable and enthusiastic new addition to your workforce. Every year we have a lot of interest from young people keen to make a future for themselves in construction.

Improved productivity

Your apprentice can quickly become a real asset to your business, improving your company's productivity and competitiveness.

Financial support

To help you provide the training your apprentice needs you are able to receive advice and grant support from CITB-ConstructionSkills.

An extra benefit – A small card with a big message

Once your apprentice has achieved their NVQ level 2 or above they will be eligible for a free Construction Skills Certification Scheme card. The CSCS scheme helps workers prove that they have the skills to do their job competently and safely, and the card is required for access onto an increasing number of sites.



CSCS covers 350 trades and is affiliated to a number of other schemes which cover the rest of the industry. More than 1 million workers now carry a CSCS or affiliated card and the number is set to increase dramatically as the industry moves towards a fully qualified workforce.

To find out more about the CSCS scheme and how to claim the free card for newly qualified apprentices, please call 0870 417 8777 or visit www.cscs.uk.com. Many sites operate under this control, and proof is now a formal requirement.

What are Construction Apprenticeship Frameworks?

There are two levels of Construction Apprenticeships Frameworks; both of them lead to Vocational Qualifications (NVQs) and Key Skills Qualifications.

To receive an Apprenticeship Certificate, your apprentice will have to attain all of these. The Frameworks also include awareness of employment responsibilities and any additional qualification attached to the trade.

We have explained each of these elements on page 6.

Apprenticeships	
NVQ	Level 2
Technical Certificate**	Intermediate Construction Award
Key Skills	Level 1 Application of Number Level 1 Communication
ERR	Employment Responsibilities and Rights
Others	As required by the individual qualification i.e. abrasive wheel training
Advanced Apprenticeships	
NVQ	Level 3
Technical Certificate**	Advanced Construction Award
Key Skills	Level 2 Application of Number Level 2 Communication
*ERR	Employment Responsibilities and Rights
*Others	As required by the individual qualification i.e. abrasive wheel training

*Only necessary when an apprentice starts directly on an Advanced Apprenticeship.
**Technical Certificates have been replaced by Diplomas for some occupations.



The Framework explained

The Apprenticeship Framework is made up of key components to make sure that your apprentice becomes a valuable asset to your business.

NVQ

A National Vocational Qualification (NVQ) proves that the standards of work expected in industry have been met.

Each NVQ is made up of a number of individual units (see example), which in turn are made up of a number of elements of competence. When the correct number of units, which make up an NVQ, have been completed, an NVQ certificate is issued.

There are two essential parts to an NVQ:

- College training and assessment – a college assessor will award the NVQ by verifying the achievements in college and the evidence gained on site
- Work Based Evidence - gathering and recording a wide range of work experience

Key Skills

Key Skills aim to promote and recognise those skills that are essential to all jobs. Key Skills include such experience as dealing with customers and working out the costs of materials. Depending on the requirements of the Framework, apprentices work towards achieving Key Skills at level 1 or 2. Key Skills are assessed independently and you will need to release your apprentice to attend a Key Skills test.

Technical Certificates

Technical certificates are NVQ-related qualifications. They deliver the underpinning knowledge and understanding relevant to the NVQ. They are delivered by a taught programme of off-the-job training.

Diploma

Many employers will be familiar with the construction awards as the off the job training element of the Framework. After consultation with industry the Sector Skills Council developed the Construction Diploma, these new off the job training qualifications are a response to the changing needs of industry.

The Diplomas are much broader based qualifications with more practical training and a broader technical knowledge of the building process.

The Diplomas currently cover 29 of the most common construction trade qualifications at levels 1 to 3. Level 2 equates to a standard craft qualification and level 3 to an advanced qualification.

Each element of the Diploma has either a theory or practical end test allowing the employer to track progress through each element of the qualification.

Employment Responsibilities and Rights

As you will be aware, all employers and employees have responsibilities and rights under employment law, and employment can be affected by other pieces of law as well.

Other elements

Depending on the trade your apprentice is attached to, they may need to achieve additional qualifications to complete the Apprenticeship Framework. For example, bricklayers must achieve a certificate for abrasive wheels training. Your local ConstructionSkills Apprenticeship Officer will let you know if your apprentice needs to achieve any additional qualifications as part of their Framework.

