



MODERN APPRENTICE PROGRAMME 2018

Action by: 18th December 2017

After the successful pilot of the University's first Modern Apprentice programme this year and the launch of the [Youth and Student Employment Strategy](#), we would welcome your participation in the 2018 Modern Apprentice programme. The University is one of the largest local employers covering multiple sectors and job roles, which means we have the scope to offer interesting and varied career opportunities to more young people from our community.

Why hire an apprentice?

- Develop new talent to meet your business needs.
- Create a sustainable talent pipeline.
- Free up existing staff to take on more responsibility.
- Give your team new skills and energy.
- Give a young person a career opportunity.
- Train existing staff to gain a Modern Apprenticeship qualification.

Key facts about Modern Apprenticeships:

- They are for people aged **16+** who want to gain qualifications and paid employment (open to new and existing staff).
- Training is mostly **work-based** and some may require day- release to College, depending on the qualification undertaken.
- There are **80 different job roles** in Scotland to choose from, known as Frameworks e.g. Business & Administration, IT, Digital Marketing, Facilities Services, Life Sciences and Customer Service.
- Training is organised and managed by an external training provider.
- The training requirements are shaped around the duties you want the apprentice to complete. The apprenticeship **training is very flexible**.

What are the costs and savings?

- **Salary costs are met by the hiring department** (currently £15,421).
- Recruiting an apprentice has been pre-agreed at Grade 1.
- Investing in an apprentice is a cost effective way of hiring new staff, with government funding available for training. Full funding is typically available for those aged 16 to 24.
- National Insurance relief is available for those up to the age of 24, on a recognised Modern Apprenticeship.
- Fixed-term contracts are recommended for apprentices, usually 12, 18 or 24 months; this will depend on the length of the training programme.
- It is then your decision to extend or offer a permanent contract once the Modern Apprenticeship is completed.

Cohort approach:

The UHRs Resourcing team are coordinating the annual cohort of apprentices. Apprentices would start at the University between July and September 2018, depending on your requirements. A training and development plan has been devised and there will be many advantages to this cohort approach for staff and apprentices.

“Bringing on board a Modern Apprentice has allowed my team to provide additional support to the business, whilst at the same time providing a great opportunity for a young person to learn and grow within the University, which alongside their training gives a fantastic platform to build their career.”

Scott Moncrieff, IT Manager, ACE

Are you ready to hire an apprentice?

We would like to hear from you by the **18th December**, confirming your initial interest. Please complete the web form available on the Modern Apprentice webpages or by clicking [here](#).

The UHRs Resourcing team can answer any questions you have. We will support all areas of recruiting your apprentice, sourcing the most suitable Training Provider, through to induction and training provision.

c: Jenni Dixon
e: HR.Recruitment@ed.ac.uk
t: 0131 650 9667
w: www.ed.ac.uk/hr/youth-talent