



Apprenticeships Procedure

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What is an Apprenticeship?

An Apprenticeship provides the opportunity for a service to recruit young employees and train them in the skills required for them to progress in their career area. The employee will work toward a recognised qualification as they work on a fixed term contract. There are three types of Apprenticeships:

Craft Apprenticeships

Craft Apprenticeships are 4-year fixed term contracts where the employee undertakes day or block release to a college while undertaking training in the day to day duties of their role. These include: Apprentice Joiner, Painter, Plasterer, Plumber, Electrician, Mechanic, Mason and Blacksmith. Craft Apprentices salary scales are determined by the [Grade Codes for Craft Employees](#).

Modern Apprenticeships

Modern Apprenticeships are fixed term contracts where the employee works toward a SVQ Level 2 or 3 / SCQF Level 5, 6 or 7 as they work, while undertaking training in the day-to-day duties of their role. The duration of the contract depends on the qualification undertaken and will vary between 1 and 3 years. Qualifications are delivered either in house or by external training providers. Apprentices are allocated an assessor to support them through the units of the qualification, and support will be through a mixture of face to face visits and, or, remote learning through an E portfolio system. There are currently over 100 industry wide [Modern Apprenticeship frameworks](#) in Scotland, not all of these are applicable to a Local Authority.

Currently Aberdeenshire Council utilises 9 Modern Apprenticeship frameworks, with each Modern Apprenticeship there must be an approved Job Profile. Approved Modern Apprenticeships within Aberdeenshire Council include:

- Modern Apprentice Assistant Cook
- Modern Apprentice Business Admin
- Modern Apprentice Care Assistant
- Modern Apprentice Customer Service
- Modern Apprentice Homecare
- Modern Apprentice Housing
- Modern Apprentice Early Years Childcare
- Modern Apprentice ICT
- Modern Apprentice Learning Disabilities
- Modern Apprentice Landscapes
- Modern Apprentice Library Assistant

- Modern Apprentice Sports Assistant

Modern Apprentices salaries are paid at the graded level determined by the job profile and are determined by the [Grade Codes for Local Government Employees](#). Generally, this is the Real Living Wage Rate.

How to set up an Apprenticeship

To recruit a Modern Apprentice for any of the above roles:

- **Step 1** Contact recruitmentadvice@aberdeenshire.gov.uk; to ensure a space with the external training provider can be accommodated.
- **Step 2** You will need to create a new post number or change a current post number to reflect the Job Title and Grade as per the Job Profile, in Team Structure Change on [AskHR](#)

To create and recruit to a new Modern Apprenticeship role:

- **Step 1** Contact recruitmentadvice@aberdeenshire.gov.uk for advice on how to select the appropriate [framework and qualification](#), and identify the external training provider.
- **Step 2** You will need to create new Job Profile in consultation with the Operational HR Advisor for your service area. It is likely that the role will attract a wide variety of candidates, particularly younger people. If a new job profile is required, you should ensure that jargon is kept to a minimum and a clear overview of the duties are included. The minimum school qualifications required for completing the SVQ/SCQF should be stated in the qualifications section i.e. National Level 4 or 5.
- **Step 3** You will need to create a new post number or change a current post number to reflect the Job Title and Grade as per the Job Profile in Team Structure Change on [AskHR](#)
- **Step 4** Recruitment and Selection, you are now in a position to recruit your apprentice. An apprentice will be an employee for the duration of the apprenticeship, so you will need to follow the [Recruitment and Selection Procedure](#). It is important to understand that school leavers and young people will likely have limited job application and interview experience, so you should factor this into the selection process. Therefore, you may need to prompt them to answer scenario based questions relating to experiences at school rather than the workplace i.e. team working, communication and time prioritisation. As candidates will need to meet the core skills to achieve their qualification you may wish to do an additional written or skills exercise alongside an interview.

- For support with recruitment and selection of Apprentices please contact recruitmentadvice@aberdeenshire.gov.uk.
- **Step 5** Induction and ongoing support, Providing the right information to your apprentice will help new starts feel comfortable and confident when they join to the organisation. As part of the induction, you should:
 - Have a discussion with the apprentice about roles and responsibilities.
 - Match the apprentice with a nominated mentor/mentors for the duration of the apprenticeship.
 - Cover how the apprenticeship qualification will be delivered at induction.
 - Set up 1:1 meetings with your apprentice at least monthly to check on progress. It is highly advisable to involve the training provider in these meetings on a regular basis. As training is a key part of the apprenticeship, an apprentice must be given time to complete their qualification during work hours. This will depend on the level and nature of the qualification and role and is at the discretion of the Line Manager.
- **Step 6** End of Apprenticeship review - You should have a good idea as to when your apprentices training and contract is coming to an end, and it is good practice to ensure that any upcoming vacancies are managed, to ensure that the Apprentice has opportunities to apply for suitable positions within your team. Prior to the apprenticeship ending, you should conduct a review meeting with the apprentice, to discuss progress and advise them of next steps, including any upcoming job vacancies and offer any employability support they may need if there are not any vacancies in your team.

For advice on how to progress an Apprentice into a further role following completion of the Apprenticeship please contact recruitmentadvice@aberdeenshire.gov.uk

Age Limitations

Apprenticeships are available to anyone aged 16 or over who is not in full time education, and who are eligible to work in the UK. Training providers receive funding from the Scottish Government to deliver the qualification, the funding provided is broken down into age categories. Age 16-19 is fully funded, ages 20-24 is partly funded and there is no funding for age 25 plus. Candidates who have a disability or have experienced time in care as a child are eligible for funding up to the age of 29. For this reason many services recruit candidates aged 16-19 years old so there are no additional costs to the service.

