

Serial Number 1947/202



THE APPRENTICES REGULATIONS 1947

B. C. FREYBERG, Governor-General

ORDER IN COUNCIL

At the Government House at Wellington, this 17th day of
December, 1947

Present :

HIS EXCELLENCY THE GOVERNOR-GENERAL IN COUNCIL

PURSUANT to the Apprentices Act, 1923, His Excellency the Governor-General, acting by and with the advice and consent of the Executive Council, doth hereby make the following regulations.

REGULATIONS

PRELIMINARY

1. (1) These regulations may be cited as the Apprentices Regulations 1947.

(2) These regulations shall come into force on the fourteenth day after the notification in the *Gazette* of the making thereof.

(3) In these regulations, unless inconsistent with the context,—

“ The Act ” means the Apprentices Act, 1923 :

“ The 1946 Amendment Act ” means the Apprentices Amendment Act, 1946 :

“ Committee ” means a New Zealand Apprenticeship Committee or a local Apprenticeship Committee :

“ District Commissioner ” means the appropriate District Commissioner of Apprenticeship :

“ Local Committee ” means the appropriate Apprenticeship Committee appointed in respect of a particular locality.

(4) Unless a contrary intention appears, the following expressions used herein have the same meaning as in the Act and the 1946 Amendment Act, as the case may be, namely :—

“ Apprentice ” means any person of either sex who has contracted to serve an employer and to learn and be taught any industry :

“ Apprenticeship order ” means an order made pursuant to subsection (1) of section 5 of the Act, and includes any amendment thereof and any matters included therein pursuant to the Act or any other enactment :

- “ Commissioner ” means the Commissioner of Apprenticeship :
 “ Court ” means the Court of Arbitration constituted under the Industrial Conciliation and Arbitration Act, 1925 :
 “ Employer ” includes persons, firms, companies, and corporations employing one or more workers :
 “ Industry ” means any business, trade, manufacture, undertaking, calling, or employment in which workers are employed, and includes a branch thereof.

(5) The regulations made under the Act on the 8th day of April, 1924, and published in the *Gazette* on the 10th day of the same month at page 874, and the regulations made under the Act on the 9th day of August, 1926, and published in the *Gazette* on the 12th day of the same month at page 2478, are revoked.

(6) All appointments, certificates, notices, orders, permits, and registrations, and generally all acts of authority and all applications, agreements, and contracts, and all other documents, matters, acts, and things, which originated or had effect under the regulations hereby revoked and are of continuing effect at the coming into force of these regulations shall enure for the purposes of these regulations as if they had originated or had effect under these regulations, and shall, where necessary, notwithstanding deviation from forms hereinafter prescribed, be deemed to have so originated or to have such effect.

FORMATION OF APPRENTICESHIP COMMITTEES

2. (1) An agreement registrable under subsection (1) of section 4 of the Act or under subsection (1) of section 4 of the 1946 Amendment Act for the appointment of a Committee shall be in form No. 1 in the Schedule hereto.

(2) Registration of the agreement shall be effected in the case of a New Zealand Committee by filing a copy thereof with the Commissioner or, in the case of a local Committee, with the District Commissioner.

(3) Upon registration of the agreement the Commissioner or District Commissioner, as the case may be, shall assign a name to the Committee thereby constituted, and the Committee shall thenceforth be known by that name.

(4) Application under subsection (2) of section 4 of the Act or under subsection (2) of section 4 of the 1946 Amendment Act for the appointment of a Committee by the Court shall be in form No. 2 in the Schedule hereto.

(5) A Committee appointed under the last preceding clause of this regulation shall be known by the name appointed by the Court or, in default of such appointment, by a name to be assigned by the Commissioner or District Commissioner.

APPOINTMENT, NOMINATION, AND REMOVAL OF MEMBERS AND DISCHARGE OF COMMITTEES

3. (1) This regulation shall apply in cases where the agreement or the order of the Court appointing a Committee does not name the members of the Committee and where provision is made in the agreement or order for the members to be nominated in the manner prescribed by these regulations.

(2) The member of a Committee conversant with technical education shall, in the case of a New Zealand Committee, be nominated by the Director of Education after consultation with the Commissioner, and, in the case of a local Committee, by the authority or authorities controlling technical classes in its area. Where there is more than one such authority and those authorities cannot agree upon a nomination the member shall be nominated by the Director of Education after consultation with the Commissioner.

(3) In the case of the remaining six members the Commissioner (or District Commissioner) shall send to each organization of employers and to each organization of workers concerned a notice in writing requiring each organization to nominate its representatives on the Committee, and appointing a day for the closing of nominations.

(4) No nomination made by an organization as aforesaid shall be valid unless it is made pursuant to a resolution duly passed at a meeting called in terms of its rules, and unless the notice calling such meeting has included notice of the intention to consider nominations thereat.