Bricklayer - example units

- Unit No. VR 01 Conform to General Workplace Safety
- Unit No. VR 02 Conform to Efficient Work Practices
- Unit No. VR 03 Move and Handle Resources
- Unit No. VR 40 Erect Masonry Structures
- Unit No. VR 41 Set Out Masonry Structures

PLUS

Optional units (any one unit from the following)

- Unit No. VR 42 Erect Masonry Cladding
- Unit No. VR 43 Lay Domestic Drainage
- Unit No. VR 44 Erect Thin Joint Masonry Structures
- Unit No. VR 45 Place and Finish Non-specialist Concrete
- Unit No. VR 46 Plaster and Render Surfaces
- Unit No. VR 47 Maintain Slate and Tile Roofing

What you are committing to

The importance of Work Based Evidence (WBE)

An apprentice will be a valuable and loyal asset to your business, providing they get the on-the-job experience to develop their skills. To offer an apprenticeship, you must be able to provide your apprentice with a wide range of specific craft-related work experience, as well as practical activities. They must also be given the opportunity to gather evidence of this experience. Supplementary evidence could be photos, timesheets, delivery notes and so on. Apprentices cannot achieve an NVQ without evidence from the workplace. Your local Apprenticeship Officer and college will help in discussing what evidence is needed to meet the NVQ requirements for Work Based Evidence.

As an employer, you will need to appoint one or more Work Based Recorders to support and guide your apprentice with the gathering of evidence, and to verify that standards have been met. The Work Based Recorder works closely with the Assessor in college to help them decide if an apprentice is competent.

REMEMBER:
No Work Based Evidence
= No NVQ

Work Based Evidence key responsibilities

- All NVQ's in construction crafts require Work Based Evidence from the apprentice.
- A diary of evidence must be kept, with each job recorded.
- Every recorded entry must have a witness signature from a Work Based Recorder.
- The Work Based Recorders should be identified by the company from within its workforce.
- Companies can have more than one Work Based Recorder - there is no limit to numbers.
- Work Based Recorders should complete a half-day Work Based Recorders course at a local college.
- The witness signature is to confirm that the apprentice has performed the task recorded.
- The standard required is 'industry's standard' which means acceptable to the company employing the apprentice.
- Gathering evidence should start from day one.
- The company should have a monitoring system to ensure the diary of evidence is being completed throughout the training, although completion ultimately is the responsibility of the candidate. It should never be left until the end of the course.
- If the apprentice is unable to complete all the required tasks due to the nature of company contracts, the ConstructionSkills Apprenticeship Officers should be contacted immediately.

Grants may be available for attending a Work Based Recorder session.

How do I get started?

The Apprenticeship Framework is made up of key components to make sure that your apprentice becomes a valuable asset to your business.

It's easy; you don't even have to have an apprentice in mind.

Your company's success lies in the hands of your workforce; ConstructionSkills will help you recruit the right people by screening potential apprentices and administering a formal apprenticeship agreement between you and your apprentice.

The Construction Apprenticeship Scheme explained

The Construction Apprenticeship Scheme (CAS) is a registration scheme offering a formal apprenticeship to individuals following a craft or technical career in a construction related occupation. It is owned by the construction industry and administered by ConstructionSkills.

What does CAS provide?

CAS has the support of many federations and unions and shows a commitment towards the training of new recruits. CAS provides both the employer and the individual with a formal contract, using a Deed of Apprenticeship. The Deed itself covers such things as employment, structured training towards a

National Vocational Qualification (NVQ) in the chosen occupation and a specified period of apprenticeship - usually three years for those entering the industry for the first time.

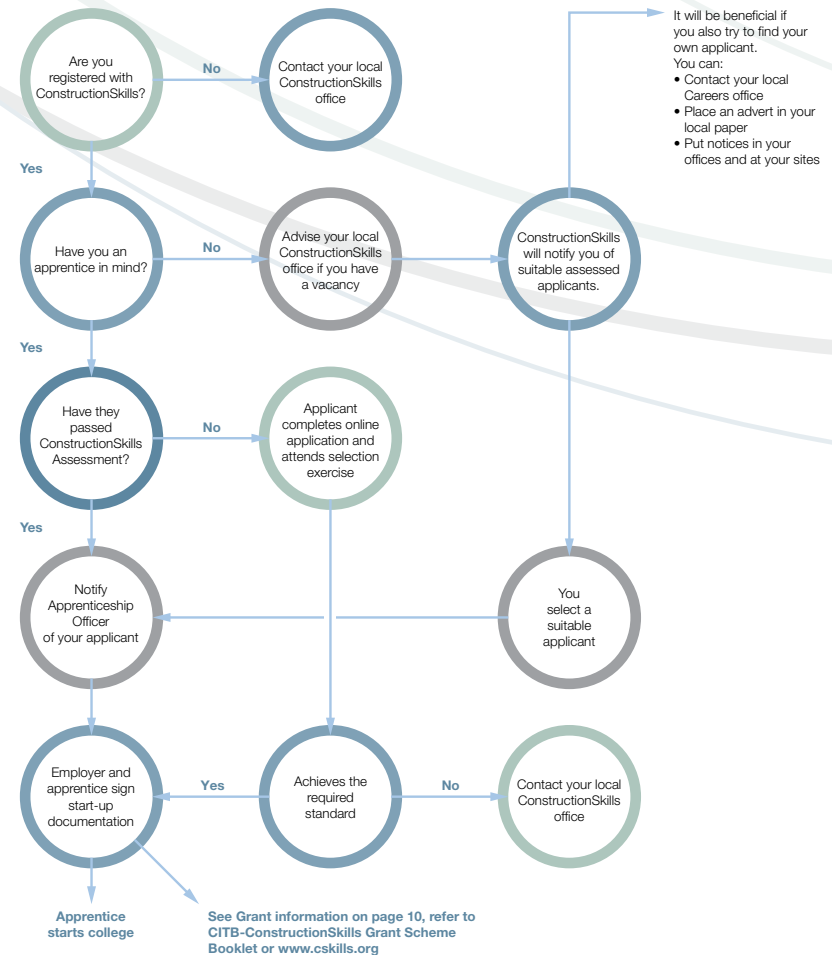
Who benefits?

