

# WORSHIPFUL COMPANY OF CHARTERED SECRETARIES AND ADMINISTRATORS: APPRENTICESHIP SCHEME

## Introduction

1. The Ordinances of the Worshipful Company of Chartered Secretaries and Administrators make provision, at Ordinance 1.04, for a person to be apprenticed to a Chartered Secretary and Administrator for his/her progression to the Freedom of the Company. The purpose of the scheme described below is to set out, in detail, how the spirit of Ordinance 1.04 might be observed to the benefit of the profession and of the Company. The prime benefits would be the personal development in his/her career of the individual concerned, an enhancement of the profession of Chartered Secretary and Administrator amongst young people and the introduction of younger people into the Company.

## *Qualifying arrangements*

2. Age constraints:

Minimum age on entry	18
Maximum age on entry	29

This age bracket reflects the fact that those taking up study for the professional examinations of the Institute of Chartered Secretaries and Administrators (ICSA) normally do so some years after having obtained a first degree. As this age bracket goes beyond the maximum age limit of 21 traditionally used in the City of London to define an apprenticeship, eventual admission to the Freedom of the Company and to the Freedom of the City of London could either be by servitude (if the apprenticeship began before the individual reached the age of 21) or by redemption (if the apprenticeship began after the individual had reached the age of 21).

3. The candidate must be:

- a. A citizen of the United Kingdom, the Channel Islands or Isle of Man; and
- b. Studying or about to start a course which, in assertion with relevant work experience, leads to registration as a Fellow or Associate of the ICSA; and
- c. Nominated by a Liveryman known to the candidate, or by a Liveryman appointed by the Court.

4. The Company shall not normally take more than 6 apprentices in any one calendar year. An apprenticeship shall normally last not less than 4 and not more than 7 years. The total number of apprentices at any one time shall not exceed 42, or such smaller number as the Court may from time to time decide.

5. The admission procedure shall be similar to that set out in the Standing Orders S1.01 – S1.03. If a potential Master of an apprentice is appointed by the Court, it will be for that Liveryman to make the acquaintance of the candidate and to satisfy him/herself that the candidate can be recommended to the Master's Advisory Committee for admission as an apprentice.

### ***The duties of an apprentice***

6. An apprentice shall enter into an indenture with his/her Master, the latter being a Liveryman of the Company. The indenture need not be served within the bounds of the City of London but, if it is entered into before the apprentice has reached the age of 21, it must be lodged with the Chamberlain's Court of the Corporation of London within one year of the act of binding. The indenture shall also be recorded in the books of the Company. There shall, however, be no privity of contract between an apprentice and the Company.

7. An apprentice shall be required to inform his/her Master at least twice in the calendar year about his/her progress in life and, in particular, towards being registered as a Fellow or Associate of the ICSA.

8. An apprentice shall use his/her best endeavours to successfully complete the necessary examinations of the ICSA so that he/she may apply for registration as a Fellow or Associate of the ICSA within the duration of the apprenticeship.

9. An apprentice shall report to his/her Master any occurrence that might preclude his/her acceptance as a Freeman of the Company under Ordinance 3.01.

10. Nothing in this scheme shall entitle or require an apprentice to apply for the Freedom of the City of London by either servitude or redemption, nor imply any such entitlement.

### ***The duties of an apprentice's Master***

11. An apprentice's Master is to:

- a. execute personally all administrative arrangements relating to his/her apprentice during the period of the apprenticeship;
- b. ensure that the apprentice is made aware of the customs and traditions of the City of London;
- c. encourage the apprentice's participation in Company events (see paragraph 15 below);
- d. oversee the payment of fines and fees to the Company (see paragraphs 19-20 below);
- e. offer the apprentice advice, of either a professional or personal nature, should it seem appropriate;
- f. give an annual report to the Court, when requested by the Clerk, on the progress of his/her apprentice; and
- g. as may be requested by the Charitable Trustees, give the Trustees advice concerning the award of a scholarship (see paragraph 22 below).

### ***Termination of apprenticeship***

12. Apprenticeships shall end whenever the first of any of the following events occurs:

- a. a letter of resignation is submitted to the Court through the apprentice's Master; or

- b. the Court shall have decided that the conduct or circumstances of the apprentice are injurious to the character and interests of the Company and justify exclusion from the Company under Ordinance 3.01; or
- c. a period of 7 years has elapsed since the date of apprenticeship without the apprentice having achieved registration as a Fellow or Associate of the ICOSA; or
- d. 12 months have elapsed since the apprentice was registered as a Fellow or Associate of the ICOSA and the apprentice has not applied for the Freedom of the Company; or
- e. the apprentice has applied for, and been granted, the Freedom of the Company.

***Admission to the Freedom of the Company and the Freedom of the City of London***

13. An apprentice who has been registered as a Fellow or Associate of the ICOSA at or before the end of his/her apprenticeship, and has paid all dues to the Company, shall be eligible for admission to the Freedom of the Company by either redemption under Ordinance 1.02 or servitude under Ordinance 1.04, as is appropriate taking account of the individual's age at the beginning of the apprenticeship.

14. If admitted to the Freedom of the Company, he/she may proceed to the Freedom of the City of London by either redemption or servitude, as is appropriate taking account of the individual's age at the beginning of the apprenticeship. When applying for the Freedom by servitude, the indenture document, duly completed by the Clerk to the Company and the Freedom certificate of the apprentice's Master, must be produced to the Chamberlain's Court.

***Participation in Company events***

15. Subject to the agreement of the apprentice's Master and on payment of the relevant sums (see paragraph 16 below), an apprentice shall be eligible to attend:

- a. A Court luncheon on admission to the Company as an apprentice; and
- b. The Company's Annual Lecture and supper thereafter; and
- c. The Company's church service and supper thereafter; and
- d. In each calendar year, events organised by the Livery Liaison Group; and
- e. Any sporting activity organised by the Company; and
- f. Any reception specifically organised by the Master of the Company and Wardens for young Liverymen, Freemen and/or apprentices; and
- g. Any additional events to which the Court may from time to time agree.

16. For all the above activities, except any Court luncheon on admission as an apprentice, the apprentice shall pay, through his/her Master, the same amount as is payable by Liverymen. An apprentice shall not be entitled to invite any guests to these events. The cost of any Court luncheon on admission as an apprentice shall be borne by the apprentice's Master. The cost of any reception specifically organised for apprentices shall be borne as determined by the Master of the Company.

17. It is open to the apprentice's Master to invite the apprentice to not more than one of the Company's formal events in any two calendar years. The cost of doing so is to be borne by the apprentice's Master.

18. At the discretion of the Court an apprentice shall be eligible to receive copies of the Company's newsletters and Annual Reports.

***Fines and Fees***

19. On admission as an apprentice, he/she shall pay, through his/her Master, a fine of £50, or such revised amount as the Court may from time to time decide.

20. Thereafter, every 12 months from the date of his/her admission, an apprentice shall pay a fee of £10 or such revised amount as the Court may from time to time decide.

21. If an apprentice is admitted to the Freedom of the Company within 12 calendar months immediately following the date he/she was registered as a Fellow or Associate of the ICSA, the fine for admission as a Freeman shall be reduced by £100 or such revised amount as the Court may from time to time decide.

22. Subject to satisfying any criteria set out by the Charitable Trustees of the Worshipful Company of Chartered Secretaries and Administrators, an apprentice may, at the discretion of the Trustees, receive a grant by way of scholarship to support his/her studies for the ICSA examinations. The timing of the issue of any such grant shall also be at the discretion of the Charitable Trustees.

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