



Modern Apprenticeships Policy

1. Policy Statement

The University of Edinburgh is committed to continuous development of its employees in order to provide high-quality services through a skilled workforce and to meet the institution's strategic goals. As part of this commitment, the University aims to develop new recruits through the [Modern Apprenticeship Frameworks](#) provided by Skills Development Scotland (SDS).

Recruiting inexperienced apprentices allows the University to cultivate talent and skills in line with organisational requirements, ensuring future succession for existing posts. It also enhances the University's contribution to the wider community by creating employment opportunities targeted towards young people. This supports the [Edinburgh Guarantee pledges](#) the University has signed up to, and the University's Strategic Plan development theme of contributing locally to our community.

2. Scope and Purpose

The purpose of this policy and associated guidance is to:

- provide a University-wide framework for employing, recruiting and developing apprentices; and to
- ensure that legal obligations regarding the employment of apprentices are met.

This policy provides regulations, principles and guidelines with specific reference to the Modern Apprenticeship scheme. Other methods of employing apprentices, such as trade apprentices, are out of scope of this policy.

3. Definitions

For the purpose of this policy:

Skills Development Scotland (SDS) – The national skills body providing guidance, support and public funding for the training of apprentices.

Apprenticeship – A combination of paid employment with workplace training and off-the-job learning.

Modern Apprenticeship – The apprenticeship scheme nationally recognised in Scotland. Modern Apprenticeships are available to individuals aged 16 and over, and combine paid employment with a training programme leading the apprentice to gain an industry approved qualification at SVQ Level 2 or 3.

Modern Apprenticeship Framework – Frameworks defining outcomes, content and format of the training programme across a wide range of sectors.

Training Provider – Recognised providers responsible for organising, managing and delivering the training in line with the specific Modern Apprenticeship Framework.

Training Programme – The Modern Apprenticeship’s training component. Training content includes core skills and industry-specific skills. Different delivery methods can be used, including college training and workplace learning. Programmes normally last between 12 and 36 months, depending on the specific qualification. SDS provides partial or full funding for the training of apprentices aged 16-24. Funding is made available directly to the Training Providers by SDS.

4. Legislative Framework

4.1. Employment Status of Modern Apprentices

All Modern Apprentices must be employed by the University for the duration of the apprenticeship. They have the same status as any other employee.

4.2. Terms and Conditions of Employment

Modern Apprentices must be employed on fixed-term contracts (reason code D1) on the University of Edinburgh’s conditions of employment. The length of contract normally corresponds to the duration of the relevant training programme.

While contracts may be extended or converted to open ended once the appropriate training programme has been completed, this would be dependent on a number of factors and cannot be guaranteed.

Modern Apprentices should be appointed at [Grade UE01, point 1](#), with the exception of Trades apprentices, whose wages follow the [Trades Rates \(grade TR1\)](#) for apprenticeships.

In addition to the **contract of employment** with the University, the following two documents must be issued for each Modern Apprentice:

- a **Training Agreement** outlining the basis of the Modern Apprenticeship and the responsibilities of all parties involved; and
- a **Training Plan** outlining the selected Modern Apprenticeship outcomes and a timetable for achievement.

The selected Training Provider will assist the recruiting department in developing the Training Agreement and Plan.

4.3. Employing Apprentices aged 16 and 17¹

Employees who are over the minimum school-leaving age (MSLA) but under the age of 18:

- must not ordinarily work between 10.00pm and 6.00am; and
- must not work for more than 8 hours per day and 40 hours per week. The hours worked cannot be averaged out and employees cannot choose to optout of this restriction.

In addition, those aged 16 and 17 must receive:

- a rest period of a minimum of 30 minutes if their working day lasts more than 4.5 hours
- a rest period of a minimum of 12 hours between each working day
- a minimum of 2 consecutive days off a week

¹ Provisions established by the Young Workers Directive 94/33/EC as implemented by the Working Time (Amendments) Regulations 2002.

4.4. Health and Safety

The University has the same responsibilities for the health and safety of Modern Apprentices as it does for any other employees. Therefore health and safety information must be provided as part of the [induction programme](#) and a risk assessment must be carried out.

5. Recruitment and Selection

The University is responsible for the recruitment and selection of Modern Apprentices. Recruiters should adhere to the guidelines on legal requirements and good practice provided in the University's [Recruiters Guide](#).

In addition, specific steps and requirements should be followed in the recruitment process of Modern Apprentices:

- The recruiter should choose a suitable Modern Apprenticeship Framework at the beginning of the process. It should be taken into account that some Frameworks have specific entry requirements.
- Once a Modern Apprenticeship Framework has been identified, the recruiter should select an appropriate registered Training Provider.

A full description of the specific steps and requirements is available in the [Guide for Recruiting Modern Apprentices](#). UHRs Resourcing can also provide advice and guidance, HR.Recruitment@ed.ac.uk

6. Roles and Responsibilities

The employer is expected to employ the Modern Apprentice and pay their salary.

Line managers should provide Modern Apprentices with a relevant and effective induction programme in line with the [University's induction guide](#). They should manage performance of each apprentice in line with standard HR policies. Line managers are expected to select and work in partnership with a Training Provider.

Training Providers are responsible for registering the Modern Apprentice, including registration with SDS. They are also responsible for managing the training and assessing the individual throughout the process.

Apprentices must commit to undertaking the training whilst in employment and work in accordance with the University's performance expectations.

7. Monitoring and review

This policy was approved by CJCNC on 15 June 2015 and will be subject to ongoing review as appropriate due to changes in legislation and statutory or organisational requirements. The policy was updated with minor changes to broken weblinks in November 2016. It will be reviewed again by January 2020.