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**Report to: Council**

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**Date of Meeting: 6 October 2022**

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**Subject: Apprenticeships in the Council**

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**Report by: Strategic Director - Place**

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**1.0 Purpose**

- 1.1. This paper asks Council to consider and agree to revise the hourly rates paid to our Modern Apprentices in order to support the Community Wealth Building agenda and increase the attractiveness of our Apprenticeship programme..

**2.0 Recommendations**

- 2.1. Note the variation in the hourly rates paid to Apprentices across the Council (*Appendix B*).
- 2.2. Note the variation in the hourly rates paid to Apprentices across other local authorities (*Appendix C*).
- 2.3. Note the cost associated with the implementation of these proposals (paragraph 3.18 and *Appendix E*).
- 2.4. Agree to adopt the payment model outlined in paragraph 3.15 from April 2022.
- 2.5. Agree to uplift the wages of existing Apprentices from 1 April 2022 to the new hourly rates.

**3.0 Considerations**

**Background**

- 3.1. A Modern Apprenticeship (MA) helps employers to develop their workforce by training new staff, and upskilling existing employees. For individuals, an MA is a job which lets them earn a wage and gain an industry-recognised qualification.
- 3.2. Skills Development Scotland contributes towards the costs of the MA training, through a training provider who works with the employer.

- 3.3. There are over 80 Modern Apprenticeship frameworks – from healthcare and financial services to construction and IT. These have been developed by sector skills councils, in consultation with their industry.
- 3.4. The funding available for apprenticeship training varies according to the Apprentice's age and the MA Framework they are following with contribution rates being highest for 16 – 19 year olds (the priority group) and around half for individuals aged 20 – 24 and less again for those aged 25+. See *Appendix D* for MA Contribution Rates. It is proposed that consideration should be given for services to be able to access the Corporate Training Budget to meet any potential shortfall in training costs.
- 3.5. The average length of time to complete a Modern Apprenticeship varies depending on the framework and can be anything from 12 months for a MA at SCQF level 5 in Business & Administration to 4 years for Craft and Trade Apprentices.
- 3.6. Modern Apprentices are classed as employees and the Council service employing the Apprentice is responsible for paying their salary costs.
- 3.7. The role of Clackmannanshire Works (part of the Council's Economic Development service) is to support other Council services to recruit eligible individuals as Apprentices, broker the training, and provide on-going support to both the Apprentices and their supervisors.
- 3.8. Clackmannanshire Works has traditionally supported Council services to recruit and train Modern Apprentices, mainly in the areas of Business & Administration, Early Years (Childcare) and Construction Crafts (i.e. Joinery, Painting & Decorating, Plumbing, and Electrical).
- 3.9. The number of Modern Apprentices in the Council fluctuates and, up until 2020, was between 30 and 40 at any one time.
- 3.10. Over the past year, the number of Apprentices has reduced to 21 as at the end of March 2022 (*Appendix A*). There have been 2 new Apprentice starts since April 2022. The number of Apprentices will reduce further during 2022 as 13 Apprentices are due to complete over the next 6 months, leaving only 8 Apprentices (6 of which are Craft Apprentices) by September 2022.

### **Pay Rates for Council Apprentices**

- 3.11. Whilst the Council became an accredited Living Wage employer in November 2021, Apprentices are not included in this accreditation scheme.
- 3.12. The Living Wage Foundation do outline that many accredited employers have chosen to extend the full Living Wage to Apprentices.
- 3.13. Officers undertook a benchmarking exercise with other local authorities and it is clear that the rates paid to Apprentices vary significantly (*Appendix B & Appendix C*) across Councils.
- 3.14. *Appendix B* highlights the variation and complexities of the Apprentice pay rate system currently being deployed in the Council. Business & Administration and Roads Apprentices regardless of age are paid at the National Minimum Wage for Apprentices (increased in April 2022 from £4.30

to £4.81 per hour) for the first 12 months. Craft Apprentices are initially paid at an agreed Craft Operative rate, then after the first 12 months, when the National Minimum Wage is higher than the negotiated rates, the National Minimum Wage takes precedence, Early Years (Childcare) Apprentices are paid at Grade 3 from day 1 regardless of age.