(5) Nominations made as aforesaid shall be put into writing signed by the president and secretary of the organization by which the nomination is made, and shall include a statement that the provisions of the next preceding clause of this regulation have been complied with, and shall be delivered to the Commissioner (or District Commissioner) by hand or by posting to him at his office, but in every case so as to be received by him before noon on the day appointed for the closing of nominations.

(6) If more candidates are nominated for any class of representative members than there are vacancies to be filled, the Commissioner (or District Commissioner) shall conduct an election by preparing a form of voting-paper and sending the respective number of copies thereof calculated in accordance with clause 8 of this regulation to each organization concerned, and he shall indicate on every voting-paper so sent the date of its despatch.

(7) Voting-papers shall be marked by the person authorized so to act by the organization, and shall be returned to the Commissioner (or District Commissioner) so as to reach him not later than noon on the twenty-first day after the date of despatch from the Commissioner (or District Commissioner).

(8) (a) Every organization having not more than fifty members shall have one vote.

(b) Every organization having more than fifty members shall have one vote for every complete fifty of its members and an additional vote for any remainder more than twenty-five and less than fifty, but in no case shall an organization have more than twenty votes.

(9) Every appointment by the Commissioner or a District Commissioner pursuant to subsection (4) of section 6 of the 1946 Amendment Act of a qualified person to be a member of a Committee upon default in the making of appropriate nominations for thirty-one days shall be in form No. 3 in the Schedule hereto.

(10) Every appointment or nomination by the Commissioner (or District Commissioner) pursuant to subsection (5) of section 6 of the 1946 Amendment Act of a qualified person to fill a vacancy on a Committee upon a failure for thirty-one days to comply with the Committee's request to appoint or nominate some other person in the stead of the person whose seat has been declared to be vacant, shall be in form No. 4 in the Schedule hereto.

(11) Application under subsection (6) of section 6 of the 1946 Amendment Act by a person interested for the removal or replacement of a member of a Committee shall be in form No. 5 in the Schedule hereto. Application under the same subsection for the discharge of a Committee shall be in the form No. 5A in the Schedule hereto. Every such form of application when duly completed shall be forwarded, together with three copies thereof, to the Commissioner (or District Commissioner), who shall thereupon transmit it to the Clerk of Awards for the industrial district for bringing before the Court.

EXERCISE OF POWERS BY COMMITTEES

4. (1) At any meeting of a Committee five members shall form a quorum.

(2) A Committee shall exercise its powers only by resolution reduced to writing and certified under the hand of the Chairman of such Committee. A notification of any such resolution shall be served on each person affected.

REMUNERATION AND TRAVELLING-EXPENSES AND ALLOWANCES OF MEMBERS OF NEW ZEALAND COMMITTEES

5. (1) There shall be paid to any member of a New Zealand Committee, not being an officer employed in the service of the Crown, for each day he is in attendance at meetings of the Committee or is travelling or occupied on the business of the Committee with the authority of the Committee, a fee of 30s. for each such day :

Provided that in respect of any day on which any such member is so engaged for part only of that day he shall be paid such less sum than the prescribed daily fee as the Commissioner shall assess.

(2) The Travelling-allowance Regulations 1941 shall apply to and be deemed to be incorporated in these regulations so as to relate to every New Zealand Committee and its members other than members who are officers employed in the service of the Crown.

(3) The rate of mileage-allowance referred to in Regulation 11 of the Travelling-allowance Regulations 1941 for journeys performed in a motor-vehicle shall—

(a) Where the horse-power of the vehicle does not exceed $9\frac{1}{2}$, be $5\frac{1}{2}$ d. a mile :

(b) Where the horse-power of the vehicle exceeds $9\frac{1}{2}$ but does not exceed $14\frac{1}{2}$, be $6\frac{1}{4}$ d. a mile :

(c) Where the horse-power of the vehicle exceeds $14\frac{1}{2}$ be $6\frac{3}{4}$ d. a mile.

(4) The amount payable in respect of actual garage expenses referred to in Regulation 11 of the Travelling-allowance Regulations 1941 shall not exceed 2s. 6d. for every night.

(5) The subsistence allowance referred to in Regulation 4 of the Travelling-allowance Regulations 1941 shall be at the rate of 25s. a day.

PAYMENTS IN RESPECT OF SERVICES OF MEMBERS OF LOCAL COMMITTEES

6. Compensation for loss of earnings payable to members of local Apprenticeship Committees in attending meetings of the Committee of which they are members or in travelling on the business of the Committee with the authority of the Committee shall be at the rate of the normal weekly earnings of the member concerned, but shall not exceed the rate of 30s. a day in addition to all amounts actually and reasonably expended by them.

APPRENTICESHIP CONTRACTS

7. (1) Application by an employer for consent under subsection (1) of section 18 of the 1946 Amendment Act to enter into a contract of apprenticeship shall be in form No. 6 in the Schedule hereto, and shall set out all the particulars stipulated therein.

