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2019 EMPLOYER NEWSLETTER



EARLY WARNING – XMAS CLOSURE DATES

Our London Road and Bethnal Green training centres close on Dec 9th. Our Smithfield and Ipswich centres close on Dec 13th. All centres will re-open on January 6th 2020.

Our offices in Southend and Bethnal Green will be closed from 20th December and will re-open on 2nd January 2020.

NATIONAL LIVING WAGE/MINIMUM WAGE – CURRENT RATES



Rates for the minimum wage (effective from 1st April 2019) are as follows:

- Workers aged 25 and over £8.21 per hour
- Workers aged 21 to 24 £7.70 per hour
- Workers aged 18-20 £6.15 per hour
- Workers aged 16-17 £4.35 per hour
- Apprenticeship rate **£3.90 per hour

**** The Apprenticeship rate is effective for all apprentices under 19, or 19 and over and in the first year of their apprenticeship. Learners who are over 19 and in the second year of their apprenticeship have to be paid the relevant minimum wage.**

For further information and advice on the minimum wage, visit: www.gov.uk/national-minimum-wage-rates

Please remember that learners who are (or who become) 19 in their second year of training must, by law, be paid the National Minimum Wage for their age group.

If an employer dismisses an employee because their rate of pay increases, this would result in a claim for unfair dismissal – unless the employer can show other grounds for the dismissal.



PAY SLIP CHANGES

Two important changes affecting pay slip information came into force on 6th April 2019.

Employers must now include the total number of hours worked where the pay varies according to the hours worked (e.g. under variable hours or zero hours contracts). Payslips must also be given to all workers, not just employees.

For further guidance visit

www.gov.uk/government/publications/payslip-policy-a-guide-to-the-2019-legislation

**Do you need to recruit an apprentice or would you like any information about any of our courses?
 (We currently offer Hairdressing, Beauty Therapy, Business Training and Graphics)
 Call us on 01702 671215 –
 we look forward to hearing from you.**

BEAUTY SKILLS COURSES



We are very proud to open the Beauty Skills Academy at our premises in Southend on Sea. We have worked with BSA for four years and are very happy to welcome their team and expertise to Central.

We can now offer apprenticeships and fully funded Beauty and Make Up training courses (accredited by VTCT) for 16-18 year olds as well as adult beauty and make up training courses. Training takes place in our fantastic newly refurbished training salons that simulate a real working environment.

We can offer members of the public a wide variety of beauty treatments and services that are carried out under the close supervision of our highly trained and qualified assessors. All services are offered for a small charge and this enables our learners to refine their skills and complete their assessments.

Further details can be found at:
<http://www.beautyskillsacademy.co.uk>



END POINT ASSESSMENTS

End Point Assessments are now fully embedded into apprenticeships and our training teams have been holding regular 'mock' assessments in preparation for the 'real thing'.

Congratulations to our first (Business Training) learner Sonny McIlroy who passed his EPA with distinction grades across all three areas. Well done also to his tutor (Isobel) and his employer (Swift Switch) for their support and guidance.

STATUTORY RATES FOR SICK PAY, MATERNITY, PATERNITY. ETC.



From April 2019, rates increased as follows:

Statutory Sick Pay (SSP) from £92.05 to £94.25
 Lower earnings limit from £116 to £118

Maternity (SMP), Paternity (SPP),

Adoption (SAP),

Shared Parental pay (ShPP) from £145.18 to £148.68

For full details and more information visit:
<https://www.gov.uk/government/publications/benefit-and-pension-rates-2019-to-2020/proposed-benefit-and-pension-rates-2019-to-2020>



HALF PRICE RAIL CARD

From 20th August 2019, 16-17 year olds can apply for a half-price rail card. Visit: <https://www.16-25railcard.co.uk/blog/2019/08/14/introducing-the-16-17-saver/>

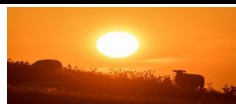
EU SETTLEMENT SCHEME



A scheme to protect EU citizens' right to remain in the UK, once freedom of movement ends following Brexit, is now open. EU citizens who have already been in the UK for five years may apply for settled status, while those who have been here for under five years can apply for pre-settled status. All EU citizens will need to apply, even if they already have permanent residency in the UK. The status is not dependent on employment.