- 3.15. Given the range of rates paid to Apprentices across different authorities and the complexities of the current Apprentice pay rate system in the Council, it is proposed that the following payment model is adopted:

Year 1	Living Wage	£ 9.90 *
Year 2	Spinal point 22 (Grade 2)	£10.34
Year 3	Spinal point 24 (Grade 3)	£10.63
Year 4	Spinal point 26 (Grade 4)	£10.93

\* These rates are as at 01/04/21, should the current pay award negotiations be settled the Scottish Local Government Living Wage rate would rise to £10.85 and other spinal points adjusted in line with agreement.

- 3.16. The rationale for adopting this model is that Year 1 would extend payment of the Living Wage to Apprentices and pay rates would rise in years 2, 3 and 4 based on the increasing skill and qualification levels of the Apprentices. Adopting this new model would elevate Clackmannanshire to being the second highest paying authority for Craft Apprentices (after South Lanarkshire) and the third highest paying authority for Non Craft Apprenticeships (after Edinburgh and South Lanarkshire).
- 3.17. Progression is based on increased skill and, for example Craft Apprentices, satisfactory completion of college assessments and skills test. The duration of Apprenticeships varies and most last for one or 2 years with the exception of Craft and Mechanic Apprenticeships which last for 4 years. Apprentices are employed on fixed term contracts for the duration of their Apprenticeship and, once completed, they would only go to the evaluated rate of the role at that point if they secured a permanent position.
- 3.18. The costs associated with the implementation of these proposals from 1 April 2022 for the current financial year would be around £70,000 (*Appendix E*). Officers have explored options on how these costs would be met and identified, and agreed with the relevant budget holders, that:
- The HRA fund will meet the uplift costs required for the 6 Craft Apprentices (c. £46,000).
  - The Economic Development service will meet the uplift costs required for the 2 Apprentices (Business & Admin. and Mechanic) from the 2021-22 underspend on the Scottish Government Employability funding which the SG has agreed to be carried forward (c. £24,000).
  - The uplift costs would be covered by the above funding for this financial year (2022-23) only in relation to the existing Apprentices as detailed in *Appendix E*.
- 3.19. Council services would be expected to utilise their own existing budgets to meet the full salary costs of Apprentices from April 2023 and for any new

Apprentice starts for the remainder of this year and subsequent years. For those remaining in 2023, the commitment in 2023/24 would be in the region of £28,000 (*Appendix E*).

#### 4.0 Sustainability Implications

4.1 Future engagement of Apprentices would require to be funded from within existing service budgets.

4.1. This paper highlights the scope to increase the number of Apprentices in the Council in order to support the Community Wealth Building agenda.

#### 5.0 Resource Implications

##### 5.1. *Financial Details*

The full financial implications of the recommendations are set out in paragraph 3.18 of the report and *Appendix E*. This includes a reference to full life cycle costs where appropriate. Uplift costs would be covered using funding from HRA and Economic Development employability funding carry-forward for the period 1 April 2022 to 31 March 2023.

The HRA fund will meet the uplift costs required for the 6 Craft Apprentices (c.£46,000).

The Economic Development service will meet the uplift costs required for the 2 Apprentices (Business & Admin. and Mechanic) using agreed carry-forward funding from employability underspend (c. £24,000).

Services would meet costs, from existing budgets, of any future engagement of apprentices.

5.2. Finance have been consulted and have agreed the financial implications as set out in the report. Yes X

##### 5.3. *Staffing*

The Economic Development service has a staff resource available to support services to recruit and train Apprentices.

#### 6.0 Exempt Reports

6.1. Is this report exempt? Yes  (please detail the reasons for exemption below) No

#### 7.0 Declarations

**The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.**

(1) **Our Priorities** (Please double click on the check box )

- Clackmannanshire will be attractive to businesses & people and ensure fair opportunities for all X
- Our families; children and young people will have the best possible start in life X
- Women and girls will be confident and aspirational, and achieve their full potential X
- Our communities will be resilient and empowered so that they can thrive and flourish

(2) **Council Policies** (Please detail)