(2) Every contract of apprenticeship and every alteration thereof shall be executed in triplicate, one copy to be retained by the employer, one by the apprentice, and one to be lodged with the District Commissioner for registration under subsection (1) of section 8 of the Act.

(3) The permit under subsection (6) of section 8 of the Act for the employment of a worker pending the decision of the Court on an appeal against a refusal to register shall be in form No. 7 in the Schedule hereto.

(4) Notification of the termination of any contract of apprenticeship prior to the expiry of the period of probation or the termination thereof by agreement of the parties or by discharge of the apprentice for good cause, required to be given by the employer to the District Commissioner under subsection (8) of section 8 of the Act, shall be in form No. 8 in the Schedule hereto, and if the termination is by agreement of the parties the consent of all parties, including the parent or guardian (if any) of the apprentice, shall be endorsed on the notice.

(5) Upon receipt of such notification the District Commissioner shall forthwith cancel registration of the contract by endorsing a note of the termination thereof on the filed copy, and shall notify the apprentice, the employer, the guardian (if any), and the appropriate local Committee of such cancellation.

TRANSFER OF APPRENTICES

8. (1) Application under section 13 of the Act by an employer to a District Commissioner for the transfer of an apprentice shall be made in triplicate in form No. 9 in the Schedule hereto.

(2) The District Commissioner shall endorse his decision thereon, and shall forward one copy so endorsed to the employer and another to the apprentice.

(3) Application under subsection (1) of section 20 of the 1946 Amendment Act by the apprentice and his parent or guardian (if the apprentice is under the age of twenty-one years) to the appropriate local Committee or, if there is no such Committee, to the District Commissioner for transfer to another employer shall be made in triplicate in form No. 10 in the Schedule hereto.

(4) The local Committee (or District Commissioner) shall endorse its (or his) decision thereon, and shall forward one copy so endorsed to the employer and another to the apprentice.

(5) Notification under subsection (8) of section 8 of the Act of the transfer of an apprentice from one employer to another employer required to be given by the employer to the District Commissioner shall be in the form No. 11 in the Schedule hereto, and if the transfer is by agreement of the parties the consent of all parties, including the parent or guardian (if any) of the apprentice, and of the employer accepting the transfer, shall be endorsed on the notification.

(6) The District Commissioner shall, upon receipt of such notification, forthwith endorse a note of the transfer on the filed copy of the contract of apprenticeship.

APPEALS

9. (1) Any appeal to the Court authorized by the Act or by any of its amendments against a decision of an Apprenticeship Committee or of a District Commissioner shall be brought by notice in form No. 12 in the Schedule hereto, and the appeal shall be deemed to have commenced upon receipt of the notice of appeal by the Chairman of the Committee or District Commissioner, as the case may be, in accordance with the next succeeding clause of this regulation.

(2) The appellant shall forward such notice of appeal to the Chairman of the Committee the decision of which is appealed from or to the District Commissioner whose decision is appealed from, as the case may be, so as to reach him within seven days (where no different time for appealing is prescribed) of the notification of the decision of the Committee or District Commissioner to the appellant, and shall, in every case, forward to the District Commissioner, so as to reach him within the same period, five copies of the notice of appeal, and the District Commissioner shall forward one copy to each of the other parties concerned.

(3) Where the appeal is against a refusal to register a proposed contract, or involves the construction of a contract of apprenticeship, the appellant shall forward to the District Commissioner, along with the five copies of the notice, a copy of the contract of apprenticeship concerned.

(4) The District Commissioner, upon receipt of the five copies of the notice, shall file four of them with the Clerk of Awards for the industrial district, together with the copy of the contract of apprenticeship (if any) received with such copies.

(5) The Clerk of Awards shall thereupon take all necessary steps to bring the appeal before the Court for determination.

(6) Any person appealing, or any person affected by an appeal who desires that the Court should hear evidence or argument on the appeal, shall give notice in writing of his desire to the Clerk of Awards, who shall thereupon set the appeal down for hearing at the next sitting of the Court, and shall notify the appellant, the parties concerned, and the District Commissioner of the time and place fixed for the hearing of the appeal.

(7) In any case where no such notice is given the Clerk of Awards shall forthwith forward the file relating to such appeal to the Registrar of the Court, and the Registrar shall bring the file to the notice of the Court so that it may consider and determine the appeal.

(8) Immediately upon the Courts' delivering its decision on any appeal, the Registrar shall notify the Clerk of Awards aforesaid and the District Commissioner, who shall in turn immediately notify the appellant and the parties concerned.

(9) The foregoing clauses of this regulation shall apply, with necessary changes, to appeals to a Magistrate under subsection (6) of section 15 of the Apprentices Amendment Act, 1930, and accordingly references to "the Court" shall be deemed to be references to "a Magistrate," and references to the Clerk of Awards for the industrial district shall be deemed to be references to the Clerk of the Magistrates' Court most convenient to the place of employment of the apprentice.