Everyone benefits: employers, apprentices, and parents/guardians all sign a formal Deed of Apprenticeship, committing to each other for the period of training. All parties know exactly where they stand from day one.

How to register

The CAS Apprenticeship Agreement will be sent to you automatically when you've found a suitable apprentice and the required paperwork has been received - see page 9. It should then be returned to ConstructionSkills Records Centre together with a cheque for £25 (registration fee).

The typical process for employing an apprentice



“Taking on an apprentice will breathe fresh air into your organisation. Are you prepared to make the most of this opportunity?”

Important Points to remember

An employer must:

- Be registered and in-scope
- Have undertaken a ConstructionSkills Health & Safety check
- Have Liability Insurance in place
- Have taken on the apprentice as an employee
- Have arranged a college place with ConstructionSkills
- Ensure apprentice attends college
- Agree an Individual Apprenticeship Plan
- Be committed to equal opportunities
- Be committed to providing a broad range of work experience for the apprentice

An apprentice must:

- Have employee status, with an agreed wage
- Be supervised at all times
- Keep a diary supporting Work Based Evidence, signed by their supervisor
- Be given suitable work to support NVQ requirements in a specific trade
- Attend college as detailed in the college programme
- Agree on an Individual Apprenticeship Plan

What help will I receive?

When you employ a ConstructionSkills apprentice, you may be eligible for funding from the CITB-ConstructionSkills Grants Scheme. Direct financial incentives via the Scheme are available for registration, college attendance, and achievement of qualifications.

Taking on an apprentice through our Managing Agency opens up other financial support covering tuition fees, local travel allowance for attendance at college and lodging allowance (if required).

The grant rates for apprentice attendance are fixed within the Grants Scheme year in which your apprentice started training, even if rates are increased or decreased in subsequent years.

The grant rates for NVQ and framework achievements are paid at the rate current at the time of your apprentice achieving the qualification.

Other financial support may be available. If ConstructionSkills Apprenticeships is the work-based learning provider or if your apprentice is attending the National Construction College we will pay the college tuition fees and some travel costs.

Payment of college fees is applicable if the apprentice is in the guarantee group (aged up to 19), or the extended guarantee group (aged up to 21).

For more information on claiming grant for an Apprentice, visit www.cskills.org/grant or contact your local ConstructionSkills office.

What help will my apprentice receive?

Individual Apprenticeship Plan

Your ConstructionSkills Apprenticeship Officer will agree an Individual Apprenticeship Plan (IAP) with you and your apprentice. The IAP is a starting point for planning an individual's training. It provides an essential record of what has been agreed at the start so that everyone involved is clear about what training will take place.

The IAP will also record any additional support for your apprentice that has been identified during the ConstructionSkills initial assessment, and should be referred to when checking progress. It is essential that any significant changes to the apprentice's training are recorded on the IAP. A copy will be given to you, the apprentice and college tutor.

Regular review process

Apprentices need to know that they are on the right track. Regular reviews provide the opportunity to take stock and look at what's been going on in training and to plan ahead. Your ConstructionSkills Apprenticeships Officer will carry out college and site reviews with the employer/supervisor or the college tutor and your apprentice every 12 weeks, or more often if necessary.

The reviews look at what's been achieved, and record the views on progress and performance of the apprentice, the employer/supervisor or college tutor and the ConstructionSkills Apprenticeships Officer.

You will get a copy of the review so you can keep a record of how your apprentice is progressing. Any changes to the training will be recorded on the Individual Apprenticeship Plan.

