**Cover Sheet to be retained by MP**

**[INSERT MP NAME]**

I authorise IPSA to pay the person named in the Apprentice Agreement the amount stated from my Staffing budget.

I understand that IPSA will deduct Income Tax and Employee National Insurance contributions from each payment and pay the amount deducted to HM Revenue and Customs where appropriate.

I confirm that the salary payment being made to my staff member is in respect of work that is exclusively and necessarily in support of my parliamentary duties.

I confirm that I have checked my Staffing Budget Report and that employing this staff member will not make me exceed my Staffing Budget for this financial year.

I confirm I have completed the employee Right to Work Checks.

I confirm that the person named in the contract/agreement is required to obtain and maintain satisfactory security clearance(s) subject to the prevailing policy set by the House of Commons Commission.

I understand and agree with the above statements        [Agree]

Contract is for an existing employee? [Yes/No]

I understand that, after 8th June 2017, no new employee may be a connected party

 [Agree]

Contract Type    Apprentice Agreement

Full Time or Part Time [Full Time/Part Time]

Contract Type [Home/Office/Hybrid]

\*\*\***THIS PAGE MUST BE REMOVED BEFORE ISSUING THE AGREEMENT TO THE APPRENTICE**\*\*\*

**Apprentice Agreement for the staff of Members of Parliament**

**This apprenticeship agreement is to set out the principal duties and responsibilities of the parties in accordance with the Employment Rights Act 1996, as they apply at present.**

**This apprenticeship agreement** is made on [insert date].

**Parties**

1. [insert MP’s name], Member of Parliament for [insert constituency] (as such constituency exists from time to time) (**Employer**); and
2. [insert name of apprentice] of [insert apprentice’s address](**Apprentice**).
3. **General**
	1. The purpose of this apprenticeship agreement (**Agreement**)is to set out the principal duties and responsibilities of the parties.
	2. The parties intend the contents of this Agreement to be an approved apprenticeship agreement within the meaning of the Apprenticeships, Skills, Children and Learning Act 2009. Therefore, this Agreement will be a contract of employment and not a contract of apprenticeship, and the Apprentice will be treated at all times and for all purposes as an employee of the Member of Parliament.
	3. The apprenticeship will take the form of both centre training and work placement training. The Apprentice will be expected to complete [insert length of study, how many days per week, etc.] and [insert length of work-based training, how many days per week, etc.] and to sit and successfully pass [insert name and level of qualification].
	4. Subject to and conditional upon the remaining terms of this Agreement, the apprenticeship will last for a period of [insert number of years] years. This Agreement commences on [insert start date] and shall continue, subject to the remaining terms of this Agreement, until [insert end date] when it shall terminate without the need for notice.
	5. The Apprentice’s continuous employment commences on [insert start date] and for the purpose of the Employment Rights Act 1996, no previous employment with any other employer shall count as part of the Apprentice’s period of continuous employment for continuity of employment purposes.
	6. EITHER No probationary period applies to the apprenticeship.

OR

The first [insert number] [weeks or months] of the apprenticeship shall be a probationary period and the Apprentice’s employment may be terminated at any time during this period or before the start date on [insert number] [weeks or months] prior notice by either party. The Employer may, at their discretion, extend this period for up to a further [insert number] [weeks or months]. During this probationary period, the Apprentice’s performance and suitability for continued employment will be monitored. The Employer may decide, at their discretion, not to follow the full disciplinary policy or other procedures. At the end of the probationary period, the Apprentice will be informed in writing if they have successfully completed their probationary period. If the Apprentice does not receive any written confirmation, the Apprentice should assume that their probationary period continues.