DISCHARGE OF SUSPENDED APPRENTICES

10. Application under section 15 of the Apprentices Amendment Act, 1930, to an Apprenticeship Committee or to a District Commissioner by an employer for leave to discharge an apprentice shall be in form No. 13 in the Schedule hereto, and shall be lodged with the District Commissioner for placing before the appropriate Committee.

EMPLOYER'S CERTIFICATE OF SERVICE ON DISCHARGE OF APPRENTICE

11. The statement of service to be supplied under section 16 of the Act by an employer to an apprentice ceasing to be employed by him shall be in form No. 14 in the Schedule hereto.

COMMITTEE'S CERTIFICATE OF COMPLETION OF APPRENTICESHIP

12. The certificate to be supplied under section 21 of the 1946 Amendment Act by the appropriate local Committee to an apprentice who has duly completed his apprenticeship shall be in form No. 15 in the Schedule hereto.

APPRENTICES' LODGING-ALLOWANCE

13. (1) Where the Commissioner is satisfied that any apprentice is obliged to live away from home in order to learn his trade he may authorize the payment to such apprentice of a lodging-allowance in accordance with the following scale :—

Where Wages do not exceed the Percentages of Journeymen's Rates following—	And exceed the Percentages of those Rates following—	Rate of Lodging-allowance per Annum.
23	£ 65
29	23	55
35	29	45
41	35	35
47	41	30
53	47	20
59	53	10

(2) The lodging-allowance, when so authorized, shall be payable by the Department of Labour and Employment to the apprentice on the certificate of the appropriate District Commissioner.

(3) Where an apprentice is required by an order of the Court or otherwise to live away from home in order to attend a course of instruction pertaining to his trade, the Commissioner may authorize the payment to him of a lodging-allowance in accordance with the scale prescribed above.

(4) Application for a lodging-allowance shall be in form No. 16 in the Schedule hereto.

INTERPRETATION BY THE COURT

14. (1) Application to the Court for an interpretation of an order under the Act, or of a determination or direction of the Court under the Act, shall be in form No. 17 in the Schedule hereto.

(2) Four copies of the application shall be filed with the Clerk of Awards for the industrial district. To each such copy shall be attached a typewritten statement of views and contentions of the applicant.

(3) The applicant shall also forward a copy of such statement to the Commissioner and also any organizations of employers or organizations of workers likely to be affected.

(4) Any organization so served or affected shall be entitled to place its views and contentions before the Court. A typewritten statement of such views and contentions shall be filed with the said Clerk of Awards together with three copies thereof; another such copy shall be supplied to the applicant, and another to the Commissioner.

(5) If any or all of the parties to an application or any person or organization affected by the same shall desire that the Court should hear evidence or argument of counsel on the application, they shall intimate such desire by memorandum in writing to the Clerk of Awards, who shall then set the matter down for hearing at the next sitting of the Court, and in such cases the typewritten statement of views and contentions of the applicant or persons or organizations affected need not be attached to the application, or filed and served.

(6) In the absence of any such intimation the Clerk of Awards shall immediately forward three copies of the application and typewritten statements to the Court.

(7) Should the Court upon perusal of an application decide that it desires to hear evidence or argument of counsel on the application it shall return the application to the Clerk of Awards and direct him to set the matter down for hearing at the next sitting of the Court.

(8) The Clerk of Awards shall thereupon notify the applicant, the Commissioner, and such organizations as file a statement of their views with him of such direction and of the time and place fixed for hearing.

APPLICATIONS FOR APPRENTICESHIP ORDERS OR AMENDMENTS TO ORDERS

15. (1) An application to the Court for an apprenticeship order, or for an amendment to an apprenticeship order, whether made by a New Zealand Committee under paragraph (c) of section 5 of the 1946 Amendment Act or otherwise, shall be in form No. 18 in the Schedule hereto.

(2) The application, together with five copies thereof, shall be lodged with the Commissioner, who shall forthwith file the application, together with four copies thereof, with the Clerk of Awards at Wellington in the case of a New Zealand order, or with the Clerk of Awards in the district concerned in any other case.

(3) If the application is supported by the recommendations of a Committee, such recommendations shall be incorporated in the application, and if the applicant desires to be heard the application shall so state.

(4) If a hearing is desired or directed by the Court the Clerk of Awards shall place the application on the list of business for the next sitting of the Court in Wellington or in the district concerned, and shall give notice in writing of the place and date of the sitting of the Court to the Commissioner and to the secretary of the Committee and to the Secretaries of the organizations (if any) of employers and workers concerned.

(5) In any case where the recommendations of an Apprenticeship Committee are complete and a hearing is not desired the Clerk of Awards shall forward the file relating to the application to the Court so that the Court may, if it thinks fit, deal with the application without the formality of a hearing.

