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GOEWERMENSKENNISGEWING.**DEPARTEMENT VAN ARBEID.**

No. R. 338.] [6 Maart 1964.
WET OP VAKLEERLINGE, 1944, SOOS GEWYSIG.

Dit het die Staatspresident behaag om, kragtens die bevoegdhede aan hom verleen by artikel vyf-en-veertig van die Wet op Vakleerlinge, 1944 (Wet No. 37 van 1944, soos gewysig by Wet No. 28 van 1951, Wet No. 29 van 1959 en Wet No. 46 van 1963)—

- (a) die regulasies te herroep wat gepubliseer is by Goewermentskennisgewing No. 379 van 9 Maart 1945; en
- (b) die volgende regulasies uit te vaardig:—

WET OP VAKLEERLINGE, 1944.**REGULASIES.****1. VERTOLKING.**

In hierdie regulasies, tensy dit strydig met die samehang is, beteken „Wet” die Wet op Vakleerlinge, 1944; „Aanhangsel” ’n aanhangsel van hierdie regulasies, en het enige uitdrukking wat in die Wet gebesig word en waaraan ’n betekenis daarin geheg is dieselfde betekenis wanneer dit in hierdie regulasies gebruik word.

2. BYWONING DEUR GETUIES VAN ONDERSOEKE DEUR KOMITEES, ONDER-KOMITEES OF ONDERSOEKAMPTENARE.

(1) ’n Dagvaarding om voor ’n komitee, onder-komitee of ondersoekamptenaar te verskyn in verband met enige ondersoek deur die komitee, onder-komitee of ondersoekamptenaar, moet in die vorm van Aanhangsel AA.1 wees.

(2) So ’n dagvaarding kan op die persoon van wie dit vereis word om voor die komitee, onder-komitee of ondersoekamptenaar te verskyn, gedien word—

- (a) deur dit, of ’n afskrif daarvan, aan hom af te lewer; of
- (b) deur dit, of ’n afskrif daarvan, by sy woon- of besigheids- of werkplek te laat by ’n persoon wat blykbaar minstens sestien jaar oud is en blykbaar daar woon of daar in diens is; of
- (c) deur dit, of ’n afskrif daarvan, per geregistreerde pos aan sy woon- of besigheids- of werkplek of sy posbusnommer te stuur.

(3) ’n Getuie wat nie ’n amptenaar is nie en wat gedagvaar is om voor ’n komitee, onder-komitee of ondersoekamptenaar te verskyn—

- (a) moet vir die reis of enige gedeelte daarvan voorsien word van ’n vry spoorwegorder indien sodanige reis of gedeelte daarvan onderneem kan word deur van die spoor- of padmotordiens van die Spoorwegadministrasie gebruik te maak en hy moet van sodanige diens of dienste gebruik maak tensy die gebruik daarvan onder die omstandighede ondoenlik is;

GOVERNMENT NOTICE.**DEPARTMENT OF LABOUR.**

No. R. 338.] [6 March 1964.
APPRENTICESHIP ACT, 1944, AS AMENDED.

The State President has, under the powers vested in him by section forty-five of the Apprenticeship Act, 1944 (Act No. 37 of 1944, as amended by Act No. 28 of 1951, Act No. 29 of 1959 and Act No. 46 of 1963), been pleased—

- (a) to withdraw the regulations published under Government Notice No. 379, dated 9th March, 1945; and
- (b) to make the following regulations:—

APPRENTICESHIP ACT, 1944.**REGULATIONS.****1. INTERPRETATION.**

In these regulations, unless inconsistent with the context, “Act” means the Apprenticeship Act, 1944; “Annexure” means an annexure to these regulations; and any expression used in the Act to which a meaning has therein been assigned, bears the same meaning when used in these regulations.

2. ATTENDANCE OF WITNESSES AT ENQUIRIES BY COMMITTEES, SUB-COMMITTEES OR INVESTIGATING OFFICERS.

(1) A subpoena to appear before a committee, sub-committee or investigating officer in connection with any investigation by the committee, sub-committee or investigating officer, shall be in the form of Annexure AA.1.

(2) Any such subpoena may be served on the person required to appear before the committee, sub-committee or investigating officer—

- (a) by delivering it, or a copy thereof, to him; or
- (b) by leaving it, or a copy thereof, at his place of abode or business or employment with some person apparently not less than sixteen years of age and apparently residing or employed there; or
- (c) by dispatching it, or a copy thereof, by registered post to his place of abode or business or employment or his post office box number.

(3) A witness, other than an officer, who is subpoenaed to appear before a committee, sub-committee or investigating officer—

- (a) shall, if the journey or any portion thereof can be performed by using the rail or motor road service of the Railway Administration, be furnished with a free rail-warrant for such journey or portion thereof, and shall use such service or services unless the use thereof is impracticable in the circumstances;

- (b) moet, indien die reis of enige gedeelte daarvan nie onderneem kan word deur van die dienste wat in paragraaf (a) genoem word, gebruik te maak nie, of as dit onder die omstandighede ondoenlik is om daarvan gebruik te maak, met enige ander publieke vervoerdiens (behalwe 'n lug- of skeepvaartdiens) reis tensy die gebruik daarvan onder die omstandighede ondoenlik is, en die werklike reisgeld moet aan hom betaal of terugbetaal word;
- (c) moet, indien die reis of enige gedeelte daarvan nie onderneem kan word deur van die vervoerdienste wat in paragraaf (a) of (b) genoem word, gebruik te maak nie, of as dit onder die omstandighede ondoenlik is om daarvan gebruik te maak, enige ander vervoermiddel, insluitende sy eie, gebruik en moet daar aan hom vir sodanige reis of gedeelte daarvan 'n toelae ter bestryding van die koste van sodanige vervoer betaal word teen sewe sent per myl in die geval van 'n motorkar van minder as 16 pk. en agt sent per myl in die geval van 'n motorkar van 16 pk. en meer;
- (d) kan, indien die komitee, onder-komitee of ondersoekamptenaar van mening is dat hy, omdat hy gehoor gegee het aan die dagvaarding, geldelike verlies gely het of enige ander onkoste as reiskoste moes aangaan, die bedrag daarvan, of 'n bedrag van R4 per dag of 'n gedeelte van 'n dag, na gelang van watter bedrag die minste is, aan hom betaal word.
- (4) Wanneer 'n getuie betaal of terugbetaal moet word kragtens paragraaf (b) van subregulasie (3), moet die bedrag daarvan bereken word ooreenkomstig die soort of klas fasiliteit wat die getuie, na die mening van die Sekretaris van Arbeid, met inagneming van die omstandighede, gewoonlik sou gebruik as hy vir eie rekening reis.
- (5) Die Sekretaris van Arbeid kan na goeddunke spoorwegorders, bevele of ander opdragte uitreik wat die getuie in staat sal stel om op die plek waar die ondersoek gehou sal word, te verskyn, en sodanige bedrag ten opsigte van die toelae wat ingevolge paragraaf (b), (c) of (d) van subregulasie (3) aan sodanige getuie betaalbaar is, as wat hy mag besluit, voorskiet in afwagting van die finale vaststelling van die getuie se eis ingevolge die genoemde paragraawe. By die uitreiking van sodanige spoorwegorders, bevele of ander opdragte moet die fasiliteite wat verskaf moet word van die soort of klas fasiliteit wees wat die getuie na die mening van die Sekretaris van Arbeid, met inagneming van die omstandighede, gewoonlik sou gebruik as hy vir eie rekening reis. Wanneer 'n spoorwegorder, bevel of ander opdrag uitgereik is, moet die getuie daarvolgens reis; indien sodanige getuie egter van enige ander soort of klas fasiliteit gebruik maak of nalaat om gebruik daarvan te maak ten opsigte van die reis of gedeelte daarvan, kan die reiskoste wat hy aangegaan het ten volle of gedeeltelik, indien die Sekretaris van Arbeid dit goedkeur, aan hom terugbetaal word, maar hy is ten opsigte van daardie reis of gedeelte daarvan nie geregtig op terugbetaling van meer reiskoste as waarmee Staatsfondse ten opsigte van sodanige spoorwegorders, bevele of opdragte gedebiteer kan word nie.

