

No2: Apprentice/adult trainee checklist

If you're taking on an apprentice or adult trainee, what practical steps should you take to ensure everything runs smoothly? The information below is designed to help you tick every box, with further information available in Section J of the SJIB Handbook, which can be downloaded [here](#).

✓ Fill in the form

The SJIB will receive the completed Apprentice & Adult Trainee Registration form from SECTT. From this, we will register your apprentice or adult trainee with the SJIB, then issue an SJIB ECS Apprentice/Adult Trainee Card, which is valid for five years. These cards are sent to the SECTT Training Officers who will issue them directly to the apprentice or adult trainee.

✓ Keep us updated

The SJIB will communicate with you regularly, so please ensure that the details you provide on the registration form are current and correct as these are the contact details we will use. Also, please let us know if things change so we can contact you if we need to.

✓ Follow the rules

As you will know from the Apprentice & Adult Trainee Registration form, your apprentice or adult trainee is bound to the requirements of the SJIB National Working Rules (NWRs) for the duration of their training. You, as the employer, are also bound to follow these rules and their provisions for the duration of their employment with you.

✓ Study the statements

The SJIB has provided templated Statement of Employment Particulars which adhere to the SJIB NWRs and are a tool to help you implement these into your workplace practice. You can find these statements [here](#).

✓ Cover the conditions

Your apprentice or adult trainee is an employee of your company, and there are certain requirements you need to meet to fulfil their employment conditions. These are highlighted in the Statements of Employment Particulars and Section B of the SJIB Handbook, *Hours, Wages and Travel*, which you can find [here](#).

✓ Recognise the rates

The SJIB states the required rates of pay and allowances available to apprentices and adult trainees. Current SJIB National Rates & Allowances 2022-23 are available [here](#).

✓ Learning equals earning

College placement is a requirement of the work carried out by your apprentice or adult trainee and you are required to pay them for their hours spent at college.

✓ Update the pay

Apprentices and adult trainees will advance to the next stage of their training once SECTT has confirmed that the workplace and college requirements for that stage have been met. SECTT will notify the SJIB, who will amend their records to reflect their new stage. You will then be notified in writing of the new rate of pay and from when it is applicable.

✓ Don't be shy!

If you have any questions or are unsure about any of this information, please get in touch.