

Technical Modern Apprenticeships Grading Arrangements

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1. Introduction

At Strathclyde, we operate three types of Modern Apprenticeship programs: Technical, Administrative and Professional Services (APS), and Trades. Each program is different and has their own arrangements.

This document gives an overview on the arrangements for Technical Modern Apprentices upon completion of their training.

2. Arrangements for Technical Modern Apprentices

For Technical Modern Apprentices, we'll offer you an open-ended contract once your apprenticeship is complete, provided your performance and conduct is good throughout. If something changes within the University and we are no longer able to offer this, then we'll discuss with you the appropriate next steps.

In the first year after your Technical Modern Apprenticeship, you'll commence a role at Grade 3. This gives you time to grow in your role and improve your skills. At the end of this first year, you'll normally then progress to Grade 4.

3. Principles

Three months before your Modern Apprenticeship ends, your department will talk to the Human Resources team. Your department will give Human Resources a job description and details about the job you'll do after your apprenticeship ends. This will be based on what your department needs at the time. Your line manager and Head of Department will also need to confirm that you have the right skills for the job. Human Resources will then decide what grade the job is. After talking with your manager and the Head of Department, they'll confirm the grade which is normally Grade 3.

You're expected to work in a Grade 3 job for about a year. During this time, your manager and department head will help you develop a career plan with clear goals. You can track this plan through the Accountability and Development Review (ADR) process. By the end of the year, you should be doing Grade 4 work and will have shown you have the skills required to progress further.

Three months before the end of your first year in the Grade 3 job, your manager or Head of your Department will talk to Human Resources and follow the same process as outlined above. The grade for the post will then be confirmed which is normally Grade 4.

4. Further Information and Support

If you have any queries about this policy, please talk to your manager or contact [Human Resources](#). Further information and guidance can also be found on our [People Hub](#).

5. Guidance Review

This guidance is reviewed by Human Resources on a regular basis. To see when the next review is due, please see our [Policy Review Schedule](#) (staff login required) on our People Hub.