3. INDIENSNEEMING VAN MINDERJARIGES.

- (1) Aangifte van in diens hê, of in diens neem, van 'n minderjarige en aansoek om die Registrateur se toestemming, kragtens subartikel (2) van artikel *negentien* van die Wet, vir die in diens neem van 'n minderjarige in 'n aangewese bedryf, moet in die vorm van Aanhangsel AA.2, deel A, wees.
- (2) 'n Aansoek om die Registrateur se toestemming vir die in diens neem van 'n minderjarige in 'n aangewese bedryf ingevolge paragraaf (a) van subartikel (2) van artikel *negentien* van die Wet, en aangifte van die in diens hê van 'n minderjarige ingevolge paragraaf (a) of (b) van subartikel (3) van die genoemde artikel, kan, indien die betrokke werkgewer dit verlang, beskou word as 'n navraag of die komitee die registrasie van 'n leerlingskontrak tussen die werkgewer en die voornemende vakleerling sal aanbeveel, al dan nie.
- (3) Aangifte van die beëindiging van die diens van 'n minderjarige in 'n aangewese bedryf, moet in die vorm van Aanhangsel AA.3 wees.

- (b) shall, if the journey or any portion thereof cannot be performed by using any of the services referred to in paragraph (a), or if it is impracticable in the circumstances to make use thereof, travel by means of any other public transport service (other than an air or shipping service) unless the use thereof is impracticable in the circumstances, and shall be paid or refunded the actual fare;
- (c) shall, if the journey or any portion thereof, cannot be performed by using any of the means of transport referred to in paragraph (a) or (b), or if it is impracticable in the circumstances to make use thereof, use any other means of transport including his own, and shall be paid an allowance towards the cost of such transport at the rate of seven cents per mile in the case of a motor car under 16 horse power and eight cents per mile in the case of a motor car of 16 horse power and over, for such journey or portion thereof;
- (d) may, if, by reason of his obedience to the subpoena, he has, in the opinion of the committee, sub-committee or investigating officer, suffered any pecuniary loss or been put to any expense other than travelling expenses, be paid the amount thereof, or an amount of R4 per day or part of a day, whichever is less.

(4) Whenever any payment or refund is, in terms of paragraph (b) of sub-regulation (3), to be made to any witness, the amount thereof shall be calculated according to the type or class of facility which, in the opinion of the Secretary for Labour, the witness, having regard to the circumstances, would ordinarily be expected to use if he were travelling on his own account.

(5) The Secretary for Labour may, in his discretion, issue such rail-warrants, orders, or other instructions as will enable the witness to attend at the place where the enquiry is to be held, and advance such amount towards the allowance payable to such witness in terms of paragraph (b), (c) or (d) of sub-regulation (3) as he may decide, pending the final adjustment of any claim by the witness in terms of the said paragraphs. In issuing any such rail-warrants, orders, or other instructions, the facility to be furnished shall be of the type or class of facility which, in the opinion of the Secretary for Labour, the witness, having regard to the circumstances, would ordinarily be expected to use if he were travelling on his own account. Whenever any rail-warrant, order or other instruction is issued the witness shall travel in accordance therewith; if, however, such witness uses any type or class of facility other than that specified or fails to take advantage thereof in respect of the journey or any portion thereof he may, if the Secretary for Labour approves, be re-imbursed the whole or any portion of the travelling expenses incurred by him, but he shall not be entitled to be refunded in respect of travelling expenses for that journey or portion thereof more than the amount chargeable against public funds in accordance with such rail-warrants, orders or instructions.

3. EMPLOYMENT OF MINORS.

- (1) Notification of the employment or the engagement for employment or a minor and application for the permission of the Registrar in terms of sub-section (2) of section *nineteen* of the Act to engage a minor for employment in a designated trade shall be in the form of Annexure AA.2, Part "A".
- (2) Any application for the consent of the Registrar to engage a minor for employment in a designated trade under paragraph (a) of sub-section (2) of section *nineteen* of the Act, and any notification of the employment of a minor under paragraph (a) or (b) of sub-section (3) of the said section, may if the employer concerned so desires, be regarded as an enquiry whether or not the committee will recommend the registration of a contract of apprenticeship between the employer and the prospective apprentice.
- (3) The notification of the termination of the employment of a minor in a designated trade shall be in the form of Annexure AA.3.

4. LEERLINGSKAP VAN ANDER PERSONE AS MINDERJARIGES.

Enige persoon wat 'n ander persoon wat nie 'n minderjarige is nie, as leerling wil bind, moet deel A van Aanhangsel AA.2 invul en dan die genoemde aanhangsel oorhandig aan daardie ander persoon wat dit na invulling en ondertekening van deel B daarvan, deur tussenkoms van die Sekretaris van die betrokke Komitee vir Vakleerlinge, aan die Registrateur van Vakleerlinge moet stuur.

5. LEERLINGSKONTRAKTE.

(1) Die leerlingskontrak moet in die vorm soos uiteengesit in Aanhangsel AA. 4 wees.

(2) Elke leerlingskontrak wat kragtens artikels *twintig* en *drie-en-twintig* van die Wet geregistreer moet word, moet deur tussenkoms van die Sekretaris van die betrokke Komitee vir Vakleerlinge by die Registrateur ingelewer word.

(3) Elke leerlingskontrak wat vir registrasie kragtens artikels *twintig* en *drie-en-twintig* van die Wet ingelewer word, moet in duplo wees. Na registrasie moet die Registrateur die duplikaat behou, en die werkgever moet die oorspronklike behou tot voltooiing, oordrag of ontbinding van die kontrak.

(4) By voltooiing van 'n leerlingskontrak deur verloop van tyd moet die werkgever binne sewe dae van sodanige voltooiing, die sertifikaat van voltooiing van die kontrak invul en onderteken en die voltooië kontrak, deur tussenkoms van die Sekretaris van die betrokke Komitee vir Vakleerlinge, by die Registrateur inlewer vir aantekening van die voltooiing. Die voltooië kontrak moet daarna as sy eiendom aan die persoon wat sy leerlingskap ooreenkomstig die kontrak voltooi het, gestuur word.

(5) (a) Wanneer 'n leerlingskontrak oorgedra word kragtens subartikel (2) van artikel *sewe-en-twintig* van die Wet, moet die oordragaantekening op die kontrak, tesame met 'n afskrif daarvan deur alle partye betrokke by die oordrag so spoedig moontlik onderteken word en binne veertien dae na ondertekening moet die party in wie se besit hulle is, die twee dokumente deur tussenkoms van die Sekretaris van die betrokke Komitee vir Vakleerlinge by die Registrateur inlewer.

(b) Indien 'n kontrak gëag oorgedra te wees kragtens subartikel (5) van artikel *sewe-en-twintig*, moet die persoon of vennootskap wat die kontrak in bewaring het, dit so spoedig moontlik deur tussenkoms van die Sekretaris van die betrokke Komitee vir Vakleerlinge by die Registrateur inlewer.

(c) Na registrasie van die oordrag moet die nuwe werkgever in albei die gevalle die kontrak tot voltooiing, oordrag, of ontbinding behou.

