



# TRAINEE DEVELOPMENT PLAN FOR THE APPRENTICESHIP SCHEME

This Trainee Development Plan outlines the terms and references for the Apprenticeship through the Apprenticeship Scheme on the Band 2 for 16 and 17 year olds for [Apprentice name] as an Apprentice [Placement name] with [Organisation Name] for the period [Start Date] to [End date].

## Overall purpose of the Apprenticeship

The overall purpose of the placement:	To provide both work based and accredited training in order that [Apprentice Name] can obtain the required experience and qualifications that are needed to obtain fulltime employment in this field in the future.
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Agreed Work Based Training			
Training Tasks	Targets /Expected date of Achievement	Responsible Person/s	
Agreed External/SHCC Training			
Training Programmes	Period of Training	Targets/Expected date of Achievement	Responsible Person/s
1.			
Conditions of Service:			

<b>1. Holidays.</b> (excluding public holidays):	1.25 days per month i.e. 15 days per year. This is to be submitted to the Training Providers for approval at least 48 hours before the requested leave. All forms must be submitted to the St Helena Community College office, within one week of application.
<b>2. Sickness Absence.</b>	<p>a. Upon satisfactory completion of the first three months of the apprenticeship period, in cases of serious illness or injury sickness absence of up to 15 days per year may be payable with full pay on production of a doctor's certificate.</p> <p>b. Thereafter, an additional, 15 days with half pay may be payable on production of a doctors' certificate.</p> <p>From this entitlement self-certified sickness absence pro rata up to 6 days within a year from the date of enrolment as an apprentice may be payable. Thereafter all sickness absence must be covered by a medical certificate.</p> <p>All forms must be submitted to the St Helena Community College office, within one week of the absence.</p>
<b>3. Working hours.</b> <b>(This excludes lunch breaks)</b>	35 hours per week to include study time for academic training.
<b>4. Overtime.</b>	To be negotiated with the Apprentice Provider. No overtime rates will be paid by St Helena Community College.
<b>5. Rate of Pay:</b> according to age and Band (where applicable).	(16 & 17 Olds): [TBC]per hour 18 years and over [TBC] per hour
<b>6. Any other condition.</b> Please state:	All conditions as set out in the Apprenticeship Policy (July 2020).  Code of Conduct for Apprentices  SHCC Apprenticeship Framework
<b>Monitoring</b>	
Names and positions of the people involved in the Monitoring:	<b>SHCC/PAS:</b> <b>The Training Provider:</b>  <b>The Apprentice:</b>
Date of the initial monitoring meeting:	
Dates of the on-going monitoring meetings (at least one meeting every 3 months)	
<b>Signatures:</b>	

Trainee	Training Provider	SHCC Representative
Signature:	Signature:	Signature:
Name		
Date:		
<b>Parental Consent</b> (Only applicable for Apprentices whom have not yet obtained the age of 18 years)		
<p>I, the undersigned, certify that as the parent or guardian of the above Apprentice give authority for him/her to attend and participate in the St Helena Community College apprenticeship Scheme.</p> <p>I understand that he/she must abide by the above terms and conditions and that should he/she need to work outside of the normal hours of the Apprenticeship Scheme that the St Helena Community College cannot accept responsibility for this.</p> <p>I also understand that the St Helena Community College is not able to assist with providing transport arrangements and that transport will need to be arranged independently.</p> <p>Parents Name:</p> <p>Parents Signature:</p>		
<p>SHCC Approval by Assistant Director, Lifelong Learning:</p> <p style="text-align: right;">(Signature, Date)</p>		