

Paid time off for young people

For lots of reasons, many young people leave school with few GCSEs or A Levels and no vocational qualifications.

And many go into jobs that offer little or no training – and little or no chance to develop their skills, get qualifications and move on in life.

If you are under 19 and in this position, the right to time off for study or training can help YOU.

To get more information about your rights at work, or about joining a union, call 0870 600 4 882. You can also log on to www.workSMART.org.uk

You can find contact details for your local Connexions partnership at www.connexions.gov.uk or from your Local Learning and Skills Council.

“Time Off for Study or Training” (TfST EL1) is a booklet produced by the Department for Education and Skills. It is available from Jobcentre Plus offices or the DfES website www.dfes.gov.uk

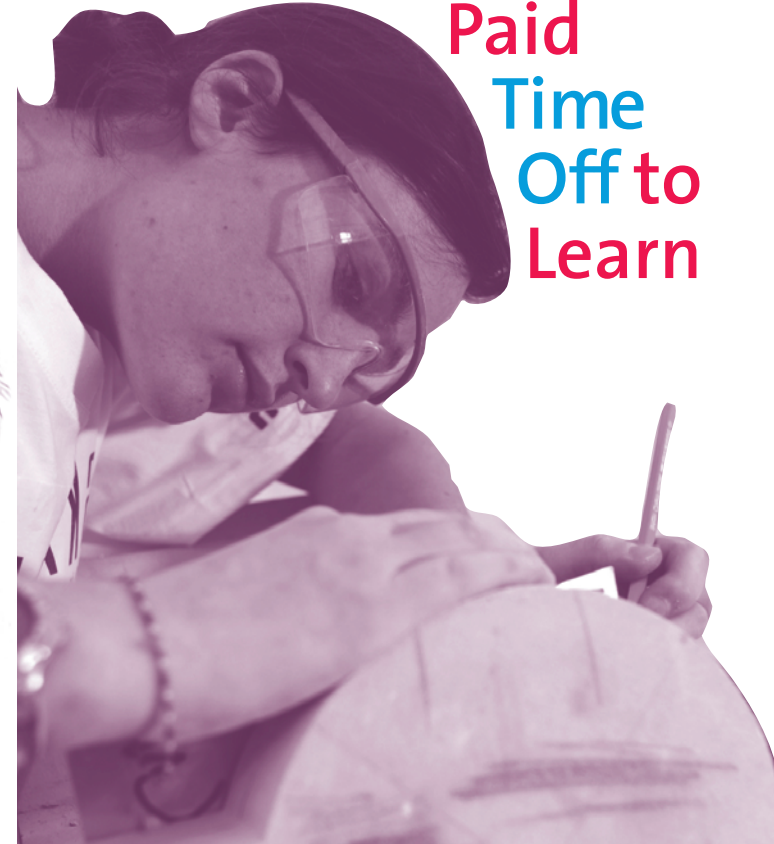
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Young people
at work

TUC

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Learn

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Joining a trade union

Unions campaign for fair pay and for equal treatment in the workplace. Unions negotiate good rates of pay for their members and tackle discrimination based on age, race, gender, sexuality and disability.



Unions can help you access your right to time off to learn. Time off for learning can be negotiated between employers and trade unions in the form of learning agreements. Unions can also negotiate for the right to time off for learning to be written into your contract of employment.

Who is eligible?

The right to time off for study or training is for employees who are:

- 16–17 and not in full-time secondary or further education
- 16–17 and have no GCEs, NVQ Level 2 or BTECH First qualifications
- 18 and on courses or training which they began before turning 18*

By law you are entitled to a “reasonable” amount of paid time off for study and training *from the day that you start your job*, and the law applies to all employers – including small businesses.

*If you are 18 and you started studying or training with another employer, you are entitled to complete your course with your new employer as long as you finish before your nineteenth birthday.

What courses are covered?

You are entitled to paid time off to study or train for:

- NVQ Level 2 courses
- BTEC First courses, or
- five GCSEs (grades A to C)

Contact your local Connexions or Learning and Skills Council for details (see the “More information” section at the end of this booklet).

What does ‘reasonable’ paid time off mean?

The law does not say exactly what counts as a ‘reasonable’ amount of paid time off. According to the law, your employer must take into account the requirements of the study or training course so that you can attend the lectures, classes or training sessions. However, the law also says that your employer can take into account the effect that your time off will have on the business.

Everyone has the right to join a union.

It costs less than you think and your employer doesn't need to know you are thinking of joining up.