Apprenticeship Workplace Regulations Agreement Form

Apprentices are expected to abide to the following regulations during apprenticeship placement at all times.

1. Personal attitude

1.1. Observe strict confidentiality at all times in accordance with the Data Protection Act (2001).
1.2. Respect the cultural diversity of all members of staff/clients within the service.
1.3. Be polite and communicate clearly at all times and use appropriate language.
1.4. Have a positive attitude towards work demands and be motivated towards work.
1.5. Be ready to listen carefully and follow instructions from work supervisors and mentors at all times.
1.6. The apprentice cannot use mobile phones, mp3 players or similar equipment during working hours (unless this is allowed by the employer).
1.7. The apprentice is to observe professional boundaries with staff members and clients at all times.
1.8. The apprentice is requested to establish a meeting for the first day of work in order to ensure that he/she is fully aware of time and location where to report for work.
1.9. All correspondence with apprenticeship sponsor, placement supervisor, mentor, monitor and MCAST Apprenticeship Office must be through MCAST official e-mail.
1.10. After the first day of work placement the apprentice is to inform their placement monitors (by e-mail) of the times and rosters he/she will be working, also providing contact details of their respective organisation supervisor/s. Placement monitors are to be informed (by e-mail) of any timetable changes in the event that the job-shadowing will require them to leave the premises on training/events/meetings – failure to inform monitors will be considered as an act of misconduct.
1.11. The apprentice must follow the dress code of the organization at all times. Tattoos and piercing are not to be visible during working hours.
1.12. The apprentice who attends the work placements under the influence of alcohol/drugs or is caught making use of such substances will be required to stop attending their placement immediately and disciplinary action will be taken by the college in accordance with MCAST College regulations. Smoking in restricted places will be treated likewise.
1.13. The apprentice who is caught stealing/damaging property belonging to the placement organization will be required to stop attending their placement immediately and disciplinary action will be taken by the college in accordance with MCAST College regulations.
2. Time keeping/attendance.

2.1. The apprentice is expected to work the same scheduled hours as staff members of the organisation. They are not allowed to leave the place of work without a valid reason and on condition that the hours are replaced the following working day. Supervision monitors are to be informed beforehand by e-mail.

2.2. The apprentice must work all course placement scheduled dates/hours – when absent apprentices are to present a copy of the medical certificate to the college and to the organisation supervisor. Upon completion of the observation-probationary period apprentices are entitled to 15 days full and 15 days half pay sick leave pro-rata. If an apprentice is absent for more than 20% it remains at the discretion of MCAST to follow upon disciplinary measures in accordance with MCAST College regulations.

2.3. When an apprentice reports sick he/she must contact and inform the placement monitor and organisation supervisor that he/she will not be able to attend, at least 1 hour before the start of the work placement time – failure to report will be considered as an act of misconduct. The apprentice is not to leave the premises without prior permission from the organisational supervisor.

2.4. The apprentice must to have the attendance sheet signed for at the end of every month – copies of attendance sheets are to be kept in the placement logbook for verification by placement monitor. Failure to have attendance sheets signed for verification will result in disciplinary action.

2.5. The apprentice is responsible to ensure the attendance sheet is filled in correctly at the end of each month – the original is to be handed in at the institute office by the set date. The apprentice is to ensure that the Google online attendance is filled in for records purposes.

3. Health & Safety and Prevention Control

3.1 Always follow the Occupation Health and Safety Act (2000) and observe the rules/policies of the organisation.

3.2 Report any accidents/incidents to the organisation supervisor or mentor immediately.

3.3 The apprentice must contact the organisation’s supervisor or mentor to ensure that he/she is fully aware of any health and safety policies relevant to the safety of the apprentice/clients/members of staff.

3.4 The apprentice who suffers from allergies or medical conditions which could have an impact on the work placement practice must inform in writing or by e-mail the placement monitor and organisation supervisor.
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4. Placement logbook

4.1 The apprentice must have the logbook with him/her on placement on all days. This is to be kept up-to-date and will be assessed and verified by placement monitor. Failure to have the logbook up-to-date and available for assessment will count as a failure to submit work on time.

4.2 Logbooks must include: all assessment forms; attendances and copies of medical certificates; up-dated CV; and police conduct (at the employer’s discretion).

4.3 Apprentices are to ask the organisation’s supervisor to provide them with policy regulations and procedures required in order to help them gain a comprehensive understanding of the services provided by the organisation. This information must be logged in the placement logbook and made available for placement monitor upon visits to the organisation.

Apprenticeship Conditions of Work:

Employment Status: Upon completion of the observation-probationary period the apprentice is employed on a full-time definite basis as an apprentice.

Observation-probationary Period: 3 calendar months covering a total of 24 full working days, starting from 1st day of on-the-job training with the sponsor – this period can be covered on a 1-day or 2-day or block period.

Combined Hours Spent Off- and On-the-Job Training: Not to exceed 40 hours per week of combined on-the-job and off-the-job training. Apprentices may work on shift subject to approval from MCAST and must receive appropriate remuneration.

Christmas and Easter College Break: Apprentices are to work a full 40 hour week during the college holiday period.

Vacation Leave: Upon completion of the observation-probationary period apprentices are entitled to 2 working days’ vacation leave for every 20 days attendance at the place of work.

Sick Leave: Upon completion of the observation-probationary period apprentices are entitled to 15 days full and 15 days half pay sick leave pro-rata.

Statutory Bonuses: Apprentices are entitled to half of the statutory bonuses (€67.55 in June and €67.55 in December).

Overtime: Apprentices are eligible to work overtime provided the necessary consent is provided by MCAST which will ascertain that the extra hours do not influence badly on the time the apprentice needs to either rest or study. Overtime rates are those applicable to full-time employees performing the same job. No overtime rate is to be worked out on a wage below the National Statutory minimum wage.
National Insurance (NI) Contributions: Weekly rate of NI contributions payable by the employer and the apprentice:

Under 18 years: 10% of weekly wage up to a maximum of €4.38 (Category E)
Over 18 years: 10% of weekly wage up to a maximum of €7.94 (Category F)

Bereavement Leave: 2 days bereavement leave if the deceased is the wife, husband, mother, father, guardian, son, daughter, sister or brother of apprentice

Marriage Leave: 3 days

Injury leave: One year full pay

Employment after apprenticeship (not obligatory) – Remuneration and conditions of work will have to be re-negotiated

Upon completion of the apprenticeship training the Apprentice is eligible to acquire the Certification from MCAST; or BTEC; or City & Guilds or ITEC.

Apprenticeship Final Trade Test and Certification: On completion of apprenticeship, apprentices will be also eligible to sit for a Trade Test to prove that they have attained the required standard of proficiency or competence in the calling followed. The Journeyman’s Certificate will be awarded to successful apprentices.

When in doubt the apprentices must check or ask questions to their organisation’s supervisor or mentor and never take decisions which are beyond the competence of the apprentice’s role. **When in doubt always contact your placement monitor and/or the Apprenticeship Office.**

__________________________________________________________

Apprentice Name & ID Card No (in BLOCK LETTERS)

__________________________________________________________

Signature  Date

Note: Pages 1, 2 and 3 to be initialled.