

**EMPLOYEE RIGHTS AND RESPONSIBILITIES CHECKLIST  
SURVEYING**



**Asset Skills  
Sol House  
29 St Katherine's Street  
Northampton  
NN1 2QZ**

This induction checklist identifies the employment Rights and Responsibilities (ERR) evidence needed for Apprentices taking part in the Surveying Apprenticeship.

An Apprentice must complete this checklist to be able to claim Apprenticeship Completion Certificate.

The Apprentice must complete the checklist by filling in the appropriate column.

An **Instruction Date** should be given if the evidence for the statement comes from a taught programme of learning, such as Induction, Health & Safety training etc.

A **Named Person** should be given if the evidence for the statement involves giving a contact persons name.

A **Document Name** involves numbering and logging a document that is important regarding the statement i.e. Code of Practice of organisation, health and safety statements etc, training programme details. **These documents should be kept in a reference folder, by the Apprentice, for referral throughout the Apprenticeship and for inspection purposes.**

### **Completion Certificate**

On completion of the checklist the Achievement Form on the back page must be completed and signed by the Apprentice, employer or training. It must be sent to Asset Skills with the Certificate Application Form at the end of the Apprenticeship.

Failure to do this will mean that the Apprentice will not be entitled to a Surveying Apprenticeship Completion Certificate.

Statutory Rights & Responsibilities, procedures and documentation	Evidence Record		
	Instruction Date	Named Person	Document Name
I know and understand what is a contract of employment and why it is important			
I know the amount of holiday entitlement and the procedure for booking holidays			
I know what is the grievance procedure			
I know the disciplinary procedures and what may happen if company rules are contravened			
I know my sick pay entitlement, the procedures for informing the company and the consequences of not following company rules			
I know my working hours and rest periods			
I understand the information on my pay slip, when paid and what to do in the event of a query			
I understand contractual changes to the contract of employment and what are the consequences			
I understand company procedures for time off work - family reasons, medical/dental appointment/public duties			
I know who to report to if I have a change of personal circumstances			
I know and understand about the right, and legal protection, not to be discriminated against on the grounds of gender, race and disability, equal opportunities, diversity			

<b>Health and Safety Rights and Responsibilities</b>	<b>Evidence Record</b>		
	<b>Instruction Date</b>	<b>Named Person</b>	<b>Document Name</b>
I understand the Health and Safety Rights and Responsibilities			
I understand the responsibility for own Health and Safety and that of others under the Health and Safety Act			
I understand the right to receive training in safe working practices			
I understand the right to be issued with protective personal equipment			
I understand the Health and Safety regulations and codes of practice for the industry I work in			
I know who the Health and Safety representative is			
I know how to report Health and Safety issues			

<b>Professional Organisations</b>	<b>Evidence Record</b>		
	<b>Instruction Date</b>	<b>Named Person</b>	<b>Document Name</b>
I understand the role of a professional organisation and how it will help me in my career			
I am aware of the professional organisations within surveying			
I know which professional body I will become a member of once I have completed my apprenticeship			
I understand the levels of membership within the professional organisation and what I have to do to gain full member status			

<b>Data Protection and Access to Personal Information</b>	<b>Evidence Record</b>		
	<b>Instruction Date</b>	<b>Named Person</b>	<b>Document Name</b>
I know who to report to if I have a change of personal circumstances			
I know what type of information is kept in my personnel record and who has access to it			

Understanding the organisation	Evidence Record		
	Instruction Date	Named Person	Document Name
I understand the main job role and responsibilities			
I understand the different sectors that make up the company			
I understand the sector that I work in			
I know the locations of the local, regional and head office			
I understand the organisational structure of the department I work in			
I understand the company's policies and practices, staff handbook content			
I know the formal and informal systems for ensuring co-operation with customers			
I know the formal and informal systems for managing conflict with customers			
I know the numbers of employees, size of turnover and market share of the company			


Career Pathways	Evidence Record		
	Instruction Date	Named Person	Document Name
I understand what is required to achieve the Apprenticeship programme			
I understand next level qualifications			
I know what type of jobs can be done in the organisation			
I know who to speak to about career information and career progression inside the organisation			
I know who to speak to about career information and career progression outside of the organisation			



**COMPLETION STATEMENT AND SIGNING OFF THE ERR CHECKLIST**

We the undersigned, agree that the knowledge and understanding covered in the Employer Responsibilities and Rights checklist has been completed.

Apprentices name in capitals:	Signature:	Date:
Employers name:	Signed for employer:	Date:
Training Provider's name(if applicable):	Signature for provider:	Date:



A copy of this page should be retained by the apprentice/training provider for submission to Asset Skills when claiming a Surveying apprenticeship.