



## 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 [Young Person's Guarantee](#) 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 either full or partial funding for the training apprentices aged 16-24.

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

**Foundation Apprenticeship** - A work-based learning opportunity for learners in their senior phase of secondary education (S5 & S6); It enables them to complete elements of an Apprenticeship while still at school.

**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. The apprentice gains an industry-recognised qualification (normally SCQF Level 6 or 7) by the end of the placement.

**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 learning Plan** outlining the selected Modern Apprenticeship outcomes and a timetable for achievement.

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

More information can be found on the [Skills Development Scotland website](#).

##### 4.3. Employing Apprentices aged 16 and 17<sup>1</sup>

Employees who are over the minimum school-leaving age (MSLA) but under the age of 18 must not work more than:

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

- 8 hours a day
- 40 hours a week

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 in any 24-hour period in which they work (for example, between one working day and the next)
- a 48 hours' (2 days) rest taken together, each week

Young workers must not work during the 'restricted period'. The restricted period is:

- between 10pm and 6am if their contract does not say
- between 11pm and 7am if their contract allows for them to work after 10pm

They can work until midnight or from 4am onwards if it's necessary in the following types of work:

- advertising
- agriculture
- a bakery
- catering
- a hospital or similar
- a hotel, pub or restaurant
- post or newspaper delivery
- retail
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But this is only if:

- there are no adult workers available to do the work
- working those hours will not have a negative effect on the young person's education or training

If they do need to work after 10pm or before 7am, the employer must make sure the young worker:

- is supervised by one or more adult workers where necessary for their protection
- has enough rest at another time if they need to work during their normal rest breaks or rest periods

It's against the law for anyone aged under 18 to work between midnight and 4am, even if they do one of the jobs above.

Once someone reaches 18, adult [employment rights and rules](#) then apply.

#### 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.

Where a third party is involved in organising or funding the off-the-job training element of the apprenticeship, for example a training provider, they are primarily responsible for the health and safety of the apprentice while they are doing the training and should manage any significant risks. You should satisfy yourself that the third party is doing this.

Young people are likely to be new to the workplace and so are at more risk of injury in the first six months of a job, as they may be less aware of risks. They will often be vulnerable, as they may:

- lack experience or maturity
- not have reached physical maturity and lack strength
- be eager to impress or please people they work with
- be unaware of how to raise concerns

Young people need clear and sufficient instruction, training and supervision so they understand the importance of health and safety and can work without putting themselves and other people at risk. They may need more supervision than adults.

### 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 Modern Apprentice [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. The Talent & Development team can also provide advice and guidance, [TalentandDevelopment@ed.ac.uk](mailto:TalentandDevelopment@ed.ac.uk)

## 6. Roles and Responsibilities

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

**Line managers** are responsible for recruiting a Modern Apprentice in line the with Universitys recruitment policy and guides. They should also 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. Minor amendments were made in February 2024 to update information and links. It will be reviewed again by 31 January 2028 .

### **Policy History and Review**

Approval Date: June 2015

Approved By: CJCNC

Next Review: 31 January 2028