**Apprenticeship Disclaimer**

**Please note: Your vacancy cannot be progressed until this document is returned, signed and dated, many thanks.**

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| **Training provider:** | | **Bath College** | | | | | | | |
| Address: | | City Centre Campus: Avon Street, Bath, BA1 1UP  Somer Valley Campus: South Hill Park, Westfield, Radstock, BA3 3RW | | | | | | | |
| **Organisation Name:** | | Click or tap here to enter text. | | | | | | | |
| Address: | | Click or tap here to enter text. | | | | | | | |
| Type of business: | | | | | Click or tap here to enter text. | | | | |
| Number of employees: | | | | | Click or tap here to enter text. | | | | |
| Type of placement offered: | | | | | Apprenticeship | | | | |
| Have Apprentices been previously placed with your organisation? | | | | | | | Yes | | No |
| Does the organisation have insurance in place?  Employers Liability:  Public Liability Insurance: | | | | | | | Yes  Yes | | No  No |
| **Health and Safety** | | | | | | |  | |  |
| Name of the person at the organisation whom is responsible for reporting accidents to the HSE: | | | | | Click or tap here to enter text. | | | | |
| Does the organisation have a safety poster on display? | | | | | | | Yes | | No |
| Does the organisation have risk assessments in place for young persons? | | | | | | | Yes | | No |
| If yes, please give examples: | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | |
| Are the assessments above reviewed on a regular basis? | | | | | | | Yes | | No |
| Does the organisation have access to competent health and safety advice? | | | | | | | Yes | | No |
| Who? | | | | | Click or tap here to enter text. | | | | |
| \*If No to the above question who is responsible for the day to day health and safety? | | | | | Click or tap here to enter text. | | | | |
| Has the organisation a record of recording accidents in the workplace? | | | | | | | Yes | | No |
| **The working environment** | | | | | | | | | |
| Are the following available? | | | | | | | | | |
| Toilet facilities: | | Yes | No | | Lighting: | | Yes | | No |
| Washing facilities: | | Yes | No | | Heating: | | Yes | | No |
| Canteen facilities: | | Yes | No | | Good Housekeeping: | | Yes | | No |
| Walkways clear: | | Yes | No | |  | |  | |  |
| Are employees exposed to High Noise levels?  If yes, please comment below on how these noise levels are managed. | | | | | | | | Yes  No | |
| Comment on cleanliness, housekeeping, temperature, lighting, ventilation, space, noise levels and welfare facilities as appropriate: | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | |
| Are facilities provided adequate for male and female? | | | | | | | Yes | | No |
| **Digital Apprenticeship Service user/Levy paying employer:**  (Bath College UKPRN Number 10001465 will be required if using this service) | | | | | | | Yes | | No |
| **Appointed person for Bath College to contact:** | | | | | | | Yes | | No |
| If yes, please give name: | | | | | Click or tap here to enter text. | | | | |
| If yes, please give email address: | | | | | Click or tap here to enter text. | | | | |
| Bath College acknowledges that not all employers will be able to meet all health and safety criteria within this disclaimer. If you do not meet some of the criteria above, please return the form anyway or contact the Apprenticeships Team at Bath College and we will be happy to discuss. | | | | | | | | | |
| **Terms and Conditions / Agreement**  Bath College offer an Apprentice Recruitment Service, whereby apprenticeship opportunities are advertised on the Employer’s behalf. Should Bath College’s Recruitment services be used and the Employer instead offers an Apprentice or candidate (introduced by Bath College) employment or otherwise not directly related to an Apprenticeship position fostered by Bath College within 3 months of such an introduction by Bath College, the Employer can expect to be liable for and be asked to contribute towards a finder’s fee, subject to that Apprentice or candidate accepting such offer with the Employer and commencing employment.  Both Parties will acknowledge that this fee will be a genuine estimate of the losses incurred by Bath College, this will be based on a time and effort basis or a percentage of the maximum funded value of the advertised apprenticeship. Such finder’s fee will be no more than 25% of the annual basic salary cost of the candidate for the first year of employment.  The Employer signs to confirm that they agree to the terms above and that the details provided in this Apprenticeship Disclaimer are accurate at the time of completion and to the best of their knowledge. | | | | | | | | | |
| **Signed** | **Date** | | | **Employers Name** | | **Employers Position** | | | |
| Click or tap here to enter text. | Click or tap to enter a date. | | | Click or tap here to enter text. | | Click or tap here to enter text. | | | |