

Plumbing Apprenticeship – Information Booklet

The Modern Apprenticeship in Domestic Plumbing & Heating SVQ Level 3 Information Booklet contains a guide to the terms, conditions and requirements of the SNIFE Training Services Ltd – Training Programme for Employers and Apprentices along with other useful information such as National Minimum Wage, Regional Training Officers and our College & Training Centres.

If you have any questions in relation to this Information Booklet or you would like any further information please contact us using the contact details in Section 21.

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This Information Booklet should be kept safe to enable you to use as a reference for any questions you may have with regards to the Training Programme. If you would like an electronic version of this booklet please visit our website www.becomeaplumber.org

SNIFE Training Services Ltd working with Employers and Skills Development Scotland to deliver the Modern Apprenticeship in Domestic Plumbing & Heating in Scotland (SVQ Level 3) whilst maintaining high standards by adhering to the BSI – ISO 9001.



For more information on Skills Development Scotland please visit: www.skillsdevelopmentscotland.co.uk and for more information on BSI please visit <https://www.bsigroup.com/en-GB/>

S1 - A Modern Apprenticeship in Plumbing

The purpose of this guide is to explain the Modern Apprenticeship Programme and training arrangements which apply to the Modern Apprenticeship (MA) in Domestic Plumbing & Heating which is managed by SNIPEF Training Services Ltd.

SNIPEF Training Services Ltd is owned and operated by the Scottish and Northern Ireland Plumbing Employer's Federation (SNIPEF) and acts as a Managing Agent and Training Provider on the behalf of the Plumbing Industry. Working with Employers and Skills Development Scotland (SDS) the Scottish Government's funding agency we deliver the MA in Domestic Plumbing & Heating.

S2 – Aims of the Programme

- To provide Modern Apprentices with a broad based knowledge, skills and training in the Plumbing & Heating/Mechanical Engineering Services Industry which will be of use to apprentices and employers.
- To give apprentices a sense of achievement.
- To help apprentices develop attitudes and skills this will enable them to cope with the challenges of life and work.
- To enable apprentices to achieve the Modern Apprenticeship in MES Domestic Plumbing & Heating SVQ Level 3.

S3 – Training Programme

The Modern Apprenticeship in Domestic Plumbing & Heating (SVQ) Level 3 will be achieved usually within three years and the apprenticeship within four years. On achievement of the MA (SVQ) the apprentice will receive an MA certificate from the authorised Certification Body in addition to the MA (SVQ) Certificate issued by the Joint Awarding Body (Scottish Qualifications Authority and the Scottish & Northern Ireland Joint Industry Board for the Plumbing Industry (SNIJIB)).

All of the Training Programme requirements must be achieved. The Programme includes assessment of competence to the standards contained within the off-the-job Plumbing Programme.

The Modern Apprenticeship for Domestic Plumbing & Heating must be met in full before the apprenticeship is completed and this will include not only the SVQ Level 3 but also all the outcomes contained in the Training Plan.

S4 – Contract of Apprenticeship

The contract of apprenticeship is a fixed term of four years, and apprentices have an obligation to complete the full period with the employer who offers the apprenticeship.

Apprentices who are dissatisfied with any aspect of their training should in the first instance raise any concerns or problems with:

- (A) Their employer.
- (B) Their Plumbing Lecturer or College / Training Centre Guidance Staff member.
- (C) Their SNIPEF Training Services Ltd - Regional Training Officer (RTO).
- (D) The SNIJIB.

In all cases the Regional Training Officer should be advised of any difficulties an apprentice encounters during the period of apprenticeship either at College/Training Centre or in the Work Place. The Regional Training Officer can be contacted by either telephone or email.

An apprentice guilty of misconduct, justifying dismissal or who proves to be unsuitable for plumbing may, with the consent of SNIPEF Training Services Ltd, be removed from the Training Programme.

In terms of the Working Rules of the Plumbing Industry the first 6 months of the apprenticeship will be a probationary period, during which time either party may terminate the apprenticeship by giving due notice in accordance with Working Rule 5.

