



University of East Anglia

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06 October 2017

Dear 

Freedom of Information Act 2000 – Information request (ref: FOI_17-229)

We have now considered your request of 11 September 2017 for information relating to the use of apprenticeships at UEA.

Our response is on pages 2-3 of this letter, together with a copy of your request and within the attached document entitled FOI_17-229 Appendix A.

We hope this information will meet your requirements, however if you are not satisfied you have the right of appeal. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

https://ico.org.uk/Global/contact_us, or by telephone on 0303 123 1113.

Please note that any material over which UEA has copyright is released on the understanding that you will comply with all relevant copyright rules regarding reproduction and/or transmission of the information provided.

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Dave Palmer
Information Policy and Compliance Manager
University of East Anglia

Response to Freedom of Information Act 2000 request (FOI_17-229)

I am writing to make a request for all the information to which I am entitled under the Freedom of Information Act 2000.

Please send me:

1. Total number of apprentices employed by you?

One (1).

2a. List of job description(s) / job role(s) being carried out by apprentices

Our response is within the attached document entitled FOI_17-229 Appendix A.

2b. The total number of apprentice(s) appointed in each role (listed in the answer to 2a)

Two (2) apprentices were appointed to the Grade 2 post and one (1) has been re-appointed to the Grade 4 post.

3. What is the apprentice rate of pay (per hour)? If there are different rates of pay (per hour) for different groups of apprentices, please supply a breakdown

The current rate of pay is at a Grade 2 (Maintenance) level (£8.1788-£9.0095 per hour) with progression to Grade 4 (Maintenance) level (£9.9613-£11.7846 per hour) on completion of NVQ level 2 and having demonstrated a range of competencies in the role.

4. Are apprentices on the same terms and conditions as your permanent employees? Yes / No

Yes.

5. Traineeships are unpaid positions offered by employers to those aged 16-24 who are considered 'not ready' to take up an apprenticeship or job. Such positions last between 16 weeks and 6 months. Does your organisation offer traineeships? Yes / No

No, UEA neither advertises nor offers traineeships.

6. What is the apprenticeship completion rate in your organisation?

Our current completion rate is 50%. Two (2) apprentices were recruited in 2014 and one remains in the apprenticeship role.

7. Do apprentices have a guarantee of a job at the end of the scheme? Yes/No

Yes.

8. In order to meet the organisation's target for new apprenticeship starts, what proportion of new starts have come from: (a) Recruitment of new apprentices from external sources (including training providers); (b) Transfer of existing staff to the apprentice programme; (c) Other

100% have come from (c), Other. Please note that these apprentices were recruited before the new apprenticeship standards were in place and therefore cannot be technically classed as 'new starts'.

10. In order to meet the organisation's target for new apprenticeship starts, have you opted not to replace non-apprentice staff when they have left? Yes / No

No.