



STUBBING COURT TRAINING LTD.

Ashgate Cottage, Old Brampton, Chesterfield S42 7JE

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Chief Executive: Miss F C Belinda Turner

Tel: 01246 566193 Fax: 01246 566328

APPRENTICE AGREEMENT 1.8.2009 – 31.7.2010

These notes can be translated into other languages, if requested.

MISSION: To prepare people for effective employment in the horse industry by developing competencies and transferable skills; and effective working relationships with partners. To meet the skills needs of employers in the horse industry through a variety of programmes and qualifications.

Stubbing Court Training Ltd. is an approved provider for the Learning and Skills Council. The Adult Learning Inspectorate has reported that the quality of training is 'outstanding' and we have Beacon Status.

These notes provide you with brief information required by yourselves and your parents. Please read carefully, then complete and return the Application Form and Apprentice Agreement slip to the address above. We will contact you by telephone within five days of receipt of the completed forms to discuss your needs in more detail and arrange interviews and tasters. All applicants need to complete three weeks Work Experience in a suitable placement prior to starting to ensure suitability.

AIMS OF THE PROGRAMME

At the end of your training you should be employable as a competent, educated worker in the horse industry, with specialist knowledge and skills that will give you an advantage in your chosen career. You will also gain Key Skills and related qualifications relevant to your training programme. At the start of your training we will agree with you an Individual Training and Assessment Plan that identifies your targets for learning and achievement towards the qualifications. This will be updated as necessary as you progress or your needs change. You will be given a Skillscheck that identifies the areas in which you will need to gain competence to achieve the NVQ. You will also be issued with relevant Health and Safety information and given a programme and placement induction that will cover all aspects of your training. Any updates on training matters, health and safety, off the job training, etc. will be forwarded to you when available.

TERMS AND CONDITIONS

Usually you will be employed, working at an SCT Approved Training Location. Prior to starting training your wages, days to be worked, hours and all other aspects of your working arrangements will be agreed with your employer. Terms of employment will comply with legislation. You should work 30-37 hours per week (maximum of 48 hours per week if over 18). You are entitled to a minimum of 28 days paid holiday per year. You may be required to work Bank Holidays due to the nature of work with horses, you will probably also be required to work at weekends. Apprentices are exempt from the National Minimum Wage for the first year of the Apprenticeship or until their 19th birthday, whichever is the later date. Apprentices must receive a minimum of £95.00 per 37 hour week, pro-rata terms apply to part-time apprentices.

HEALTH AND SAFETY

We aim to ensure that all trainees work in a safe, healthy and supportive environment. All trainees will be given SCT's 'Guide to Safety for the Horse Industry' containing our Health and Safety information, and given guidance at induction and during training. You will not be allowed to ride any

horse without first having a skull cap (minimum standard PAS015/EN1384), correctly fitted and securely fastened on your head, and wearing suitable and safe footwear. Suitable clothing must be worn at all times when riding/working with horses and no jewellery is acceptable. Working with horses, because of their size and unpredictable nature, is a high risk activity and must be recognised as such by all involved. It is the responsibility of the employer to ensure that everything reasonably practicable is done to ensure safety. It is the responsibility of the trainee to ensure that all instructions are followed and that your safety and that of those you work with is your first consideration throughout the course.

EXPECTATIONS OF STUBBING COURT TRAINING LTD.

Joining an SCT Apprenticeship programme is a serious commitment, achieving the qualifications is not just about doing a job with horses. To achieve you will need to make extra effort, sometimes in your own time. We will do everything we can to help you achieve, but we also expect some things from you, to:

- ✓ **Always try your best**
- ✓ **Be reliable at all times**
- ✓ **Attend work and off-the-job training punctually and reliably**
- ✓ **Be polite, tidy and cheerful**
- ✓ **Keep your Skillscheck updated - allow time every week for this**
- ✓ **Complete work set in your Action Plans by the target dates**
- ✓ **Follow instructions**
- ✓ **Work safely**
- ✓ **Always ask if you are not sure about anything**