(6) As 'n leerlingskontrak ontbind word kragtens die bepaling van artikel *nege-en-twintig* van die Wet, moet die werkgever die kontrak, deur tussenkoms van die Sekretaris van die betrokke Komitee vir Vakleerlinge, by die Registrateur inlewer vir aantekening van die feit van ontbinding.

6. MEDIESE SERTIFIKAAT.

'n Sertifikaat van sy liggaamlike geskiktheid, of andersins, om 'n leerlingskontrak aan te gaan, moet kosteloos aan 'n voornemende vakleerling uitgereik word deur 'n distriksgeneesheer in opdrag van 'n magistraat of 'n Komitee vir Vakleerlinge of 'n amptenaar behoorlik daartoe gemagtig deur die Sekretaris van Gesondheid handelende in oorleg met die Komitee vir Vakleerlinge, maar 'n sertifikaat op dieselfde vorm deur 'n mediese praktisyn wat in die Republiek geregistreer is, kan aanvaar word. Sodanige sertifikate moet in die vorm van Aanhangsel AA.5 wees.

7. AFWESIGHEID UIT WERK DEUR 'N VAKLEERLING.

'n Verslag deur 'n werkgever kragtens paragraaf (b) van subartikel (1) van artikel *ses-en-twintig* van die Wet oor die afwesigheid uit werk deur 'n vakleerling, moet in die vorm van Aanhangsel AA.6 wees.

8. SKORSING VAN VAKLEERLINGE: BESLUIT VAN KOMITEE.

Die voorgeskrewe tydperk genoem in subartikel (6) van artikel *agt-en-twintig* is dertig dae.

4. APPRENTICESHIP OF PERSONS OTHER THAN MINORS.

Any person who wishes to bind as an apprentice another person who is not a minor shall complete Part A of Annexure AA.2 and shall thereupon hand the said Annexure to that other person who shall after completion and signature of Part B thereof, transmit it to the Registrar of Apprenticeship through the Secretary of the Apprenticeship Committee concerned.

5. CONTRACT OF APPRENTICESHIP.

(1) The form of contract of apprenticeship shall be as set out in Annexure AA.4.

(2) Every contract of apprenticeship which, in terms of sections *twenty* and *twenty-three* of the Act must be registered, shall be lodged with the Registrar through the Secretary of the Apprenticeship Committee concerned.

(3) Every contract of apprenticeship lodged for registration in terms of sections *twenty* and *twenty-three* of the Act shall be in duplicate. After registration, the duplicate copy shall be retained by the Registrar, and the original shall be retained by the employer until termination, transfer, or rescission of the contract.

(4) Upon the termination of any contract of apprenticeship by effluxion of time the employer shall, within seven days of such termination, complete and sign the certificate of termination of the contract and lodge the terminated contract with the Registrar through the Secretary of the Apprenticeship Committee concerned for noting of termination. The terminated contract shall thereafter be transmitted to and become the property of the person who has completed his apprenticeship in terms thereof.

(5) (a) Whenever any contract of apprenticeship is transferred in terms of sub-section (2) of section *twenty-seven* of the Act, an endorsement of transfer on the contract, together with a copy thereof, shall be signed by all parties to the transfer as soon as practicable and within fourteen days of such signature both documents shall be lodged by the party in whose possession they are with the Registrar through the Secretary of the Apprenticeship Committee concerned.

(b) If a contract of apprenticeship is deemed to be transferred in terms of sub-section (5) of section *twenty-seven* the person or partnership in whose custody the contract is, shall lodge the contract as soon as practicable with the Registrar through the Secretary of the Apprenticeship Committee concerned.

(c) After registration of the transfer in either case the contract shall be retained by the new employer until termination, transfer or rescission.

(6) In the event of the rescission of a contract of apprenticeship in accordance with the provisions of section *twenty-nine* of the Act, the employer shall lodge the contract with the Registrar through the Secretary of the Apprenticeship Committee concerned for the endorsement of the fact of rescission.

6. MEDICAL CERTIFICATE.

A certificate as to his physical fitness or otherwise to enter into a contract of apprenticeship shall be issued free of charge to a prospective apprentice by a district surgeon on the instructions of a magistrate or Apprenticeship Committee or an official duly authorised thereto by the Secretary for Health, acting in collaboration with an Apprenticeship Committee, but a certificate on the same form by any medical practitioner registered in the Republic may be accepted. This certificate shall be in the form of Annexure AA.5.

7. ABSENCE FROM WORK ON THE PART OF AN APPRENTICE.

A report by an employer in terms of paragraph (b) of sub-section (1) of section *twenty-six* of the Act, of absence from work on the part of an apprentice shall be in the form of Annexure AA.6.

8. SUSPENSION OF APPRENTICES: DECISION OF COMMITTEE.

The prescribed period referred to in sub-section (6) of section *twenty-eight* shall be thirty days.

9. BEROEPE OP REGISTRATEUR EN MINISTER.

(1) 'n Beroep op die Registrateur, kragtens subartikel (6) van artikel *agt-en-twintig* van die Wet, teen die beslissing van 'n komitee word deur die appellant aangeteken deur inlewering by die Sekretaris van Arbeid, deur tussenkoms van die Sekretaris van die betrokke komitee, van 'n kennisgewing van beroep (in triplo) wat die volgende inligting moet bevat:—

- (a) Naam van die appellant;
- (b) name van die betrokke vakleerling en werkgever;
- (c) naam van die komitee teen wie se besluit geappelleer word;
- (d) die datum waarop die appellant van die komitee se beslissing in kennis gestel is;
- (e) besonderhede van die beslissing waarteen geappelleer word; en
- (f) gronde waarop die beroep berus.

Die Registrateur moet aan die appellant en die komitee skriftelik kennis gee van sy beslissing insake die beroep.

(2) 'n Beroep op die Minister, kragtens artikel *dertig* van die Wet teen die beslissing van die Registrateur word aangeteken deur inlewering by die Sekretaris van Arbeid van 'n kennisgewing van beroep (in triplo) wat die volgende inligting moet bevat:—

- (a) Naam van appellant;
- (b) name van die werkgever of voornemende werkgever, vakleerling of voornemende vakleerling of minderjarige;
- (c) naam van die betrokke komitee;
- (d) die datum waarop die appellant van die Registrateur se beslissing in kennis gestel is;
- (e) besonderhede van die beslissing waarteen geappelleer word; en
- (f) gronde waarop die beroep berus.

Die Sekretaris van Arbeid kan van 'n appellant eis om aan hom sodanige verdere inligting te verskaf as wat nodig mag wees om die Minister in staat te stel om die beroep te behandel.

10. AANTEKENINGE VAN URE EN LONE.

Die aantekening wat deur 'n werkgever gehou moet word kragtens paragraaf (a) van subartikel (1) van artikel *twee-en-dertig* van die Wet, moet in die vorm van Aanhangel AA.7 wees en moet die daarin vereiste besonderhede bevat, of moet in die vorm wees van—

- (a) die aantekening van ure en lone voorgeskryf in subartikel (1) van artikel *nege* van die Wet of Fabrieke, Masjinerie en Bouwerk, 1941; of
- (b) die aantekening voorgeskryf in subartikel (1) van artikel *sewe-en-vyftig* van die Wet op Nywerheidsversoenig, 1956, of in subartikel (1) van artikel *nege-en-twintig* van die Loonwet, 1957; of
- (c) die aantekeninge van ure en lone voorgeskryf in artikel *sewe-en-negentig* van die Ongevallewet, 1941.

11. LOGBOEKE.

(a) Die logboek wat 'n werkgever aan sy vakleerling moet verskaf kragtens paragraaf (b) van subartikel (1) van artikel *twee-en-dertig* van die Wet, moet in die vorm van Aanhangel AA. 8 wees.