Apprenticeships have a minimum age requirement of 16. Applicants can apply for apprenticeship posts if they are aged 15 but won't be able to start in post until they reach 16 years of age.

Costs

Salary costs for an Apprenticeship are met by the employing service, this will depend on the grade determined by the Job Profile, but generally this is the Real Living Wage rate. Salary costs, with oncosts can be calculated using the [Staffing Calculator](#). There is a salary saving for Apprenticeships, National Insurance contributions for an apprentice under 25 is 0% for earnings up to £4,189.00 per month and it is 13.8% for earnings above £4,189.00 per month.

Does an Apprenticeship have to be full time?

There are no set minimum hours in Scotland, but in order to meet the training requirements, most apprenticeships specify a minimum of 20hrs per week.

Benefits of taking on Apprentices

Addressing Skills Gaps - Apprenticeships are a great way to address skills shortages and grow your own workforce. Apprenticeships can be used to fill existing skills gaps and to date, we have successfully implemented apprenticeship schemes in a wide variety of services.

Employee engagement and retention - Investing in skills and training helps with employee engagement. On average 83% of our apprentices stay with us once they have completed their training.

Cost effectiveness - As apprentices learn while on the job, they pick up key skills and experience as they develop. In many cases the Scottish Government funds the training costs, meaning that your training budget can be utilised for other key training activities. There is a salary saving for Apprenticeships, as indicated in the cost section above.

What is the role of the training provider?

The role of the training provider is to work in partnership with your Apprentice to support them through the units of their qualification. There will be regular meetings to check progress and open contact to provide guidance.

Apprenticeship Contracts

Given the primary purpose of an Apprenticeship is that of training for a specified time period an Apprentice will be issued with a Time Limited Contract which stipulates the reason for employment and contract start and expiry dates. Although for a specific time period, an apprenticeship is not considered a fixed term contract under employment legislation as the Fixed Term Employee (Prevention of Less Favourable Treatment) Regulations 2002 specifically exclude Apprentices from their provisions.

The fact that the apprenticeship contract is only for the duration of the training period, following which there is no obligation for the Council to offer employment should be discussed with the candidate as part of the recruitment and appointment process and must be narrated in the contract.

When completing the Vacancy Request in [AskHR](#) for an Apprenticeship, the reason for Fixed Term status selected in the drop menu should be Apprenticeship and the end date of the apprenticeship must be specified. Provision of these details will ensure that the appropriate clauses can be inserted into the apprentice's contract.

Managing an Apprentice

As an employee, Apprentices should be managed under the Council's [HR policies and Procedures](#). Services have a duty of care to support the personal growth and learning of the Apprentice in addition to providing professional development and skills. All apprentices are required to commit to a course of study and contractually agree to punctually and regularly attend an approved block or day release of study, maintain satisfactory progress throughout and successfully complete the agreed qualification within the time frame set. Services should establish regular review meetings with the apprentice, in addition to any agreed as part of the apprentice's training plan, to ensure satisfactory progress is maintained and any concerns are identified and addressed in the early stages.

Any conduct or capability issues should be addressed in accordance with the Council's Work Performance and/or Disciplinary policy, as appropriate, and managers should seek HR advice and guidance from the outset. Services are expected to provide additional support for an apprentice with conduct or capability issues given the primary focus of the apprenticeship contract on training.

Graduate Apprenticeships

Graduate Apprenticeships can be undertaken by a current employee in your team or externally advertised as a new fixed term position. In both scenarios the employee will undertake the day to day duties of a role while working towards a degree over a 4 year period. There are currently 11 Graduate Apprenticeship [Frameworks](#) available in Scotland. Aberdeenshire Council currently have employees undertaking the following frameworks:

- Business Management, BA (Hons) - Robert Gordon University
- Civil Engineering, BSc or BEng (Hons) - University of Dundee

- Construction and the Built Environment, BSc or BEng (Hons) - Robert Gordon University
- Cyber Security, BEng (Hons) or (Masters) - Robert Gordon University
- Data Science, BSc (Hons) - Robert Gordon University
- Early Learning and Childcare, BA - University of Highlands and Islands

Graduate Apprenticeships are delivered in partnership with a Scottish university and enrolment takes place at the beginning of each academic year.

Please refer to the Graduate Apprenticeship [Frequently Asked Questions](#) which provides further information on the application process and the support that is required from line managers/mentors.

To recruit an external employee for any of the available Graduate Apprenticeship frameworks:

Contact recruitmentadvice@aberdeenshire.gov.uk to liaise with the relevant university contact and confirm if placement is available.

You may need to create new Job Profile in consultation with the Operational HR Advisor for your service area.

You will need to create a new post number or change a current post number to reflect the Job Title and Grade as per the Job Profile in [AskHR](#)

To enrol a current employee on a Graduate Apprenticeship Framework:

Contact recruitmentadvice@aberdeenshire.gov.uk to liaise with relevant university contact and confirm if placement is available.

What is a Foundation Apprenticeship?

Foundation Apprenticeships are a work-based learning opportunity for senior-phased secondary pupils, where young people spend time out of school at college or with an employer. Completion of the apprenticeship leads to a qualification at the same level of learning as a Higher and can lead to employment or progression onto a Modern or Graduate Apprenticeship, as well as being recognised as an entry qualification for colleges and universities.

If you would be able to offer a Foundation Apprentice placement, please contact fraser.mitchell@aberdeenshire.gov.uk.

<https://www.apprenticeships.scot/for-employers/#/apprenticeoptions>

Document Revision History

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