



Apprenticeship Policy

Our commitment and intent

The policy is intended to describe how Apprenticeships will be implemented in the Council and documents policy decisions only and is compliant with government guidance. We are committed to integrating Apprenticeships within our workforce as part of our overall Employment model.

Our intention is to ensure that Apprentices benefit from the same policies as other Council employees, except where the nature of an Apprenticeship renders any such policy inappropriate or impractical.

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Scope

This document describes the **Council's** approach to Apprenticeships which **are** paid for by the Apprenticeship Levy. Any Apprentices who joined Wokingham Borough Council prior to 1st May 2017, will be covered by this policy where practical and relevant.

All staff are eligible to express an interest in embarking on an Apprenticeship Training Programme, whether they are new recruits or existing staff wanting to develop within their current role or embark on a new career.

The Council will make every effort to ensure that those with protected characteristics are encouraged to enter Apprenticeships in the full range of possible occupations.

What is an Apprenticeship

An apprenticeship is a genuine job with an accompanying skills development programme. Through their apprenticeship, Apprentices gain the technical knowledge, practical experience and the wider skills they need for their immediate job and future career. The apprentice gains this through a wide mix of learning in the workplace, formal off-the-job training and the opportunity to practise new skills in a real work environment.

The Council will appoint an appropriate Training Provider to deliver the detailed, technical elements of the Training Programme but will maintain responsibility for the overall Apprenticeship. Therefore, an Apprenticeship is an agreement between three parties all working towards successful completion of the Apprenticeship: the Apprentice, the Training Provider and the relevant Line Manager.

Wherever possible the Council will seek to permanently employ an Apprentice at the end of their successfully completed Training Programme should the Apprentice wish to remain with us.

Committing to an Apprenticeship

The Council expects any potential Apprentice, whether they are a new recruit or an existing member of staff, to have a clear understanding of the Training Programme they are committing to and what this will require from the Apprentice to ensure successful completion to ensure the appropriate return on investment for all parties involved.

Managers must be committed to supporting the Apprentice for the duration of the Training Programme.

Apprenticeship Pay, Terms and Conditions

The level at which Apprentices enter the pay-scale will be dependent upon the Level of Apprenticeship qualification and the pay rates will be monitored to ensure they remain competitive.

Apprenticeship Pay Rates

The agreed pay rates are:

Apprenticeship Level	NJC Scale point Minimum	NJC Scale points Maximum
Level 2 or Year 1 of L4 or above	7	11
Level 3 or Year 2 of L4 or above	10	14
Year 3 of L4 or above	13	17
Year 4 of L4 or above	16	22
Year 5 of L4 or above	19	27
Year 6 of L4 or above	22	35

Apprentice Terms and Conditions

All newly employed Apprentices will be employed on Fixed-term contracts for the duration of their Training Programme (pay scales set out above).

Existing employee's amendments to pay and Terms and Conditions will be dependent upon the nature of the selected Apprenticeship Training Programme. However, were an existing member of staff wishes to undertake an Apprenticeship as part of the Continued Professional Development (CPD) and remains in their current role, their terms and conditions will remain unchanged.

20% of the Apprentices working hours will be in relation to study time, either at college or away from work and the continuation of the Apprenticeship will be dependent upon adequate attendance and performance.

Should an Apprentice be absent for any statutory reason i.e. adoption, maternity, paternity, long term sick leave the Apprentice will have their contract extended to enable them to complete their Apprenticeship.

The Council will support Apprentices who need to take a break in learning where they plan to return and it is agreed by their Manager. Reasons for this could include medical treatment, parental or personal reasons, but would not include short-term absences, such as annual leave or occasional sickness.

Apprenticeship Duration

The minimum duration for a fixed term contract in support of an Apprenticeship is one year and one day.

Where an Apprentice has completed the learning before the minimum duration has been met, Training must continue for the duration of the Training Programme.

Should the Apprenticeship be part time the duration of the Training Programme may need to be extended.

Employment Hours

Apprenticeships can be full time or part time. If part time and less than 30 hours a week:

- the min duration of the Apprenticeship has to be extended on a pro rata basis
- 20% of any hours contracted must be given to off-the-job training

Therefore if the Apprentice works fewer than 30 hours a week, the Council will extend both the duration of the Training Programme and the Employment Contract to accommodate this. This will also apply to any temporary period of part-time working.

Changes to an Apprenticeship

The Council will consider a change to an Apprenticeship level within the first 3 months of commencement of the Apprenticeship subject to there being no additional costs to the organisation.

Leaving WBC whilst undertaking an Apprenticeship

If an Apprentices leaves the Council, their Apprenticeship Training Programme with the Council will cease.

Apprenticeship Training Programme Complaints

If an Apprentice is not satisfied with the quality of the training they are receiving from their Training Provider, they should in the first instance discuss this with their Line Manager who will determine the appropriate course of action.

If an Apprentice is not satisfied with the level of support they are receiving from their Line Manager, they should discuss this with their Line Manager in accordance with the grievance procedure.

Further information

Further help and advice can be obtained through emailing hrenquiries@wokingham.gov.uk, or calling 0118 974 6116.

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