Transfer to another Employer

There may be circumstances where in consultation with the SNIJIB/SNIPEF Training Services Ltd and the employer that a transfer to a new employer is considered appropriate and where such transfer has the agreement of all the interested parties.

Failure to follow through the correct SNIJIB transfer procedure will render apprentices subject to the following penalties:

- (A) The apprentice may be liable for all College / Training Centre fees from the date of leaving the employer, with whom the apprentice was first registered, and may be terminated, from the Plumbing Industry Training Programme.
- (B) Any time spent with a new employer while not registered with the SNIJIB will be disregarded by the SNIJIB and will not therefore count towards the period of apprenticeship. Registration with any new employer will not be backdated to the date of termination with the previous employer or the date of commencement with any new employer.
- (C) The SNIJIB may refuse to issue a SNIJIB registration card to an individual who fails to complete the required period of apprenticeship in accordance with the rules and regulations governing the Plumbing Industry Apprenticeship Training Scheme or may grade such an apprentice as a Plumbing Labourer.

S5 – The Scottish & Northern Ireland Joint Industry Board (SNIJIB)

The SNIJIB plays a major part in the apprenticeship programme as it is the body which sets the terms, conditions of employment industry and wages for the industry including apprentices. The SNIJIB is made up representatives from SNIPEF (Employers' Trade Association) and Unite the Union.

All Modern Apprentices are registered with the SNIJIB and the Certification Body, the Sector Skills Council for the Electro-Technical, Heating, Air Conditioning and Plumbing Industries. Registration is a compulsory requirement and forms part of the induction process.

All those who join the Apprentice Programme must have undertaken and passed an industry-approved pre-employment assessment.

S6 – Apprentice Induction

The initial workplace induction will be undertaken by the employer when the apprentice starts employment with the firm. This induction will cover Health and Safety, terms and conditions of employment, SNIJIB working and disciplinary rules and all relevant procedures which apply to the firm.

The overall objective of the induction is to ensure that the apprentice is provided with information which will enable him / her to carry out tasks in a safe and competent manner.

SNIPEF Training Services Ltd will appoint a Regional Training Officer (RTO) to carry out a formal induction of the apprentice onto the plumbing training programme either off-the-job or on the employer's premises. The RTO will explain the aims of the Modern Apprentice Programme, the programme of activities and the Health and Safety rules and procedures. This formal induction will be recorded on a Training Report form which will be submitted to and retained by SNIPEF Training Services Ltd.

S7 – Employer Induction

The SNIPEF RTO will explain the rules and regulations covering the delivery of the Modern Apprenticeship in Domestic Plumbing & Heating to the employer.

An annual health and safety audit will be carried out by the RTO and in addition the RTO will require to be shown evidence that the firm holds current Employers' Liability insurance and that the workplace is safe and fit for the apprentice to learn and develop.

S8 – College or Training Centre Training (Off-The-Job)

An apprentice is required to attend a College / Training Centre usually 1 week in 3 (if block release) or 2 days per week in the first 2 years and 1 day per week in the 3rd year (if day release) to gain the MA in Domestic Plumbing & Heating SVQ Level 3. Frequency of College / Training Centre attendance may vary from time to time depending on circumstances but the College/Training Centre should make every effort to give the employer adequate notice of any changes. Failure of an apprentice to attend College / Training Centre training at the appointed times will be treated as a disciplinary matter.

The employer should make every effort to ensure that skills gained off-the-job are used and added to during the work experience period on-the-job.

The employer must permit the apprentice to attend College / Training Centre to undertake the Plumbing Programme and pay wages in accordance with the SNIJIB rates for all college attendance.

The RTO will carry out an annual review of College / Training Centre facilities to ensure that apprentices are receiving suitable training which meets their needs.

This review will include:

- Facilities
- Staffing
- Standards of Training
- Safety
- Progress to Date.

S9 - Regional Training Officers

Please see below a list of our Regional Training Officers (RTOs), their contact details and the colleges/training centres they cover.

