

INFORMATION FOR APPRENTICES

A) TIME OFF FOR LEARNING

As an apprentice, you have joined the Company for a fixed period during which you will receive training from the Company in the skill/trade/occupation specified in your Apprenticeship Agreement. The Company will permit you time off during working hours to undertake your studies at your place of learning. You may be requested to provide proof of your required attendance at your place of learning.

Where applicable, you will also be permitted time off to attend examinations (this includes all examinations/tests that are required by your course). You will be expected to attend work both before and after examinations where this is reasonably required by the Director. You may be required to undertake workplace assessments where it is a requirement of your apprenticeship that you do so. The conditions attached to attendance/performance in these examinations and/or assessments are set out in your Apprenticeship Agreement. Alternatively, your learning will take place on the job.

You are expected to use annual leave to cover any time off you may require during working time for examination revision. *OR* You will receive time off for study leave at the discretion of the Director.

B) EXAMINATIONS AND ASSESSMENTS

As the Company is investing in your learning, you are expected to apply due diligence in your examinations and/or assessments in order to perform at the required level. The conditions attached to your attendance at and performance in those examinations and/or assessments is set out in your Apprenticeship Agreement. Failure to meet those standards is likely to result in the termination of your Apprenticeship Agreement.

You are required to provide notification to the Director of the date/time of any examinations or assessments within two working days of your being informed that an examination will take place. If the date subsequently changes, or the examination or assessment is cancelled for any reason, you are required to inform the Director at the earliest opportunity, and in all circumstances, before the examination or assessment was due to take place. If, upon attendance for an examination or assessment, you are informed that it will not take place, you must contact the Director immediately and attend work, unless instructed otherwise by the Director.

You are subsequently required to provide notification of your examination results to the Director at the soonest possible opportunity. Photocopies of hard copy results will be taken. If you are informed by e-mail, you must forward the e-mail to the Director and this e-mail will be stored.

C) COMMUNICATION WITH LEARNING PROVIDER

Where necessary, the Company will undertake communications with your learning provider regarding, amongst other matters which may arise, your performance.