**8.0 Equalities Impact**

- 8.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?  
Yes  No

**9.0 Legality**

- 9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes

**10.0 Appendices**

- 10.1 Appendices attached to this report are as follows:
- Appendix A – Apprentices employed by Clackmannanshire Council
  - Appendix B – Apprentice Salaries in Clackmannanshire Council
  - Appendix C – Benchmarking of Apprentice Salary Rates with other Local Authorities
  - Appendix D – Modern Apprenticeship Contribution Rates
  - Appendix E – Additional Salary Costs from 01/04/22 to 31/03/23 for Existing Apprentices

**11.0 Background Papers**

- 11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)  
Yes  (please list the documents below) No

**Author(s)**

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**Approved by**

<b>NAME</b>	<b>DESIGNATION</b>	<b>SIGNATURE</b>
Pete Leonard	Strategic Director - Place	

Appendix A

Apprentices Employed by Clackmannanshire Council

	Number of Apprentices at Start of Year	Occupational Area (MA Framework)											Total new starts	Leavers	Total in Employment at End of Year
		Business & Administration SCQF 5	Activity Leadership (Sport) SCQF 5	Roads SCQF 5	Business & Administration SCQF 6	Early Years (Childcare) SCQF 7	Roofing SCQF 6	Plastering SCQF 7	Electrician SCQF 7	Facilities Management SCQF5	Joiners	Plumbers			
April 2016 - March 2017	41	11	5	0	1	0	1	2	0	2		1	23	31	33
April 2017 - March 2018	33	7	5	0	3	8	0	0	1	0	2	0	26	25	34
April 2018 - March 2019	34	4	3	0	2	10	0	0	0	0		0	19	18	35
April 2019 - March 2020	35	3	0	0	1	10	0	0	0	0	1	1	16	20	31
April 2020 - March 2021	31	3	0	2	0	10	0	0	2	0	1	1	19	13	37
April 2021 - March 2022	37	1	0	0	0	0	0	0	0	0		0	1	17	21

Total Number of Apprentices 2022

	March	April	May	June	July	August	September
Number of new Starts		2	0	0	0	0	0
Number of Leavers	0	0	1	1	0	11	2
Total Number of Apprentices 2022	21	23	22	21	21	10	8

## Clackmannanshire Council Modern Apprenticeship Pay Rates as at January 2022

Role	No. of Years	Year 1	Year 2				Year 3				Year 4						
		Council Rate	Council Rate	National Minimum Wage				Council Rate	National Minimum Wage				Council Rate	National Minimum Wage			
				Under 18	18 to 20	21 to 22	23 and over		Under 18	18 to 20	21 to 22	23 and over		Under 18	18 to 20	21 to 22	23 and over
Business and Administration	1	£7,848	1 year Apprenticeship														
Roads	2	£7,848	£8,432	£11,972	£15,257	£16,261	2 Year Apprenticeship										
Carpenter & Joiner	4	£8,351	£10,021	£8,432	£11,972	£15,257	£16,261	£11,692	£8,432	£11,972	£15,257	£16,261	£14,949	£8,432	£11,972	£15,257	£16,261
Plumber	4	£8,406	£11,769	£8,432	£11,972	£15,257	£16,261	£13,450	£8,432	£11,972	£15,257	£16,261	£14,291	£8,432	£11,972	£15,257	£16,261
Electrician	4	£8,406	£11,769	£8,432	£11,972	£15,257	£16,261	£13,450	£8,432	£11,972	£15,257	£16,261	£14,291	£8,432	£11,972	£15,257	£16,261
Early Years (Childcare)	2	£18,597	£18,597	£8,431	£11,972	£15,257	£16,261	2 Year Apprenticeship									

Example 1	Year	Age	Salary	Comments
Carpenter & Joiner age 16 when starting	1	16	£8,351	<i>Paid at council rate</i>
	2	17	£10,021	<i>Paid at council rate</i>
	3	18	£11,939	<i>Paid at NMW because of age</i>
	4	19	£14,291	<i>Paid at council rate</i>
	Total		£44,602	

Example 2	Year	Age	Salary	Comments
Carpenter & Joiner age 19 when starting	1	19	£8,351	<i>Paid at council rate</i>
	2	20	£11,939	<i>Paid at NMW because of age</i>
	3	21	£15,215	<i>Paid at NMW because of age</i>
	4	22	£15,215	<i>Paid at NMW because of age</i>
	Total		£50,720	

