

Information Leaflet

Contracts of Employment & National Minimum Wage



From September 2013, a requirement of all ISA Training programmes is for all learners to have a written Contract of Employment. The Contract of Employment must outline the employment start date, hours worked per week and hourly or annual salary details. This is to ensure all learners are employed and paid in accordance with employment and National Minimum Wage requirements

These rates are for the National Living Wage and the National Minimum Wage from 1st April 2018

Year	25 and over	21 to 24	18 to 20	Under 18	Apprentice
1st April 2018 (Current rate)	£7.83	£7.38	£5.90	£4.20	£3.70
April 2017 to March 2018	£7.20	£6.70	£5.30	£3.87	£3.30

**The Apprentice rate is for apprentices under 19 or those in their first year. Anyone 19 or over and past the first year will get the rate that applies to the relevant age group.*

Further Information

National Minimum Wage Information

Gov.uk

<https://www.gov.uk/national-minimum-wage-rates>

<https://www.gov.uk/pay-and-work-rights>

HM Revenue & Customs

<http://www.hmrc.gov.uk/payerti/payroll/pay-and-deductions/nmw.htm>

ACAS

<http://www.acas.org.uk/index.aspx?articleid=1902>

Contracts of Employment & Templates

Gov.UK

<https://www.gov.uk/employment-contracts-and-conditions>

ACAS

<http://www.acas.org.uk/index.aspx?articleid=1577>

NHF (Membership Required)

<http://www.nhf.info/about-the-nhf/>

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