

This summary guide contains specific details for setting up and managing apprentices in CoreHR and should be read in conjunction with the relevant staff request and new starter guide as detailed below. Posts should be set up using Apprentice Grade 01A.

What's Changed?

Removed guidance on completing the Apprentice Details UDF.

Dec 17

This guide covers the following process steps:

1. Start of Apprenticeship	1
a. Request a New Appointment	1
b. Appoint New Starter	1
2. During Apprenticeship	2
a. Having passed Year 1 coursework	2
b. Failure of Year 1 coursework	2
c. Having passed Year 2, 3 and (if applicable) year 4 coursework	2
d. Failure of Year 2, 3 or 4 (if applicable) coursework	2

1. Start of Apprenticeship

a. Request a New Appointment

Complete and submit a staff request.

See **QRG: RQ1a_Create Staff Request (New Post)/ QRG: RQ1b_Create Staff Request (Existing Post)**.

Specifically:

Field Name (* mandatory)	Description
Position Type *	Select New Post – Apprenticeship .
Pay Grade	Select Apprentice Grade 01A.

Note: The apprenticeship job description and advert templates can be found on the Personnel Services website under Template and forms.

b. Appoint New Starter

Appoint as a new starter following **QRG: PANS0_Pre-arrival and New Starter guide**.

CH13 – Handling apprenticeships



Specifically in the Salary Details section:

Field Name (* mandatory)	Description
Pay Grade	Ensure set to apprentice grade 01A.

Then follow the standard commencement process, etc.

2. During Apprenticeship

a. Having passed Year 1 coursework

1. Increase pay

Amend the pay rate to increase the scale point to 2 following **QRG: CH5_Amend pay (no appointment impact)** and select the reason 'Apprentice Progression'

2. Approve Salary change

The new salary will need to be approved within the department – see **QRG: FD5_Approve or Reject Salary/Allowances**.

b. Failure of Year 1 coursework

If the apprentice has not met their milestones by the required date please contact the University apprenticeship manager to discuss the appropriate course of action.

c. Having passed Year 2, 3 and (if applicable) year 4 coursework

1. Increase pay

Amend the pay rate to increase the scale point to 3 (year 2 passed) or 4 (year 3 passed) as applicable following **QRG: CH5_Amend pay (no appointment impact)** and select the reason 'Apprentice Progression'

2. Approve Salary change

Contact the HRIS Support Centre for guidance

d. Failure of Year 2, 3 or 4 (if applicable) coursework

If the apprentice has not met their milestones by the required date please contact the University apprenticeship manager to discuss the appropriate course of action.