



APPRENTICESHIP POLICY

WARWICK DISTRICT COUNCIL

APPRENTICESHIP POLICY

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1. POLICY STATEMENT

1.1. Warwick District Council is committed to offering high quality services that benefit the residents of the District. As part of this commitment the Council offers Apprenticeship opportunities, where Service needs allow, to promote 'on the job' education and development.

1.2. Employers all over the country recognise and value apprenticeships as they demonstrate that the apprentices taking part in these schemes have been trained in the skills they need.

1.3. When an apprentice is taken on they will receive a contract for training rather than a contract of employment, but employment rights will still apply. Apprentices have the legal right to complete their training (subject to particular extenuating circumstances).

2. SCOPE

2.1. This policy applies to all apprentices under a written contract for training.

2.2. Further specific details would be linked to the relevant departmental working arrangements for apprentices and will be outlined during the induction process

3. WHAT IS AN APPRENTICESHIP

3.1. An apprenticeship is a planned training programme that allows an apprentice to acquire valuable skills on the job that will provide employment opportunities in the labour market following the successful completion of the training.

3.2. An apprenticeship will last for a defined period of time, usually between one and four years with a defined end date or end event.

3.3. The programme will combine work and learning and supports an individual to develop skills and knowledge, usually within the framework of achieving a qualification for a particular trade or profession.

3.4. The apprentice will be paid at the appropriate rate whilst training and this will equate to at least the minimum wage for apprentices where relevant.

4. DURING THE APPRENTICESHIP

4.1. Apprentices enjoy the same terms and conditions as employees such as sick pay and annual leave entitlements etc.

4.2. As such, all apprentices must comply with the Council's terms and conditions and policies.

4.3. Managers should make apprentices aware of the Councils policies and should follow the guidance contained within them.

5. ENDING THE APPRENTICESHIP EARLY

5.1. Apprentices are contracted to complete a specified course of training.

5.2. However, apprenticeship posts are subject to regular appraisals. Contracts cannot be terminated early unless there are exceptional circumstances, i.e. sufficient evidence that there are substantial capability or conduct issues or where there is a downturn / business changes meaning the Council can no longer fulfil the agreed training and work programme.

5.3. The relationship and contract cannot be terminated early merely by the employer giving notice to the apprentice.

5.4. An apprentice wishing to terminate their training should do so in accordance with the terms of their contract.

6. APPRENTICESHIP COMES TO AN END

6.1. Although apprenticeships are for a limited period, they are not a fixed-term contract.

6.2. Because an apprenticeship contract is for a specific purpose – training – the contract will be discharged on the completion of that training. As the end of the contract is reached upon the successful completion of the training, the notice is implied in the contract and there is no requirement to provide notice of the end of the contract , although it is good practice to do so. Completion of the apprenticeship will be determined by qualification and appropriate notification will be provided in writing to the apprentice of the date of termination

6.3. There is no legal requirement for the Council to provide employment or further training at the end of the apprenticeship,

6.4. Reaching the end date or event will constitute the end of the contract and will not be a redundancy dismissal.

6.5. Apprentices have the same employment rights as other employees, including in terms of dismissal, appropriate dismissal processes should therefore be followed.

7. POLICY MONITORING

7.1. The Council will monitor the application of this policy and has discretion to review it at any time through the appropriate consultation mechanisms.

7.2. Responsibility for the implementation, monitoring and development of this policy lies with Human Resources. Day to day operation of the policy is the responsibility of nominated officers who will ensure that this policy is adhered to.

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