



Apprenticeship Agreement Guidance and Template

What is an Apprenticeship Agreement?

An Apprenticeship Agreement is an agreement between an employer and an apprentice under which the apprentice undertakes to work for the employer and states that the agreement is entered into in connection with a qualifying Apprenticeship standard/framework.

Why is an Apprenticeship Agreement required?

The [Apprenticeships \(Form of Apprenticeship Agreement\) Regulations 2012](#) (ASCLA) introduced the requirement for an apprentice to be employed under an Apprenticeship Agreement and came into effect on 6th April 2012. All new apprentices must have an Apprenticeship Agreement in place for the whole duration of the Apprenticeship.

What is the status of the Apprenticeship Agreement?

The ASCLA makes it clear that the Apprenticeship Agreement is a contract of service and not a contract of Apprenticeship. This reflects the fact that an Apprenticeship is primarily a job rather than training. It also means the apprentice does not have any additional rights over those of other employees.

What needs to be contained in an Apprenticeship Agreement?

The Apprenticeship Agreement must be a written statement of particulars given to the employee for the purpose of complying with schedule 1 of the [Employment Rights Act](#) or any other document in writing in the form of a contract or letter of engagement which contains certain specified information set out in schedule 1 of the Act.

The Apprenticeship Agreement must also include a statement of the skill, trade or occupation for which the apprentice is being trained under the qualifying Apprenticeship framework.

Can an Apprenticeship be completed without an Apprenticeship Agreement being in place?

No.

Is there a template employers can use?

Yes – please see next page! This covers the additional information about the Apprenticeship as required by the ASCLA.

Your salon name here

APPRENTICESHIP AGREEMENT

An Apprenticeship Agreement is required at the commencement of an Apprenticeship for all new apprentices.

The purpose of the Apprenticeship Agreement is to:

- identify the skill, trade or occupation for which the apprentice is being trained; and
- confirm the qualifying Apprenticeship framework that the apprentice is following.

The Apprenticeship Agreement is incorporated into and does not replace the written statement of particulars issued to the individual in accordance with the requirements of the Employment Rights Act 1996.

The Apprenticeship is to be treated as being a contract of service and not a contract of Apprenticeship.

Apprenticeship Particulars

Apprentice name	
Skill, trade or occupation for which the apprentice is being trained	Hairdressing
Apprenticeship standard/framework and level:	<input type="checkbox"/> Level 2 Hairdressing Framework <input type="checkbox"/> Level 2 Hair Professional Standard <input type="checkbox"/> Level 3 Hairdressing Framework <input type="checkbox"/> Level 3 Senior Hair Professional Standard
Start date	
Estimated completion of apprenticeship date	

Signatories

Apprentice		Date	
Employer		Date	