* 1. The Apprentice represents and warrants:
		+ that they are and will continue to be throughout the duration of the Agreement entitled to work in the United Kingdom without any additional immigration approvals, and will notify the Employer immediately if they cease to be so entitled at any time during their employment;
		+ that by entering into this Agreement and/or performing any of their obligations under it, they will not be in breach of any court order or any express or implied terms of any contract or other obligation binding on them;
		+ that they are not engaged to work (paid or unpaid) for another employer, or on a self-employed basis, during the term of this Agreement unless they have obtained the Employer’s prior written consent; and
		+ that they understand their obligation to keep the Employer promptly and accurately informed of their working hours in any other such role. The Apprentice’s attention is drawn to the provisions of clause 20 of this Agreement in this regard.
	2. The commencement and continuation of the Apprentice’s employment under this Agreement is subject to and conditional on obtaining and maintaining satisfactory security clearance(s) subject to the prevailing policy set by the House of Commons Commission, which may be reviewed or amended from time to time. The continuation of the Apprentice’s employment is also conditional upon the Employer continuing to serve as a Member of Parliament in the constituency (as such constituency exists from time to time).
1. **Salary**
	1. The Apprentice will be paid a salary of £[insert salary] per annum (less any deductions for tax and National Insurance) in 12 equal monthly instalments in arrears. This will be paid in into the Apprentice’s nominated bank account on the last working day of each month. There is no contractual right to any pay increases during the apprenticeship.
	2. The Apprentice may be entitled to receive additional remuneration for any hours or days worked above their normal working hours (in accordance with clauses 6 and 7).
	3. The Apprentice acknowledges and agrees that the Employer shall be entitled to deduct from the Apprentice’s salary or other payments due to the Apprentice any money that the Apprentice may owe to the Employer at any time, including but not limited to loans, advances, overpayments, and excess holiday payments.
2. **Expenses**
	1. All allowable expenses wholly, properly, and necessarily incurred by the Apprentice in the performance of their role and/or parliamentary duties in the course of their employment or to undertake agreed training will be reimbursed on production of necessary receipts subject to any applicable guidance issued by the Independent Parliamentary Standards Authority (**IPSA**) from time to time.
	2. Travel, and other expenses, will be subject to the expense policy found in ‘The Scheme of MPs’ Staffing and Business Costs’ and accompanying guidance issued by IPSA from time to time.
3. **Training Fees**
	1. The Employer agrees to pay any fees in relation to the training of the Apprentice to include any college and examination fees.
	2. The practical period of the apprenticeship will be [insert number of months, which must be no less than 12] months from the date of this Agreement. The Apprentice will spend [insert percentage of time, which must be minimum of 20%] of their time over the course of the apprenticeship on "off-the-job" training. This will take place during normal working hours.
	3. The Apprentice is required to attend [insert details of compulsory training]. The Employer will release the Apprentice from their duties to attend such training as is reasonably required to complete their apprenticeship and attain [insert the name and relevant level of qualification].
	4. During the employment the Apprentice is also entitled, but not required, to take part in various in-house training courses which the Employer may provide from time to time. Specific details of what courses might be available will be provided to the Apprentice. If the Apprentice would like to take a course, they should speak with the Employer in the first instance.
4. **Apprentice’s Duties**
	1. The Apprentice hereby agrees that they will:
		* attend all scheduled training centre and college lectures and classes;
		* complete all coursework and deliver it on time;
		* complete the duration of the training course unless this Agreement is terminated prior to completion in accordance with clause 14; and
		* undertake and perform the duties assigned during the work-based element of the apprenticeship to a satisfactory standard.
	2. The Apprentice may be required to undertake such other duties from time to time as the Employer may reasonably require.
	3. The Secretary of State has published an approved apprenticeship standard (which is attached to this Agreement) for the sector in which the Apprentice will be working, which is [insert name of sector]. The approved apprenticeship standard is the standard which applies in relation to the work to be done under this apprenticeship and is at the level of [insert details of level]. The Apprentice will receive training to help the Apprentice achieve the approved apprenticeship standard in relation to the work done for the Employer under this Agreement.
	4. The Employer shall have the right at any time to suspend the Apprentice from their duties for the purpose of carrying out an investigation into any allegation of misconduct or negligence or any allegation of bullying harassment or discrimination made against the Apprentice and pending any disciplinary hearing. During any period of suspension, the Apprentice will continue to receive such salary and any contractual benefits that they would have been entitled to had they not been suspended.
5. **Hours of Work**
	1. The Apprentice’s normal hours of work are between [insert time] and [insert time], [insert day, which is usually Monday] to [insert day, which is usually Friday] inclusive (with a daily lunch break of [insert number of minutes] minutes). These working hours and days will depend on the Apprentice’s study programme and the Employer’s Parliamentary workload and may therefore vary.
	2. The Apprentice’s normal working week (excluding lunch breaks) will be based on an average of [insert EITHER full time number of hours OR insert part time number of hours] per week.
	3. The Apprentice may be required to work such additional hours as may be necessary to meet the needs of the role and as required for the proper performance of the Apprentice’s duties, noting this will also depend on the Employer’s Parliamentary workload, and these hours are variable. The Employer will provide the Apprentice with as much notice as possible of any additional hours to be worked outside of normal working hours.
6. **Additional Hours**
	1. Any additional hours worked must receive prior authorisation from the Employer and, where so authorised, Time Off In Lieu (**TOIL**) will normally be granted to be taken at such times (if any) as agreed by the Employer. It is not guaranteed that TOIL will be available. Where TOIL is not available, authorised overtime will be paid at a rate set out in in clause 7.2.
	2. Authorised additional hours will be paid on the following basis:

**Part Time** (minimum hours 16 per week): Extra hours will be at the Apprentice’s usual hourly rate of pay until they exceed the normal full-time hours for the job which are [insert number of full time] hours. After this the Apprentice will be paid at a rate of time and a half.

**Full Time:** Extra hours will be paid at a rate of time and a half.

* 1. Approved overtime payments must be claimed within three (3) months of the date earned by submitting an overtime timesheet to the Employer. Any approved overtime payments not claimed in accordance with this clause cannot be claimed at a later date. Approved overtime payments claimed in accordance with this clause will be paid together with salary in the normal way on the next payroll date following the submission of the claim.
	2. Where TOIL has been granted for working agreed extra hours, this must be taken within three (3) months of the date it was earned. Any TOIL must be taken at such times as approved by the Employer and the Apprentice may be required to take (or not to take) TOIL on particular dates at any time, including during their notice period. If the Apprentice does not work their notice for any reason, any TOIL earned but not yet taken will usually be lost.
	3. The Apprentice shall not be permitted to work additional hours if their hours would exceed 48 hours per week averaged over a 17-week period or otherwise in accordance with the Working Time Regulations 1998, unless they have signed an opt-out agreement. If the Apprentice is requested to opt-out of the 48-hour limit and chooses not to do so, or later withdraws their agreement to opt-out, they will not suffer a detriment.
1. **Place of Work**
	1. The Apprentice’s normal place of work will be at [insert address] or at such other place as may reasonably be required for the proper performance and exercise of the Apprentice’s duties.
	2. The Apprentice may be required on occasions to work, attend meetings or events either in Westminster, or within the constituency (as such constituency exists from time to time), or at another location. If the Apprentice travels between the Employer’s constituency (as such constituency exists from time to time) and Westminster at the Employer’s request the travelling time will be regarded as part of the Apprentice’s working hours.
	3. Unless otherwise agreed, the Apprentice will not be required to work outside the UK for any continuous period of more than one month during the term of their employment.
2. **Annual Leave and other paid leave**
	1. The Employer’s holiday year runs between 1 January and 31 December.
	2. In the holiday year in which the Apprentice’s employment starts or terminates, the Apprentice’s holiday entitlement will be calculated in direct proportion to their service during that year rounded up to the nearest half-hour. For the avoidance of doubt, entitlement to time off in respect of bank and public holidays during that year shall also be calculated on a pro-rata basis by reference to the start or termination date, rounded up to the nearest half-hour.
	3. The Apprentice’s holiday entitlement will be [insert number of days] days. The Apprentice will also be entitled to the usual public and bank holidays in England on full pay (or a day in lieu where the Apprentice is required to work on any such bank or public holiday). Holiday entitlement will be pro-rated for part-time staff.
	4. Leave dates must be agreed in advance and must not interfere with any of the important training requirements. The Apprentice may be required to take (or not to take) holiday on particular dates at any time, including during their notice period.
	5. The Apprentice cannot carry forward more than five (5) days (pro-rated as appropriate) of untaken holiday from one holiday year to the following holiday year, save as required by law including where the Apprentice has been prevented from taking it in the relevant holiday year by:
* a period of sickness absence or
* statutory maternity leave, paternity, adoption, parental or shared parental leave.

Any unused holiday will be forfeited without any right to payment-in-lieu.

