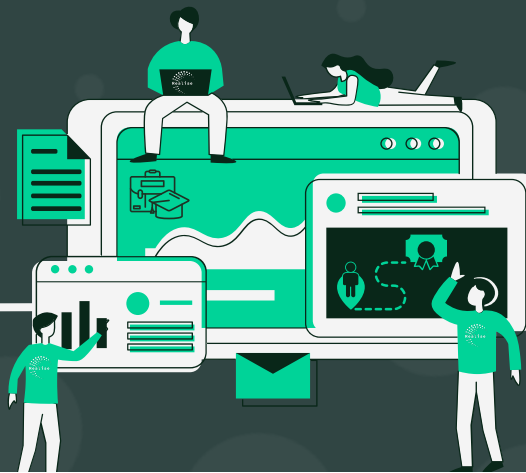




# How to **legally** employ an apprentice

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GETTING IT RIGHT



# CONGRATULATIONS

You are employing an apprentice! This is a great opportunity for you, your business and your new employee. The next steps on this journey will be important to ensure you are legally compliant and that you get off to a good start.

This **HOW TO** guide is available to all employers of apprentices. It includes resources to help you understand your responsibilities as an employer, gives you the tools and documents to employ your apprentice, and makes sure you have a long lasting and positive relationship.

Here at Realise, we help local businesses with employment law and help them boost company performance by focusing on people. We are the largest HR consultancy in Cumbria and have been supporting businesses for over 6 years. Led by Claire McLean, an award-winning HR Director, our team of HR and recruitment professionals have over 100 years of experience between us.

# Why do you need this?

**Did you know the average cost of an employment tribunal claim is £8,500...**

We know your concerns. You want to stay the right side of the law and you're worried about the cost implications if you don't.

One mistake (you overlook a policy or procedure for instance) and a lawsuit can follow. It's a bit scary but it doesn't need to be.

We've put together our "How to Guide" to support you along your journey of employing an apprentice.

# HOW TO GUIDE WILL INCLUDE:

**How to offer an apprentice a job and the terms and conditions involved, including:**

- Holidays – how many, when and how
- Pay and payroll implications
- Pensions, how does it work?
- Working hours
- Start dates and times
- Notices
- How to fill in a contract of employment and offer letter
- What does a contract of employment mean to your business and the apprentice
- Apprentice period vs contractual period
- Offer letter template
- Contract template



## Your legal requirements

- Apprentice pay vs non apprentice pay
- HR policies needed - don't worry we have you covered and provide templates for these!
- Employer liabilities
- Working time regulations
- Health & Safety
- Right to work documentation
- Safeguarding

## How to welcome your apprentice to the business

- How to get them prepared for day 1 and what should day 1 look like
- Helping the apprentice understand your business and getting to know people



## **How to train and develop your apprentice**

- On & off the job training examples
- Being organised to support their training and development

## **How to have an amazing experience with your apprentice**

- Keeping apprentices engaged in your business and motivated
- Setting expectations and providing them with feedback
- Managing sickness, absence, disciplinary, grievance and performance
- How to conduct a one-to-one meeting



**£295 + vat**

All of these resources will be delivered via a combination of videos, guides, checklists, templates and more. You will also be invited to join us online for a drop-in session where you can ask questions and get some advice. We're in it together!

**To receive your HOW TO guide, please email [hello@realisehr.co.uk](mailto:hello@realisehr.co.uk) in advance of your apprentice starting with you.**



Contact the **Realise** Team:



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