Name	Email Address	Telephone Number	Colleges & Training Centres Covered
Andrew Thomson	andrew.thomson@snipef.org	07801 741 344	Dundee & Angus College Fife College East North East College Scotland Perth College Tullos Training Centre
Malcolm Drysdale	malcolm.drysdale@snipef.org	07801 741 349	Borders College Edinburgh College Dumfries & Galloway
Neil Foxcroft	neil.foxcroft@snipef.org	07795 314 271	Inverness College Moray College
Robert Barclay	robert.barclay@snipef.org	07795 174 770	Ayrshire Glasgow Clyde West College Scotland (Clydebank) West College Scotland (Greenock) West College Scotland (Paisley)
Vanessa Santi	vanessa.santi@snipef.org	07801 741 348	Forth Valley College Glasgow Kelvin South Lanarkshire

S10 – College or Training Centre Fees & Employer Grants

SNIPEF Training Services Ltd will pay all course fees direct to the College / Training Centre for all Apprentices funded under the Modern Apprenticeship Programme unless otherwise advised subject to the funding available from Skills Development Scotland. SNIPEF Training Services Ltd will not be liable for any College / Training Centre fees incurred prior to the date an apprentice joins the funded programme and before all the necessary paperwork is completed and submitted to SNIPEF.

The College / Training Centre will require the apprentice to sign a Training 16 (Notification of Achievement Form) which will record attendance and progress at the College / Training Centre. Funding is wholly dependent on achievement of the MA (SVQ).

As well as meeting the cost of College / Training Centre training, SNIPEF Training Services Ltd will, in most cases provide some grant funding to the employer. The amount of grant will be advised in writing directly to the employer at the time the apprentice joins the funded programme.

From the funding provided the following payments are available:

- Payment of a grant on achievement of the MA at the end of year 3.
- Payment of a final grant on submission of the SNIJIB Apprentice Completion Certificate to the SNIJIB at the end of year 4.

S11 - Teaching & Assessment Units

PLUMBING SVQ LEVEL 3 (GK71 23)	YEAR 1 Dec Period 1	YEAR 1 Jun Period 2	YEAR 2 Dec Period 3	YEAR 2 Jun Period 4	YEAR 3 Dec Period 5	YEAR 3 Jun Period 6
MANDATORY UNITS *(see note relating to F8XJ 04)						
H94X 04 - Apply H&S and Env Leg in the Bldg Serv Eng Sector	HSL 1	HSEL 1	HSEL 2			
H94Y 04 - Establish, maintain relationships in the Bldg Serv Eng Sector				MWR 1		
H950 04 - Coordinate a work site in the Bldg Serv Eng Sector						
H98E 04 - Perform electrical work on Mech Bldg Serv Systems			ES 1		ES 2	
H98F 04 - Install and test domestic plumbing and heating systems	HC 1	HC 2	HC 3	HC 4		
H98G 04 - Service, maintain domestic plumbing and heating systems		CH 1	CH 2	CH 3		
H98H 04 - Inspect, pre-commission domestic plbg and htng systems	D 1	D 2				
H98J 04 - Commission domestic plbg and htng systems	PPI 1f	PPI 2f		PPI 3s		
H98K 04 - Decommission domestic plumbing and heating systems					FVC	
F8XJ 04 Working Principles (not required if F9HD 04 ET Unit is third year fuel option)	F8XJ 04 & Module ET1 are equivalent and required as part of the MA					
H98L 04 - Install sheet weathering protection	ISW 1.1-1.3	ISW 1		ISW 2		
H98M 04 - Domestic Plbg and Htng Final Competence Assessment	Elec, Fuel, Unvented H/W, Backflow				FCA	
FUEL OPTION * only 1 option to be taken.						
F9H9 04 - Inst & Comm Fuel Systems GAS					ACS GAS	
F9HA 04 - Inst & Comm Fuel Systems OIL					OFTEC	
F9HC 04 - Inst & Comm Fuel Systems SOLID FUEL					HETAS	
F9HD 04 Combined Unit EMERGENT TECHNOLOGIES (ET)					ET1 + 2 other from ET	
TOTAL	5	6	4	5	4	*24

S12 - Colleges or Training Centres

Please see below a list of the 18 Colleges/Training Centres we use in Scotland to deliver the Modern Apprenticeship in Domestic Plumbing & Heating.

