

WHAT IS AN APPRENTICE ENTITLED TO?



FACTSHEET



Apprentices must work towards an approved apprenticeship. Their training must last at least 12 months.

SAME AS OTHER EMPLOYEES



Employers must offer apprentices the same conditions as other employees working at similar grades or in similar roles. This includes:

- paid holidays
- sick pay
- any benefits an employer offers such as childcare voucher schemes
- any support an employer offers such as coaching or mentoring

HOW IT WORKS

Employers are responsible for:

- giving the apprentice their contract of employment
- paying the apprentice's wage
- signing an apprenticeship agreement



DID YOU KNOW...

There are different rates of pay for apprentices depending on their age & what year of their apprenticeship they've completed.

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Apprentices must spend at least an average of 6 hours per week (full time apprentices) of their normal working hours undertaking off-the-job training.

OFF-THE-JOB TRAINING



Off-the-job training might take place:

- at their place of work
- somewhere else (e.g. a college or training provider)
- online



If your apprentice is also studying for English or maths qualifications required by their apprenticeship, they are entitled to paid study time during their normal working hours.

APPRENTICE AGREEMENT

The apprentice agreement gives details of:

- the skill, trade or occupation the apprentice is being trained for
- the name of the apprenticeship they're working towards
- the start and end dates for the apprenticeship
- the amount of training the employer will give them



DID YOU KNOW...

Employers must pay their apprentice for time spent training or studying for their apprenticeship.