



George Daniels Educational Trust Advisory Committee (GDETAC)

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*GDETAC is the horological advisory committee to the George Daniels Educational Trust
(Isle of Man Registered Charity No 1096)*

The George Daniels Educational Trust Apprenticeship Scheme

Background:

As for many historic crafts, the traditional pathway for training clock and watchmakers was an apprenticeship, the opportunity to learn from a Master in the workplace. The parents of the Apprentice would pay for the Apprentice to be indentured for a five or seven-year period to a Master clock / watchmaker. The Master was reimbursed for the time spent training the Apprentice over this period in the knowledge that, in time, the services of the Apprentice would contribute to the business income.

Today, the situation is very different; an apprenticeship is one of a number of routes into the industry but the financial risk and employment liability now rests with the Proprietor of a business undertaking clock and/or watch repairs. At the outset, the Apprentice is likely to require considerable guidance in order to learn fundamental skills necessary to undertake basic servicing operations. As time progresses, the Apprentice will become able to undertake routine activity without assistance but there will be the need for continued instruction and oversight from the Master.

The George Daniels Educational Trust (GDET) apprenticeship offers financial assistance to the Proprietor and provides a structured learning experience using the British Horological Institute (BHI) Distance Learning Course and examinations. The objective of the three-year apprenticeship is to enable the Apprentice to gain the nationally accredited qualification, the Diploma in the Servicing and Repair of Clocks / Watches. The successful Apprentice is then able to become an accredited member of the BHI – MBHI.

The scheme was introduced in 2012 and has proved to be a successful approach for training new practitioners for the industry.

GDET Apprenticeship Scheme – Key Points:

The GDET Apprentice Scheme is managed by the George Daniels Educational Trust Advisory Committee (GDETAC) on behalf of GDET to manage the apprenticeship according to the following criteria:

- The Master must be an Accredited Member of the BHI (MBHI / FBHI) or hold an appropriate qualification in clock/watchmaking.
- Before GDETAC can recommend an award to GDET, two, or more, members of GDETAC will visit the Proprietor's premises to consider the suitability of the premises for the apprenticeship, meet the Proprietor and interview the prospective Master and Apprentice.

Assuming the apprenticeship is approved by GDET:

- GDET will purchase the BHI Distance Learning Course with tuition for the Apprentice.
- The Apprentice will be required to attend specialist training courses at Upton Hall to supplement the training provided by the Master.
- GDET will make annual incentive payments to the Proprietor dependent on the Apprentice's achievements in nationally accredited Horological qualifications:
 - First Year: Diploma in Clock and Watch Servicing (three examination units)
 - Second Year: Diploma in the Servicing and Repair of Clocks / Watches (four examination units)
 - Third Year: Diploma in the Servicing and Repair of Clocks / Watches (three examination units)
- The scheme will be monitored by:
 - Progress through the DLC assignments.
 - The weekly Learning Log.
 - The results of the accredited examinations.
 - An annual visit by GDETAC.
- The continuing terms of the apprenticeship will be reviewed annually in September when the Apprentices examination results are available.
- If the Diploma in the Servicing and Repair of Clocks/Watches is passed at the end of the three-year Apprenticeship, there is a significant final 'Achievement Payment' to the Master and to the Apprentice and, where appropriate, to the Proprietor.

GDET Apprenticeship Scheme – Key Points, continued:

- If the Apprentice does not pass the Diploma in the Servicing and Repair of Clocks / Watches at the end of the three-year apprenticeship, GDETAC will review the continuing terms of the apprenticeship. One year of further payments may be offered but without the final 'Achievement Payment'.
- The following general conditions are applied:
 - The award is made only for the Apprentice Scheme and the individual Apprentice, Proprietor and Master named in the Agreement.
 - The Apprentice remains an employee of the Proprietor for the duration of the apprenticeship.
 - The Proprietor must not use the receipt of an award from the GDET for any personal or commercial advertising or branding without prior approval from GDETAC.
 - The details of the award received must remain confidential.
 - Continued support on the Apprentice Scheme is subject to the terms of the Apprentice Learning Programme including monitoring and reporting.
- For data protection purposes, support from GDET will be subject to the Proprietor, Master and Apprentice giving their consent to GDETAC to hold their personal information for the purposes of monitoring training, for making payments and for communicating news of relevance and interest to the professional development of the Apprentice. Further consent is also required for some personal details to be shared between Proprietor, Master, Apprentice and GDETAC and GDETAC Secretary via Dropbox for the purpose of accessing the Apprenticeship Learning Programme (Page 4).
- For the avoidance of doubt, it should be noted that the offering of a GDETAC Apprenticeship by GDET and its acceptance by the Proprietor, does not amount to a formal Apprenticeship binding for the purposes of admission to the Worshipful Company of Clockmakers by servitude. Any inquiries about admission to the Worshipful Company of Clockmakers should be directed to the Clerk@clockmakers.org.