College & Training Centres	Address
Ayrshire College	Dam Park Ayr KA8 0EU
Borders College	Scottish Borders Campus Nether Road Galashiels TD1 3HE
Dumfries & Galloway College	College Gate Bankend Road Dumfries DG1 4FD
Dundee & Angus College	Old Glamis Road Dundee DD3 8LE
Edinburgh College	350 West Granton Road Edinburgh EH5 1QE
Fife College East	St Brycedale Avenue Kirkcaldy KY11 8DY
Forth Valley College	Grangemouth Road Falkirk FK2 9AD
Glasgow Clyde College	Moss Park Drive Glasgow G52 3AY
Glasgow Kelvin College	123 Flemington Street Springburn Glasgow G21 4TD
Inverness College	3 Longman Road Longman South Inverness IV1 1SA
Moray College	Moray Street Elgin IV30 1JJ
North East College Scotland	Hareness Road Altens Industrial Estate Aberdeen AB12 3LE
Perth College	Creiff Road Perth PH1 2NX
South Lanarkshire College	College Way East Kilbride G75 0NE
Tullos Training Centre Ltd	Craigshaw Drive West Tullos Aberdeen AB12 3AL
West College Scotland (Greenock)	Finnart Street Greenock PA16 8HF
West College Scotland (Clydebank)	College Square Queens Quay Glasgow G81 1BF
West College Scotland (Paisley)	Renfrew Road Paisley PA3 4DR

S13 – Work Experience (On-The-Job)

The employer will be required to appoint a competent employee as a “Workplace Training Supervisor” (WTS) who will be responsible for overseeing the apprentice’s training and development. Where the WTS is a foreman or working plumber there will also be a requirement to appoint an office based member of staff who can be contacted to discuss the progress of the apprentice. The Training Supervisor will liaise with the SNIPEF RTO throughout the period of the apprentice’s attendance at College / Training Centre.

The WTS needs to ensure the apprentice is provided with the opportunity to experience as wide a range of plumbing work as is possible. An apprentice should remain long enough on each activity to become familiar with what the work involves and be able to make a realistic assessment of their own capabilities.

The objective of good training is to instil in the apprentice confidence and versatility, rather than a direct dependence on a particular task, job or occupation. Apprentices should be given the opportunity to carry out a variety of non-plumbing tasks within an organisation ranging where possible, from working with a storeman, a tradesman, on site work, to helping with estimating and general clerical work.

The range of work activities fall into the following groupings – plumbing, heating and ventilating, gas work and thermal insulation.

A plan of work experience for the apprentice is necessary in order that experience is gained in as many of the above groupings as is possible within the existing workload.

The areas of work experience which apprentices should be given in each of the above groupings are listed in the below table.

Typical Work Experience Plan		
PLUMBING/HEATING & VENTILATION <i>Apprentices should assist in the installation and maintenance of:</i>	GAS WORK <i>Apprentices should assist in the installation and maintenance of:</i>	THERMAL INSULATION <i>Apprentices should assist in the:</i>
Low temperature hot water heating systems	Gas appliances	Cutting and forming of thermal insulation materials
Hot water services	Testing and purging of installations	Application of thermal insulation materials
Cold water services	Servicing of appliances	
Soil and waste disposal		
Installation of pipework		
Installation of sheet weathering systems		

S14 – Review of Apprentice Progress

The SNIPEF RTO will monitor and review the apprentice’s progress both at College / Training Centre and at the workplace by way of regular review meetings. The review meetings will take place every 13 weeks and will ordinarily consist of one review conducted at the workplace and three at College / Training Centre per annum. This may vary depending on individual needs and circumstances or the requirements of Skills Development Scotland (SDS).

The quarterly review meetings provides an opportunity for both the apprentice and the employer to express their views on the apprentice’s progress and to discuss MA (SVQ Level 3) achievement to date. While encouragement is very important to an individual, positive criticism is also another means of supporting the apprentice’s development. The discussion and action points are recorded on a Review form which is signed by the apprentice, the employer and the RTO. A copy of the Review form will be provided to the apprentice, employer and SNIPEF Training Services Ltd in order that any action agreed at the Review can be implemented and monitored on an ongoing basis.

