

# Staff Apprenticeship Policy

From: Human Resources

Date: 24 October 2017

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## POLICY INTENT

*This document applies to the University's employment of all apprentices, irrespective of their entry route to the apprenticeship (e.g. internal or external applicants). The purpose of this policy is to:*

- *Provide clarity on the University's position with respect to employing apprentices*
- *Ensure that those involved in the recruitment, selection, mentoring and supervising of apprentices are clear on employment related matters*
- *Ensure consistency and parity in the engagement of apprentices*

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## LEGISLATION

### Apprenticeships, Skills, Children and Learning Act (2009):

- Apprenticeships must be covered by an Apprenticeship Agreement in the form prescribed in the Apprenticeships (Form of Apprenticeship Agreement) Regulations 2012.

### Equality Act (2010):

- The Equality Act 2010 prohibits various forms of discrimination (including age and disability) in employment and vocational training and must not influence employment decisions.

### Employment rights:

- Nothing in this policy will supercede an individual's rights, as set out in UK employment legislation.

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## UNIVERSITY POLICY

### 1. Introduction

- 1.1. The contents of this policy apply to all apprentices with a contract of employment with the University of Southampton, irrespective of their career path or grade. This policy is supplemented by guidance and template documents, to support the employment of apprentices, which are available [here](#).
- 1.2. The University reserves the right to review and amend this policy and its related terms and conditions of employment relating to apprentices.

### 2. Policy Statement

- 2.1. The University will support employment via apprenticeship where there are known succession challenges or a recognised need to develop talent pools of appropriately qualified and skilled employees.

- 2.2. The University is committed to ensuring compliance with the Apprenticeships Regulations (2012) in respect of all apprenticeship provision funded by the Education and Skills Funding Agency following the introduction of the [apprenticeship levy](#).
- 2.3. The University is committed to ensuring compliance with all other employment legislation, as appropriate to the employment of apprentices.
- 2.4. The University is committed to ensuring that all activity to secure a training provider to deliver apprenticeships will be subject to the University's usual procurement rules and procedures.
- 2.5. The University will remunerate apprentices at pay scales at or above the national minimum wage for apprentices, subject to the provisions set out in the accompanying guidance document.

VERSION CONTROL

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