Example 3	Year	Age	Per annum	Comments
Carpenter & Joiner age 21 when starting	1	21	£8,351	<i>Paid at council rate</i>
	2	22	£15,215	<i>Paid at NMW because of age</i>
	3	23	£16,216	<i>Paid at NMW because of age</i>
	4	24	£16,216	<i>Paid at NMW because of age</i>
	Total Salary Cost		£55,998	

Example 4	Year	Age	Per annum	Comments
Carpenter & Joiner age 24 when starting	1	24	£8,351	<i>Paid at council rate</i>
	2	25	£16,216	<i>Paid at NMW because of age</i>
	3	26	£16,216	<i>Paid at NMW because of age</i>
	4	27	£16,216	<i>Paid at NMW because of age</i>
	Total Salary Cost		£56,999	

**Note:**

Business and Administration and Roads Apprentices regardless of age are paid at the National Minimum Wage for Apprentices (£4.30 per hour) for the first 12 months. Trade Apprentices are paid at an agreed craft operative rate. After the first 12 months, when the National Minimum Wage is higher than the negotiated rates, the National Minimum Wage will take precedence, depending on the age of the Apprentice. Early Years Apprentices are paid at the Living Wage/Grade 3 from day 1 regardless of age.



Appendix C - Benchmarking of Salary Rates for Non Craft Apprentices with other Local Authorities - based on current pay rates

	Year 1 (starting age 16)	Year 1 (starting age 18)	Year 2 (age 17)	Year 2 (age 19)	Total Salary over 2 years (starting age 16)*		Total Salary over 2 years (starting age 18)*	
	£'s	£'s	£'s	£'s	£'s	Ranking	£'s	Ranking
Angus Council	£4.67	£4.67	£4.75	£9.50	£17,144	11	£25,789	7
Argyll and Bute Council	£5.00	£5.00	£9.50	£9.50	£26,390	6	£26,390	6
Clackmannshire Council	£4.30	£4.30	£4.62	£6.56	£16,234	15	£19,765	15
Dundee Council	£4.87	£4.87	£6.96	£6.96	£21,531	10	£21,531	13
East Lothian Council	£4.62	£6.56	£4.62	£6.56	£16,817	12	£23,878	8
East Renfrewshire Council	£5.59	£5.59	£6.45	£6.56	£21,913	9	£22,113	12
Edinburgh Council	£10.05	£10.05	£10.05	£10.05	£36,582	1	£36,582	1
Falkirk Council	£4.62	£4.62	£4.62	£6.56	£16,817	12	£20,348	14
Fife Council	£4.82	£4.82	£7.72	£7.72	£22,823	8	£22,823	11
Inverclyde Council	£7.84	£7.84	£7.92	£7.92	£28,683	5	£28,683	5
Scottish Borders Council	£4.62	£6.56	£4.62	£6.56	£16,817	12	£23,878	8
Shetland Island Council	£9.78	£9.78	£9.91	£9.91	£35,836	2	£35,836	2
South Ayrshire Council	£6.56	£6.56	£6.56	£6.56	£23,878	7	£23,878	8
South Lanarkshire Council	£9.60	£9.60	£9.60	£9.60	£34,944	3	£34,944	3
Stirling Council	£7.84	£7.84	£8.68	£8.68	£30,066	4	£30,066	4

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\* Total salary costs are based on a 35 hour working week. Some year 2 costs may actually be slightly higher as no increments have been factored in

Appendix C - Benchmarking of Salary Rates for Craft Apprentices with other Local Authorities - based on current rates

Table 1

Clackmannanshire Council Rates Comparison Total Salary Cost (4 Years) - Electrician Starting Age 16		
Starting Age	Existing Scheme Craft Rate or NMW*	Living Wage
16	£48,395	£69,160
17	£48,447	£69,160
18	£49,493	£69,160
19	£51,124	£69,160