Skills Development Scotland (SDS) may from time to time send representatives to monitor the programme and these individuals should be given every assistance to carry out their monitoring.

S15 - Pay & Conditions of Employment

As Modern Apprentices are employed under the terms of the Plumbing Industry's Apprentice Training Scheme, they must receive the rates of pay and conditions of employment as laid down from time to time by the SNIJIB for the Plumbing Industry.

Employers are required to pay the apprentice the wage rates as laid down by the SNIJIB and in accordance with the requirements of the National Minimum Wage. Modern Apprentices should be included in the Plumbing Industry's Holidays with Pay (Plutos) and Sick Pay (SNIPEF Welfare) Schemes from the commencement of employment.

Hours of Work

The working hours of employment are normally 37.5 hours per week worked Monday to Friday between 8.00 a.m. and 6.30 p.m. The length of each day should not be less than 6 hours nor more than 8 hours. Apprentices must be punctual and maintain good timekeeping. Overtime working for apprentices is not encouraged but may be necessary in cases of emergency and will be paid at the rate laid down by the SNIJIB. An apprentice's actual hours of work will be advised by the employer at time of induction and confirmed in the Statement of Main Terms of Employment issued to the apprentice.

Holidays

Apprentices must receive the annual and public holidays of the Plumbing Industry, as laid down by the SNIJIB (currently 30 days per annum) and should be included in the Industry's Holiday Pay (Plutos) and Sick Pay (SP Welfare) Schemes.

Travelling To College or Training Centre

Apprentices who incur significant travel from home to College / Training Centre are able to apply for discretionary assistance with travel or lodgings. Separate arrangements apply to apprentices based in the Highlands and Islands. To make application for assistance with travel and lodgings apprentices must complete and return a claim form providing all the information requested along with receipts for travel and lodging costs incurred.

Full information on all travel and lodgings rules and claims procedures can be found on the SNIPEF Training Services website www.becomeaplumber.org and from your SNIPEF Regional Training Officer.

Sickness

If an apprentice is unable to attend work due to illness they must telephone their employer immediately on the first morning of absence. Similarly, if an apprentice falls ill during their college/training centre attendance they must advise their employer and the college/training centre immediately of their illness. Apprentices must comply with the individual requirements set by their employer and local College / Training Centre.

If an apprentice returns to work on or before the fifth normal working day of absence (Monday to Friday) a self-certification form must be provided by the employer to the apprentice in order that the apprentice provides the reason for absence.

If an apprentice is absent from work for more than five normal working days (Monday to Friday) they must obtain a "Fitness for Work" statement signed by a medical doctor.

Where employers contribute to the Industry's Holiday and Sick Pay schemes, then apprentices are eligible to receive Industry Sick Pay (SNIPEF Welfare) and Statutory Sick Pay (SSP) for periods of sickness in excess of 3 normal working days which must be supported by a self or "Fitness for Work" certificate.

Time lost through sickness or injury of whatever nature, if more than four weeks in any year of training / apprenticeship, must, in accordance with the SNIJIB Working Rules, be made up at the end of the year in which the absence occurs.

S16 - National Minimum Wage

HOW TO CALCULATE AN APPRENTICE WAGE RATE

Your apprentice is eligible for an increase in wages at different times in the year. This can be triggered by:

- **Industry wage** (currently July)
- **National Minimum/Living Wage** (NMW or NLW) (currently April)
- **Anniversary of their apprenticeship** (a year from the commencement* of their apprenticeship when entering 2nd, 3rd or 4th year)
- **Apprentice's birthday** (becoming a year older may trigger the NMW or NLW rate)

*the commencement date is as stated on the SNIJIB Training and Registration Agreement

APPRENTICE WAGE READY RECKONER

You can use the **current online** ready reckoner below when your apprentice triggers any of the 4 above. Your apprentice must receive the higher of either the NMW/NLW or the SNIJIB wage rate applicable for their year of apprenticeship.

