

UK-EMPcon22

## Apprenticeship agreement

### Contract of Apprenticeship

**Dated:**        [\[date\]](#)

**Name:**        [\[name\]](#)

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Schedule Data Protection Act 2018 Compliance



- [illegible]

### 3. Place of work

- 3.1. Your normal place of work is our above address but we reserve the right to change this to ■■■■■■■■■■■■ [ 25 ] ■■■■■■■■■■■■ ■■.
- 3.2. You agree to work at any other place we reasonably require, including the premises of any customer, client or contractor ■■■■■■■■■■, ■■■■■■■■■■ [ 25 ] ■■■■■■■■■■■■.

#### 4. Hours of work

- 4.1. Your normal hours of work are 9.00 am to 5.30 pm Monday to Friday, excluding public holidays. [You may be required to work additional time not exceeding 8 hours a week where the
- 4.2. You are entitled to an unpaid lunch break of one hour at a time to be agreed between you and the Company. It
- 4.3. The Working Time Regulations of 1998 impose an obligation on employers to ensure that apprentices do not work more than an average of 48 hours per week. By agreeing to the terms of this

OR

- 4.4. The Working Time Regulations of 1998 impose an obligation on employers to ensure that apprentices do not work more than an



[illegible]

## 7. Leave for holidays and other reasons

[illegible]

7.2. Your entitlement to leave .....  
 ..... 28 .....

[illegible][illegible][illegible][illegible][illegible][illegible]

7.9. A day's holiday pay for  $\frac{1}{260}$ th of a year's pay.

[illegible]

OR

[illegible][illegible]

7.13. During the first three months of employment we request that you do not take  ,  .   
  
  
.

## 8. Sickness or other absence and sick pay

8.1. The regulations for statutory sick pay vary from time to time . . . . .  
 . . . . .  
 . . . . .  
 . . . . .

8.2. If you are unexpectedly absent from work for any reason you must inform us of the reason for your absence and likely duration ■■■■■  
■■■■■  
■■■■■  
■■■■■  
■■■■■  
■■■■■

8.3. If you are absent from work due to sickness or injury for more than [three] days (including weekends) you must provide us with ■ ■ ■ ■ ■







## 12. No competition

- [illegible]

## 13. Processing your personal data

[illegible]

2018 . . . . . , . . . . .  
 . . . . . .

## 14. Staff handbook and Company policies

14.1. You now acknowledge that you have been given a .....  
 ..... , ..... , .....  
 .....  
 .

#### 14.1.1 health and safety:

14.1.2 equal opportunities and non-harassment;

14.1.3 computers, email, Internet and communications;

14.1.4 company vehicles;

#### 14.1.5 data protection.

[illegible]

14.3. You may not smoke anywhere during working hours. Outside working hours, you may \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

## 15. Confidentiality

[illegible]

15.1. In this paragraph, "Confidential information" ■■■■■■■■■■  
■■■ [■■■■■■■■ / ■■■■ , ■■■■ ]. ■■■■■■■■■■  
■■■■■■■ :





16.4. The provisions of this paragraph shall continue indefinitely ■■■■■  
■■■■■  
■■■■■.

[illegible][illegible][illegible]

18.2. The formal grievance procedure need not be your first step in bringing to our attention a work related problem. We encourage







## 21. Reconstruction or Amalgamation

[illegible]

## 22. Miscellaneous matters

[illegible][illegible][illegible]

22.4.

[illegible]

[illegible]

Signed by [personal name] on behalf of [Company name] as its representative who personally accepts liability for the proper authorisation by [Company name] to enter into this agreement.

Signed by [Apprentice name]









## 8. Who handles your data

[illegible][illegible]

## Appendix 1 to Schedule Data Processing Activities

## What we or you may process in each category

**1. We shall process this basic personal data**

- [illegible]

[illegible]

.....  
 .....:

- 2.1. satisfy our obligations under this contract;
- 2.2. \_\_\_\_\_;
- 2.3. \_\_\_\_\_  
\_\_\_\_\_.
- \_\_\_\_\_  
\_\_\_\_\_.
- 2.4. \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_.
- 2.5. \_\_\_\_\_ (\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_).

### 3. Post termination





## Explanatory notes:

## Apprenticeship agreement

## General notes

1. The following materials contain the main legal sources to which you ■ ■ ■ ■ ■  
 ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ .

Free information pages concerning aspects of employment at:

<http://www.netlawman.co.uk/infolist/employment.php>

More free information:

For ACAS information: <http://www.acas.org.uk/index.aspx?articleid=1390>

Employment Act 2008: <http://www.legislation.gov.uk/ukpga/2008/24/contents>

The Apprenticeships (Form of Apprenticeship Agreement) Regulations 2012  
at <http://www.legislation.gov.uk/ukxi/2012/844/made>

Apprenticeships, Skills, Children and Learning ■ ■ ■ ■ 2009 ■ ■ ■ ■

<http://www.legislation.gov.uk/ukpga/2009/22/contents>

- [illegible]

**SCHEDULE A2: Tribunal jurisdictions to which section 207A of the Trade Union and Labour Relations (■■■■) ■■■■ 1992 (“■■■■”)**

Equal Pay Act 1970, S2 (■■■■■■■■).

**Sex Discrimination Act 1975, S63 (discrimination in ■■■■■■).**

Race Relations Act 1976, S54 (discrimination in ■■■■■■).

TULRA, S145A (inducements relating to union ■■■■■■).

TULRA, S145B (inducements relating to ■■■■■■)



Cross-border Railway Services (Working Time) Regulations 2008 (SI 2008/1660), ■■■■ ( ■■■■■■■■■■■■ ).

- ## Paragraph specific notes

## 1. Start and term of contract

## 2. Statement of skill

[illegible]

### 3. Place of work

#### 4. Hours of work

## 5. Salary

## 6. Expenses

## 7. Leave for holidays and other reasons

You may find more details at: <https://www.gov.uk/holiday-entitlement-rights>

## 8. Sickness and sick pay

## 9. Pension

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