SCHEDULE

Form No. 1.
(Reg. 2 (1))

Section 4, Apprentices Act, 1923

Section 4, Apprentices Amendment Act, 1946

AGREEMENT FOR APPOINTMENT OF APPRENTICESHIP COMMITTEE

MEMORANDUM of agreement between the [*Name of organization or organizations of employers*], of the one part, and the [*Name of organization or organizations of workers*], of the other part, whereby it is agreed as follows:—

(1) That an Apprenticeship Committee shall be formed for the industry (or group of industries following—namely :.....) for [*Specify the locality, stating the boundaries within which it is proposed that the Committee shall operate, or "the whole of New Zealand," as the case may be.*]

(2) That the Committee (apart from the Chairman) shall comprise the following seven persons, namely:—

Full Name.	Occupation.	Address.

Or,—

(3) (*Alternative permitted by section 6 (4) of the 1946 Amendment Act.*) That the members of the Committee shall be nominated in the manner (prescribed by the Apprenticeship Regulations 1947) (approved by the Court).

Application is hereby made by the parties to this agreement to (the Commissioner of Apprenticeship, in the case of a New Zealand Committee) or (the District Commissioner of Apprenticeship at) for registration of this agreement.

Signed at, this day of, 19.., on behalf of the [*Name of organization of employers*],, in the presence of

Signed at, this day of, 19.., on behalf of the [*Name of organization of employees*],, in the presence of

CERTIFICATE OF REGISTRATION OF APPRENTICESHIP COMMITTEE

I HEREBY certify that I have this day registered the above-written agreement, and I hereby assign to the Committee so constituted the name following:.....

Dated at, this day of, 194...

.....
Commissioner of Apprenticeship.
or District Commissioner of Apprenticeship.

Form No. 2.
(Reg. 2 (4))

Section 4 (2), Apprentices Act, 1923

Section 4 (2), Apprentices Amendment Act, 1946

APPLICATION FOR THE APPOINTMENT OF AN APPRENTICESHIP COMMITTEE BY THE COURT

To the Clerk of Awards,

I (WE), [State full name, address, and occupation in each case], hereby apply to the Court of Arbitration for the appointment of an Apprenticeship Committee for the industry (or group of industries following, namely:) for the following locality [Specify the locality, stating the boundaries within which it is proposed that the Committee shall function].

It is proposed that the Committee (apart from the Chairman) should comprise the following seven persons, namely:—

Full Name.	Occupation.	Address.

This application is made on behalf of [Name of the organization of employers or of employees where concerned].

The reasons for the application are [Set out reasons].

Dated at, this day of, 194..

.....
Signature of Applicant.

Form No. 3.
(Reg. 3 (9))

Section 6 (4), Apprentices Amendment Act, 1946

APPOINTMENT BY COMMISSIONER (OR DISTRICT COMMISSIONER) IN DEFAULT OF NOMINATION OF A QUALIFIED PERSON TO BE MEMBER OF A COMMITTEE

DEFAULT having been made for a space of thirty-one days in the making of nominations for membership of the Apprenticeship Committee in respect of representatives of the employers and in respect of representatives of the employees, I do hereby appoint as representatives of the employers on the said Committee the following persons:—

Full Name.	Occupation.	Address.

and as representatives of the employees the following persons:—

Full Name.	Occupation.	Address.

Dated at, this day of, 194..

.....
Commissioner of Apprenticeship.
or District Commissioner of Apprenticeship.

Form No. 4.
(Reg. 3 (10))

Section 6 (5), Apprentices Amendment Act, 1946

APPOINTMENT BY COMMISSIONER OR DISTRICT COMMISSIONER OF A QUALIFIED PERSON TO FILL VACANCY ON A COMMITTEE

[Name the person or body of persons who appointed or nominated the member whose seat has been declared vacant], having been requested by the Apprenticeship Committee, registered on....., 19.., to appoint (or nominate) some qualified person to fill the seat on the said Committee vacated by....., a representative of the (employers) (employees) (or a person conversant with technical education), and having failed to do so within a period of thirty-one days after such request, I do hereby appoint (nominate) [Full name, occupation, address], as a representative of the (employers) (employees) (or as a person conversant with technical education) to fill the said vacancy.

Dated at, this day of, 194..

.....
Commissioner of Apprenticeship.
or District Commissioner of Apprenticeship.

Form No. 5.
(Reg. 3 (11))

Section 6 (6), Apprentices Amendment Act, 1946

APPLICATION FOR REMOVAL OR REPLACEMENT OF A MEMBER OF A COMMITTEE

To the Clerk of Awards at

I, [State full name, address, and occupation], being a person interested in the membership of the Apprenticeship Committee, registered on, 19.., in my capacity as [State capacity—e.g., Secretary of the Workers' Union], hereby apply to the Court of Arbitration to have the following member removed from membership of the above committee, viz.: [State member's full name, address, and occupation].

My grounds for making this application are: [State grounds].

(Where desired, add): I also apply to have the above-mentioned member replaced by [State proposed member's full name, address, and occupation].

Dated at, this day of, 194..

