

**Apprentice and Trainee Pay:
Single Status Implementation Agreement**

1 September 2021

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Introduction

Every year the Council recruits Apprentices in a range of occupations in different services across the Council. From 1st September 2021, pay for Apprentices across the Council will be standardised and linked to the entry level salary/substantive role they are working towards.

The new pay and grading structure will provide Apprentices with a better and more structured way of pay reward throughout their Apprenticeship, as pay progression will be linked to the assessment of progress within their apprenticeship including formal assessment and qualifications.

Principles of apprentice pay

Pay for Apprentices is based on a percentage of the entry level job for which they are studying/working towards.

The entry level salary is dependent on the duration of the apprenticeship but will progress up to a maximum of 65% of the starting salary of the entry level role.

For Apprentices who have schemes/frameworks of more than one year in duration, pay progression will be at incremental increases of 5% as per the example below for a typical 3-year apprenticeship:

Year of apprenticeship	Percentage of the entry level grade
Year 1	55%
Year 2	60%
Year 3	65%
Fully qualified	100%

The apprenticeship rates will be paid as a percentage of the Single Status grade or National Living/Minimum Wage (whichever is greater and depending on the age of the apprentice) for the substantive job role they are working towards as outlined below for N4/N5/N6 & N7 roles.

For clarity, if the percentage applied of the new grade is lower than the Statutory National Living/Minimum Wage, the National Living/Minimum Wage rate will be applied.

Incremental progression is not automatic for Apprentices and will be subject to a successful annual assessment. If the Apprentice has not passed the required qualifications and/or satisfied the stated assessment criteria for that year of apprenticeship, they will not automatically progress to the next spinal column point of their grade.

Once fully qualified and successful in obtaining a post in the same profession as the apprenticeship, the Apprentice will commence employment on the full rate of the bottom spinal column point of the grade.

Implementation of apprentice pay

Existing Apprentices will be moved onto the new pay and grading structure to the appropriate SCP/rate in line with the year of their apprenticeship. For example, those in the second year of their apprenticeship will be moved to the second SCP/rate of their new grade.

Any Apprentices in their first year of apprenticeship, who would otherwise see a decrease in pay on implementation of the new hourly rates, will have their current hourly rate protected until the end of the current academic year, subject to the Apprentice passing the relevant qualifications and/or apprenticeship for that year.

Trainees and Graduate Entry Employees

Trainees will be paid in line with the appropriate evaluated job role and NJC Pay Spine and will receive the usual annual incremental progression as they complete on the job training.

Trainees pay will remain in line with Part C of the Single Status Agreement as follows:

Where 16- and 17-year olds are appointed to evaluated jobs in a trainee capacity the spinal column point will be abated as follows:

16 years old 65%
17 years old 72.5%

This will not attract automatic annual incremental progression and salaries will be adjusted as appropriate on the first of the month following attainment of age 17 or 18.

Graduate Entry Employees entering employment with the Council to a profession with an established Career Pathway will be employed in a fully evaluated entry level role with progression through the Career Pathway determined according to service need and recruitment criteria.

Apprentice pay scales

Pay rates highlighted in **red** are Statutory National Living/Minimum Wage Rates for 2021/22 as follows:

Under 18
£4.62

18 - 20
£6.56

21 – 22
£8.36

Over 23
£8.91

N3 1 year apprenticeship	N3 2 year apprenticeship	N3 3 year apprenticeship	Full rate	% of full rate	Pay rate age: up to 18	Pay rate age: 18 - 20	Pay rate age: 21 - 22	Pay rate age: over 23	
		Year 1	9.43	55	5.18	6.56	8.36	8.91	
	Year 1	Year 2	9.43	60	5.65	6.56	8.36	8.91	
Year 1	Year 2	Year 3	9.43	65	6.12	6.56	8.36	8.91	
Fully qualified	Fully qualified	Fully qualified	9.43	9.43	9.43	9.43	9.43	9.43	
N4 1 year apprenticeship	N4 2 year apprenticeship	N4 3 year apprenticeship	Full rate	% of full rate	Pay rate age: up to 18	Pay rate age: 18 - 20	Pay rate age: 21 - 22	Pay rate age: over 23	
		Year 1	10.01	55	5.5	6.56	8.36	8.91	
	Year 1	Year 2	10.01	60	6.01	6.56	8.36	8.91	
Year 1	Year 2	Year 3	10.01	65	6.51	6.51	8.36	8.91	
Fully qualified	Fully qualified	Fully qualified	10.01	100	10.01	10.01	10.01	10.01	
N5 1 year apprenticeship	N5 2 year apprenticeship	N5 3 year apprenticeship	Full rate	% of full rate	Pay rate age: up to 18	Pay rate age: 18 - 20	Pay rate age: 21 - 22	Pay rate age: over 23	
		Year 1	11.73	55	6.45	6.56	8.36	8.91	
	Year 1	Year 2	11.73	60	7.04	7.04	8.36	8.91	
Year 1	Year 2	Year 3	11.73	65	7.63	7.63	8.36	8.91	
Fully qualified	Fully qualified	Fully qualified	11.73	100	11.73	11.73	11.73	11.73	
N6 3 year apprenticeship	N6 3 year apprenticeship	N6 3 year apprenticeship	Full rate	% of full rate	Pay rate age: up to 18	Pay rate age: 18 - 20	Pay rate age: 21 - 22	Pay rate age: over 23	
		Year 1	13.47	55	7.41	7.41	8.36	8.91	
	Year 1	Year 2	13.47	60	8.08	8.08	8.36	8.91	
Year 1	Year 2	Year 3	13.47	65	8.75	8.75	8.75	8.91	
Fully qualified	Fully qualified	Fully qualified	13.47	100	13.47	13.47	13.47	13.47	
N7 1 year apprenticeship	N7 2 year apprenticeship	N7 3 year apprenticeship	N7 4 year apprenticeship	Full rate	% of full rate	Pay rate age: up to 18	Pay rate age: 18 - 20	Pay rate age: 21 - 22	Pay rate age: over 23
		Year 1		15.33	50	7.67	7.67	8.36	8.91
		Year 2		15.33	55	8.43	8.43	8.43	8.91
	Year 1	Year 2	Year 3	15.33	60	9.19	9.19	9.19	9.19
Year 1	Year 2	Year 3	Year 4	15.33	65	9.97	9.97	9.97	9.97
Fully qualified	Fully qualified	Fully qualified	Fully qualified	15.33	100	15.33	15.33	15.33	15.33