Lodging provision

ConstructionSkills may pay for the lodgings of those apprentices having to lodge away from home to attend training programmes which are not available to them in their own locality.

All lodging providers are assessed and approved by ConstructionSkills.

The employer of the apprentice is responsible for briefing their apprentice in the good behaviour and conduct expected of them while they are attending college and resident in lodgings.

The employer, the apprentice, parent/guardian (only applicable if apprentice is under 18 years old) and lodging provider will be required to agree to the terms and conditions of lodging provision by signing a Lodging Acceptance Agreement, which will be issued by ConstructionSkills.



“Taking on an apprentice will breathe fresh air into your organisation. Are you prepared to make the most of this opportunity?”

Getting your apprentice started

Induction

Employers must carry out a separate company induction at the start of employment. This should include:

- domestic issues/contract of employment
- hours of work (attendance – at work & college)
- pay (guidance from trade federations. More information: BATJIC, Federation of Master Builders)
- discipline/grievance (terms and conditions)
- travel (more information: travel claim form)
- how to get to site – college travel can be part reimbursed
- holidays - see terms & conditions at the end of this guide (time off should be avoided during college period).

Equal opportunities for all

We need to continue working together to encourage a diverse workforce for the industry. ConstructionSkills is committed to eliminating discrimination on the grounds of race, gender, disability, sexuality, age, colour, religion, ethnic origin, nationality, marital status, political belief and unrelated criminal convictions. We are working to ensure that conditions or requirements, which cannot be shown to be justified, will not disadvantage job applicants, employees, trainees and clients.

Employers have a responsibility to ensure their own practices comply with the ConstructionSkills General Statement on Equal Opportunities. You are also encouraged to develop your own equal opportunities policy, if you don't already have one.

The benefits of an Equal Opportunities Policy are:

- The company, and industry, has access to the widest labour market and secures the best employees for its needs.
- No applicant or employee receives less favourable treatment, and that, wherever possible, they need to attain their full potential to the benefit of the company, industry and themselves.



You are responsible for ensuring your own behaviour is lawful and fair

Safety issues

Employers must comply with the requirements of the Health & Safety at Work Act 1974.

Apprentices must be given a health and safety induction when starting on site.

This should include:

- Tools use
 - permission must be obtained before use
 - must be supervised until apprentice is competent to use
- Safety policy to be issued to your apprentice and your procedure discussed
- Specific restrictions should be advised in writing to the apprentice
- Responsibilities - apprentices should be reminded of their responsibilities as outlined in the Safe Start book (issued to apprentice at ConstructionSkills induction)
- Personal Protective Equipment (PPE) – All PPE to be issued by employer free of charge.

Minimum Recommended items of Personal Protective Equipment that Apprentices should be issued with to enable them to work safely while learning their skills.

Please note that apprentices will only be permitted into college workshops if they have appropriate safety equipment.

Bricklayer

- a) Safety Helmet
- b) Safety Boots
- c) Goggles
- d) Hynit Glove

Built up Felt Roofer

- a) Topper Safety Helmet
- b) Safety Trainers
- c) Blue Boiler Suit
- d) Goggles
- e) Knee Pads
- f) PVC Gloves

Carpenter and Joiner

- a) Safety Helmet
- b) Safety Boots

Ceiling Fixer

- a) Safety Helmet
- b) Safety Boots
- c) Goggles
- d) General Purpose Gloves

Civil Engineering Operative (CEAT)

- a) Safety Helmet
- b) Safety Boots
- c) Donkey Jacket
- d) Blue Boiler Suit
- e) Goggles
- f) General Purpose Gloves
- g) Ear Defenders

Flooring & Floorcovering

- a) Safety Helmet
- b) Safety Trainers
- c) Knee Pads
- d) General Purpose Gloves

General Building Operative

- a) Safety Helmet
- b) Safety Boots
- c) Donkey Jacket
- d) General Purpose Gloves

Glazier

- a) Safety Helmet
- b) Safety Boots
- c) Goggles
- d) General Purpose Gloves
- e) Leather Glaziers Apron
- f) Glass Handlers Wrist Guard
- g) Latex Gripper Gloves

Mastic Asphalter

- a) Safety Helmet
- b) Safety Boots (Ext. Toe Cap)
- c) Blue Boiler Suit
- d) General Purpose Gloves
- e) Knee Pads

Painter and Decorator

- a) Safety Helmet
- b) Safety Trainers / Safety Boots
- c) White Boiler suit or White Bib & Brace

Plant Mechanic

- a) Safety Helmet
- b) Safety Boots
- c) Donkey Jacket
- d) Blue Boiler Suit x 2
- e) General Purpose Gloves x 2
- f) Cap

