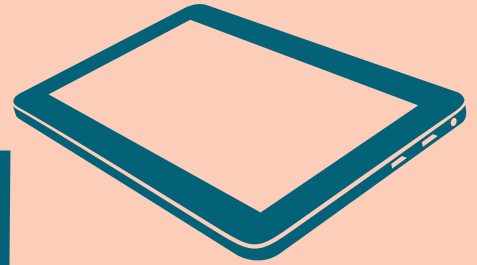


Starting an apprenticeship soon?



This means you'll be starting a role in the workplace where you learn, gain experience and get paid.

It's important to know your rights and we can help with that!

Before you start

Your employer will usually contact you before you start so make sure you find out:

- your working hours
- the dress code
- what you need to bring, like an ID
- your travel options, like where to park or the nearest train station
- who to ask for on your first day

You'll get an email invitation to create an account on the My apprenticeship service. This service will let you review and confirm your apprenticeship details and help you find help and support during your apprenticeship.

You'll spend at least 20% of your working time doing 'off-the-job training' for your apprenticeship. This can be at a college, university or online at your place of work.

For more information and tips on how to prepare for your first day:

<https://www.apprenticeships.gov.uk/apprentices/preparing-apprenticeship#>

Starting your apprenticeship

Make sure you're being paid the right amount

You'll need to make sure you have a formal apprenticeship agreement. This should set out what date your apprenticeship started, and when it will end (if it will). It should also tell you what you'll be paid, how many hours you'll work a week, and what skill or trade you'll be trained in, as well as the off-the-job training or college element.

What you earn depends on the industry, and type of apprenticeship you choose. If you're aged 16 to 18 or in the first year of your apprenticeship, you're entitled to the apprentice rate.

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	21 and over	18 to 20	Under 18	Apprentice
April 2024	£11.44	£8.60	£6.40	£6.40

Current rates

These rates are for the National Living Wage (for those aged 21 and over) and the National Minimum Wage (for those of at least school leaving age). The rates change on 1 April every year.

Apprentices

Apprentices are entitled to the apprentice rate if they're either:

- aged under 19
- aged 19 or over and in the first year of their apprenticeship

Example

An apprentice aged 21 in the first year of their apprenticeship is entitled to a minimum hourly rate of £6.40.

Apprentices are entitled to the minimum wage for their age if they both:

- are aged 19 or over
- have completed the first year of their apprenticeship

Example

An apprentice aged 21 who has completed the first year of their apprenticeship is entitled to a minimum hourly rate of £11.44.

But if you don't have a formal apprenticeship agreement, you might be entitled to the National Minimum Wage.

If you're 19 or over and have completed the first year of your apprenticeship, you're entitled to the National Minimum Wage. This is the minimum you'll earn — many employers pay more and offer their apprentices a competitive salary.

If you think you're being paid less than minimum wage your employer owes you the

difference between what you should have been paid and what they've actually been paying you.

If you've got your first payslip it can be confusing knowing what it all means. But don't worry, our blog helps explain what all the different codes and information mean.

Check the number of hours you should work

If you're under 18 then you shouldn't be asked to work more than 40 hours a week or 8 hours a day. Your employer is allowed to ask you to work for longer in exceptional circumstances. They can only ask this if:

- no one who's 18 or over is available to do the work
- they need you because it's suddenly busy or to keep the service running
- your education or training won't be affected by the work

We have a fact sheet for if you're under 18 and working. You can also get advice on our website [Check your rights at work if you're under 18 - Citizens Advice](#)

If you're over 18, your employer can't make you work more than 48 hours a week on average. It doesn't matter what your contract says. If you want to work more than 48 hours a week, you can sign an agreement to opt out of the maximum weekly working time limit. But that's your decision.

It's important to remember that your employer shouldn't expect you to work when you're supposed to be learning as part of your apprenticeship.

We can help you work out how many hours you should be working.

Check how much paid holiday you're entitled to

The law says workers should get 5.6 weeks' holiday each year — this is known as your 'statutory entitlement'. Your employer might give you more than this but it's up to them so make sure to check your contract.

Your employer can say you have to work bank holidays, as you don't automatically get them as days off. Or they can tell you to use your annual leave for a bank holiday. The key thing is to make sure your total amount of holiday is at least the minimum of 5.6 weeks, or more if your contract says so. Read our advice about working on bank holidays.

Where to get help

If you need support during your apprenticeship, don't be afraid to reach out for help.



For more information visit our website, ring us or find us on social media:

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or find us on Social Media:



Citizens Advice Copeland **01946 693321**

Citizens Advice Allerdale **01900 604735**

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