

Technical Modern Apprenticeships Grading Arrangements

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Grading Arrangements

1 Background

The University currently operates three streams of its Modern Apprenticeship scheme, each aligned to one of the University's staff categories: Technical, Administrative and Professional Services (APS) and Trades. The arrangements for each stream vary significantly.

Technical Modern Apprentices are given a commitment at the outset that an ongoing employment contract will be issued following the completion of the training scheme, subject to satisfactory performance and conduct during the apprenticeship period (N.B. organisational changes could impact on the University's ability to meet this commitment, in which case appropriate redundancy procedures would be followed).

This document specifies the grading arrangements that apply immediately following the completion of a Technical Modern Apprenticeship. The arrangements outlined were collectively agreed with Unite/Amicus in October 2011, following consultation with Heads of Department/School and Directors.

2 Policy

A Grade 3 appointment will normally apply for the first year immediately following the Technical Modern Apprenticeship period, to allow for the development and expansion of the duties of the role and for the further development of skills. Regrading to Grade 4 will normally be implemented at the end of this first year.

3 Process

Three months before the end of the Modern Apprenticeship the department should contact Human Resources and provide a job description and person specification for the position that will be available following completion of the training period, based on the organisational needs of the department at that time. This information should be accompanied by confirmation from the line manager and Head of Department/School that the individual possesses the essential skills to perform the role. Human Resources will assess the grading of the post and, following discussion with the line manager / Head of Department/School, will confirm the grade that will apply. Grade 3 will normally apply at this point.

It is expected that the former Modern Apprentice will undertake the Grade 3 level post for a period of approximately one year following completion of the Modern Apprenticeship term. At the commencement of the Grade 3 period, the relevant line manager and Head of Department/ School should work with the employee to establish a clear career progression plan, with appropriate milestones, with the aim of ensuring that at the end of that year the employee will have assumed responsibility for Grade 4 level work and evidenced the necessary expertise. Such a plan can either be recorded through the Accountability and Development Review process or through additional paperwork. It is recommended that line management consult with Human Resources in the drafting of the plan.

Three months before the end of this period (i.e. 9 months after completion of the Modern Apprenticeship) the relevant line manager or Head of Department/School should contact Human Resources again to provide an updated job description and person specification which would apply from the end of this first year, based on the organisational needs of the department at that time. This information should be accompanied by confirmation from the line manager and Head of Department/School that the individual possesses the essential skills to perform the role. Human Resources will assess the grading of the post and, following discussion with the line manager / Head of Department/School, will confirm the grade that will apply. Grade 4 will normally apply at this point.

Any further review of the grading of the post thereafter shall be conducted under the terms of the staff regrading policy.