Plant Operator

- a) Safety Helmet
- b) Safety Boots
- c) Safety Wellingtons
- d) Donkey Jacket
- e) Blue Boiler Suit
- f) Goggles
- g) General Purpose Gloves
- h) Cap

Plasterer

- a) Safety Helmet
- b) Safety Boots
- c) Goggles
- d) White Boiler suit or White Bib & Brace

Roof Sheeter and Cladder

- a) Safety Helmet
- b) Safety Trainers
- c) Goggles
- d) General Purpose Gloves

Roof Slater, Tiler and Cement Worker

- a) Topper Safety Helmet
- b) Safety Trainers / Safety Boots
- c) Knee Pads

Scaffolder

- a) Safety Helmet
- b) Safety Boots
- c) Donkey Jacket
- d) Goggles
- e) Gloves

Steeplejack

- a) Topper Safety Helmet
- b) Safety Boots
- c) Donkey Jacket
- d) Blue Boiler Suit
- e) Goggles
- f) General Purpose Gloves

Stonemason

- a) Safety Helmet
- b) Safety Boots
- c) Goggles

Technicians (Building, Civil Engineering & Plant)

- a) Safety Helmet
- b) Safety Boots
- c) Donkey Jacket

Wall and Floor Tiler

- a) Safety Helmet
- b) Safety Boots
- c) Knee Pads
- d) Safety Glasses
- e) Latex Industrial Gloves

Wood Machinist

- a) Safety Helmet
- b) Safety Boots
- c) Goggles
- d) Ear Defenders

WHERE APPROPRIATE, HIGH VISIBILITY JACKETS OR VESTS SHOULD BE ISSUED

Mentoring

The benefits of mentoring

Mentoring is where a more experienced and trusted person assists an apprentice, ensuring they receive the support and guidance they need to develop their skills to reach their full potential.

As well as the persons concerned, your organisation gains, as apprentices become more effective more quickly. They are also more likely to complete their training and stay longer.

Choosing a mentor

Effective mentors are able to respond to the needs of their apprentices flexibly, sympathetically and enthusiastically.

Experience shows that the most effective mentors are volunteers who are keen to help. It is important that the apprentice feels comfortable with their mentor and that they have the confidence that the mentors can help them to learn.

What does a mentor do?

Learning – helps apprentice acquire knowledge, skills and understanding.

Self reliance – helps apprentice take responsibility for themselves, their career and their own development.

Support – gives apprentice encouragement, develops their confidence and provides a sympathetic ear.

Career development – takes a personal interest in the apprentice's career progression, and assists in creating learning and work experience opportunities.

Apprentice Acceptance Agreement Employer Responsibilities

1. Provision of Work:

- 1.1 The employer will provide on-the-job training, guidance and support for the apprentice and teach him/her good and safe working practices, in line with the requirements of legislation and in accordance with a programme of training as agreed with him/her, and ConstructionSkills. Any changes to the training programme will be agreed at review stages. ConstructionSkills reserves the right to modify such a programme.
- 1.2 The employer shall appoint a Work Based Recorder (WBR) who will complete the appropriate sections in each apprentice's record of training. The WBR will also ensure that the apprentice has access to any evidence needed to confirm their experience; this is to be kept up to date throughout the training programme.
- 1.3 Employers are required to ensure apprentices have the appropriate tools to undertake site training.
- 1.4 The employer will comply with any changes to the college programme that their apprentice is undertaking.

2. Working Conditions and Time Off (including holidays):

- 2.1 Employers are required to comply with all employment legislation.
- 2.2 Apprentices must be employed for no more than 40 hours per week.
- 2.3 Time off with pay must be allowed for apprentices to attend off-the-job training at the agreed college/training centre.
- 2.4 Any work that apprentices undertake for the employer, including on-the-job training which is not part of the training programme, will be entirely separate from these terms of apprentice agreement. ConstructionSkills and the Funding Agency will not be responsible for any injury or loss apprentices suffer when doing work outside the training programme.
- 2.5 Under the Working Time Regulations 1998, apprentice's current entitlement to annual leave is 4.8 weeks. This will rise to 5.6 weeks with effect from 1st of April 2009. This can include all public holidays.

3. Attendance Records/Absences:

- 3.1 Apprentices will be allowed reasonable time off with pay to sit examinations or assessments of competence.
- 3.2 The employer shall inform ConstructionSkills immediately if on-the-job training is disrupted by industrial action.

- 3.3 The employer will maintain accurate records of attendance; ConstructionSkills may require access to this evidence. The employer will keep appropriate certification of illness or acceptable written proof of authorisation for the absence.
- 3.4 If an apprentice has an unauthorised absence or is absent for more than 5 consecutive days the employer must inform ConstructionSkills immediately.
- 3.5 The employer will inform ConstructionSkills immediately, should termination of contract of employment occur.

