



**Remploy Trainees Agreement**  
**February 2010**

- Local resource planning meetings regarding trainees will be held every two weeks to provide the local steward with as much information as possible.
- Once a month the Full Time Trades Union officer will receive a breakdown of the numbers of trainees.
- Every new trainee will meet the local steward on their first day at the site.
- Trainees will spend varying amounts of time at Remploy which will be dependant on the programme they have come through, e.g. FND can be up to 6 months.
- Trainees will be paid in line with their associated programme rules.
- Trainees will have first opportunity to any permanent vacancies which arise in Remploy factory sites.
- The experience of working for Remploy will give our supported colleagues valuable experience. Various roles may be undertaken depending on the skills of the individual and having conducted a full analysis of their key skills and with a full training plan in place. We anticipate that the majority of time will be spent on training.
- Expenses will be paid in line with DWP guidance.
- We will be working with local providers to achieve for trainees a BIT level 2 on completion of their placement, which will be dependant on the time they are with us. If however the candidate is unable to achieve the level 2 then we will provide a comprehensive report on the tasks undertaken by the trainee.
- Trainees will not be placed on direct production activities unless there is direct supervision and this will be following discussion with the local steward.
- References will be provided.
- Full risk assessments will take place before the training. This will be jointly carried out with the Union Safety Representative and the local Safety Officer.

Signed: Phil Davies  
Secretary to the Consortium

Signed: Alison Eldridge  
For the Company