(b) 'n Vakleerling moet die besonderhede van die opleiding wat hy elke dag ontvang daagliks in die logboek wat sy werkgever aan hom verskaf, aanteken, en aan die einde van elke maand moet hy sy werkgever van 'n juiste afskrif van die aantekeninge wat hy daarin gemaak het, voorsien.

(c) 'n Werkgever of sy behoorlik daartoe gemagtigde verteenwoordiger moet daagliks die inskrywings wat deur die vakleerling in sy logboek gemaak is, nasien en daarna die logboek op die toepaslike plek parafeer.

(d) By ontvangs van 'n afskrif van die aantekeninge wat die vakleerling in sy logboek gemaak het, van die vakleerling, moet die werkgever dit onmiddellik aan die Sekretaris van die betrokke Komitee vir Vakleerlinge stuur.

9. APPEALS TO REGISTRAR AND MINISTER.

(1) An appeal to the Registrar in terms of sub-section (6) of section *twenty-eight* of the Act against the decision of a committee shall be noted by the appellant by the lodging with the Secretary for Labour through the Secretary of the Committee concerned of a notice of appeal (in triplicate), which shall contain the following information:—

- (a) Name of appellant;
- (b) names of apprentice and employer concerned;
- (c) name of committee against whose decision the appeal is made;
- (d) the date on which the decision of the committee was notified to the appellant;
- (e) particulars of the decision appealed against; and
- (f) grounds on which the appeal is based.

The Registrar shall notify his decision on the appeal, in writing to the appellant and to the Committee.

(2) An appeal to the Minister in terms of section *thirty* of the Act against the decision of the Registrar shall be noted by the lodging with the Secretary for Labour of a notice of appeal (in triplicate), which shall contain the following information:—

- (a) Name of appellant;
- (b) names of employer or prospective employer, apprentice or prospective apprentice or minor;
- (c) name of committee concerned;
- (d) the date on which the decision of the Registrar was notified to the appellant;
- (e) particulars of the decision appealed against; and
- (f) grounds on which the appeal is based.

The Secretary for Labour may require an appellant to submit to him such further information as may be necessary to enable the Minister to deal with the appeal.

10. HOURS AND WAGES RECORDS.

The record which an employer is required to keep in terms of paragraph (a) of sub-section (1) of section *thirty-two* of the Act shall be in the form of and contain the particulars required in Annexure AA.7, or shall be in the form of—

- (a) the hours and wages record prescribed under sub-section (1) of section *nine* of the Factories, Machinery and Building Work Act, 1941; or
- (b) the record prescribed under sub-section (1) of section *fifty-seven* of the Industrial Conciliation Act, 1956, or under sub-section (1) of section *twenty-nine* of the Wage Act, 1957; or
- (c) the hours and wages records prescribed under section *ninety-seven* of the Workmen's Compensation Act, 1941.

11. LOGBOOKS.

(a) The logbook which an employer shall furnish to his apprentice in terms of paragraph (b) of sub-section (1) of section *thirty-two* of the Act shall be in the form of Annexure AA.8.

(b) An apprentice shall daily enter in the logbook furnished to him by his employer particulars of the training received by him each day and at the end of each month, he shall furnish his employer with a true copy of the recordings which he has made therein.

(c) An employer or his duly authorised representative, shall daily check the entries made by an apprentice in his logbook, and thereafter initial the logbook in the relevant place.

(d) Upon receipt from an apprentice of a copy of the recordings which the apprentice has entered in his logbook, the employer shall forthwith forward it to the Secretary of the Apprenticeship Committee concerned.

12. GEWAARMERKTE DUPLIKAATAFSKRIFTE VAN KONTRAKTE.

Die Registrateur moet op aansoek aan enigene van die partye by 'n kontrak 'n gewaarmerkte afskrif van die geregistreerde leerlingskontrak uitreik. Elke aansoek moet vergesel wees van 'n inkomsteseël van 50c wat aan die gewaarmerkte afskrif geheg moet word en deur die Registrateur gekanselleer moet word.

13. GEBOORTE- EN ONDERWYSSERTIFIKATE.

Bewys van die geboortedatum en onderwysstanderd van 'n voornemende vakeerling moet aan die Sekretaris van die betrokke Komitee vir Vakleerlinge gelewer word.

14. BOETES.

Elke persoon wat die bepalinge van hierdie regulasies oortree of in gebreke bly om hulle na te kom, is skuldig aan 'n misdryf en by veroordeling strafbaar met 'n boete van hoogstens vyftig rand of drie maande gevangenisstraf, met of sonder hardepad.

AANHANGSEL AA. 1.

WET OP VAKLEERLINGE, 1944. (Regulasie 2.)

VORM VAN DAGVAARDING OM VOOR 'N KOMITEE VIR VAKLEERLINGE, ONDERKOMITEE OF ONDERSOEK-AMPTENAAR TE VERSKYN.

Aan _____
_____ } Naam en adres van getuie.
_____ }

U word hierby gelas om persoonlik voor (a) _____
te _____ op _____

(Plek) _____ (Datum) _____
om _____ uur _____ m., te verskyn om getuie af te lê betreffende (b) _____ en om die in onderstaande lys genoemde boeke, dokumente en/of dinge saam te bring en hulle daar en dan voor te lê aan _____ (a)

LYS VAN BOEKE, DOKUMENTE, OF DINGE WAT VOORGELê MOET WORD.

1. _____
2. _____
3. _____

Uitgereik onder my hand te _____ dag van _____ 19____

(c) Voorsitter/of deur Komitee
Gemagtigde Amptenaar.

- (a) Noem betrokke liggaam of persoon.
- (b) Vermeld besonderhede waarom getuie getuie moet aflê.
- (c) Skrap wat nie van toepassing is nie.

AANHANGSEL AA. 2.

WET OP VAKLEERLINGE, 1944. (Regulasie 3.)

Hierdie vorm moet vir enigene van die volgende doeleindes gebruik word:—

(1) AANGIFTE VAN INDIENSNEMING VAN 'N MINDERJARIGE.

LET WEL.—Wanneer hierdie vorm vir hierdie doel gebruik word, moet dit onmiddellik by indiensneming van 'n persoon onder 21-jarige leeftyd in 'n aangewese bedryf, ingevul en aan die Sekretaris, Komitees vir Vakleerling, _____ gestuur word.

(2) AANSOEK OM TOESTEMMING VIR DIE INDIENSNEMING VAN 'N MINDERJARIGE KRAGTENS SUBARTIKEL (2) VAN ARTIKEL NEGENTIEN VAN DIE WET OP VAKLEERLINGE, 1944.

(3) AANSOEK OM VAKLEERLINGSKAP VAN 'N MEERDERJARIGE.

- A. 1. Naam van werkgewer _____
2. Adres van werkgewer se hoofkantoor _____
3. Adres waar besigheid gedryf word _____
4. Aard van besigheid _____
5. Volle naam van voornemende vakleerling _____

12. DUPLICATE CERTIFIED COPIES OF CONTRACTS.

The Registrar shall, upon application, issue to any of the parties to a contract a certified copy of the registered contract of apprenticeship. Each application shall be accompanied by a 50c revenue stamp, which shall be affixed to the certified copy and shall be cancelled by the Registrar.

13. CERTIFICATE OF BIRTH AND STANDARD OF EDUCATION.

Evidence of date of birth and standard of education of a prospective apprentice shall be furnished to the Secretary of the Apprenticeship Committee concerned.

14. PENALTIES.

Any person who contravenes or fails to comply with the provisions of any of these regulations shall be guilty of an offence and liable on conviction, to a fine not exceeding fifty rand or three months' imprisonment with or without hard labour.

