

# GUIDELINES TO PROSPECTIVE MASTER POTTERS

PLEASE READ THROUGH THIS DOCUMENT CAREFULLY.

This paper will also be given to the apprentice applicant.

As a guideline to prospective masters in the 'Adopt a Potter' scheme we have put together this document so that you will be able to see at a glance the requirements expected by the Trustees that will enable you to enlist an apprentice.

Obviously, we want to make it as easy as possible for apprentices to be placed with masters. The following points are what the Trust sees as basic requirements and masters are encouraged to provide conditions over and above these requirements whenever possible.

Often, apprentices will be recent graduates and will have little they can contribute financially to their year with you. They can of course try to earn money aside of their position at the pottery – in the evenings for instance. The Trust would encourage this kind of commitment. However, too many hours of work outside the pottery might result in an apprentice unable to fully take advantage of the privilege of working with you.

## ● The Trust would insist upon the following:

- The master potter would be required to provide evidence of employers' liability insurance.
- The master potter would be required to provide a safe working environment within the bounds of common sense, and provide an induction on the use of the studio and equipment. The apprentice would be expected to confirm in writing that they have understood the induction and will adhere to the safe working environment policy of the master potter.
- The master potter would not ask the apprentice to perform tasks that were dangerous or possibly injurious to health without providing suitable equipment or ensuring that safety equipment such as face masks, for instance were used.
- The apprentice would be allowed time during the working week to make some work of their own. The Trust recognises that the amount of time allowed for this may be limited but would suggest perhaps, at the least, one morning or afternoon. It would be hoped that space in the kiln might be found for the apprentice's pieces after consultation with the master with regard to

quality.

- The Trust would require a commitment from the master that there would be time set aside for tuition/comment/guidance for the apprentice.
- The Trust would like the master to define the working hours. In return the Trust would insist that the apprentice is punctual. The Trust would suggest an eight hour working day including 30 minutes for lunch in accordance with ACAS guidelines. There should be a 20 minute break mid-morning and 20 minutes mid-afternoon again in accordance with ACAS guidelines. The apprentice will be entitled to three weeks leave during the year and the Trust will continue payment during leave time. It is hoped the potter will also continue to pay whatever has been agreed during leave of absence.

### **The Trust would recommend the following as desirable where possible.**

- The master potter would provide lunch during the working day.
- If at all possible, assistance with providing accommodation would be welcomed. Either accommodation at the master's residence or help finding suitable accommodation close by. The Trust recognises that the stipend provided is a basic amount and a contribution toward the apprentice's finances would be encouraged. An apprentice should make a viable contribution to the pottery by allowing the master time away from some of the more rudimentary tasks. By virtue of the extra time available production values should increase. If the master contributes a sum each week toward the apprentice's finances it would allow the apprentice to find accommodation and basic living expenses.
- The Trust hopes that the apprentice receives as well-rounded an experience as possible. In other words we would encourage the master to provide experience in, for instance, dealing with the general public, dealing with the packing and dispatch of work to galleries or shops, promotional activities such as witnessing the design of cards or leaflets, keeping a showroom organised and clean, general workshop practices such as cleaning, tidying, clay preparation and general maintenance.