

Employer Accreditation Information  
Carpentry

1. Company Details

Company Name	_____	
Contact Name	_____	
No. of Employees	<input type="text"/>	
Are you a registered business/company?	(tick) Y <input type="checkbox"/> N <input type="checkbox"/>	
Have been established for at least 2 years?	(tick) Y <input type="checkbox"/> N <input type="checkbox"/>	
Business Address	_____	
	_____	Post Code _____
Contact Numbers	Land Line _____	Mobile _____
	Fax _____	
Email Address	_____	

2. Association Membership Details

Are you a member of a trade/professional association?	(tick) Y <input type="checkbox"/> N <input type="checkbox"/>
<small>Please note, you should be a member of the Jersey Construction Council (JCC), Jersey Builders and Allied Trades Employers Federation (JBATEF) or another federation or institute</small>	
<b>**If Y, please provide proof of membership / **If N, please provide references</b>	
What is the name of the association?	_____

3. Apprentice's Training Supervisor

Name	_____	
Position Title	_____	
Does the supervisor hold formal qualifications?	(tick) Y <input type="checkbox"/> N <input type="checkbox"/>	
<b>**If Y, please provide certificates OR give details below:</b>		
_____		
<b>**If N, please provide references</b>		
Contact Address	(If applicable, write "as above") _____	
	_____	Post Code _____
Contact Numbers	Land Line _____	Mobile _____
Email Address	_____	

#### 4. Company Trading Sites / Workshops Where Training Will Take Place

(if training will take place on site, write "on site")

Address \_\_\_\_\_

Post Code \_\_\_\_\_

Name of Site/Workshop Supervisor \_\_\_\_\_

Best Contact Number \_\_\_\_\_

#### 5. Health & Safety

Do you have a current H&S policy? (tick) Y  N  **\*\*If Y, please provide copy of policy**

**\*\*If N, describe/state below what Health & Safety control measures are in place:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is Personal Protection Equipment (PPE) issued and in use? (tick) Y  N

#### 6. Employers Liability Insurance Certificate

Do you hold a current certificate? (tick) Y  N  **\*\*If Y, please provide a copy of certificate**

Value £

Expiry date        /        /20

#### 7. Apprenticeship Information

How many apprenticeship positions are available?

How many **qualified/experienced** tradesmen are employed in the applicable trade area?

(Must have C&G Craft/Advanced Craft or NVQ 2/3 or minimum of 5 years craftsman experience - give details of qualifications and level of experience)

\_\_\_\_\_  
\_\_\_\_\_

Do you have a sufficient quantity and range of work to meet the requirements of the qualifications? (tick) Y  N

How many apprentices are currently employed? (give details, i.e. specify level of training)

\_\_\_\_\_

**Please note.....**

Criteria for employers to join the Jersey Apprenticeship Scheme also includes:

- √ Agreeing to/preparing an **Apprentice training plan**
- √ **Skilled staff** to train apprentice to agreed level.
- √ Agreed arrangements for **systematic monitoring of training**, including the use of an approved **training logbook**.

**8. Employer Declaration**

I certify that the information provided on this application form is true to the best of my knowledge and belief, and I provide the information knowing that I shall be liable to prosecution if I have stated anything I know to be false. If funding is made available, I undertake to inform Enterprise and Business Development immediately of any change in circumstances which may affect the amount of the award. I understand that giving false information or withholding relevant information may lead to the recovery of any amounts paid by Enterprise and Business Development.

Signed \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_

Print Name \_\_\_\_\_

Position \_\_\_\_\_

**Checklist of paperwork to be submitted:**

1.  trade/professional association membership documentation **OR**  
 professional references
2.  apprentice supervisor qualification documentation **OR**  
 professional references
3.  copy of health & safety policy
4.  copy of current employer's liability insurance certificate
5.  signed Apprentice Training Plan (either company own OR ours, which is enclosed)

Once the above is complete, and all the necessary documentation is collated, please forward to:

**The Apprenticeship Manager  
Jersey Enterprise  
Liberation Place  
St Helier  
JE1 1BB**

# JERSEY APPRENTICE SCHEME

## Trade Area: *Carpentry (Site)*

During an apprentice's time at work, it is expected that he/she will complete the following practical tasks to complement training at the College.

### Year 1

- Basic wood working joints
- Use of hand tools.
- Introduction to portable power tools.
- **Health & Safety Awareness/Risk Assessment**

### Year 2 or 3

- Roofing, flooring, studwork.
- Use of portable power tools.
- First fix before plastering: Fixing door linings, frames, window boards, studwork; fixing and securing staircase
- **Health & Safety Awareness/Risk Assessment**

### Year 3

- Roofing, flooring, stud-work
- Second fix after plastering: Fixing skirting and architraves, fitting and hanging doors, boxing and cladding.
- Fit & fix floor & ceiling joists.
- Fit & fix trussed rafter roof with fascia, soffit & bargeboards.
- **Health & Safety Awareness/Risk Assessment**

### Year 4

- Complex roofing set out and construct 'cut' roof with hips and or valleys.
- Fit & fix complex frames e.g. bay windows.
- Fit & fix complex stairs.
- Produce cutting and material lists.
- **Health & Safety Awareness/Risk Assessment**

**Jersey Apprenticeship Scheme - Apprentice Training Plan**

**Pre employment**

The decision to engage an apprentice will be weighed against current business commitments and availability of reliable, skilled staff.

**Engagement**

Apprenticeship candidates will be interviewed for their inherent ability, knowledge and maturity. The apprentice will be informed of the duty to attend the relevant day release course of further education, the progress to be discussed on an ongoing basis. The company rules of conduct and the Health and Safety Policy of the company will be explained.

**Induction**

The apprentice will be introduced to all staff as an apprentice and his/her status within the workforce as a learner explained. The induction will be dealing with health and safety at work, machinery and equipment which pose potential hazards and must not be used, and work which must not be attempted until qualified and specifically directed by the training supervisor to do so. First aid procedures will be part of the induction. *Any introduction, training and training outcomes within these areas will be recorded.*

Protective equipment will be issued and instruction given to its care and use.

**Training to be achieved**

The training will be based on the apprenticeship programme in operation, the examination to be passed, the requirements of the day release study programme provider, the ability of the apprentice and the circumstances of the business procedures of the company. The main aim is to assist in the training of a first class, mature tradesman within the agreed period of the apprenticeship.

**Ongoing supervision**

The apprentice will be under the direct supervision of the training supervisor, who may delegate the supervision explicitly to another qualified staff who is fit for the purpose.

The training supervisor decides when the apprentice is to move on to new areas of work, to be trained in new skills, the degree of direct supervision required and records or countersigns any entries in the apprentice's training log book. The monthly review of the logbook and the quarterly and yearly review of progress is carried out by the training supervisor. The training supervisor deals with any ongoing queries by the apprentice.

**Review**

There will be a four weekly review, quarterly review and a formal yearly review, based on the training logbook, progress of training, acquisition of skills and progress with the programme of further education.

The outcome will be discussed with the apprentice by the training supervisor and an appropriate course of action will be agreed between the supervisor and the apprentice and recorded.

**Company**.....

**Name of Manager/Proprietor**.....

**Signature of Manager/Proprietor**.....

**Name of Training Supervisor**.....

**Signature of Training Supervisor**.....