Signature of applicant:.....

NOTE.—This form is to be transmitted through the Commissioner of Apprenticeship (in the case of a New Zealand Committee) or through the District Commissioner of Apprenticeship (in the case of a local committee), in either case in quadruplicate.

Form No. 5A.
(Reg. 3 (11))

APPLICATION FOR DISCHARGE OF COMMITTEE

To the Clerk of Awards at

I, [State full name, address, and occupation], being a person interested in the Apprenticeship Committee, registered on, 19.., in my capacity as [State capacity—e.g., Secretary of the Union], hereby apply to the Court of Arbitration to have the said Committee discharged by the Court on the grounds: [State grounds].

Dated at, this day of, 194..

Signature of applicant:.....

NOTE.—This form is to be transmitted through the Commissioner of Apprenticeship (in the case of a New Zealand Committee) or through the District Commissioner of Apprenticeship (in the case of a local committee), in either case in quadruplicate.

Form No. 6.
(Reg. 7 (1))

Section 18 (1), Apprentices Amendment Act, 1946

APPLICATION FOR CONSENT TO ENTER INTO A CONTRACT OF APPRENTICESHIP

To the Secretary, Apprenticeship Committee,

Or (where there is no local Committee),—

To the District Commissioner of Apprenticeship,

I, [*Full name, address, and occupation of employer*], do hereby make application for consent to enter into a contract of apprenticeship in the industry with, of, as apprentice, and supply the following particulars :—

1. Address of employer :
2. Full first names and surname and address of guardian of proposed apprentice (not required if proposed apprentice is over twenty-one years of age) :
3. Occupation of guardian :
4. Address of proposed apprentice :
5. Date and year of birth of apprentice :
6. Educational qualifications of apprentice :
7. Date proposed apprenticeship to begin :
8. Whether proposed apprentice has had any previous employment. If so, state nature and duration of same and names and addresses of previous employers :
9. The trade or branch of the trade in which employer is engaged :
10. A list of the operations and skills to be taught to the apprentice :
11. The title of the person who is to undertake or supervise the actual training of the apprentice, and a definition of the scope of his responsibility :
12. Number and names of journeymen employed for at least two-thirds full time during six months prior to date of application :
13. Number of apprentices at present employed :
14. Whether employer actively engaged at trade or not :
15. Period of contract :
16. Proposed scale of wages :

Dated at, this day of, 194..

Signature of applicant :

Form No. 7.
(Reg. 7 (3))

Section 8 (6), Apprentices Act, 1923

PERMIT FOR TEMPORARY EMPLOYMENT OF WORKER AS APPRENTICE

I HEREBY authorize the employment of as an apprentice for [*Name of employer, occupation, and address*], in the trade (industry) in accordance with the proposed (alteration of) contract of apprenticeship between the said parties forwarded to me for registration, pending the decision of the Court of Arbitration upon the appeal from a refusal to register the said (alteration of) proposed contract.

Dated at, this day of, 194..

.....
District Commissioner of Apprenticeship.

Form No. 8.
(Reg. 7 (4))

Section 8 (8), Apprentices Act, 1923

NOTIFICATION OF THE TERMINATION OF CONTRACT OF APPRENTICESHIP

To the District Commissioner of Apprenticeship,.....

I HEREBY give notification that the contract of apprenticeship in the industry, dated, between [*Full name of apprentice*] and [*Full name of employer and occupation*], of [*Address*], has been terminated (prior to expiry of period of probation) (by agreement of the parties) (by discharge of the apprentice for good cause).

The reasons for termination are the following:.....

Dated at, this day of, 194..

Signature:.....

NOTE.—(a) If the termination is by agreement of the parties, the consent of all parties must be endorsed hereon.

(b) This notification, completed in all respects, must be delivered to the District Commissioner of Apprenticeship within fourteen days of the termination of the contract of apprenticeship.

Form No. 9.
(Reg. 8 (1))

Section 13, Apprentices Act, 1923

APPLICATION BY EMPLOYEE FOR TRANSFER OF APPRENTICE

To the District Commissioner of Apprenticeship,.....

I, [*Full name, address, and occupation*], as the employer of (as apprentice) under a contract of apprenticeship in the industry (..... trade) at, do hereby make application for the transfer of the said apprentice to, of [*Address*], another employer in the same industry and locality, who is willing and able to carry out the obligations of the employer under the said contract.

The grounds for the application for the transfer are [*Specify slackness of work or other sufficient cause*].

Dated at, this day of, 194..

.....
Employer.

I,, of, the proposed employer above mentioned, do hereby agree to accept the above-named apprentice in accordance with his contract of apprenticeship with

Dated at, this day of, 194..

.....
Proposed Employer.

,, of, the parent (or guardian) of the above-named apprentice, do hereby consent to the above-proposed transfer.

Dated at, this day of, 194..

.....
Parent (or Guardian).

Decision of the District Commissioner of Apprenticeship:.....

