

**2011 No. 900**

**EMPLOYMENT AND TRAINING, ENGLAND**

**The Apprenticeships (Issue of Apprenticeship Certificates)  
(England) Regulations 2011**

<i>Made</i>	- - - -	<i>23rd March 2011</i>
<i>Laid before Parliament</i>		<i>23rd March 2011</i>
<i>Coming into force</i>	- -	<i>13th April 2011</i>

The Secretary of State for Business, Innovation and Skills makes the following Regulations in exercise of the powers conferred by sections 3, 4, 5 and 264(1) of the Apprenticeships, Skills, Children and Learning Act 2009(a).

**Citation, commencement and interpretation**

1.—(1) These Regulations may be cited as the Apprenticeships (Issue of Apprenticeship Certificates) (England) Regulations 2011 and come into force on 13th April 2011.

(2) In these Regulations, “the Act” means the Apprenticeships, Skills, Children and Learning Act 2009.

**Manner of applying for an apprenticeship certificate**

2. For the purposes of applying for an apprenticeship certificate under sections 3 and 4 of the Act, a person must make an application in writing.

**Fees for the issue of an apprenticeship certificate**

3.—(1) The English certifying authority is authorised to charge the person applying for an apprenticeship certificate a fee for the issue of an apprenticeship certificate.

(2) The amount of the fee which the English certifying authority may charge for issuing an apprenticeship certificate must not exceed £25, or the cost incurred by the English certifying authority of issuing the apprenticeship certificate, whichever amount is lower.

**Supply of copies of apprenticeship certificates**

4.—(1) An English certifying authority must supply a copy of an apprenticeship certificate to the person issued with the original of the apprenticeship certificate where an application is made in writing by that person to the certifying authority.

(2) The English certifying authority is authorised to charge a fee for supplying a copy of an apprenticeship certificate.

(3) The amount of the fee which the English certifying authority may charge for supplying a copy of an apprenticeship certificate must not exceed £30, or the cost incurred by the English certifying authority of supplying the certificate, whichever amount is lower.

*John Hayes*

Minister of State for Further Education, Skills and Life Long Learning  
Department for Business, Innovation and Skills

23rd March 2011

### **EXPLANATORY NOTE**

*(This note is not part of the Regulations)*

These Regulations relate to the issue of apprenticeship certificates under sections 3 and 4 of the Apprenticeships, Skills, Children and Learning Act 2009 (“the Act”). These Regulations form part of the implementation of the statutory apprenticeships programme in Part 1 of Chapter 1 of the Act.

Regulation 2 prescribes the manner of applying for an apprenticeship certificate under sections 3 and 4 of the Act. A person must make an application in writing. Regulation 3 authorises the English certifying authority to charge a fee for the cost of issuing an apprenticeship certificate, which must not exceed the amount set out in the regulations. Regulation 4 places a duty on the English certifying authority to supply a copy of an apprenticeship certificate to persons issued with the original certificate, and authorises the English certifying authority to charge a fee for the cost of supplying an apprenticeship certificate which must not exceed the amount set out in the regulations.

A full impact assessment has not been produced for this instrument as no impact on the private or voluntary sectors is foreseen.

---

© Crown copyright 2011

Printed and published in the UK by The Stationery Office Limited under the authority and superintendence of Carol Tullo, Controller of Her Majesty’s Stationery Office and Queen’s Printer of Acts of Parliament.

£4.00