4. Equality of Opportunity:

- 4.1 In accordance with ConstructionSkills Equal Opportunities Policy, no applicant or apprentice should receive less favourable treatment than any other on the grounds of race, colour, nationality, ethnic origin, sex, religion, marital status, sexual orientation, political belief or disability.

5. Health, Safety and Welfare:

- 5.1 The employer will allow ConstructionSkills (or members of any funding agency) access to ensure that the apprentices' are safe including Pre-placement Check, and regular reviews of the site working conditions.
- 5.2 The employer will allow ConstructionSkills to complete a check to assess employer's ability to manage health and safety (Pre-placement Check). Employers must meet required standard prior to acceptance.
- 5.3 A comprehensive Health and Safety induction must be provided by the employer for all apprentices, covering as a minimum details contained on Supervisors Health and Safety Check Card immediately on commencement of employment before any on-site work is undertaken.
- 5.4 A Health and Safety policy must be in place and where there are five or more employees, this must be in writing. Employers must carry out specific risk assessments where young persons are employed.
- 5.5 Deaths, major injuries and dangerous occurrences (as defined by RIDDOR) must be reported immediately to the enforcing authority and ConstructionSkills.
- 5.6 The employer will ensure that notifications are given to the appropriate person or authority. Employers must report to ConstructionSkills any apprentices who are absent for more than three consecutive working days due to accident or by reason of injury or occupational disease (whether or not a prescribed industrial disease) suffered by apprentices. All accidents involving apprentices, requiring professional medical attention must be reported to ConstructionSkills immediately.



- 5.7 The employer will take out and maintain, a policy or policies of employers liability and public liability insurance extending to all apprentices, ensuring that all risks reasonably covered by an employer in respect of employees against any loss or expenses the employer may suffer in respect of personal injury, death or loss or damage to property or any person whether or not caused by an apprentice or arising out of anything done or omitted under the agreement. The insurance policy in respect of employers liability must be to a minimum cover of £5 million pounds.
- 5.8 Before employing an apprentice, the employer will supply a copy of the insurance policy or policies for inspection by ConstructionSkills. Whenever the policy is renewed, the employer must send a copy to ConstructionSkills.
- 5.9 The employer will ensure that the provision of site work to each apprentice is notified to insurers immediately upon commencement.
- 5.10 Employers must provide - free of charge - appropriate protective equipment (PPE) for the task undertaken and for apprentices general safety while on site.
- 5.11 Where any necessary preventive and protective measures are identified as a result of a pre-placement check, or other review of site conditions, employers must ensure implementation of corrective actions.
- 5.12 The employer will provide a programme of induction training to the satisfaction of ConstructionSkills.
- 5.13 If any unexplained changes in the behaviour of an apprentice are identified that may give cause for concern, please notify the ConstructionSkills Apprenticeship Officer, who will, take necessary actions in accordance with ConstructionSkills Child Protection Policies. (The Child Protection Act covers young people under the age of 18).
- 6. Grievance, Discipline and Appeals:**
- 6.1 If an employer has a grievance relating to their apprentice, the employer must resolve this with the apprentice in accordance with the employer's procedure.
- 7. Termination of Agreement:**
- 7.1 This agreement may be terminated, without prejudice to the already accrued rights of either party hereunder, as follows:
- By either party giving 28 days written notice to the other,
 - Or as required by employer's terms and conditions

7.2 The commencement of liquidation or bankruptcy proceedings against any party if they become insolvent, comes to any arrangement with its creditors or has a receiver appointed over its assets may be treated as an irredeemable breach of this Agreement.

8. General Requirements:

- 8.1 The employer must pay the apprentice at the Industry recognised rate, and in accordance with the National Minimum Wages Act 1998 must advise the apprentice in writing of their pay at the start of the ConstructionSkills programme.
- 8.2 The employer must not involve apprentices in political or religious activities or conduct site work in a manner likely to bring the Funding Agency or ConstructionSkills into disrepute.
- 8.3 Apprentices will be allowed access, at all reasonable times, to members of the staff or agents of ConstructionSkills. Such staff or agents will be permitted to visit the apprentice (at the employer's premises or other places where the apprentice may be working) at all reasonable times and inspect the training provided/employer's training records if necessary.
- 8.4 The employer will permit apprentices to join Trade Unions if they wish.