Form No. 10.
(Reg. 8 (3))

Section 20 (1), Apprentices Amendment Act, 1946

APPLICATION BY APPRENTICE FOR TRANSFER TO ANOTHER EMPLOYER

To the Local Apprenticeship Committee for.....

or (where there is no local Committee),—

To the District Commissioner of Apprenticeship,.....

I, [*Full name and address*], an apprentice under a contract of apprenticeship with in the [*Specify*] industry at, do hereby make application for my transfer from my present employer to, of, another employer

in the same industry and locality, who is willing and able to undertake the obligations of my present employer under the said contract, upon the grounds that my present employer is not able to give me adequate training in the industry. My reasons for so stating are the following: [*Set out in detail*].

Dated at, this day of, 194..

.....

Apprentice.

I, [*Full name and address*], the parent (guardian) of the above-named apprentice, join in the above-written application for transfer.

.....
Parent or guardian of apprentice (if
apprentice is under twenty-one years
of age).

I, [*Full name and address*], the proposed employer above mentioned, do hereby agree to accept the above-named apprentice in accordance with his contract of apprenticeship with

Dated at, this day of, 194..

.....

Proposed Employer.

Decision of Committee or District Commissioner of Apprenticeship:

Form No. 11.

(Reg. 8 (5))

Section 8 (8), Apprentices Act, 1923

NOTIFICATION OF TRANSFER OF APPRENTICE

To the District Commissioner of Apprenticeship,

I, [*Full name, occupation, and address*], as employer of, an apprentice under a contract of apprenticeship in the industry [*Specify*], at, do hereby notify you of the transfer as from the day of, 19... of the said apprentice from my service to the service of [*Name, occupation, and address*].

Dated at, this day of, 194..

.....
Signature of original employer.

I, [*Full name, occupation, and address*], do hereby acknowledge that I accept the transfer notified above.

Dated at, this day of, 194..

.....
Signature of employer accepting transfer.

I, [*Full name and address*], the above-named apprentice, do hereby acknowledge that I accept the transfer notified above.

Dated at, this day of, 194..

.....
Signature of apprentice agreeing to transfer.

I, [*Full name and address*], the parent (guardian) of the above-named apprentice, do hereby acknowledge that I have consented to the transfer notified above.

.....
Signature of parent or guardian of apprentice agreeing to transfer.

NOTE.—This notification, completed in all respects, must be delivered to the District Commissioner of Apprenticeship within fourteen days of the transfer.

Form No. 12.
(Reg. 9 (1))

Section 8 (5), Apprentices Act, 1923
Section 13 (3), Apprentices Act, 1923
Section 15 (6), Apprentices Amendment Act, 1930
Section 8 (4), Apprentices Amendment Act, 1946
Section 18 (2), Apprentices Amendment Act, 1946

NOTICE OF APPEAL AGAINST DECISION OF APPRENTICESHIP COMMITTEE (or
DISTRICT COMMISSIONER OF APPRENTICESHIP)

To the Apprenticeship Committee,
Or,—
To the District Commissioner of Apprenticeship at
And,—
To the Clerk of Awards at
Or (where the appeal lies to a Magistrate),—
To the Clerk of Court at

TAKE notice that I intend to appeal to the Court of Arbitration (or to a Magistrate) from the decision of the Apprenticeship Committee (or the District Commissioner of Apprenticeship) dated, wherein it was decided that

(In the case of appeal against refusal of District Commissioner to register a contract of apprenticeship or when the appeal involves the construction of a contract of apprenticeship, add)—

I attach hereto copy of contract of apprenticeship between and

The grounds of this appeal are that :.....
Dated at, this day of, 194..

.....
[Signature, occupation, and address.]
(Also state whether employer or apprentice.)

NOTE.—(a) This notice of appeal must be in the hands of the Chairman of the Apprenticeship Committee whose decision is appealed from, or, in the case of an appeal from a decision of a District Commissioner, in his hands, within seven days of the notification to the appellant of the decision appealed from, except in the case of an appeal under section 13 of the Apprentices Act, 1923, when the period for appealing is fourteen days.

(b) Within the same period five copies of the notice must be lodged with the District Commissioner, who will forward four of them to the Clerk of Awards, or Clerk of Court, for the purposes of the Court or Magistrate.

Form No. 13.
(Reg. 10)

Section 15, Apprentices Amendment Act, 1930

APPLICATION BY EMPLOYER FOR LEAVE TO DISCHARGE APPRENTICE

To the Local Apprenticeship Committee for
Or (where there is no local Committee),—
To the District Commissioner of Apprenticeship at

I, [State full name, address, and occupation], hereby apply for leave to discharge, an apprentice in the [Specify] industry on the grounds that he has so misconducted himself, (or) proved himself to be so incapable, that if he were an employee other than an apprentice it would be reasonable for his employer to discharge him, in that [State details].

Dated at, this day of, 194..

