

# ERR Workplace Visa

**This is your ERR Workplace Visa**, it sets out what you need to achieve in the key area of Employment Rights and Responsibilities (ERR). ERR is an important part of your Apprenticeship or Advanced Apprenticeship. The aim of the Workplace Visa is to ensure that the knowledge you gather in each key area is recorded and logged correctly. When all parts of the ERR are completed your Head of Centre will fill out this document for both of you to sign and forward it to Cheynes Training who will use it as part of the request for your final Apprenticeship certification.

Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_ N I number: \_\_\_\_\_

Start date on the NVQ Programme: \_\_\_\_\_ Expected completion: \_\_\_\_\_

**Your approved training organisation:** *Cheyne Training, telephone 0131 476 7100*  
*15 Hope Street, Edinburgh, EH2 4EL*  
*www.cheynestraining.com*

The Programme Director: *William Howarth, telephone 0131 476 7100*

Your Regional Training Advisor: \_\_\_\_\_ tel: \_\_\_\_\_

The name of your salon: \_\_\_\_\_ tel: \_\_\_\_\_

The Head of Centre at your salon: \_\_\_\_\_ tel: \_\_\_\_\_

## ERR Sections

- |  |                    |
|--|--------------------|
| • <b>Employment Rights and Obligations for Recruitment</b> | Completed on _____ |
| • <b>Contract of Employment</b>                            | Completed on _____ |
| • <b>The Working Time Directive</b>                        | Completed on _____ |
| • <b>The National Minimum Wage</b>                         | Completed on _____ |
| • <b>Disciplinary and Grievance Procedures</b>             | Completed on _____ |
| • <b>Health and Safety</b>                                 | Completed on _____ |
| • <b>Issues of Public Concern</b>                          | Completed on _____ |
| • <b>Career pathways</b>                                   | Completed on _____ |

## When all ERR sections are completed

When each section has been completed, the Request for Certification shown below should be signed by the Candidate, the Head of Centre at the salon and then returned to the Regional Training Advisor (internal verifier) for checking. The Workplace Visa should then be photocopied and the original sent by special delivery to the Programme Director so that an application can be made for a Certificate of Achievement. The photocopy should be kept in a safe place in case the original is lost in the post.

## Confirmation of ERR Completion

This is to confirm that the person named above has completed all sections of Employment Rights and Responsibilities (ERR) and we hereby confirm that the ERR units have been completed, assessed and signed off (or have been counter-signed) by a person holding relevant qualification and experience and that the evidence presented by the Candidate is authentic and fully meets the requirements of the ERR.

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Head of Centre: \_\_\_\_\_ Date: \_\_\_\_\_

RTA (internal verifier): \_\_\_\_\_ Date: \_\_\_\_\_

## Please return to your RTA who will forward this Workplace Visa to:

The Programme Director  
Cheynes Training  
15 Hope Street  
Edinburgh, EH2 4EL