Travel and Lodging Payments

- 8.5 The employer will be reimbursed travel costs in excess of £10.00 per week incurred by the apprentice in traveling daily from their home/lodgings to the college and return. Travel payments are only paid on submission of a completed travel claim form and will be paid with the training grant; the employer must reimburse the apprentice the full travel costs incurred each week.
- 8.6 The employer of the apprentice is responsible for briefing their apprentice of the good behaviour and conduct expected of them while they are attending college and resident in lodgings.
- 8.7 The employer will notify ConstructionSkills of any changes to the apprentices' programme that may effect the requirements for lodgings, giving at least 5 days notice of such changes.

Training Programme Support

- 8.8 The employer will, as part of the apprenticeship process, attend a sign up session with their apprentice.

ConstructionSkills Agreement Signatures - Employer

I confirm that all apprentices are directly employed by this company and that they are training under government funded training programmes and will be issued with Terms & Conditions of employment.

NB Each completed apprentice agreement is deemed to form an integral part of this agreement

I also confirm that the framework of this agreement sets out my responsibilities as an employer for all apprentices that I employ between (date) to (date). However I acknowledge that ConstructionSkills may amend this agreement at anytime.

Signature of employer's representative

Signed: _____
 Date: _____
 Name: _____
 Company name: _____
 Address: _____

Signature of ConstructionSkills representative

Signed: _____
 Date: _____
 Name: _____

Including:
 Employment Legislation
 Working Time Regulations, DTI Publication
 Sex Discrimination Act 1975
 Race Relations Act 1976
 Disciplinary Discrimination Act 1995
 Health and Safety at Work Act etc. 1974
 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
 National Minimal Wage Act 1998

This form must be returned to ConstructionSkills within seven days of it's completion.

Apprentice Acceptance Agreement

Apprentice Responsibilities

1. Provision of Work:

- 1.1 The apprentice will be issued with a record of training. The apprentice will complete the appropriate sections and this must be kept up to date throughout the training programme.
- 1.2 The apprentice will inform the employer at regular intervals of the requirements for work based evidence needed to complete relevant units of the NVQ.
- 1.3 The apprentice will comply with any changes to the colleges programme he/she is undertaking.

2. Working Conditions and Time Off (including holidays):

- 2.1 All holiday entitlement must be taken during periods of site work.
- 2.2 Holidays can only be taken with the prior agreement of the apprentice's employer during periods of on-the-job training.

3. Attendance Records/Absences:

- 3.1 Apprentices should attend work and college at the times agreed and notified to them by their employer and the ConstructionSkills.
- 3.2 If absent, they must inform their employer as soon as possible or make arrangements to ensure they are informed.

4. Equality of Opportunity:

- 4.1 All apprentices must be able to learn and work in an environment that supports them and their dignity is respected. ConstructionSkills is opposed to all forms of unfair treatment and is committed to providing a climate free from harassment, bullying and discrimination. Individuals contravening this policy may be subject to the discipline procedure.

5. Health, Safety and Welfare:

- 5.1 Under the Health and Safety at Work etc. Act 1974 and other legislation, apprentices have a duty to act responsibly towards themselves and others, to obey the safety rules applying at the places where training takes place (on and off the job training) and to also comply with any instructions given or training received.
- 5.2 Apprentices shall properly wear and use the equipment provided by their employer in order that they may dress as required by regulations made by the college, employer or by law.
- 5.3 If an apprentice suffers an accident or injury, they must report it to their employer and ConstructionSkills immediately.

6. Grievance, Discipline and Appeals:

- 6.1 If apprentices have any grievance relating to their employment they must resolve this with the employer in accordance with the employer's procedure. If apprentices have any grievance relating to their training as part of the training programme, they should, in the first instance raise the matter with their employer.

7. Termination of Agreement:

- 7.1 The foregoing agreement may be terminated, without prejudice to the already accrued rights of either party hereunder, as follows:
 - By either party giving 28 days written notice to the other,
 - Or as required by employer's terms and conditions
- 7.2 The commencement of liquidation or bankruptcy proceedings against any party if they become insolvent, comes to any arrangement with its creditors or has a receiver appointed over its assets may be treated as an irredeemable breach of these Terms and Conditions.

ConstructionSkills Agreement Signatures – Apprentice

I agree to the terms specified herein. This agreement has been fully explained to the apprentice.

ConstructionSkills will use the information you provide us for administration, management and statistical analysis. We will also use the information for purposes connected with the apprenticeship. For those purposes it may be necessary for ConstructionSkills to pass on your information to your employer, funding body and your college.

By signing this agreement you consent to ConstructionSkills processing your information in this manner.

NB the Apprentice Agreement signed by the employer is deemed to form an integral part of this agreement

I have read and understood the terms and conditions.

