

# Guidance related to Modern Apprentices – Pay and Conditions

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## Guidance Relating to the Employment of Modern Apprentices

### Guiding Principles

- Equal Pay:
- Apprenticeship pay and conditions must be equalities robust (*implicit clause in all contracts of employment*)
- Single Status:
- Single status means that all apprenticeships should share common conditions of service (*Collective Agreement on Terms and Conditions of Employment, 2010*)
- Job Evaluation:
- Apprentices will be paid based the job evaluation outcome (grade) relevant to their stage of apprenticeship (*Scottish Joint Council National Conditions of Service, 1999*)
- Scottish Living Wage
- Apprentices will benefit from the Scottish Living Wage pay supplement (*Finance, Housing & Resources Committee, 2012* )

### Requirements

- Funding must be available for the period of the apprenticeship
- There must be a suitable MA framework to support the apprenticeship
- There must be a recognised qualification (required for the post) and to which the apprentice can work towards achieving
- The appropriate manager must sign up to the Apprenticeship SLA
- Each stage of the apprenticeship must be job evaluated to determine the pay progression

### Pay

Pay for Modern Apprenticeships will be based on the evaluated grade for each stage of the apprenticeship.

Example – 3 Year Modern Apprenticeship with destination job at HC05

Stage	Grade	HC05 Example
On qualification	HC05	£ 10.91
Stage 3	HC03	£ 8.51

Stage 2	HC03 (or SLW)	£ 8.51
Stage 1	HC02 (or SLW)	£ 8.51

Example – 2 Year Modern Apprenticeship with destination job at HC04

Stage	Grade	HC05 Example
On qualification	HC04	£ 9.55
Stage 2	HC03	£ 8.62
Stage 1	HC03 (or SLW)	£ 8.51

#### Pay Notes:

- Apprentices will be paid based the job evaluation outcome (grade) relevant to their stage of apprenticeship. All employees (including apprentices must be paid the Scottish Living Wage).
- The grade of the post at each stage of the apprenticeship will be evaluated and the grade will reflect the requirements of the post at that stage.
- Pay/ grade progression will be dependent on an assessment that the apprentice can demonstrate that they are capable of taking up the duties associated with the next stage of their apprenticeship.

#### Duration

- The apprenticeship can be of duration between 2 years and 4 years depending on the requirements and grade of the post.

#### Entry Requirements

- Entry requirements will be set dependent on the level of the apprenticeship.
- Applicants for graduate and post-graduate apprenticeship will require to have achieved the academic requirements for the associated degree.

#### Contract

- Apprentices will be offered fixed term contracts of employment with an end date relevant to the end of their apprenticeship. Apprentices will not be guaranteed a job once they have completed their apprenticeship however Services should endeavour through workforce planning to match successful apprentices to vacancies wherever possible.

- Contracts will contain a clause relating to the fixed term element of the apprentices employment. Should the contract terminate at end of the fixed term this shall be for some other substantial reason (the end of the apprenticeship period).
- Contracts should include provision for termination on notice although it will only be in exceptional circumstances that apprenticeships can be terminated prior to completion of the apprenticeship.
- The contract will also be subject to a training agreement (which will be referenced in the contract)
- All conditions of service will be as per the Collective Agreement on Terms and Conditions of Employment, 2010 (for Scottish Joint Council employees).
- Discipline, Performance, Attendance, etc. will be managed as per standard HR policies.
- Apprenticeships should be offered on a flexible/part-time/term-time basis depending on the requirements of the job