.....
Signature of employer.

Decision of Committee or District Commissioner :.....

NOTE.—This application when completed is to be lodged with the District Commissioner for placing before the Committee.

Form No. 14.
(Reg. 11)

Section 16, Apprentices Act, 1923

STATEMENT OF SERVICE OF APPRENTICE

THIS is to certify that [Full name and address], entered into a contract of apprenticeship on the day of, 194.., as apprentice with [Full name and address], as employer in the [Specify] industry for a term of years, and that the said apprentice served under the said contract continuously from the date thereof until the day of, 194.. (or as the case may be), on which date his employment under the said contract ceased.

Dated at, this day of, 194..

.....
Employer.

Form No. 15.
(Reg. 12)

Section 21, Apprentices Amendment Act, 1946

CERTIFICATE OF DUE COMPLETION OF APPRENTICESHIP

THIS is to certify that [Full name and address], has duly completed his apprenticeship in the [Specify] industry under a contract of apprenticeship for a term of years entered into by him on the day of, 194.., with [Full name and address], as employer.

During the said term the apprentice was transferred to the employer(s) named below on the (respective) date(s) shown opposite his (their) name(s).

Dated at, this day of, 194..

.....
Chairman, Apprenticeship Committee.

.....
(or District Commissioner of Apprenticeship.)

Form No. 16
(Reg. 13)

Section 22, Apprentices Amendment Act, 1946

APPLICATION BY APPRENTICE FOR LODGING-ALLOWANCE

To the District Commissioner of Apprenticeship,

I, apprentice under a contract of apprenticeship dated day of, 194.., to as employer, hereby apply for a lodging-allowance on the grounds that I am at present obliged to live away from home in order to learn my trade. My home address is My present place of employment is I am at present residing at My present wages under the contract of apprenticeship are

Dated at, this day of, 194..

.....
Signature of apprentice.

The facts as set out above are correct.

.....
Signature of parent or guardian.

The rate of wages set out in this application is correct.

.....
Signature of employer.

Form No. 17
(Reg. 14)

Section 15, Apprentices Amendment Act, 1946

APPLICATION FOR INTERPRETATION OF APPRENTICESHIP ORDER (OR OF DETERMINATION OR DIRECTION OF THE COURT)

APPLICATION is hereby made to the Court of Arbitration for the opinion of the Court upon the question stated in paragraph (d) hereof connected with the construction of (the apprenticeship order) (determination of the Court) (direction of the Court) described in paragraph (c) hereof:—

- (a) The full name, address, and occupation of the applicant (or, the full description of the Committee or organization making this application) is :.....
- (b) The capacity in which this application is made is : (e.g., Commissioner of Apprenticeship, District Commissioner of Apprenticeship at Employer, Apprentice) :.....
- (c) The full description of the (apprenticeship order) (determination of the Court) (direction of the Court) in respect of which the question arises is :..... (e.g., An apprenticeship order dated and published in Book of Awards, page A decision under section ... of the Apprenticeship Act, 1923, published in the to the effect that)
- (d) The question upon which the opinion of the Court is applied for is :.....
- (e) This application is accompanied by the following papers, books, and documents (as the case may be) relating to the subject-matter of this application :.....

Dated at, this day of, 194..

....., Applicant.

To the Clerk of Awards at

NOTE.—(a) This application is to be filed in quadruplicate, and must be accompanied by a typewritten statement of the views and contentions of the applicant.

(b) The applicant must forward a copy of this application to the Commissioner of Apprenticeship and a copy to any organizations of employers or of workers likely to be affected.

Form No. 18
(Reg. 15)

Section 5, Apprentices Act, 1923

Section 5 (c), Apprentices Amendment Act, 1946

APPLICATION FOR APPRENTICESHIP ORDER, OR FOR AN AMENDMENT TO AN ORDER

APPLICATION is hereby made by [State name of Apprenticeship Committee, or as case may be] to the Court of Arbitration for an apprenticeship order in the [Industry] in New Zealand.

Or,—

APPLICATION is hereby made by [State name of Apprenticeship Committee, or as case may be] to the Court of Arbitration for an amendment of the apprenticeship order dated the day of, 19.., and recorded in Book of Awards,, on page

The recommendations submitted by [Name the Apprenticeship Committee] are the following:—

1. That the (order) (amending order) should take the following form (delete if no form of order is recommended) :.....

2. [Here insert any further recommendations.]

A hearing (is) (is not) desired.

Dated at, this day of, 19..

Applicant :.....

Capacity in which made :.....

Address :.....

[Where application is made on behalf of a Committee or organization the name of the Committee or organization should be stated. This application, together with five copies thereof, is to be lodged with the Commissioner of Apprenticeship.]

W. O. HARVEY,
Clerk of the Executive Council.

Issued under the authority of the Regulations Act, 1936.

Date of notification in Gazette : 18th day of December, 1947.

These regulations are administered in the Department of Labour.