

# FACTSHEET

## Employing a Young Person

We understand some employers may have never employed or worked with a young person, and wonder what the guidelines are regarding working practices. Below is a summary of information to help you get started. Full information is available from the various website links.

### National Minimum Wage (NMW) Entitlement

**16-17**  
year olds

**£4.20**  
an hour

**18-20**  
year olds

**£5.90**  
an hour

**21-24**  
year olds

**£7.38**  
an hour

### Modern Apprenticeship NMW

- ✓ Apprentices under the age of 19, or aged 19 and over and in the first year of an apprenticeship are entitled to £3.70 per hour or above.
- ✓ Apprentices aged 19 and over who have completed at least one year of their apprenticeship are entitled to the full NMW rate as applicable for their age (see above).

### National Living Wage

Employees aged 25 or over and not in the first year of an apprenticeship are legally entitled to at least £7.83 per hour. As an employer, you'll need to make sure you're paying your staff correctly, as the National Living Wage will be enforced as strongly as the current National Minimum Wage.

[www.livingwage.gov.uk](http://www.livingwage.gov.uk)

### Working Hours and Breaks

- ✓ By law, young people are limited to the number of hours they can work. 16 to 17 year olds are not allowed to work more than 8 hours a day or 40 hours a week and are entitled to breaks during these periods.
- ✓ Under 18s must receive a 30 minute break every four and a half hours worked and a rest period of 12 hours between each working day.

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## Risk Assessment

A Risk Assessment should be carried out for the job the young person is required to do, paying attention to the health and safety implications. For further information and support please visit [www.hse.gov.uk/youngpeople/risks](http://www.hse.gov.uk/youngpeople/risks)

## Equality and diversity

It is unlawful to discriminate on the grounds of gender, pregnancy and maternity, disability, race, age, sexual orientation, religion/belief and status as fixed term or part time worker. Equal pay includes not only wages and salary, but also contractual terms and conditions. To find out more please visit [www.acas.co.uk](http://www.acas.co.uk)

## Further reading and resources

This information summary is intended only as guidance. Further information on all the matters raised above is available from: [www.direct.gov.uk](http://www.direct.gov.uk)

## How can I get involved?

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