The GDETAC Apprentice Learning Programme:

The Apprentice Learning Programme can be accessed by the Proprietor, the Master, the Apprentice and GDETAC using a Dropbox folder. The Apprentice Learning Programme consists of three main sections:

1. The **Learning Programme** provides:
 - a. Details of the examination units which the Apprentice will enter during the year.
 - b. Guidance for the examination units to help the Apprentice achieve success.
 - c. A record for the Apprentice to complete giving the following details:
 - i. The date each DLC Lesson Assignment is submitted to the BHI for assessment.
 - ii. The mark awarded.
 - d. A comment from the Apprentice following attendance at any short course at Upton Hall.
 - e. The examination units already passed with the mark and grade and the examination units to be entered during the current year of the apprenticeship.
2. The **Learning Log**:
 - a. Establishes a weekly dialogue between the Apprentice (and Master) and GDETAC. The brief weekly report gives details of:
 - i. Attendance.
 - ii. The time the Master spends teaching the Apprentice.
 - iii. The Apprentice's focus of learning during the week.
 - iv. Reflective comments.
3. **Learning materials**:
 - a. A revision guide to structure preparation for the examination.
 - b. For some units, practice materials will be provided for the Apprentice to complete; feedback is provided by GDETAC.

What the Proprietor and the Master can expect from GDETAC:

Please note:

- The Proprietor and the Master may be, but are not necessarily, one and the same person.
- Payments are made to the Proprietor to help offset the Masters' time spent training the Apprentice.

1. GDETAC will make the following payments and arrange for the purchase of the BHI's Distance Learning Courses, Short Course(s) and Examination Entry during the three-year apprenticeship:

Year	Initial Payment to the Proprietor	Achievement payment to the Proprietor on passing examinations	*Distance Learning Course and tuition	*BHI 5 day course (clock or watch)	Exam entry fees and **Student BHI Membership (£25.00)	Final Achievement Payments to the Proprietor, Master and the Apprentice	Total per annum
First	£3,000	£3,000	£599 + £360	£930	£465		£8,354
Second	£2,000	£2,000	£449 +£100	£930	£600		£6,079
Third	£1,000	£1,000	Included in 2 nd year	£930	£405	Proprietor and Master, total: £3,000 Apprentice: £3,000	£9,335

* Prices of Distance Learning Courses, Short Courses are subject to annual revision.

** The Student BHI Membership (£25.00) – to enable the Apprentice to access BHI services, for example, the Distance Learning Course.

2. Mentoring for the Apprentice using the GDETAC Apprentice Learning Programme to support the Apprentice's learning.
3. An annual visit by GDETAC to liaise with the Proprietor, Master and the Apprentice for examination preparation and entry.

What GDETAC expects from the Proprietor and the Master:

The GDETAC Apprenticeship Scheme has been planned to ensure the Apprentice gains Practical Skills and Knowledge throughout the apprenticeship. The generous financial support from GDET and guidance provided through the Learning Programme bring a responsibility for the Proprietor and the Master to:

1. Accept a DropBox invitation to share an on-line folder with GDETAC for the Learning Programme – Page 4.
2. Ensure all aspects of the Learning Programme and Learning Log are completed in accordance with the information listed under the section 'The GDETAC Apprentice Learning Programme' – Page 4.
3. Respond to questions raised by GDETAC in the Learning Log.
4. Ensure there is sufficient time available for the Apprentice to complete the monthly Theory and Practical assignments in the Distance Learning Course.
5. Provide Practical Skills teaching to enable the Apprentice to progress and meet the requirements of the examinations.
6. Pay travelling expenses for the Apprentice to attend Upton Hall for short courses.
7. Pay travelling expenses and accommodation at Upton Hall for examinations.

The government Trailblazer Apprenticeships requires Apprentices to receive '20% off the job' training – one day each week. In the GDET Apprenticeship, 'off the job' training will include time to:

1. Teach the skills required for servicing clocks / watches.
2. Teach the skills to make the practical exercises in the Distance Learning Course.
3. Complete the Practical and Theory Exercises in the Distance Learning Course.
4. Attend short course(s) at Upton Hall.
5. Attend examinations at Upton Hall.
6. Complete the Learning Log.

Unless the Master is teaching new servicing procedures, the time the Apprentice spends routinely working on customer's clocks / watches cannot generally be considered as off the job training.

What GDETAC expects from the Apprentice:

The GDETAC Apprenticeship Scheme has been designed to provide financial assistance for your Employer to enable you to learn the Practical Skills and Knowledge to become a clock / watchmaker.

The Learning Programme provides the structure for the three-year apprenticeship and helps to ensure that you progress and master the Practical Skills and Knowledge to meet examination deadlines.

Your ultimate objective at the end of the apprenticeship is to be awarded the Diploma in the Servicing and Repair of Clocks / Watches. This qualification ensures you are eligible to become an accredited BHI Member – MBHI.

Your Employer will provide time during your working week to help you complete theoretical and practical exercises but to achieve success requires your commitment. You are expected to spend time completing the DLC exercises and preparing for the examination.

GDETAC commits to helping you and expects hard work to achieve the highest standard of Practical Skills and Knowledge.

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2. Ensure all aspects of the Learning Programme and Learning Log are completed in accordance with the information listed under the section 'The GDETAC Apprentice Learning Programme' – Page 4.
3. Respond to questions raised by GDETAC in the Learning Log.
4. Complete the Theory and Practical assignments in the Distance Learning Course.
5. Attend Upton Hall for short courses.
6. Attend Upton Hall for examinations.

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10th February 2018