The process can be completed on a smart phone and is free. The deadline for applying is 30th June 2021.

For more information visit www.gov.uk/settled-status-eu-citizens-families



COPING IN A HEATWAVE

Here are a few tips to help you ensure that your business remains productive and your staff are happy during hot weather.

Ensure your workplace temperature is reasonable - the HSE offers excellent advice on how to determine if your workplace is too hot for your staff. For details, visit www.hse.gov.uk/temperature/law.htm

Keep cool at work - switch on any fans or air conditioners to keep workplaces comfortable and use blinds or curtains to block out sunlight. Staff working outside should wear appropriate clothes and use sunscreen to protect from sunburn.

Stay hydrated - employers must provide staff with suitable drinking water in the workplace. Ensure your workers drink plenty of water throughout the day to prevent dehydration.

Dress code - employers are not under any obligation to relax their uniform or dress code requirements during hot weather but where possible it may be possible for employers to relax the rules for wearing ties or suits.

Getting into work - if public transport gets adversely affected by the hot weather, this could affect staff attendance and their ability to get into work on time. Remind your staff to check timetables in advance.

Vulnerable workers - some workers (e.g. older employees, pregnant women or anyone on medication) may be more adversely affected by the hot weather. Try and ensure that anyone affected has more frequent rest breaks and ensure that you provide fans or portable air cooling units.

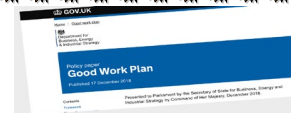
Meetings - during hot weather, try and arrange meetings in the morning when energy levels are higher.



**CALL OUR RECRUITMENT TEAM
ON 01702 671215**

Please note: Central Training Group accept no liability for any information provided in this Newsletter or advice given over the telephone. Information provided is for general guidance only and you should seek professional advice and guidance in specific and individual cases.

GOOD WORK PLAN



The Government has set out reforms that it plans to introduce as part of the Good Work Plan.

The overall aim of the plan (due to be in force next year) is to strengthen employment rights and improve our work lives. The plan will include:

The right to request a more predictable and stable contract after 26 weeks of employment – for example, a guaranteed minimum number of hours and certainty as to the days an employee will be asked to work. This new development will predominantly benefit individuals who are employed as casual staff or on zero-hours contracts. An employer will have three months in which to make their decision on any such request.

Break in continuous service. At the moment, a gap of just one week can break an individual's continuity of service, meaning that despite working on and off for the same employer over a long period of time, an individual may not build up any significant length of service. This break period will be extended from one week to four weeks, helping those employees who work on a sporadic or casual basis to qualify for more employment rights (e.g. the right not to be dismissed unfairly or the right to statutory maternity pay – that require a particular length of service).

Protection for agency workers. Currently, an agency worker is entitled to receive the same level of pay as a permanent worker after 12 weeks service, unless the agency worker opts out of this right and instead elects to receive a guaranteed level of pay between their temporary assignments (also known as 'The Swedish derogation'). This opt-out will be removed because often agency workers are financially worse off taking the 'Swedish derogation' route).

Tips and gratuities. Rules will be implemented to ensure that tips are passed directly to the individual, rather than taken by the employer.

Statement of basic terms. The right to receive a written document setting out basic terms will be extended to all workers (not just employees), bringing clarity for all workers regarding their contractual terms. Employers currently have two months in which to provide the written particulars to their employees. This will change to become a 'day one' right, ensuring that both parties are clear about their main contractual terms from the outset. Additional details will also need to be included, e.g. details of any paid leave such as maternity/paternity leave, the duration of any probationary period and details about entitlements to any benefits.

Holiday Pay. The period currently used to calculate holiday pay will be extended from 12 weeks to 52 weeks – an important development for those who work variable hours. At the moment, a worker may get different rates of pay during holidays taken, depending on how many hours they worked in the previous three months. In addition to this, in response to recent case law, a new holiday calculator will be launched.

For more information visit:

<https://www.gov.uk/government/publications/good-work-plan>