Signature of apprentice

Signed: _____

Date: _____

Name: _____

Signature of ConstructionSkills representative

Signed: _____

Date: _____

Name: _____

Company name: _____

Address: _____

This form must be returned to ConstructionSkills within seven days of it's completion.

Apprentice Acceptance Agreement

ConstructionSkills Responsibilities

1. Provision of Work:

2. Working Hours and Time Off (including holidays):

3. Attendance Records/Absences:

4. Equality of Opportunity:

- 4.1 ConstructionSkills representatives are required to comply with ConstructionSkills Equal Opportunities Policy.
- 4.2 ConstructionSkills will ensure that investigation takes place should any apprentices feel that they are not being treated fairly.

5. Health, Safety and Welfare:

- 5.1 ConstructionSkills will accept liability for personal injury and death resulting from its own negligence, or the negligence of its staff, but will not otherwise be responsible for any loss, injury or damage to persons or property whether suffered by the employer, and apprentice or any third party.
- 5.2 ConstructionSkills will complete pre-placement check and risk assessment, in accordance with current legislation.
- 5.3 ConstructionSkills reserves the right to make an inquiry into the circumstances of any reportable event, the employer will be required to assist in this inquiry. The findings of an inquiry may be reported to the Funding Agency.
- 5.4 ConstructionSkills will ensure that procedures are in force for the investigation and reporting of accidents, injuries and cases of occupational disease.
- 5.5 Child Protection Act covers young people under the age of 18. If ConstructionSkills staff are informed of unexplained changes in the behaviour of an apprentice that may give cause for concern, they will, if appropriate, take necessary actions in accordance with their child protection policies.

6. Grievance, Discipline and Appeals:

- 6.1 If it is not possible to resolve the grievance between the employer and the apprentice with regards to training matters, they shall consult with ConstructionSkills.

7. Termination of Agreement:

- 7.1 The foregoing agreement may be terminated, without prejudice to the already accrued rights of either party hereunder, as follows:
 - By either party giving 28 days written notice to the other,
 - Or as required by employer's terms and conditions
- 7.2 ConstructionSkills may terminate the agreement on the giving of 28 days written notice, in the event that it ceases to obtain support from Funding Agencies in respect of the Apprentice Training programme.

8. General Requirements

Data Protection College Fees

- 8.1 ConstructionSkills will pay the apprentices' tuition fees while undertaking ConstructionSkills funded training supported by a funding agency.

NVQ Registration

- 8.2 ConstructionSkills will register the apprentice for NVQ and Key Skills purposes and pay NVQ fees; such fees will be deducted from grant payments to the employer. The apprentice will be issued with appropriate documentation to record achievements.

Travel & Lodging Payments

- 8.3 Travel will be paid at the rate of the cheapest form of public transport or equivalent amount against a claim for mileage.

- 8.4 Lodgings are provided and paid for directly by ConstructionSkills.

Training Programme Support

- 8.5 Before the start of the training programme, the apprentice will be given the name of the ConstructionSkills Apprenticeship Officer who will be responsible for monitoring their progress on the programme.
- 8.6 The Apprenticeship Officer is available to offer help and advice on training matters.
- 8.7 The training programme an apprentice will follow will be explained to them on joining that programme. This training programme will define the tasks and competence objectives to be achieved and will enable progress to be monitored throughout the periods at college and on site.
- 8.8 Regular reviews of progress will take place with apprentices.
- 8.9 Each apprentice will be entitled to a Training Plan showing details of their training programme at the commencement of training.

NB the Apprentice Agreement signed by the employer, apprentice and ConstructionSkills representative is deemed to form an integral part of this agreement

Contact details

Morley

(North East, North West and Yorkshire & Humber)

Milton House
Queen Street
Morley
Leeds

LS27 9EL

t: 0344 994 4422

e: northeast.office@cskills.org

e: northwest.office@cskills.org

e: yorkshire.humber@cskills.org

Loughborough

(Midlands and East)

Belton Road Industrial Estate
20 Prince William Road
Loughborough
Leicestershire
LE11 5TB

t: 0344 994 4422

e: midlands.office@cskills.org

e: east.office@cskills.org

Eastleigh

(South East, South West and Greater London)

Eastleigh House
1st Floor
Upper Market Street
Eastleigh
Hants

SO50 9FD

t: 0344 994 4422

e: southeast.office@cskills.org

e: southwest.office@cskills.org

e: london.office@cskills.org

Bridgend

(Wales)

Units 4 & 5 Bridgend Business Centre
David Street
Bridgend Industrial Estate
Bridgend
CF31 3SH

t: 0344 994 7000

e: wales.office@cskills.org

If you haven't already expressed an interest in taking on an apprentice, you can visit www.cskills.org/apprenticeships or call your local area office.