* 1. On termination of the employment, the Apprentice will either:
		+ be entitled to an amount as payment in lieu of any outstanding holiday entitlement for the holiday year in which termination takes place and any untaken permitted days carried forward from the preceding holiday year; or
		+ be required to repay any amount received in respect of holiday entitlement taken in excess of their proportionate accrued entitlement.
	2. In each case such amount will be calculated according to the formula in regulation 14 of the Working Time Regulations 1998. All calculations will be made to the nearest half-hour. Any paid holidays including paid bank and/or public holidays and any TOIL taken shall be deemed first to have been taken in satisfaction of statutory entitlement under the Working Time Regulations 1998.
	3. The Apprentice acknowledges and agrees that the Employer shall deduct an amount in respect of any excess holiday pay paid to the Apprentice from any outstanding salary or other payments due to the Apprentice.
	4. The Apprentice may be eligible to take other periods of paid leave, subject to any statutory eligibility requirements or conditions and any relevant policies applicable to each type of leave as in force from time to time, including maternity leave and/or other family leave, caring leave, and time off for public duties. Further details of such leave and pay during such leave are available on IPSA Online. This does not form part of the Apprentice’s contract of employment. The policy on any such type of leave may be replaced, amended or withdrawn at any time.
1. **Sickness, Injury or Incapacity for work**
	1. If the Apprentice is absent from work for as a result of illness or injury, the Apprentice must comply with the notification and reporting requirements (as amended from time to time) set out on the IPSA Online.
	2. Details of provision for any sick pay are set out on IPSA Online, including example sick pay calculations. This may be amended from time to time. This does not affect any entitlement the Apprentice may have to receive Statutory Sick Pay (**SSP**) for the same periods of sickness absence, although any sick pay the Apprentice receives shall be inclusive of any SSP due to the Apprentice.
	3. The Employer’s right to terminate the Apprentice’s employment under the terms of this Agreement apply even when such termination would or might cause the Apprentice to forfeit any entitlement to sick pay or other benefits.
2. **Pension**
	1. Subject to the rules of the scheme as in force from time to time and to all applicable legislation, the Apprentice will be automatically enrolled into the MP Staff Pension Scheme which is administered by IPSA on the Employer’s behalf**.**
	2. The scheme is a non-contributory plan. The employer contribution will be made from public funds at an amount not exceeding 10% of the Apprentice’s gross pay. The ‘employee contribution’ is zero unless the Apprentice chooses to make additional contributions.
	3. Full details of the scheme will be given to the Apprentice when they are enrolled. Details of the scheme are available on IPSA Online, and the Apprentice will be contacted directly by the pension provider after they have received the first contribution. This information will include the Apprentice’s right to opt-out if they do not want to be a member of the scheme. Membership of the scheme is subject to its rules as may be amended from time to time, and IPSA may replace the scheme with another scheme at any time on behalf of the Employer.
	4. If the Apprentice ceases to be a member of the scheme for any reason, IPSA will re-enrol the Apprentice automatically, on behalf the Employer, into a pension scheme as and when required by law.
3. **Benefits**
	1. The Apprentice is not entitled to any other benefits during their employment.
4. **Collective agreements**
	1. There is no collective agreement that directly affects the Apprentice’s employment, but the Apprentice has the right to be a member of a Trade Union.
5. **Early Termination**
	1. Either party may terminate this Agreement before the end of the period specified in clause 1.4 by giving to the other party not less than [insert number] [weeks or months] notice in writing.
	2. The Apprentice’s employment is conditional upon the Employer continuing to serve as the Member of Parliament. If the Employer resigns, chooses to stand down, or loses their seat at a general election or due to a successful recall petition, the Employer will consult with the Apprentice before or during the winding-up period about any ways in which the termination of their employment can potentially be avoided. If it cannot be avoided, the Employer will terminate the Apprentice’s employment in accordance with the notice period as set out in clause 14.1.
	3. The Employer reserves the right in their absolute discretion to lawfully terminate the Apprentice’s employment with immediate effect by notifying the Apprentice in writing that the Employer is exercising their right under this clause to make a payment of salary only in lieu of all or part of any unexpired period of notice (whether given by the Employer or the Apprentice). For the avoidance of doubt, the Employer’s right applies in respect of the period of notice to be given during the probationary period and the period of notice to be given after successful completion of the probationary period (as applicable). The Apprentice has no right to receive a payment in lieu of notice unless the Employer exercises their discretion in this clause, and nothing in this clause shall prevent the Employer from terminating the employment in breach.
	4. Notwithstanding clause 14.3 the Apprentice shall not be entitled to any payment in lieu of notice if the Employer would otherwise have been entitled to terminate the employment without notice and, in that case, the Employer shall also be entitled to recover from the Apprentice any amount in respect of payment in lieu of notice already made.
	5. During all or any part of the notice period (whether given by the Employer or the Apprentice), or if the Apprentice purports to terminate their employment in breach of contract, the Employer will be under no obligation to give the Apprentice any duties, or provide any work for the Apprentice, and need not give any reason for doing so. During any such period of suspension the Apprentice:
* will continue to be bound by the express and implied terms of this Agreement;
* on the Employer’s request, must return all of the Employer’s property which may be in their possession or under their control;
* shall remain available to perform any reasonable duty requested by the Employer (and should the Apprentice fail to do so shall forfeit their right to any Salary and benefits in respect of such period of non-availability); and
* other than as provided above, will continue to receive such Salary and any contractual benefits that they would have been entitled to had they not been suspended.
	1. The Employer shall be entitled to dismiss the Apprentice at any time with immediate effect without notice or payment in lieu of notice if:

the Apprentice fails without a reasonable excuse to complete and submit college course work on time or at all and/or the Apprentice fails to achieve satisfactory grades/marks in course work and examinations;

* + - the Apprentice’s attendance on either the college or experience-based aspects of the apprenticeship are unsatisfactory;
		- the Employer reasonably considers that the Apprentice commits an act of serious or gross misconduct;
		- the Employer reasonably considers that the Apprentice commits a serious breach of this Agreement;
		- the Apprentice ceases to be entitled to work in the United Kingdom; or
		- any of the conditions specified in clause 1.7 are not satisfied.
1. **Redundancy**
	1. In the event the Apprentice’s employment is terminated by reason of redundancy, subject to the Apprentice having at least two (2) complete years’ continuous service, they will be entitled to receive a payment equal to two (2) times the amount of any statutory redundancy payment payable to them based on the statutory calculation (inclusive of any statutory redundancy pay).
2. **Duty of Confidentiality**
	1. The contractual relationship between the Apprentice and the Employer is based on trust and confidence. The Apprentice must preserve the secrecy or confidentiality of:
		* all information which is marked as confidential, is stored and/or communicated in a manner which makes it clear that it is intended to be confidential, or which is otherwise notified to the Apprentice as confidential, including all personal data of any third party including the Employer; and
		* any information relating to the Employer or to others, and any information which gives rise to a duty of confidentiality to a third party,

which has been acquired by the Apprentice in the course of their employment (**Confidential Information**).

* 1. During the course of the Apprentice’s employment, and after the termination of the Apprentice’s employment with the Employer (howsoever caused), the Apprentice must preserve the secrecy and confidentiality of all Confidential Information and must not disclose or publish Confidential Information to any person or persons or use it, knowingly or unknowingly, for their own purpose or for any purpose other than those the Employer has authorised. Any breach of this duty may lead to disciplinary action.
	2. This duty of confidentiality and the restrictions in this clause do not apply to:
		+ prevent the Apprentice from making a disclosure under sections 43A - 43L of the Employment Rights Act 1996 (i.e., the whistleblowing provisions) provided that the disclosure is made to an appropriate person in an appropriate way;
		+ information which is in the public domain other than as a result of the Apprentice’s breach of this Agreement;
		+ use or disclosure that has been authorised by the Employer, is required by law or HMRC or is appropriate to disclose to a regulator or is required by the Apprentice’s employment;
		+ information which is necessary and appropriate to disclose in confidence to Parliament’s Independent Complaints and Grievance Scheme (ICGS);
		+ information which it is appropriate to disclose to the police in circumstances in which a criminal offence has been, or is alleged to have been committed;
		+ information which it is necessary and appropriate to disclose in confidence to a trade union representative or regulated health, care or legal professional; or
		+ information which the Apprentice uses or is required to disclose in any claim before any competent court or legal tribunal.
	3. The Apprentice is responsible for ensuring the security of Confidential Information in their possession, in particular in their home. The Apprentice undertakes to comply with all instructions for ensuring the security of Confidential Information, including but not limited to instructions relating to password security, software security (including keeping all security software up to date on all devices), locking devices and keeping all papers in filing cabinets that are locked whenever not in use and left unattended, ensuring no one else has access to any Confidential Information stored on the Apprentice’s devices or otherwise in their possession. The Apprentice must report immediately any data breach or incident involving the security of any Confidential Information to the Employer.
1. **Data Protection**
	1. The Employer will process the Apprentice’s personal data as a data controller in line with their responsibilities under data protection and employment legislation and in accordance with the terms of the Employer’s privacy notice as in force from time to time. The Employer’s privacy notice does not form part of the Apprentice’s contract of employment. The Employer may change their privacy notice at any time and will notify the Apprentice in writing of any changes.
	2. The Apprentice shall use all reasonable endeavours to keep the Employer informed of any changes to their personal data.
	3. The Apprentice acknowledges that in the course of their employment they will have access to and process personal data and special categories of data relating to others and the Apprentice agrees to comply with all data protection legislation and any data protection policies in force from time to time, in relation to such data. The Apprentice must keep all such data confidential and not use or disclose it other than in the proper performance of their duties.
2. **Employer property**
	1. All documents, manuals, hardware, and software provided for the Apprentice’s use by the Employer, and any data or documents (including copies) produced, maintained, or stored on the Employer’s computer systems or other electronic equipment (including mobile phones), remain the Employer’s property.
	2. All of the Employer’s property in the Apprentice’s possession including without limitation any original or copy documents obtained by the Apprentice in the course of their employment shall be returned to the Employer at any time on request and in any event upon the termination of their employment.
	3. The Apprentice shall take reasonable care of all Employer property in their possession and shall be responsible for any damage which goes beyond ordinary wear and tear. The Apprentice is required to report any damage or malfunction as soon as they become aware of it. The Apprentice shall not do, cause, or permit any act or omission which will invalidate any insurance policy covering the Employer’s property.
3. **Rules, policies and procedures**
	1. The Apprentice agrees to comply with all health and safety guidelines and instructions from time to time and to complete without delay all health and safety questionnaires that the Employer may send to them from time to time.
	2. The Apprentice is required at all times to comply with any rules policies and procedures of the Employer as amended from time to time, and the non-contractual rules, policies and procedures set out on IPSA Online as amended from time to time.
	3. The Apprentice’s attention is drawn to the Employer’s disciplinary and grievance procedure, found on IPSA Online.
	4. If the Apprentice wishes to raise a grievance the Apprentice may apply in writing to the Employer in accordance with the grievance procedure as in force from time to time. The grievance procedure does not form part of the Apprentice’s contract of employment and may be amended from time to time.
	5. If the Apprentice wishes to appeal a disciplinary decision the Apprentice may apply in writing to the Employer in accordance with the disciplinary procedure as in force from time to time. The disciplinary procedure does not form part of the Apprentice’s contract of employment and may be amended from time to time.
	6. All such rules, policies and procedures do not form part of the Apprentice’s contract of employment. In the event of any conflict between the terms of this Agreement and any rules, policies or procedures, the terms of this Agreement shall prevail.
4. **Working for another employer**
	1. At any time during this employment, the Apprentice must not work (paid or unpaid) for another employer, or on a self-employed basis, unless they have obtained the Employer’s prior written consent (such consent not to be unreasonably withheld or delayed).
	2. The Apprentice must keep the Employer promptly and accurately informed of their working hours in any such other role. This is principally to ensure compliance with statutory requirements relating to working time and so that a conflict of interest does not arise.
5. **Miscellaneous**
	1. The Employer reserves the right to make reasonable changes to any of the terms of this Agreement. The Apprentice will be notified of any changes in writing as soon as possible.
	2. This Agreement can be executed in any number of counterparts each of which when signed shall constitute a duplicate original.
	3. This Agreement forms the entire contract of employment between the Apprentice and the Employer. No previous agreements continue to apply, and the Apprentice and the Employer agree that no statements or representations can be relied on otherwise than as set out in this Agreement. This does not exclude any liability for fraud.

**In witness whereof this agreement has been signed by:**

[MP’s Name]**……………………………………………………... (Employer)**

**Signature:…………………………………………………………**

**Date:………………..………………………………………………**

and

[Apprentice’s Name]**……………………………………………… (Apprentice)**

**Signature:…………………………………………………………**

**Date:………………..………………………………………………**

Once signed by both parties, the Employer should please forward to IPSA:

* one original copy of the Agreement (signed by the Employer and the Apprentice).
* a New Starter Form (signed by the Apprentice).
* The Apprentice’s P45 or an HMRC Starter Checklist.