



Pay Policy (Apprentices)

Approved by Trust Board on 25 September 2017
Applicable from 1 January 2018

Pay Policy (Apprentices)

Current staff

1. If an existing member of staff undertakes an apprenticeship as part of their ongoing development, they will remain on their current terms & conditions of employment.

Newly recruited apprentices (support staff)

1. Colleagues recruited externally directly in to an apprenticeship support staff role will be paid the greater of either (1) 80% of the usual rate for the job role that they are appointed to, or (2) the national minimum / living wage applicable to their age. As at September 2017 these national rates are:

£4.05	under 18 years
£5.60	18 to 20 years
£7.05	21 to 24 years
£7.50	25 years and over

2. The academy must monitor the pay rate and implement any uplifts due in relation to movement between age categories and/or the government changing these rates (usually in April each year) and/or the Trust changing its own Living Wage rate.
3. The above rate may be paid for up to the first two years of employment. After this point, the colleague should be paid at the grade for the job they are doing – including the uplift to the Trust's Living Wage if applicable.
4. Academies may decide to offer a higher rate of pay in order to ensure that the best candidates are recruited. This should not exceed the full pay rate for the job they are doing (pro rata to hours / weeks worked if part time or term time only).
5. As soon as the apprenticeship is completed (even if this is less than 2 years – unless they are moving straight on to another apprenticeship as part of their ongoing development) the employee should be moved on to the pay rate for the job they are doing.

Newly recruited apprentices (teaching staff)

6. At present there is not an apprenticeship training route for teachers, but this is expected in the future. When that happens we will adopt a common pay rate for apprentice teachers across the Trust which reflects any guidance / “market rate” in place at the time.

Apprentices (students)

7. Should the Trust, in the future, introduce an apprenticeship route for students e.g. as part of future sixth form provision, this policy will not apply and separate guidance on pay will be set out.

Review

8. This policy will be reviewed every three years, or sooner if legislation changes or the need for internal review arises.