University Apprenticeships Salary and Progression Principles

These principles apply primarily to new apprenticeships, recognising that existing staff who undertake an apprenticeship will maintain their current salary and terms and conditions of service for the duration of the apprenticeship. Prior to advertising the role, it is important to consider what the salary progression during the apprenticeship will be, and also the transition arrangements at the end of the apprenticeship. This will ensure that the role is marketed appropriately to attract the best pool of applicants, as well as ensuring there is a clear plan in place for the retention and continued development of the individual following completion of the apprenticeship. Any queries relating to salary or progression for apprentices should be directed to your customary HR team in the first instance.

Apprenticeship salaries at the University of Sheffield will support the reward and recognition principles of The Deal, and more specifically will:

- Promote equality of opportunity
- Be attractive in the context of the overall total reward package to attract the best talent
- Be in line with regional and sector salaries to ensure competitiveness, as advised by the relevant training provider
- Provide value for money for recruiting departments, recognising that 20% of time is spent off the job training, and a key component of the role requires training and development
- Allow a degree of local flexibility in their application, in recognition of differing discipline norms for starting salaries
- Enable a fair and supportive progression route to recognise increasing knowledge, skills and overall contribution over the duration of the apprenticeship

The following table sets out the proposed starting salary for different levels of apprenticeship. If you wish to pay at a different level from that set out below, you should seek advice from your customary HR team.

<table>
<thead>
<tr>
<th>Apprenticeship level</th>
<th>Starting salary</th>
<th>T&amp;Cs (TUoS Grade equivalent)</th>
<th>Salary progression arrangements (during apprenticeship)</th>
<th>Salary transition arrangements (end of apprenticeship)</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Level 2 (GCSE equivalent)</td>
<td>National minimum wage (age dependent)</td>
<td>Grade 1</td>
<td>Salary increase according to age in line with NMW rates (increase will apply in month of post holder's birthday).</td>
<td>A review should be undertaken 4 months prior to the end of the apprenticeship and the individual should transition to the University grade of the role.</td>
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<tr>
<td>Level 3 (A level)</td>
<td>National minimum wage* (age dependent)</td>
<td>Grade 1</td>
<td>Salary increase according to age in line with NMW rates (increase will apply in month of post holder’s birthday), or annual increment on 1 January if placed on a UoS grade. Potential to increase salary at mid-point of apprenticeship (if duration is 2 years or longer); HR team will provide advice.</td>
<td>Review 4 months prior to the end of the apprenticeship and transition to the University grade of the role.</td>
<td>* Recognising that some disciplines may attract a higher salary due to skill level/business need/market rate, there is flexibility to appoint up to G2/G3 if required. This will be informed in part by the training provider. Recruiting manager must seek advice from HR prior to advertisement</td>
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| Level 4 and above Higher Education certificate/diploma up to Masters) | Manager to seek advice from HR team | Grade of role as defined | Annual increment on 1 January | Transfer to TUoS grade of role. | ** See below |

** It is likely that a significant proportion of apprenticeships at levels 4 – 7 will be undertaken by existing staff rather than new recruits. In these circumstances, staff will retain their existing salary, grade and terms and conditions of service. However, in line with apprenticeship regulations, the apprenticeship must:

- Be a new role, or
- Be an existing job role, where the individual needs significant new knowledge and skills
- Allow the apprentice to gain wider employment experience as part of the apprenticeship