

Apprenticeships Terms and Conditions

Southampton Engineering Training Association Ltd Will:

- Complete enrolment and initial assessment of candidates prior to commencement of training at their Facilities in Southampton, including assessment of the candidate's prior attainments and experiences which may mean revisiting previous discussions on training and delivery to ensure all parties' needs are satisfied.
- Formalise the Written Agreement including training schedule identifying qualifications, start dates, delivery pattern and fees for employer agreement.
- Complete induction training including for the apprentice including facilities and timetabling arrangements prior to commencement of training. Carry out training in line with the appropriate Apprenticeship Standard or Framework, and in accordance with Government legislation, funding and Inspection protocols including Ofsted. Report periodically to employers on the candidate's performance.
- Provide guidance to the Employer, where applicable, to enable the apprentice to be coached in the workplace to ensure that they are 'ready' for the End Point 'Gateway' in terms of the practical competence skills, technical knowledge and behaviours as required by the appropriate Apprenticeship Standard.
- Maintain quality of provision through rigorous self-assessment to review the quality of our provision and services.
- Provide a safe and secure training environment
- Be polite and courteous at all times
- Deal with any complaints promptly and fairly

The Employer Will:

- Work in partnership with Southampton Engineering Training Association Ltd to manage the apprenticeship
- Be appropriately registered as a place of business and registered with Company House.
- Provide the apprentice with an environment which embraces equality, the safety and wellbeing for candidates and its employees.
- Have the necessary insurances, policies and protocols in place.
- Provide the apprentice with personal protective equipment akin to a typical Engineering environment prior to commencement of training. These can be purchased from Southampton Engineering Training Association Ltd at the start of the apprenticeship, if not provided by the employer.
- Ensure the apprentice is employed with a contract of 30 hours per week with the appropriate terms and conditions including remuneration in accordance with Government guidelines
- Partake in the apprentice review process and support Southampton Engineering Training Association Ltd.
- Support the apprentice in the workplace by providing the time, environment to complete the qualification(s) as required.
- Coach the apprentice in the workplace to ensure that they are 'ready' for the End Point 'Gateway' of the practical competence skills, technical knowledge and behaviours as required by the appropriate Apprenticeship Standard.
- Ensure candidates enrolling with Southampton Engineering Training Association Ltd who have previous certification at level 2 undertake a mutually agreed period of time at the training centre to ensure previous accredited training is current and relevant to the apprentices chosen discipline and framework.
- Pay any fees as invoiced in a timely manner to the Southampton Engineering Training Association Ltd Finance Department. Please note – should a candidate require an examination resit, Southampton Engineering Training Association Ltd will ask for administration handling fee of £25.

The Apprentice Will:

- Observe the Employers terms and conditions of employment and apprenticeship agreement
- Remain compliant with the Health and Safety Legislation at all times
- Ensure declarations made on application including health, medical, disabilities, learning difficulties are a true and accurate including prior attainments that may affect training
- Attend off the job training including all courses and qualifications and ensure that targets agreed at the start of training are progressed
- Be diligent, punctual and respectful and abide by the code of conduct outlined during Induction at Southampton Engineering Training Association Ltd and their Employer
- Maintain the apprentice logbook and any other assessment requirement for qualifications undertaken.
- Ensure they are 'ready' for End Point Assessment
- Keep Southampton Engineering Training Association Ltd and their Employer fully informed of absences (planned or other)
- Wear personal protective equipment akin to a typical Engineering environment prior to commencement of training.
- Treat colleagues, staff, visitors and other learners with courtesy and respect

Problem Resolutions

- All issues between the employer and apprentice will be addressed through the employers HR department. Any further mediation will be conducted by SETA's processes.
- Any issues between employer/apprentice and the training provider will be addressed through the complaints and appeals procedure as identified in the employer written agreement.
- For further help please contact the Apprenticeship helpline for concerns, complaints and enquiries at nationalhelpdesk@apprenticeships.gov.uk or on 08000 150 600 or at www.gov.uk