ANNEXURE AA. 1.

APPRENTICESHIP ACT, 1944. (Regulation 2.)

FORM OF SUBPOENA TO APPEAR BEFORE APPRENTICESHIP COMMITTEE, SUB-COMMITTEE OR INVESTIGATING OFFICER.

To _____
_____ } Name of witness and address.
_____ }

You are hereby required to appear in person before (a) _____

at _____ on _____
(Place) (Date)

at the hour of _____ m., to give evidence respecting (b) _____ and to bring with you and then and there produce to _____

(a) the several books, documents and/or things specified in the list hereunder:—

LIST OF BOOKS, DOCUMENTS, OR THINGS TO BE PRODUCED.

1. _____
2. _____
3. _____

Given under my hand at _____ day of _____ 19____

(c) Chairman/or Officer Directed by Committee.

- (a) State body or person concerned.
- (b) Specify in what connection witness is required to give evidence.
- (c) Delete whichever is inapplicable.

ANNEXURE AA. 2.

APPRENTICESHIP ACT, 1944. (Regulation 3.)

This form to be used for any of the following purposes:—

(1) NOTIFICATION OF EMPLOYMENT OF A MINOR.

NOTE.—When used for this purpose this form must be completed and sent to the Secretary, Apprenticeship Committees _____

immediately upon engagement of any person under 21 years of age in a designated trade.

(2) APPLICATION FOR PERMISSION TO ENGAGE A MINOR IN TERMS OF SUB-SECTION (2) OF SECTION NINETEEN OF THE APPRENTICESHIP ACT, 1944.

(3) APPLICATION FOR APPRENTICESHIP OF A MAJOR.

- A. 1. Name of Employer _____
2. Address of Employer's Head Office _____
3. Address at which business is carried on _____
4. Nature of business _____
5. Full name of prospective apprentice _____

6. Geboortedatum en geboorteplek van voornemende vakleerling.
7. Ras van voornemende vakleerling.
8. Huisadres van voornemende vakleerling.
9. Is die voornemende vakleerling 'n Suid-Afrikaanse burger?
10. Naam en adres van ouer of wettige voog (in die geval van 'n minderjarige).
11. Naam van die skool wat hy laaste besoek het.
12. Standaard geslaag.
13. In watter bedryf is die voornemende vakleerling in diens of sal hy in diens geneem word?
14. Wil u 'n leerlingskontrak met hom sluit indien bevredigend?
15. Op watter datum is die voornemende vakleerling deur u in diens geneem of sal hy in diens geneem word in die bogenoemde bedryf?
16. Was sy diens by u aaneenlopend?
17. Verstrek die name van vorige werkgewers en die tydperke wat hy by elkeen van hulle in die bogenoemde bedryf in diens was. In elke geval moet skriftelike bewys van diens aangeheg word.
18. Watter tydperk word deur u voorgestel vir vermindering van die gewone tydperk van vakleerlingskap ten opsigte van sodanige diens? _____ jare _____ maande.
19. Vermeld IN VERBAND MET DIE BEDRYF IN ITEM 13 GENOEM—
 - (a) Gemiddelde getal vakmanne wat gedurende die laaste 12 maande in hierdie distrik by u in diens was.
 - (b) Werklike getal vakmanne in hierdie aangewese bedryf in diens op die datum van hierdie aangifte.
 - (c) Getal vakleerlinge in hierdie aangewese bedryf in diens op die datum van hierdie aangifte.
 - (d) Getal nie-ingeboekte persone wat nie vakmanne is nie in hierdie aangewese bedryf in diens op die datum van hierdie aangifte.
20. Is die voorgestelde vakleerling in staat om tegniese klasse by te woon?
21. Hoelank is u reeds 'n werkgewer in die nywerheid?
22. Is u gekwalifiseerd en self werksaam as 'n vakman in die betrokke bedryf?
23. Uitrusting en gereedskap beskikbaar vir die bedryf waarin die voornemende vakleerling opgelei sal word (spesifiseer uitrusting, ens.)
24. Is u perseel geregistreer as 'n fabriek? Indien nie, waarom nie?

Die bogenoemde besonderhede is na my beste wete en oortuiging korrek.

Datum _____ Handtekening van Werkgewer.

LET WEL.—Die skool- en geboortesertifikaat of doopseël van die voornemende vakleerling moet aangeheg word.
B. Moet slegs deur voornemende meerderjarige vakleerling ingevul word:—

Ek sertifiseer hierby dat ek kennis geneem het van deel A hiervan en dat ek wens om myself as vakleerling te verbind by mnre. (naam van werkgewer) _____ in die bedryf van _____ en dat ek vir hierdie doel aansoek doen om die Registrateur van Vakleerlinge se toestemming.

Handtekening van voornemende Vakleerling.

LET WEL.—Geliewe aan te toon of die kontrak in Afrikaans of Engels verlang word.

AANHANGSEL AA. 3.

WET OP VAKLEERLINGE, 1944. (Regulasie 3.)

Die Sekretaris,
Komitee vir Vakleerlinge vir die _____

AANGIFTE VAN DIENSBEÏNDIGING VAN 'N MINDERJARIGE.

Naam en adres van werkgewer _____
Naam en adres van minderjarige _____
Bedryf waarin in diens _____
Datum van indiensneming _____
Datum van diensbeëindiging _____
Rede vir diensbeëindiging _____

Handtekening van Werkgewer.

6. Date and place of birth of prospective apprentice.
7. Race of prospective apprentice.
8. Home address of prospective apprentice.
9. Is the prospective apprentice a South African citizen?
10. Name and address of parent or legal guardian (in case of a minor).
11. Name of school last attended.
12. Standard passed.
13. At what trade is prospective apprentice employed or to be employed?
14. Do you wish to indenture him if satisfactory?
15. On what date was prospective apprentice engaged or is he to be engaged by you at the above trade?
16. Has his service with you been continuous?
17. Give names of previous employers and time served at the above trade with each. Written proof of service must be attached in each case.
18. What period do you suggest should be deducted from the usual period of apprenticeship in respect of such service? _____ years _____ months.
19. State WITH RELATION TO TRADE NAMED IN ITEM 13.
 - (a) Average number of journeymen employed by you in this district during the last 12 months.
 - (b) Actual number of journeymen employed at date of this notification at this designated trade.
 - (c) Number of apprentices employed at date of this notification at this designated trade.
 - (d) Number of unindentured persons other than journeymen employed at date of this notification at this designated trade.
20. Is proposed apprentice in a position to attend Technical Classes?
21. How long have you been an employer in the industry?
22. Are you qualified and personally working as a journeyman in the trade concerned?
23. Equipment and tools on hand relevant to the trade in which the prospective apprentice is to be trained (specify equipment, etc.)
24. Are your premises registered as a factory? If not, why not?

The above details are, to the best of my knowledge and belief, correct.

Date _____ Signature of Employer.

NOTE.—The school and birth or baptismal certificate of the prospective apprentice should be attached.

B. To be completed by prospective Major Apprentice only.

I hereby certify that I have perused Part A hereof and desire to bind myself as an apprentice to Messrs. (name of employer) _____

in the trade of _____ and that I seek the consent of the Registrar of Apprenticeship for this purpose.

Signature of Prospective Apprentice.

NOTE.—Please specify whether the contract is desired in Afrikaans or English.

ANNEXURE AA. 3.

APPRENTICESHIP ACT, 1944. (Regulation 3.)

The Secretary, _____ Apprenticeship Committee,

NOTIFICATION OF TERMINATION OF EMPLOYMENT OF A MINOR.