PLUMBING APPRENTICE WAGE				
Incorporating the national minimum/ living wage <u>and</u> the SNIJIB rates**				
Age	1 st Year	2 nd Year	3 rd Year	4 th Year
16	£4.20	n/a	n/a	n/a
17	£4.20	£5.55	n/a	n/a
18	£4.20	£5.55	£6.72	n/a
19	£4.20	£6.15	£6.72	£8.76
20	£4.20	£6.15	£6.72	£8.76
21	£4.20	£7.70	£7.70	£8.76
22	£4.20	£7.70	£7.70	£8.76
23	£4.20	£7.70	£7.70	£8.76
24	£4.20	£7.70	£7.70	£8.76
25	£4.20	£8.21	£8.21	£8.76
26+	£4.20	£8.21	£8.21	£8.76

** Effective from 1 July 2019 in light of the SNIJIB wage rise. The next NMW and NLW rise will take effect from April 2020**

Explaining the minimum wages for Apprentice plumbers

The apprentice must receive the NMW / NLW or the SNIJIB wage rate applicable for their year of apprenticeship (the higher of the two must be paid- see ready reckoner above).

- 1st Step: Consider whether an apprentice is in their 1st Year or is 18 years or younger

Apprentices who are in their first 12 months of their apprenticeship: £3.90 (this may increase on 01/04/20). If the SNIJIB wage rate is higher it should be paid.

- 2nd Step: If not in 1st year, match the apprentice's age to the NMW / NLW rates

The Apprentice NMW rate for apprentices who are 18 years and under: £3.90 (this may increase on 01/04/20).

If the SNIJIB wage rate is higher it should be paid.

The NMW rate for apprentice workers applies for those aged 19-20 years: £6.15 (this may increase 01/04/20).

If the SNIJIB wage rate is higher it should be paid.

The NMW rate for apprentice workers applies for those aged 21-24 years: £7.70 (this may increase 01/04/20).

If the SNIJIB wage rate is higher it should be paid.

The NLW rate for apprentice workers applies for those aged 25 years and over: £8.21 (this may increase 01/04/20). If the SNIJIB wage rate is higher it should be paid.

Be aware of your employer obligations:

- Failing to pay the NMW / NLW will result in HMRC issuing a notice of underpayment which encompasses:
 - A penalty to the Secretary of State set at 200% of the total underpayment. Serious cases will be triable in the Sheriff Court.
 - Wage arrears. The calculation of arrears is carried out using current NMW / NLW rates. Where an employee worked in both age bands during their employment the calculation of arrears is calculated using the current rate for the bands the employee served.
- Employers who fail to produce records to a worker on request may be subject to a complaint sent from the worker to an Employment Tribunal which can impose a penalty for failure to produce the required records;
- Where a Tribunal or Civil Court is making a decision on a NMW / NLW case the burden will always be on the employer to prove that the NMW / NLW has been paid.
- It is a criminal offence to refuse to pay the NMW / NLW, obstruct compliance officers or not keep proper records.
- It is against the law to dismiss a worker because of NMW / NLW. To do so would incur a claim of unfair dismissal.

S17 - Discipline

The maintenance of good discipline is essential in the interest of training and for the avoidance of accidents. The employer must explain in detail the industry disciplinary rules as part of the apprentice induction. These are clearly laid out in the SNIJIB Working Rule 25 – copy available to view or download at www.snijib.org.

If an apprentice is subject to an allegation of misconduct, the employer must first carry out an investigation. The employer must provide a letter asking the apprentice to attend a meeting to discuss the allegation and advising that the apprentice can bring a representative to this meeting (this can only be a workplace colleague or a Unite the Union representative). At the meeting the employer will state the evidence to support the allegation made and the apprentice will have the opportunity to respond.

After the meeting has taken place the employer will make a decision after having considered all the evidence in accordance with the SNIJIB Working Rules. If the employer finds that the allegation has been proven, the employer will evaluate the appropriate disciplinary action to be taken.

The severity of the incident will determine the level of disciplinary action the employer will take. These actions can be one of the following: verbal warning, written warning, final written warning or dismissal. The employer must inform the apprentice both verbally and in writing of the decision and with the reasons. The apprentice has the right of appeal.

