

# University of Bath

## Apprenticeships Procedure

### 1. Introduction

- 1.1 The University anticipates that there will be two main types of apprenticeship:
  - A new member of staff hired to fill a vacancy that has been deemed suitable to be filled by an apprentice
  - An existing member of staff entering into an apprenticeship agreement for their professional development
- 1.2 The University expects that when recruiting to a role or exploring professional development apprenticeship options should be considered.

### 2. Apprentice recruitment

- 2.1 New apprentice roles should be graded at the level we expect the employee to be operating at after 6 months in the position.
- 2.2 The substantive role should also be graded at the level we expect the employee to be operating at after successful completion of the apprenticeship.
- 2.3 Subject to funding, upon successful completion of the apprenticeship, the employee will be guaranteed a job offer in the substantive role.

### 3. Apprenticeship training

- 3.1 Paid time off will be allowed for all off-the-job training and study, which will constitute at least 6 hours per week, and time off in lieu will be allowed wherever off-the-job training takes places outside normal hours.
- 3.2 Additional time off will be provided for any English and/or Maths learning up to level two required as part of the apprenticeship.
- 3.3 We will operate within the government framework regarding the use of apprenticeship funds.

### 4. Support through apprenticeships

- 4.1 As per the framework requirements, arrangements will be put in place for the apprentice and their relevant line manager to review progress through one-to-one meetings on a monthly basis, with a view to agreeing support in overcoming any difficulties encountered.
- 4.2 Line managers will be supported through the process by the apprentice provider and will have regular updates and support.
- 4.3 Apprentices will be supported through the process by the apprentice provider.
- 4.4 Further support and advice is available to apprentices and line managers via the Workforce Development Team.

### 5. Terms and conditions of employment

- 5.1 Regardless of the way that a member of staff becomes an apprentice, they have the status of an employee of the University. There are otherwise some differences between the two categories.

Existing Employee	New employee
<ul style="list-style-type: none"> <li>- No changes to terms and conditions of employment</li> <li>- Pay and grade remain unchanged</li> <li>- Contractual terms remain unchanged</li> <li>- Failure to complete the apprenticeship will not result in dismissal</li> </ul>	<ul style="list-style-type: none"> <li>- Employed on a fixed term contract</li> <li>- Role graded at the level we expect the employee to be operating at after 6 months in the position.</li> <li>- Admitted to the pension scheme available to all new starters and employer contributions will be met regardless of hours and earnings</li> <li>- Progression to the substantive role dependent upon satisfactory performance in role and completion of the apprenticeship in the set timescales</li> </ul>

- 5.2 A reasonable extension of the period necessary to complete an apprenticeship will be permitted where there are legitimate reasons. Such reasons may include, but are not limited to, an extended period of absence due to ill health, pregnancy, parental or special leave, as well as any difficulties encountered in meeting targets for the apprenticeship programme that have been agreed between apprentice and line manager.

## 6. Health & Safety of Apprentices

- 6.1 Apprentices have the status of employees, including for health and safety purposes.
- 6.2 Risk assessments needs to be in place for all activities they undertake. Assessments need to consider the individual apprentice's relative experience, maturity (physical and mental) and knowledge and skills and this **may** require additional control measures compared to more experienced workers. See: <https://www.bath.ac.uk/corporate-information/risk-assessment/>

## 7. Funding Sources

- 7.1 Staff salary costs will be funded by the relevant department
- 7.2 Educational provision will be funded from the University levy
- 7.3 Release for study will be absorbed into the relevant departmental budget
- 7.4 Where a part of the apprenticeship standard, accreditation fees, (e.g. ILM membership), will be funded by the relevant department
- 7.5 Reasonable incidental costs as agreed with the relevant line manager (e.g. textbooks) will be funded by the relevant department

## 8. Approval

- 8.1 Recruitment of any new members of staff into an apprenticeship should be approved via the SRF process on Stonefish.
- 8.2 All new apprenticeships should be requested via the online request form and will need to be approved by Workforce Development in order to release levy funds.

## 9. Ownership and guidance

- 9.1 Authority to release levy funds to a provider rests with the HR Director and is delegated for operational purposes to the Workforce Development Team.

## 10. Representation

- 10.1 Apprentices are covered by the pre-existing recognition agreements between the University and its trades unions.

## 11. Apprenticeship completion and move to substantive post

- 11.1 Once an Apprentice has completed their Apprenticeship and upon qualification moves to a substantive post, an SRF should be raised by their line manager . The Staff Request type to raise is 'Change of FTE/Extension of Fixed Term Contract.' [Staff Request Form - Jobs at Bath](#)

*For further guidance, please contact [workforce-development@bath.ac.uk](mailto:workforce-development@bath.ac.uk)*