LEGAL DUTIES OF AN EMPLOYEE/APPRENTICE

You must:

- Take reasonable care of your own health and safety and that of others who may be affected by what you do or omit to do at work
- Co-operate with your employer on Health and Safety matters
- Not interfere with, or misuse, anything provided in the interests of the Health, Safety and Welfare
- Inform your employer/SCT staff of any shortcomings in Health and Safety arrangements
- Report anything needing repair to your employer
- Follow correct procedures set by your supervisor at all times

DISABILITY STATEMENT

1. INTRODUCTION

Stubbing Court Training is committed to equality of opportunity for all, including people with learning difficulties and/or disabilities. In particular, SCT is committed to:

- encouraging the participation of learners of all levels of ability
- providing a learning environment which is safe and welcoming to all
- continuing to develop the facilities and accommodation used for training to improve access
- providing additional support, within the available resources, to meet individual learner needs.

2. APPLYING FOR A PLACE WITH STUBBING COURT TRAINING LTD.

If you have learning difficulties and/or disabilities, or think you may have, you should ask your parent/guardian to telephone SCT to decide on suitable arrangements for your application. During the interview, you will be asked if you require any additional support to meet your particular needs. You are encouraged to make your requirements known at the earliest opportunity, this will help those responsible for your training to arrange any support from the beginning of your programme.

3. ADDITIONAL SUPPORT

If it has been agreed with you that you require additional support, an action plan will be drawn up detailing your requirements and the support Stubbing Court Training will provide. This support could include:-

- Individual "one to one" support in Skills for Life
- Access to specialist equipment designed to assist with your particular learning needs.

- Course materials and learning packages specially developed to meet your particular learning needs.
- Special arrangements to help you in examinations and assessment, for example extra time, large print question papers, a reader, use of taping machine to allow assessment by questioning rather than written work.

4. PHYSICAL ACCESS TO FACILITIES

Many of the facilities which trainees use are easily accessible to those with physical disabilities. A number of our yards have been specifically adapted to provide access for all, and have taken the lead in providing riding facilities for the disabled. Stubbing Court Training always works closely with employers so that the widest opportunities possible are made available to trainees. If you think that physical access will be difficult for you, contact us at once so that we can see how your concerns can be overcome.

5. COMPLAINTS AND APPEALS

Stubbing Court Training has a simple and straightforward complaints procedure described in the handbook given to all trainees. If you make a complaint, Stubbing Court Training will make sure that:

- Your complaint is treated seriously
- You are kept fully informed of how your complaint is being progressed
- Your complaint is dealt with as quickly as possible
- Appropriate action is taken as a result of your complaint

Don't Forget!.....

Connexions can be contacted on 01246 201581 (Derbyshire), 01777 710701 (Nottinghamshire), or 01274 829429 (Yorkshire). They have specialist Personal Advisors who will give you advice on a range of training and disability matters, including the kind of help available and all the different opportunities open to you.

The SCT Office is open from 9.30am to 4.30pm – Monday to Friday. Please ring if you have any queries regarding your application. Please complete and return the slip below with your Application Form as soon as possible. We look forward to hearing from you.

1.8.2009

STUBBING COURT TRAINING LTD. - APPRENTICE AGREEMENT

Ashgate Cottage, Old Brampton, Chesterfield, Derbyshire S42 7JE Tel: 01246 566193

Apprentice name: Date of Birth:

Tel No: (please include STD code).

I agree that Stubbing Court Training Ltd. are permitted by me to use quotes, photographs, or film of me which may be produced at any time during the programme to promote Stubbing Court Training Ltd. I have read, understood and accept the terms and conditions as stated in this 'Apprentice Agreement 2009–2010' and wish to be considered for a place on the programme.

Signed:(apprentice) Date:

Parent / Guardian details: I am the parent / guardian of(apprentice name), have read the training conditions and agree to them joining the course.

Signed: (parent/guardian) Date:

Name (in capitals):

Contact numbers in case of emergency 1) 2)

Address: