

THE APPRENTICESHIP ACT

ORDER
(under section 5)

The Apprenticeship (Motor Mechanic Trade) Order, 1959

L.N. 252/59
323/64
201/68
441/71
284/77
66C/81
Act 15/2014

Similar Regulations made in respect of:

Welder Trade —

L.N. 125/61
325/64
442/71
285/77
66D/81
207B/86

Motor Vehicle Electrician Trade —

L.N. 126/61
324/64
200/68
445/71
287/77
66F/81

Machinist and Turner Trade —

L.N. 127/61
326/64
203/68
443/71
286/77
66E/81
207C/86

Fitter Trade —

L.N. 128/61
327/64
204/68
444/71
288/77
66G/81
207D/86

Installation Electrician Trade —

L.N. 109/62
328/64
202/68
446/71
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66H/81
207E/86

Radio Television Servicing Trade —

L.N. 29/68
447/71
290/77
66I/81
207F/86

Heavy Duty Mechanic Trade —

L.N. 217A/68
448/71
291/77
66J/81

Painter and Decorator Trade —

L.N. 217C/68
292/77
66K/81
207G/86

S11-2

Similar Regulations made in respect of:

L.N. 45/69 78/69 450/71 293/77 66L/81 207H/86	<i>Industrial Maintenance Electrician Trade</i>
L.N. 484/69 451/71 294/77 66M/81 207I/86	<i>Plumber and Pipe Fitter Trade</i>
L.N. 384/70 453/71 296/77 66O/81 207K/86	<i>Industrial Maintenance Mechanic Trade</i>
L.N. 385/70 452/71 295/77 66N/81 207J/86	<i>Industrial Pipe Fitter Trade</i>
L.N. 75/73 298/77 66Q/81 207M/86	<i>Mason Trade</i>
L.N. 76/73 297/77 66P/81 207L/86	<i>Carpenter and Joiner Trade</i>
L.N. 74a/79 207A/86	<i>Automobile Trade</i>
L.N. 48 ¹ /89	<i>Railway Maintenance Trade</i>

ORDERS

(under section 23)

L.N. 211/66	The Apprenticeship (Southern Area) Committee Order, 1966
L.N. 212/66	The Apprenticeship (Northern Area) Committee Order, 1966

REGULATIONS

(under section 26)

L.N. 283/57 361/65	The Apprenticeship Regulations, 1957
L.N. 75B/79 <i>(Omitted)</i>	The Apprenticeship (Automobile Trade)(Syllabus) Regulations, 1979

THE APPRENTICESHIP ACT

ORDER
(under section 5)

THE APPRENTICESHIP (MOTOR MECHANIC TRADE) ORDER, 1959

(Made by the Apprenticeship Board and approved of the Minister on the
2nd day of November, 1959)

L.N. 252/59
Amdts:
L.N. 323/64
201/68
441/71
284/77
66C/81
Act 15/2014

[2nd November, 1959.]

1.—(1) This Order may be cited as the Apprenticeship (Motor Mechanic Trade) Order, 1959.

(2) This Order shall apply to the motor mechanic trade.

2. In this Order, unless the context otherwise requires—

“effective year” means an effective year of apprenticeship computed in accordance with the provisions of sub-paragraph (5) of paragraph 8;

“employer” means any person responsible under a contract of apprenticeship for the training of an apprentice in the motor mechanic trade;

“the Fund” means the Apprenticeship Board—Compulsory Savings (Motor Mechanic Trade) Fund established under this Order;

“skilled workman” means a person other than an apprentice who is competent to be engaged in a skilled capacity in the trade and is being paid as a skilled workman in the trade;

“the trade” means the motor mechanic trade;

“the motor mechanic trade” means the trade or craft of repairing, improving or maintaining motor vehicles equipped with petrol or diesel engines, and includes repairing of the ignition system and simple routine servicing of the electrical system of motor vehicles, but does not include—

(a) any other repairing of the electrical equipment of motor vehicles;

- (b) the repairing, improving or maintaining of upholstery, radiators and tyres;
- (c) any painting of motor vehicles; and
- (d) the repairing, improving and maintaining of the bodies (including their metal, plastic or glass components), fenders, minor frames or bumpers of motor vehicles;

“working day” means, in relation to each employer in the trade, a period not exceeding twelve hours in any day during which such employer habitually requires skilled workmen in his employment to work;

“working week” means, in relation to each employer in the trade, a period not exceeding forty hours in any week, during which such employer habitually requires skilled workmen in his employment to work.

AGE

3.—(1) No person shall be employed as an apprentice in the trade unless he has attained the age of fifteen years.

(2) Any person who employs another in contravention of the provisions of sub-paragraph (1) shall be guilty of an offence and on summary conviction thereof before a Resident Magistrate shall be liable to a fine not exceeding fifty dollars and in default of payment to imprisonment with hard labour for a term not exceeding three months.

STANDARD OF EDUCATION

4. No person shall be employed as an apprentice in the trade unless he is in possession of a School Leaving Certificate of a Senior or All-Age School or has reached an equivalent standard of education as certified in each case by the Head Teacher and an Education Officer of the area.

INSTRUCTION

5.—(1) Every employer of an apprentice in the trade shall provide for the apprentice the system of practical instruction described in Part I of the First Schedule.

(2) Every apprentice in the trade shall undertake the courses of theoretical instruction described in Part II of the First Schedule and shall take such examinations thereon as may be determined by the persons conducting the said courses at such times as they may determine.

First
Schedule

(3) Every employer of an apprentice in the trade shall permit the apprentice to attend the said courses during working hours and shall not make any deduction from the wages of the apprentice for the time spent by him in attending the said courses unless the total of the time so spent exceeds thirty-six working days in each effective year, in which event deduction may be made in respect of time so spent in excess of thirty-six working days in each effective year.

LEAVE

6.—(1) Every apprentice in the trade shall be entitled during the period of his apprenticeship, to be granted leave from his duties in accordance with the following provisions—

- (a) vacation leave on full pay for twelve working days at the completion of each year of service;
- (b) sick leave, in addition to vacation leave, on full pay for twelve working days in respect of each year of service, so, however, that on every occasion of his absence on account of illness the following conditions shall be fulfilled—
 - (i) the apprentice or his guardian shall advise his employer of his illness;
 - (ii) when the apprentice is absent for more than three days there shall be produced to the employer a certificate of a registered medical practitioner certifying that the apprentice is unable through illness to perform his duties.

(2) In addition to the vacation and sick leave specified in this paragraph, the apprentice may be granted special leave at the discretion of the employer, without reference to the Board, where such special leave does not exceed three weeks in any year.

PROBATIONARY PERIOD

7. The probationary period to be served by each apprentice employed in the trade shall be six months from the date of his employment.

PERIOD OF APPRENTICESHIP

8.—(1) Subject to the provisions of this paragraph, the period of apprenticeship to be served by each apprentice employed in the trade shall be four effective years.

(2) Where the Board are satisfied that an applicant has before his employment as an apprentice worked in the trade or in a related occupation and that by reason of the experience and training thereby gained by him the period of apprenticeship so far as it applies to him should be reduced, the Board may direct in writing (which direction shall be appended to the registered contract) that the period of apprenticeship of that apprentice shall be reduced by such period as they may determine, not being a period exceeding one-half of the period during which the apprentice had previously worked in the trade or a related occupation, or one effective year, whichever is the less.

(3) Where the Board are satisfied that an apprentice has, before his employment as an apprentice, successfully undertaken a course of theoretical instruction at an institution recognized by the Board as providing training in any of the courses described in the First Schedule, and that by reason of the training thereby gained by him the period of apprenticeship, so far as it applies to him, should be reduced, the Board may direct in writing (which direction shall be appended to the registered contract) that the period of apprenticeship of that apprentice shall be reduced by such period as they may determine.

(4) Where the period of apprenticeship of an apprentice has been reduced in accordance with the provisions of this paragraph the apprentice shall be deemed for the purposes of calculating the wages to be paid to him, to have served the employer for the entirety of the period by which the period of apprenticeship has been reduced, and wages shall accordingly be paid to him at the rate which would be appropriate had he actually served the employer for that period.

(5) An effective year of apprenticeship shall be the period of fifty-two weeks commencing, as regards the first effective year, on the date of employment of the apprentice and as regards the second and subsequent effective years, on the date immediately following the expiration of the preceding effective year:

Provided that where the apprentice has been absent from his duties (otherwise than by leave granted to him in accordance with the provisions of this Order or by the permission of his employer) the aggregate number of working days on which he has been so absent shall be added to the said period of fifty-two weeks.

WAGES

9.—(1) Subject to the provisions of this paragraph, an apprentice employed in the trade shall be paid, in respect of any working week during each effective year specified in the first column of the Second Schedule, wages at rates not less than those set out in the second or third column of the said Schedule in respect of such effective year: Second
Schedule.

Provided that where the apprentice has been absent from his duties (otherwise than by leave granted to him in accordance with the provisions of this Order or by the permission of his employer), it shall be lawful for his employer to deduct from his wages for that working week such sum as is arrived at by dividing his wages for a working week by the number of hours in a working week in the establishment and multiplying the result by the number of hours during which he was so absent.

(2) An Apprentice employed in the trade shall be paid, in respect of any overtime work done by him in any week during each effective year specified in the first column of the Second Schedule, such sum as is arrived at by dividing the sum specified in the second column of the said Schedule in respect of such effective year by the number of hours in a working week in the establishment and multiplying the result by one and a half times the number of hours of overtime work done by such apprentice.

TRAVELLING ALLOWANCE

10. Where an apprentice is required by his employer to work or to be at any place outside the radius of six miles from his usual place of work the employer shall pay the apprentice such amounts for transport and subsistence as are reasonable in the circumstances, or refund the actual travelling expenses incurred by the apprentice:

Provided that if the employer provides suitable transport facilities he shall not be required to pay the apprentice an allowance for transport and if he provides suitable board and lodging he shall not be required to pay the apprentice an allowance for subsistence.

HOURS OF WORK

11.—(1) No apprentice in the trade shall be required or permitted to work for more than six days in any week.

(2) No apprentice in the trade shall be required or permitted to work for more than forty hours in any week or, if the apprentice is under the age of eighteen years, for more than eight hours in any day.

COMPULSORY SAVINGS FUND

12.—(1) There shall be established a Fund to be known as the Apprenticeship Board—Compulsory Savings (Motor Mechanic Trade) Fund.

(2) The Board shall be responsible for the management and control of the Fund in accordance with the provisions of this Order.

(3) The Board shall keep a separate account for the moneys of the Fund.

(4) It shall be the duty of the employer of every apprentice employed in the trade—

- (a) to deduct from the wages of the apprentice an amount which shall be determined on the scale of 7.5 cents from each dollar or part thereof, on each occasion on which the apprentice receive wages;
- (b) to lodge to the credit of the Fund in the Workers Savings and Loan Bank, as soon as practicable after the end of each month, the total amount deducted from the wages of the apprentice in accordance with the provisions of this paragraph, during such month;
- (c) to transmit to the Board, not later than the fifteenth day of every month, a statement in the form specified in the Third Schedule, and a copy of the lodgement slip relating to any lodgement made by him in respect of the last preceding month in accordance with the provisions of this paragraph.

Third
Schedule

(5) The Board may from time to time add to the compulsory savings of an apprentice in the trade such dividend as the Board think fit, and such dividend shall then become part of the principal and be deemed for the purposes of this Order to be compulsory savings.

(6) As soon as practicable after the first day of June in each year the Board shall cause each apprentice in the trade to be informed of the total amount standing to his credit in the Fund at that date.

(7) No apprentice shall be entitled, while he continues to be an apprentice in the trade, to withdraw any sum from the Fund:

Provided that the Board may, for good cause shown on an application made to this effect, at any time approve a withdrawal from the Fund.

(8) Whenever for any reason (including the completion of his contract of apprenticeship) an apprentice ceases to be an apprentice in the trade, his account in the Fund shall be closed, and the amount standing to his credit shall be paid to him or, if he is dead, to his legal personal representatives.

(9) Subject to the provisions of this Order, no compulsory savings shall be assigned or be transferable or be liable to be attached, sequestered or levied upon for, or in respect of, any debt or claim whatsoever.

BONUS PAYMENTS

13. Whenever an apprentice in the trade passes any of the examinations specified in the first column of the Fourth Schedule, the employer of such apprentice shall pay him, in addition to any wages which may be due to him, the bonus prescribed in the second column of the said Schedule in respect of such examination.

Fourth
Schedule.

REPORTS, RETURNS AND RECORDS

14.—(1) Every employer of an apprentice in the trade shall furnish the following returns and reports to the Board at the times specified in respect of each—

- (a) every report on the progress of the apprentice in the courses of theoretical instruction described in Part II of the First Schedule, as soon as possible after such report is furnished to the employer by the persons conducting the said courses;

Fifth
Schedule.

- (b) an annual report in the form prescribed in Part I of the Fifth Schedule, not later than thirty days after the end of each effective year;
- (c) an annual return in the form prescribed in Part II of the Fifth Schedule, not later than the thirty-first day of January, in respect of the last preceding calendar year.

Sixth
Schedule.

(2) Every employer of an apprentice in the trade shall keep the record specified in the Sixth Schedule.

FIRST SCHEDULE

Part I

(Paragraph 5 (1))

PRACTICAL TRAINING FOR APPRENTICE MOTOR MECHANIC

1. Safety precautions, including the relevant provisions of the Factories Act and Regulations; workshop rules.
2. Use of sketches, instruction manuals and other visual aids.
3. Correct and safe use of lifting gear.
4. Care and maintenance of motor vehicles including;

Lubrication system, cooling system, batteries, ignition system, lights, fuel system including carburettor, tyres, etc.
5. Removal, repair and assembly of all components including—

Engines (decarbonizing, valve grinding, fitting pistons and rings, fitting bearings, gudgeon pins, straightening connecting rods, etc.) clutches, gear boxes, differentials, steering mechanism (including wheel alignment), braking system, rear axle and wheels.
6. Engine tune-up, valve timing, ignition timing and faults, carburettor adjustments, brake adjustments, wipers, horn.
7. Testing (including road) and fault diagnosis.

Note:

The above listed operations and skills are desirable but where the facilities exist the list may be extended. The sequence may be altered at the discretion of the employer, but the emphasis should be placed on the skilful repair and adjustment of motor vehicles.

Part I

(Paragraph 5 (2))

THEORETICAL TRAINING FOR APPRENTICE MOTOR MECHANIC

Motor Vehicle Mechanic's Course of the City and Guilds of London Institute or of the Union of Lancashire and Cheshire Institutes.

SECOND SCHEDULE (Paragraph 9(1))

Minimum Rates of Wages for Apprentice Motor Mechanic for a Working Week

The minimum weekly rate of wages for an apprentice motor mechanic shall be—

- (a) either the fixed rate specified in the second column;
- (b) or the percentage of the weekly rate for a Grade II skilled worker specified in the third column,

whichever is the greater.

<i>Effective year of Apprenticeship</i>	<i>Fixed Rate</i>	<i>Percentage</i>
First year — 1st 6 months	\$25.00	30
2nd 6 months	\$29.00	35
Second year — 1st 6 months	\$33.00	40
2nd 6 months	\$37.00	45
Third year — 1st 6 months	\$41.00	50
2nd 6 months	\$45.00	55
Fourth year — 1st 6 months	\$49.00	65
2nd 6 months	\$53.00	75

THIRD SCHEDULE (Paragraph 12(4) (c))

MONTHLY STATEMENT OF COMPULSORY SAVINGS

W.S.L.D. Acct. AB/

Name of Employer.....
 Name of Establishment.....
 Address.....
 Compulsory Savings Deposit for the month of 19....

Apprentice's Contract Number	Name of Apprentice	Wages (Weekly)	Compulsory Savings Deposit (Weekly)	Amount Lodged		Total Deduction B/F		Remarks
				\$	c	\$	c	
Total Compulsory Savings Deposits				\$				

Signature of Employer.....

Date.....19.....

FOURTH SCHEDULE (Paragraph 13)

QUALIFICATION FOR AND AMOUNT OF BONUS PAYABLE TO APPRENTICE
MOTOR MECHANIC

<i>Examination</i>	<i>Bonus Payable</i>	
	<u>Pass</u>	<u>First Class Pass</u>
City and Guilds of London Institute Course 168—Motor Vehicle Mechanic's Work (New Scheme)		
PART I 	\$10. 50	\$14. 70
PART II 	\$16. 80	\$21. 00
or the equivalent examinations of other approved body		

FIFTH SCHEDULE

Part I (Paragraph 14 (1) (b))

ANNUAL REPORT ON APPRENTICE FOR EFFECTIVE YEAR OF APPRENTICESHIP

ENDING.....

Trade.....
Name of Employer.....
Address.....
Name of Apprentice.....

Theoretical Instruction:

- (a) Arrangements for.....
-
- (b) Course(s) taken.....
- (c) Number of hours allowed for Course(s) each week.....
- (d) Examination(s) taken during the year:

<u>Examination</u>	<u>Result</u>	<u>Bonus Paid</u>
.....
.....

Practical Instruction: Details and Progress

.....
.....
.....

Conduct.....
General Remarks.....

.....
.....
.....

Signature of Employer.....

Date.....

FIFTH SCHEDULE, *contd.*

Part II

(Paragraph 14 (1) (c))

ANNUAL RETURN OF APPRENTICES AND SKILLED WORKMEN EMPLOYED DURING THE YEAR 19.....

Trade.....

Name of Employer..... Address.....

CATEGORIES	APPRENTICES				SKILLED WORKMEN		
	Number of contracts made during year	Number of Apprentices who completed Apprenticeship during year	*Number of Contracts Cancelled during year	Number Employed at 31st December	Minimum number Employed during Year	Maximum number Employed during Year	Number Employed at 31st December

NOTE *State reason for cancellation.....

Signature of Employer.....Date.....

[The inclusion of this page is authorized by L.N. 4/1976]

SIXTH SCHEDULE

(Paragraph 14 (2))

RECORD OF WAGES, HOURS OF WORK AND TRAINING

Trade.....
 Name of Employer.....
 Name of Apprentice.....
 Date of Birth of Apprentice.....
 Date of Employment of Apprentice.....
 Effective Year of Apprenticeship (first, second, etc., as the case may be).....

Week ending	NUMBER OF HOURS AT WORK AND ATTENDING COURSES OF INSTRUCTION								WAGES FOR THE WEEK			Compulsory savings deduction	Net wages paid	
	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total hours of instruction	Total hours of work	Ordinary wages	Wages for work overtime			Total wages

The inclusion of this page is authorized by L.N. 4/1976

THE APPRENTICESHIP ACT

ORDER
(under section 23)

THE APPRENTICESHIP (SOUTHERN AREA) COMMITTEE ORDER, 1966

(Made by the Minister, after consultation with the Apprenticeship Board on the 6th day of July, 1966)

L.N.
211/66

1. This Order may be cited as the Apprenticeship (Southern Area) Committee Order, 1966.
2. In this Order, "Southern Area" means the parishes of Manchester, St. Catherine, Clarendon and St. Elizabeth.
3. There shall be appointed for the Southern Area an Apprenticeship Committee which may be referred to as the Apprenticeship (Southern Area) Committee.

THE APPRENTICESHIP ACT

ORDER
(under section 23)

THE APPRENTICESHIP (NORTH-WESTERN AREA) COMMITTEE ORDER, 1966

(Made by the Minister, after consultation with the Apprenticeship Board, on the 6th day of July, 1966)

L.N.
212/66

1. This Order may be cited as the Apprenticeship (North-Western Area) Committee Order, 1966.
2. In this Order, "North-Western Area" means the parishes of St. James, Westmoreland, Trelawny, Hanover and St. Ann.
3. There shall be appointed for the North-Western Area an Apprenticeship Committee which may be referred to as the Apprenticeship (North-Western Area) Committee.

THE APPRENTICESHIP ACT

REGULATIONS
(under section 26)

THE APPRENTICESHIP REGULATIONS, 1957

(Made by the Apprenticeship Board on the 17th day of October
and approved by the Governor in Council on the 7th day of
December, 1957)

L.N. 283/57
Amd:
L.N. 361/65

1. These Regulations may be cited as the Apprenticeship Regulations, 1957.

2. In these Regulations—

“Apprenticeship Committee” means an Apprenticeship Committee appointed in accordance with section 23 of the Act;

“the Board” means the Apprenticeship Board established in accordance with section 3 of the Act.

3. (1) The quorum of the Board shall be five and shall include at least one member appointed as representative of employers of skilled workmen, at least one member appointed as representative of skilled workmen, and at least one member not appointed as representative of either skilled workmen or employers of skilled workmen.

(2) The quorum of an Apprenticeship Committee shall be four and shall include at least one member of the Committee appointed as representative of employers of skilled workmen and at least one member appointed as representative of skilled workmen.

4. (1) From and after the coming into operation of these Regulations, every employer upon entering into a contract of apprenticeship shall transmit a copy thereof to the Board for retention by the Board.

(2) A copy of every contract of apprenticeship subsisting at the date of the coming into operation of these Regulations shall be transmitted by the employer to the Board for retention by the Board.

5. Every apprentice upon entering into a contract of apprenticeship shall produce to his employer a certificate of a registered medical practitioner in the form prescribed in the First Schedule.

First
Schedule.

Second
Schedule.

6. (1) The form prescribed in the Second Schedule shall be the prescribed form of permit for the purposes of subsection (2) of section 11 of the Act.

Third
Schedule.

(2) Every application of an employer under a registered contract for the transfer of an apprentice from himself to another employer shall be in the form prescribed in Part I of the Third Schedule.

(3) Every application by an apprentice under a registered contract or by the parent or guardian of such apprentice, for the transfer of the apprentice from his employer to another employer shall be in the form prescribed in Part II of the Third Schedule.

7. (1) As soon as possible after the Board have decided to transfer an apprentice under the provisions of section 15 of the Act, or to grant or refuse permission for the transfer of an apprentice under the provisions of section 14 of the Act, the Board shall notify the parties concerned of such decision.

Fourth
Schedule.

(2) Within seven days from the receipt of a notice in writing from the Board of their decision to grant permission for the transfer of an apprentice, the former employer shall forward to the Board a notification of transfer in the form prescribed in Part I of the Fourth Schedule.

(3) Where a registered contract has been terminated prior to the expiry of the probationary period, or by agreement of the parties, or by discharge of the apprentice for good cause, the employer shall forward to the Board, within seven days from the termination of the contract, a notification in the form prescribed in Part II of the Fourth Schedule.

Fifth
Schedule.

8. Every employer who is required to supply a statement to the Board setting forth particulars of the service of an apprentice in accordance with the provisions of subsection (1) of section 19 of the Act shall supply such statement in the form prescribed in the Fifth Schedule, within twenty-one days from the date when the apprentice ceases to be employed by him.

9. The certificate that an apprentice has duly completed his apprenticeship under a registered contract shall—

(a) where the apprentice has successfully undertaken the course of practical and theoretical instruction prescribed by the order relating to such registered contract, be in the form prescribed in Part I of the Sixth Schedule;

Sixth
Schedule.

- (b) where the Board have modified the order relating to such registered contract by excluding the requirement that the apprentice shall undertake any course of theoretical instruction prescribed by such order, be in the form prescribed in Part II of the Sixth Schedule.

Sixth
Schedule.

10. (1) Any officer of the Board who is given special or general authority in writing in that behalf by the chairman may at all reasonable times enter upon any premises where any apprentice is employed, for the purpose of carrying out an inspection and securing the proper observance of the Act.

(2) Any such officer may—

- (a) request the employer to produce for his examination any records required to be kept by employers of apprentices under the provisions of the Act;
- (b) make copies of, and extracts from, any records produced during the inspection;
- (c) put to the employer or his agent or the apprentice, any questions which in his opinion will assist him in ascertaining whether the provisions of the Act are being observed.

(3) Any person who—

- (a) assaults or obstructs an officer in the exercise of the powers given by this regulation; or
- (b) without reasonable cause or excuse fails or refuses to comply with any request made by the officer under sub-paragraph (a) of paragraph (2), or to answer any question put to him by the officer under sub-paragraph (c) of paragraph (2),

shall be liable on summary conviction before a Resident Magistrate to a fine not exceeding fifty dollars and in default of payment to imprisonment with hard labour for a term not exceeding three months.

11. (1) For the purpose of any appeal under sections 11, 13 and 16 of the Act the proceedings may be brought against the chairman and the practice and procedure governing such appeal shall be in accordance with rules made for the purpose under subsection (6) of section 24 of the Act.

(2) Any appeal under sections 11 and 16 of the Act shall be lodged within twenty-one days from the receipt of a notice in writing from the Board of their refusal to register a contract of apprenticeship, or of their decision to transfer or to refuse to transfer an apprentice, as the case may be. For the purposes of this paragraph a notice shall be deemed to be received not later than the third day succeeding the day when it was posted.

FIRST SCHEDULE (Regulation 5)

Medical Certificate

I certify that having personally examined

(Name of Apprentice)

(Address)

I am satisfied that he is in sound health and fit for employment as an apprentice in the

(Trade)

Registered Medical Practitioner

Address

Date

SECOND SCHEDULE (Regulation 6(1))

Permit for the Appointment of Worker pending Decision of Tribunal

The Apprenticeship Board hereby permits.

(Name of Employer)

of

(Address)

to employ

(Name of Worker)

in the

trade pending the decision of the

Apprenticeship Appeal Tribunal in the appeal of the said

against a refusal of the Board to register a contract of apprenticeship between the said

(Name of Employer)

and the said

(Name of Worker)

Chairman, Apprenticeship Board

Date

THIRD SCHEDULE

Part I (Regulation 6(2))

Application by Employer for Transfer of Apprentice

To be completed by the existing employer—

To the Chairman,
Apprenticeship Board.

I,
(Name of Employer)

of.....
(Address)

the employer of.....
(Name of Apprentice)

under a registered contract of apprenticeship in the.....

.....trade hereby apply for the transfer of the abovenamed
apprentice to.....
(Name of Proposed Employer)

of.....
(Address)

another employer in the same trade, who is willing and able to undertake
my obligations under the said contract.

The reasons for this application for transfer are:

.....
(Signature of Employer)

.....
Date

To be completed by the proposed employer—

I,
(Name of Proposed Employer)

of.....am willing to
(Address)

undertake the obligations of.....
(Name of Existing Employer)

under his contract of apprenticeship with.....
(Name of Apprentice)

.....
(Signature of Proposed Employer)

.....
Date

THE APPRENTICESHIP REGULATIONS, 1957

THIRD SCHEDULE, *contd.*

Part I, contd.

(Regulation 6(2))

To be completed by the apprentice (or, if he is under twenty-one, by his parent or guardian)--

I,
(Name of Apprentice, or Parent or Guardian)
 of.....
(Address)

hereby consent to the proposed transfer.

.....
Signature of Apprentice, or Parent or Guardian

.....
Date

Decision of Apprenticeship Board:

.....
Secretary, Apprenticeship Board

Part II

(Regulation 6(3))

Application by Apprentice for Transfer to Another Employer

To be completed by the apprentice (or, if he is under twenty-one, by his parent or guardian):

To the Chairman,
 Apprenticeship Board.

I,
(Name of Parent or Guardian, if applicable)
 parent or guardian of.....
(Name of Apprentice)

of.....
(Address) an apprentice under a

registered contract of apprenticeship in the.....

trade, hereby apply for a transfer from.....
(Name of Present Employer)

my present employer to.....
 his *(Name of Proposed Employer)* of

.....another employer in the
(Address)

same trade, who is willing and able to undertake the obligations of
my original employer under the said contract.
 his

THIRD SCHEDULE, *contd.*

Part II, contd. (Regulation 6(3))

The reasons for this application for transfer are:

.....
Signature of Apprentice/Parent/Guardian

.....
Date

To be completed by the proposed employer—

I,
(Name of Proposed Employer)

of
(Address)

the proposed employer abovementioned, am willing to undertake the obligations
of
(Name of Existing Employer)

under his contract of apprenticeship with
(Name of Apprentice)

.....
Signature of Proposed Employer

.....
Date

Decision of the Apprenticeship Board:

.....
(Secretary, Apprenticeship Board)

FOURTH SCHEDULE

Part I (Regulation 7(2))

Notification of Transfer of Apprentice

To the Chairman,
Apprenticeship Board.

I, transferred
(Name of Employer)

..... to
(Name of Apprentice) *(Name of new Employer)*

.....
(Date)

.....
(Signature of Employer)

.....
Date

THE APPRENTICESHIP REGULATIONS, 1957

FOURTH SCHEDULE, *contd.**Part II*

(Regulation 7(3))

Notification of Termination of Contract

To the Chairman,
Apprenticeship Board.

I hereby notify you that the contract of apprenticeship described below has been terminated:

Full name and address of Apprentice:

.....

Full name and address of employer:

.....

Trade:Date of Contract:.....

Reason for termination:

.....
(Signature of Employer)

.....
Date

(When contract is terminated by agreement of the parties add)—

.....
(Signature of Apprentice)

.....
Date

.....
(Signature of Parent/Guardian, where necessary)

.....
Date

FIFTH SCHEDULE

(Regulation 8)

PARTICULAR OF SERVICE OF AN APPRENTICE

Name of Employer.....
 Name of Establishment..... Address.....
 Name of Apprentice..... Date of birth.....
 Date of Employment of Apprentice..... Trade..... Registration No.
 If transferred from previous employer, give name and address of previous employer.....
 Reason for termination of employment.....

PARTICULARS OF SERVICE

Effective year of Apprenticeship	Instruction Received		Examinations taken and Results	Bonuses Granted	Record of Absent (Days)			
	Theoretical No. of Days	Practical Work in which Instruction was given			Vacation Leave	Sick Leave	Casual Leave	Absence without leave
First Year (ended on)								
Second Yr. (ended on)								
Third Year (ended on)								
Fourth Yr. (ended on)								
Fifth Year (ended on)								

(over)

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FIFTH SCHEDULE, *contd.*

PROGRESS	CONDUCT	GENERAL REMARKS	FOR USE BY APPRENTICESHIP BOARD ONLY

Signature of Employer.....

Date.....

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SIXTH SCHEDULE

PART I

(Regulation 9(a))

CERTIFICATE OF COMPLETION OF APPRENTICESHIP

(under section 20 of the Apprenticeship Act)

Registration No

THE APPRENTICESHIP BOARD hereby certify that...
on the... day of ... 19... duly
completed his apprenticeship in the ...
... trade by serving the period of apprenticeship and
successfully undertaking the courses of practical and theoretical instruction
prescribed by the Apprenticeship (. ...
Trade) Order, 19 ...

Dated this ... day of ... 19 .

(Seal of the Board)

Secretary
Apprenticeship Board

Chairman
Apprenticeship Board

PART II

(Regulation 9(b))

CERTIFICATE OF COMPLETION OF APPRENTICESHIP

(under section 20 of the Apprenticeship Act)

Registration No.. .. .

THE APPRENTICESHIP BOARD hereby certify that. . .
on the..... day of.....19.....
completed his apprenticeship in the. . .
trade by serving the period of apprenticeship and successfully under-
taking the courses of practical instruction prescribed by the Appren-
ship (... trade) Order, 19...
as modified by the Apprenticeship Board in relation to his contract
of apprenticeship with.....as employer.

Dated this ... day of ... 19 .
(Seal of the Board)

Secretary
Apprenticeship Board

Chairman
Apprenticeship Board

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