**Charter for Apprentices**

1. For Apprentices to be on the same terms and conditions regarding annual leave, sick pay, parental leave etc as staff employed on NJC pay scales.
2. Hiring Managers to provide succession plans to HR and to Trade Unions at the relevant Joint Consultative Committees when Apprentices are to be employed. Succession plans to include age demographics of existing workforce with a rationale for employing the proposed number of Apprentices. Such plans to also include equality demographics.
3. All Apprentices to be employed on at least the appropriate minimum wage to their age from day one. Graduate Apprentices to be employed on Grade E.
4. To provide the appropriate training and access to College.
5. To ensure Apprentices receive all relevant Health & Safety training for the areas where they are employed.
6. To allow reasonable study time for coursework and time off for exams.
7. To be entitled to parental leave, with contracts extended to enable completion of the apprenticeship.
8. In sections where Apprentices have trained to offer access to applications for vacancies before externally advertising.
9. If Apprentices successfully complete their apprenticeship and do not secure continued employment, they will be placed ‘at risk’ to assist in any potential redeployment opportunities.
10. .To encourage Apprentices to join a recognised trade union and invite the trade unions to attend Apprentice induction events.