In situations where an allegation of gross misconduct has been reported (including such offences as theft, drunkenness, fighting, clocking on for other employees, wilful disobedience of instructions with resultant risk of injury to others, wilful damage to equipment or gross insubordination) an apprentice will be liable to paid suspension until an investigation and meeting has been carried out.

S18 – Health & Safety

The SNIJIB issues all apprentices and employers with a booklet entitled “Health & Safety in Your Hands” which apprentices should read carefully. It is important that apprentices at all times act responsibly and safely so that they are not a danger to themselves or others. A great deal of work on pipework carrying water and gas etc. is carried out at height in partly finished buildings and this can make working conditions potentially hazardous.

Apprentices must comply with safety rules and pay attention to the task in hand in order that they and their fellow employees are not being put at risk.

Health and Safety is an integral part of the training and instruction that an apprentice will receive when undertaking their SVQ in Plumbing. It is the responsibility of an apprentice to familiarise themselves with the employer's Health and Safety requirements and those of the College / Training Centre which they attend.

The Health and Safety of all those working in the Industry including apprentices is of paramount importance. Employers are reminded that they have the overall responsibility for the Health and Safety of the apprentice in accordance with current Health and Safety legislation.

The Health & Safety at Work Act 1974

The Health and Safety at Work Act 1974 (also referred to as HSWA, the HSW Act, the 1974 Act or HASAWA) is the primary piece of legislation covering occupational health and safety in Great Britain. The Health and Safety Executive, with local authorities (and other enforcing authorities) is responsible for enforcing the Act and a number of other Acts and Statutory Instruments relevant to the working environment.

The full text of the act (as amended) is available at - <http://www.legislation.gov.uk/ukpga/1974/37/contents> where it can be downloaded free of charge.

Statutory instruments are pieces of secondary legislation made under specific Acts of Parliament. These cover a wide range of subjects, including control of asbestos at work, diving, escape and rescue from mines, ionising radiation and working at height.

See Legislation enforced HSE for more details - <http://www.hse.gov.uk/legislation/enforced.htm>

If you need further advice on legal matters concerning the workplace, please consult - <http://www.hse.gov.uk/legislation/links.htm>

For some basic information on what employers must do to make sure their businesses comply with health & safety law, visit - <http://www.hse.gov.uk/simple-health-safety/index.htm>

The Health & Safety at Work Act 1974 - Disclaimer

The information on this site is updated and checked for accuracy and completeness from time to time. However it is important to note that legal information must be used with a degree of caution.

Users must be aware that whilst an Act or Statutory Instrument (SI) may still be in force, parts may have been superseded by later legislation or completely withdrawn. If you use a printed or online version of an Act or Statutory Instrument this will generally be in the form that it was originally produced unless otherwise specified.

Any withdrawn or amended sections will still be contained within the Act or SI and there will be nothing in the document to identify those sections that no longer apply.

You can also seek independent legal advice.

S19 – Equal Opportunities

The Modern Apprenticeship in Domestic Plumbing & Heating operates on the principle of equal treatment including access to training opportunities, regardless of sex, marital status, race, colour, religion, sexual orientation, nationality, ethnic origin, political belief, responsibility for dependants, age, culture, language or disability except that applicants must be reasonably fit and able in their own best interests to meet the work and safety requirements in the Plumbing Industry.

S20 – Trade Union

Apprentices are free to join a Trade Union if they wish to do so. Unite the Union is the union which is recognised by and represents Plumbing in the UK and is a constituent member of the SNIJIB. The SNIJIB sets the terms and conditions of employment in the Plumbing Industry (Working Rules). UNITE aim to ensure its members are safe and happy at work by working with employers to maintain good standards.

To find out how to become a member of UNITE and how much membership costs are please visit www.unitetheunion.org

S21 – Contact Us

If you have any questions in relation to this information please call us on 0131 524 1245 or email training@snipef.org and we will help you.

Notes

Please use the below section to add any notes you may have or to summarise information from the sections contained in this booklet.