



The workplace visit

Employer Registration

Completed by:

Date of visit:

Company overview

[Company name], [Company address]

Name:

Telephone:

Email:

Mobile:

Industry area:

Our Apprenticeship Programmes:

Brief description of the company

Company experience

Years in operation:

Number of full time employees:

Number of qualified mentors:

Previous employer on SRAS:

Additional information

Workplace checklist

- Written Agreement of Services contract signed x 2 copies
 - Terms and Conditions of contract agreed on registration.
 - Leave one with the employer with the cover letter, bring one back to the office
- Our Apprenticeship Programme ...
 - Employer happy with:
 - Duration of course
 - Off-the-job learning and on-the-job training content
 - Wage rates

The Minimum Wage (Guernsey) Law, 2009	
16 - 18 year olds (not including apprentices)	£7.50
18 years and older (All)	£8.10
Industry wage rates available from The Apprenticeship Team	
 - Exam registration and certificate fees
 - Probationary Period (minimum 6 weeks after off-the-job training begins)
 - Apprenticeship Agreement
 - Run through the template and address any concerns
 - Contract of Employment
 - Meets required standard (Apprenticeship Team to complete)
 - Certificate of Insurances
 - Employers' Liability Insurance
 - Public Liability Insurance
 - Professional Indemnity Insurance

Notes
