

1. Appendix A- Terms and conditions of employing an Academy Apprentice.

1. Should the client be commencing employment of the Apprentice the client hereby agrees to pay the Apprentice in accordance with the National Minimum wage for apprentices (£3.30 per hour from 01/10/2015). It is encouraged by the Academy that Apprentices be paid above this level where possible by the client. These payments will be the responsibility of the client and will be administered through their payroll.
2. Apprentices must be employed for a minimum of 30 hours per week on a full time basis (The Academy are unable to accommodate term time only contracts). This must be stated in their contract of employment, a copy of which must be provided to the Academy as soon as reasonably possible.
3. Apprentices will be subject to the clients own Conditions of Employment, including probationary periods, disciplinary processes and HR processes and procedures. Dismissal of an Apprentice by the client must be in accordance with Employment Law and the Academy staff must be informed in writing within 5 working days.
4. The Apprentice must be provided with a contract of employment in accordance with Employment Law within the first 8 weeks of employment. Where it is the client's policy not to issue a contract of employment until the Apprentice has successfully completed their probationary period then the company must provide a Written Statement of employment terms and conditions in accordance with employment law, a copy provided to the Academy within 10 weeks of the first day of employment.
5. In the event that an Apprentice is dismissed or made redundant the client must allow the apprentice to work the minimum contractual notice period or make payment of this in lieu.

Further advice and guidance in relation to both employment law and an employer's responsibilities of employing an apprentice can be found on:

- www.acas.org.uk
- www.gov.uk/browse/working