Name and address of employer _____
Name and address of minor _____
Trade in which employed _____
Date of engagement _____
Date of termination of employment _____
Reason for termination of employment _____

Signature of Employer.

AANHANGSEL AA. 4.

KONTRAKNOMMER

Inkomsteseël van 10c.
Moet deur 'n kontrakterende party gekanselleer word met sy voorletters en datum van ondertekening.

REPUBLIEK VAN SUID-AFRIKA.

LEERLINGSKONTRAK.

(Wet op Vakleerlinge, No. 37 van 1944, soos gewysig.)

HIERDIE LEERLINGSKONTRAK gemaak deur en gesluit tussen
van (adres) _____
(hierna genoem die werkgever), aan die een kant, en _____
gebore op die _____ dag van _____
(maand) 19 _____ (hierna genoem die vakleerling), *hierin bygestaan
deur sy voog _____
van (adres) _____
aan die ander kant,

GETUIG:

1. DAT die Vakleerling wat liggaamlik geskik bevind is, en wat geag word in die eksamen vir die _____ sertifikaat te geslaag het, *en wat in diens was van—

_____ vir _____	_____ maande _____ dae
_____ vir _____	_____ maande _____ dae
_____ vir _____	_____ maande _____ dae
_____ vir _____	_____ maande _____ dae
_____ vir _____	_____ maande _____ dae

wat gereken moet word as gelykstaande met 'n vakleerlingskap van _____ jare _____ maande _____ dae, hierby uit sy eie vrye wil en met die toestemming van sy voog toestem—

- (a) om homself by die genoemde Werkgever as Vakleerling te verbind in die bedryf van _____ vir die onverstreke tydperk van die vakleerlingskaptermyn, nl. _____ jare _____ maande _____ dae onderhewig aan die bepalinge van artikels *sestien* (13) en *ses-en-twintig* van die Wet met ingang van die _____ 19 _____ en vir sodanige verdere tydperk as wat hy vereis mag word om te dien ingevolge 'n leervoorwaarde wat kragtens artikel *sestien* (2) (b) van die Wet voorgeskryf mag word;
- (b) om die Werkgever getrou, eerlik en ywerig te dien en om alle wetlike en redelike bevelen en vereistes van die Werkgever, of diene wat behoorlik oor hom gestel is, te gehoorsaam;
- (c) om aan hoegenaamd niemand enige inligting aangaande die besigheid van die Werkgever te openbaar of mee te deel nie;
- (d) om nóg direk nóg indirek, hetsy as 'n betaalde agent of as 'n bediende, by enige ander besigheid of onderneming, behalwe dié van die Werkgever, belang te hê nie en om nie sonder die goedkeuring van die Registrateur van sy werk-weg te bly nie;
- (e) om ooreenkomstig die voorskrifte van die Minister, kragtens artikel *sestien* van die Wet op Vakleerlinge, 1944, sulke klasse by te woon of sulke korrespondensiekursusse of dele daarvan te volg as wat deur die Minister op besluit mag word vir die doel om tegniese en ander onderrig te ontvang en om sulke eksamens af te lê as wat deur die Departement van Onderwys, Kuns en Wetenskap van tyd tot tyd in verband met sulke klasse of kursusse gehou mag word en om homself in sulke klasse of by sulke eksamens behoorlik en ooreenkomstig goeie dissipline te gedra;
- (f) om daagliks sulke besonderhede, as wat voorgeskryf mag word, van die opleiding wat hy van sy Werkgever ontvang het in sy logboek aan te teken en om die Werkgever maandeliks van 'n juiste afskrif van die aantekeninge wat in die logboek gemaak is, te voorsien

2. DAT die Werkgever hierby toestem—

- (a) om homself te verbind om die genoemde Vakleerling vir die genoemde termyn aan te neem en om die genoemde Vakleerling doeltreffend op te lei of te laat oplei in die bepaalde bedryf;
- (b) om sulke gelde ten opsigte van tegniese opleiding te betaal as wat van hom vereis kan word om te betaal kragtens enige kennisgewing ingevolge artikel *sestien* van die Wet;
- (c) om die genoemde Vakleerling lone ooreenkomstig die volgende skale te betaal, nl.:

tensy gewysig kragtens subartikel (7) van artikel *sestien* van die Wet, in welke geval die toepaslike vervangingskale betaal moet word;

* Skrap wat nie van toepassing is nie.

ANNEXURE AA. 4.

CONTRACT No.

10c Revenue Stamp.
To be cancelled by a contracting party with his initials and date of signature.

REPUBLIC OF SOUTH AFRICA.

CONTRACT OF APPRENTICESHIP.

(Apprenticeship Act, No. 37 of 1944, as amended.)

THIS CONTRACT OF APPRENTICESHIP made and entered into between _____ of (address) _____

(hereinafter called the Employer), of the one part, and _____, born on the _____ day of _____ (month), 19 _____ (hereinafter called the Apprentice), *assisted herein by his guardian _____

of (address) _____ of the other part

WITNESSETH:

1. THAT the Apprentice, having been found physically fit, and being deemed to have passed the examination for the _____ Certificate, *and having served with—

_____ for _____ months _____ days
_____ for _____ months _____ days
_____ for _____ months _____ days
_____ for _____ months _____ days
_____ for _____ months _____ days

which is to be taken to be equivalent to _____ months _____ days of apprenticeship, does of his own free will and with the consent of his guardian by these presents agree—

- (a) to bind himself as an Apprentice to the said Employer in the trade of _____ for the unexpired portion of the period of apprenticeship, viz. _____ years _____ months _____ days subject to the provisions of Section 16 (13) and 26 of the Act, commencing on the _____ day of _____ 19 _____ and for such further period as he may be required to serve in terms of a condition of apprenticeship as may be prescribed in terms of Section 16 (2) (b) of the Act;
- (b) to serve faithfully, honestly and diligently the Employer and to obey all lawful and reasonable commands and requirements of the Employer or of those duly placed in authority over him;
- (c) not to disclose or communicate to any person whomsoever any information relating to the business of the Employer;
- (d) not to be interested directly or indirectly, either as a paid agent or servant, in any business or undertaking other than that of the Employer, and not to absent himself from his employment without the sanction of the Registrar;
- (e) to attend, in accordance with the requirements of the Minister, in terms of Section 16 of the Apprenticeship Act, 1944, such classes or take such correspondence courses or portions thereof as may be decided upon by the Minister for the purpose of receiving technical or other instruction and to take such examinations as may, from time to time, be conducted by the Department of Education, Arts and Science in connection with such classes or courses and to conduct himself at such classes or examinations in a seemly manner and in accordance with good discipline;
- (f) to record daily in his logbook such particulars as may be prescribed, of the training which he has received from his Employer and to furnish the Employer monthly with a true copy of the recordings made in the logbook

2. THAT the Employer does by these presents agree—

- (a) to bind himself to receive the said Apprentice for the period stated and to teach efficiently or cause to be taught efficiently the said Apprentice in the trade specified;
- (b) to pay such fees in respect of technical instruction as he may be required to pay in terms of any notice made under Section 16 of the Act;
- (c) to pay to the said Apprentice wages at the following rates, viz.:

unless modified in terms of sub-section (7) of Section 16 of the Act when the appropriate substituted rates shall be paid;

* Delete if not required.

- (d) om vir elke tydperk van drie maande rapporte oor die vordering en gedrag van die Vakleerling te verstrek in die vorm en binne sodanige tydperk as wat die betrokke Komitee mag vereis;
- (e) om juiste afskrifte van die Vakleerling se logboek onmiddellik, nadat hy hulle van die Vakleerling ontvang het, aan die betrokke Komitee te stuur;
- (f) om enige afwesigheid uit werk deur die Vakleerling binne sewe dae vanaf die datum van sodanige afwesigheid aan die betrokke Komitee te rapporteer;
- (g) om by voltooiing van die tydperk van vakleerlingskap, hierdie kontrak te endosseer en dit, deur tussenkoms van die Sekretaris van die betrokke Komitee vir Vakleerlinge, aan die Registrateur te stuur vir aantekening van voltooiing voordat dit aan die Vakleerling as sy eiendom oorhandig word;

3. DAT al die partye by die kontrak verder ooreenkom dat—

- (a) indien die Werkgewer oortuig is dat die Vakleerling 'n ernstige kontrakbreuk gepleeg het, of homself onbehoorlik en strydig met goeie dissipline gedra het of gedra, hetsy op sy werk, of gedurende skoolbesoek, of by die eksamens genoem in klousule 1 (e), hy die Vakleerling onmiddellik vir 'n tydperk wat nie die getal dae wat die Vakleerling gewoonlik per week werk, oorskry nie, kan skors en hy die saak binne drie dae vanaf die datum waarop hy die Vakleerling skors aan die Komitee vir Vakleerlinge moet rapporteer vir behandeling ingevolge artikel agt-en-twintig van die Wet;
- (b) wanneer die Werkgewer korttyd laat werk as gevolg van 'n tekort aan werk, of behoeftes van die bedryf, hy met die skriftelike toestemming van die Registrateur, wat na raadpleging met die betrokke Komitee vir Vakleerlinge verstrek is, die vakleerling korttyd kan laat werk vir sodanige tydperk of tydperke en op sulke voorwaardes as wat deur die Registrateur vasgestel mag word.
- (c) hulle enige ander leerlingvoorwaardes of wysigings hiervan wat nie spesifiek hierin genoem word nie, maar wat die Minister van tyd tot tyd mag voorskryf kragtens artikel sestien van die Wet op Vakleerlinge, 1944, sal nakom.

As GETUIENIS WAARVAN die partye by hierdie kontrak hulle handtekeninge op hede, die _____ 19_____, hieronder geplaas het.

As getuies:

1. _____
2. _____
1. _____
2. _____
1. _____
2. _____
Werkgewer.
Voog.
Vakleerling.

GEREGISTREER in die Kantoer van die Registrateur van Vakleerlinge op hede, die _____ 19_____,

Registrateur van Vakleerlinge.

Inkomsteseël van 10c.

OORDRAG:

(Moet nie ingevul word voordat van die Komitee vir Vakleerlinge berig ontvang is nie.)

Met die toestemming van al die partye by hierdie kontrak, word die dienste van die Vakleerling en die verantwoordelikhede van die Werkgewer hierby oorgedra aan _____

met ingang van die datum van registrasie hiervan. As getuies waarvan die kontrakterende partye hieronder hulle handtekeninge geplaas het op hede die _____ 19_____,

As getuies:

1. _____
2. _____
1. _____
2. _____
1. _____
2. _____
Werkgewer.
Nuwe Werkgewer.
Voog.
Vakleerling.

GEREGISTREER in die Kantoer van die Registrateur van Vakleerlinge op hede, die _____ 19_____,

Registrateur van Vakleerlinge.

- (d) to furnish in respect of every three months reports on the progress and conduct of the Apprentice in the form and within such period as the Committee concerned may require;
- (e) to transmit to the Committee concerned true copies of the Apprentice's logbook forthwith after receiving them from the Apprentice;
- (f) to report to the Committee concerned any absence from work by the Apprentice within seven days from the date of such absence;
- (g) to endorse and sign this contract on completion of the period of apprenticeship and transmit it through the Secretary of the Apprenticeship Committee concerned for noting of termination by the Registrar before handing it over to the Apprentice as his property;

3. THAT it is further agreed between all the parties to the contract that—

- (a) if the Employer is satisfied that the Apprentice has committed a serious breach of the terms of his contract or that the Apprentice has conducted or is conducting himself in an unseemly manner and contrary to good discipline, either at his work or when attending classes or taking the examinations referred to in Clause 1 (e), he may forthwith suspend the Apprentice for a period not exceeding the number of days which the Apprentice ordinarily works in a week and shall report the matter to the Apprenticeship Committee within three days of the date on which he suspends the Apprentice, for attention in terms of Section 28 of the Act;
- (b) where, owing to slackness of work or the exigencies of trade, short-time is being worked by the Employer, he may with the written approval of the Registrar, given after consultation with the Apprenticeship Committee concerned, employ the Apprentice on short-time for such period or periods and under such conditions as may be stipulated by the Registrar;
- (c) they will comply with any other conditions of apprenticeship or modifications hereof not specifically mentioned herein but prescribed by the Minister from time to time in terms of Section 16 of the Apprenticeship Act, 1944.

In WITNESS WHEREOF the contracting parties hereto have hereunder set their hands this _____

day of _____ 19_____.
As Witnesses:

1. _____
2. _____
1. _____
2. _____
1. _____
2. _____
Employer.
Guardian.
Apprentice.

REGISTERED at the Office of the Registrar of Apprenticeship, this _____ day of _____ 19_____.

Registrar of Apprenticeship.

10c Revenue Stamp.

TRANSFER.

(Not to be completed until advised by the Apprenticeship Committee.)

With the consent of all the parties to this contract the services of the Apprentice and the responsibilities of the Employer are hereby transferred to _____

with effect from the date of registration hereof. In witness whereof the contracting parties hereto have hereunder set their hand this _____ day of _____ 19_____.

Registrar of Apprenticeship.

As Witnesses:

1. _____
2. _____
1. _____
2. _____
1. _____
2. _____
Employer.
New Employer.
Guardian.
Apprentice.

REGISTERED at the Office of the Registrar of Apprenticeship, this _____ day of _____ 19_____.

Registrar of Apprenticeship.

VOLTOOIING.

(Moet by voltooiing van die leerlingskaptermyn kragtens hierdie kontrak ingevul word.)

HIERBY WORD VERKLAAR DAT die hierin genoemde Vakleerling sy opleiding ingevolge hierdie kontrak voltooi het ooreenkomstig die bepalings van die Wet en die leerlingvoorwaardes wat op hom van toepassing was, op hede, die _____ dag van 19____

Voltooiing van kontrak aangeteken.

Werkgewer.

19____

Registrateur van Vakleerlinge.

ONTBINDING.

LET WEL.—Die Registrateur kan hierdie kontrak ontbind indien die partye toestem of as goeie redes daarvoor aangevoer word.

AANHANGSEL AA. 5.

WET OP VAKLEERLINGE, 1944.

MEDIESE SERTIFIKAAT KRAGTENS REGULASIE No. 6.
Ek verklaar hierby dat (volle naam) _____

geslag _____ ras _____
wat verklaar dat hy/sy vandag _____ jaar oud is, deur my ondersoek is met die volgende uitslag:—

*Ek is oortuig/Ek is nie oortuig nie dat hy/sy in goeie gesondheid verkeer en geskik is vir diens as 'n vakleerling in die _____ bedryf, of enige soortgelyke bedryf, sonder gevaar vir homself/haarself of andere.

- (a) Toestand van die hart en bloedsomloop _____
- (b) Aanwesigheid of afwesigheid van liggaamlike gebrek of mismaaktheid met inbegrip van breuk _____
- (c) Toestand van longe _____
- (d) Toestand van mangels en adenoïede _____
- (e) Toestand van nekkliere _____
- (f) Toestand van tande _____
- (g) Hoor _____
- (h) Sien _____
- (i) Aansteeklike siekte _____
- (j) Pediculosis _____
- (k) Liggaamlike ontwikkeling _____

Distriksgeneesheer of Mediese Amptenaar.

Plek _____

•Datum _____ 19____

AANHANGSEL AA. 6.

WET OP VAKLEERLINGE, 1944, SOOS GEWYSIG.
Artikel 26 (1) (b), Regulasie 7.

VERSLAG OOR 'N VAKLEERLING SE AFWESIGHEID UIT WERK.

Die Sekretaris,
Komitees vir Vakleerlinge,
Posbus/Privaatsak _____

Meneer,

VAKLEERLING:

BEDRYF:

KONTRAKNUMMER:

Ek moet rapporteer dat bogenoemde vakleerling soos volg uit sy werk afwesig was:—

Typerk van Afwesigheid.

Rede vir Afwesigheid.

Die uwe,

(Werkgewer).

* Skrap woorde wat nie van toepassing is nie.

TERMINATION.

(To be filled in on completion of the term of Apprenticeship under this Contract.)

THIS IS TO CERTIFY THAT the within-named Apprentice completed his training under this Contract and in accordance with the provisions of the Act and the conditions of apprenticeship which were binding upon him, this _____ 19____ day of _____

Employer.

Termination Noted.

19____

Registrar of Apprenticeship.

CANCELLATION.

NOTE.—This contract may be cancelled by the Registrar if the parties agree or otherwise if good cause be shown.

ANNEXURE AA. 5.

APPRENTICESHIP ACT, 1944.

MEDICAL CERTIFICATE UNDER REGULATION No. 6.
I certify that I have medically examined (full name) _____

Sex _____ Race _____
who states that his/her present age is _____
with the following results:—

* I am satisfied/I am not satisfied that he/she is in sound health and fit for employment as an apprentice in the trade of _____ or any similar trade, without danger

to himself/herself or others.

- (a) Condition of heart and circulation _____
- (b) Presence or absence of physical defect or deformity, including hernia _____
- (c) Condition of lungs _____
- (d) Condition as to tonsils and adenoids _____
- (e) Condition of glands of neck _____
- (f) Condition of teeth _____
- (g) Hearing _____
- (h) Sight _____
- (i) Communicable disease _____
- (j) Pediculosis _____
- (k) Physical development _____

District Surgeon or Medical Officer.

Place _____

Date _____ 19____

ANNEXURE AA. 6.

APPRENTICESHIP ACT, 1944, AS AMENDED.
(Section 26 (1) (b), Regulation 7.

REPORT OF ABSENCE FROM WORK ON THE PART OF AN APPRENTICE.

The Secretary,
Apprenticeship Committees,
P.O. Box/Pte. Bag _____

Dear Sir,

APPRENTICE:

TRADE:

CONTRACT NUMBER:

I have to report that the above-named apprentice was absent from work as follows:—

Period of Absence.

Reason for Absence.
Yours faithfully,

(Employer).

* Delete the words which do not apply.

AANHANGSEL AA. 7.

WET OP VAKLEERLINGE, 1944.
(Regulasie 9.)

AANTEKENINGE VAN LONE EN URE.

WEEK GEËINDIG _____ 19__

I. Vermeld skofte in inrigting gewerk:—

Skof (a) _____ m. tot _____ m.
 Skof (b) _____ m. tot _____ m.
 Skof (c) _____ m. tot _____ m.
 (As slegs een skof per dag gewerk word, vermeld die gewone ure wanneer werk begin en eindig, nl. _____ v.m.
 tot _____ m.m.)

II. Besonderhede ten opsigte van persone in diens:—

Identiteitsnommer van werknemer (as daar een is).	Volle naam.	Beroep.	Ras (B., A., K. of Naturel).	Spesifiseer ouderdom indien onder 21, anders vul in volwassene.	Geslag.	Gewone tyd gewerk (in ure of breuke daarvan). Vermeld (a), (b) of (c) na die getal ure op elke dag volgens die skofte wat gewerk is. Sien paragraaf 1 (vul dag van week in).	Totaal van gewone tyd vir week, d.w.s. uitgesonderd oortyd.	Vermeld gewone loonskaal per dag, per week, of per maand.	Bedrag verskuldig vir gewone tyd gewerk.	Oortyd gewerk (in ure of breuke daarvan) (vul dag van week in).	Totale oortyd vir week (ure).	Bedrag verskuldig vir oortyd gewerk.	Gemagtigde aftrekkings.	Totale bedrag vir gewone tyd en oortyd betaal.	Opmerkinge. Deur Werk-gewer. Deur Inspek-teur.
									R c			R c	R c	R c	

OPMERKING.—Hierdie aantekeninge moet bewaar word vir 'n tydperk van drie jaar na die gebeurtenisse wat aangeteken is, plaasgevind het, en moet te eniger tyd binne daardie tydperk vir inspeksie beskikbaar wees.

ANNEXURE AA. 7.

APPRENTICESHIP ACT, 1944.
(Regulation 9.)

HOURS AND WAGES RECORD.

WEEK ENDING _____ 19__

I. State Shifts Worked in Establishment:—

Shift (a) _____ m. to _____ m.
 Shift (b) _____ m. to _____ m.
 Shift (c) _____ m. to _____ m.
 (If only one shift per day worked, state the ordinary hours of commencing and ceasing work, viz _____ a.m.
 to _____ p.m.)

II. Particulars in respect of persons employed:—

Identity No. of employee (if any).	Name in full.	Occupation.	Race (E., A., C. or Native).	Specify age if under 21, otherwise state adult.	Sex.	Ordinary time worked (in hours or fractions thereof). State (a), (b) or (c) after the number of hours on each day according to the shifts worked, vide Paragraph 1 (insert day of week).	Total of ordinary time for week, i.e., excluding overtime.	State ordinary rate of wages per day, per week or per month.	Amount due for ordinary time worked.	Overtime worked (in hours or fractions thereof) (insert day of week).	Total of overtime for week (hours).	Amount due for overtime worked.	Authorised deductions.	Total amount paid for ordinary time and overtime.	Remarks. By Employer. By Inspector.
									R c			R c	R c	R c	

NOTE.—These records shall be retained for a period of three years subsequent to the occurrence of the events recorded and must be available for inspection at any time within that period.

AANHANGSEL AA. 8.

DAAGLIKSE AANTEKENING VAN OPLEIDING DEUR
VAKLEERLING ONTVANG.

(Regulasie 11.)

Maand..... 19.....

Naam van vakleerling.....
 Naam van werkgever.....
 Kontraknommer.....
 Bedryf.....
 Nywerheid.....
 Tydperk van vakleerlingskap.....

Datum.	Beskrywing van werk gedoen.	Simbool wat vir hierdie werks- aspek in die voor- geskrewe oplei- dingskursus toegeken is.	Tyd wat aan die werk bestee is.	Werkgewer se paraaf.

OPMERKING.—Die vakleerling moet een afskrif van hierdie aantekening aan sy werkgever aan die einde van die maand, waarop die opleiding betrekking het, oorhandig.

Datum..... Handtekening van Vakleerling.....

ANNEXURE AA. 8.

DAILY RECORD OF TRAINING RECEIVED BY
APPRENTICE.

(Regulation 11.)

Month..... 19.....

Apprentice's Name.....
 Employer's Name.....
 Contract No.....
 Trade.....
 Industry.....
 Period of Apprenticeship.....

Date.	Description of Work done.	Symbol allocated to this aspect of Work in pre-scribed Course of Training.	Time spent on the Work.	Employer's Initial.

NOTE.—The apprentice shall hand one copy of this record to his employer at the end of the month to which the training relates.

Date..... Signature of Apprentice.....

INHOUD.

No.

Departement van Arbeid.
GOEWERMENTSKENNISGEWING.

R. 338.—Wet op Vakleerlinge, 1944, soos Gewysig;
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