Notes

Year 1 has been paid at Apprentice NMW

Table 2

Scottish Local Authority Comparison Starting Age 16						
	Hourly Rate				Total Salary Cost Over 4 years	Rank
	Year 1 (Age 16)	Year 2 (Age 17)	Year 3 (Age 18)	Year 4 (Age 19)		
Clackmannanshire Council	£4.81	£6.53	£7.46	£7.93	£48,659	8
East Renfrewshire Council	£7.01	£9.82	£11.22	£11.92	£72,741	3
Edinburgh Council	£9.78	£10.03	£11.46	£12.18	£79,079	1
Falkirk Council	£6.76	£9.47	£10.83	£11.50	£70,179	5
South Ayrshire Council	£4.55	£5.71	£7.61	£10.14	£50,978	7
South Lanarkshire Council	£9.60	£9.90	£10.04	£10.31	£72,527	4
Stirling Council	£6.43	£7.72	£9.00	£11.51	£63,081	6
Shetland Island Council	£9.78	£9.91	£10.04	£10.34	£72,927	2

Notes

Year 1 has been paid at Apprentice NMW

Table shows an Apprentice starting at age 16, however over 16 NMW if greater than rate being paid

Trade	Age	Year	Craft Rate	Actual Pay Rate (NMW)	NMW Rate at Next Birthday	Increase at Next Birthday
Plumber	21	3	£13,584	£15,215	£15,215	£0
Plumber	20	2	£11,886	£11,939	£15,215	£3,276
Joiner	22	4	£15,098	£15,215	£16,216	£1,001
Joiner	21	4	£15,098	£15,215	£15,215	£0
Joiner	20	3	£11,887	£11,939	£15,215	£3,276
Joiner	18	2	£10,121	£11,939	£11,939	£0
Electrician	21	4	£14,434	£15,215	£15,215	£0
Electrician	20	2	£11,886	£11,939	£15,215	£3,276
Electrician	20	2	£11,886	£11,939	£15,215	£3,276

Appendix C - Benchmarking of Salary Rates for Non Craft Apprentices with other Local Authorities - with increase to living wage

	Year 1 (starting age 16)	Year 1 (starting age 18)	Year 2 (age 17)	Year 2 (age 19)	Total Salary over 2 years (starting age 16)*		Total Salary over 2 years (starting age 18)*	
	£'s	£'s	£'s	£'s	£'s	Ranking	£'s	Ranking
Angus Council	£4.89	£4.89	£9.78	£9.78	£26,699	8	£26,699	8
Argyll and Bute Council*	£7.45	£7.45	£9.90	£9.90	£31,577	5	£31,577	5
Clackmannshire Council	£9.90	£9.90	£10.34	£10.34	£36,837	3	£36,837	3
Dundee Council	£5.09	£5.09	£7.24	£7.24	£22,441	12	£22,441	14
East Lothian Council	£4.81	£6.83	£4.81	£6.83	£17,508	13	£24,861	9
East Renfrewshire Council*	£6.73	£6.73	£6.73	£6.83	£24,497	10	£24,679	12
Edinburgh Council	£10.21	£10.21	£10.37	£10.37	£37,456	1	£37,456	1
Falkirk Council	£4.81	£4.81	£4.81	£6.83	£17,508	13	£21,185	15
Fife Council	£4.95	£4.95	£7.92	£7.92	£23,423	11	£23,423	13
Inverclyde Council	£7.40	£7.40	£7.71	£7.71	£27,500	7	£27,500	7
Scottish Borders Council	£4.81	£6.83	£4.81	£6.83	£17,508	13	£24,861	9
Shetland Island Council	£9.78	£9.78	£9.91	£9.91	£35,836	4	£35,836	4
South Ayrshire Council	£6.83	£6.83	£6.83	£6.83	£24,861	9	£24,861	9
South Lanarkshire Council	£10.04	£10.04	£10.36	£10.36	£37,128	2	£37,128	2
Stirling Council	£8.11	£8.11	£8.98	£8.98	£31,104	6	£31,104	6

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\* Figure shows average of hourly rate paid in year 1 - first 6 months paid at a lower rate

**Appendix C - Benchmarking of Salary Rates for Craft Apprentices with other Local Authorities - with increase to living wage**

<b>Scottish Local Authority Comparison</b>						
<b>Starting Age 16</b>						
	<b>Hourly Rate</b>				<b>Total Salary Cost Over 4 years</b>	<b>Rank</b>
	<b>Year 1 (Age 16)</b>	<b>Year 2 (Age 17)</b>	<b>Year 3 (Age 18)</b>	<b>Year 4 (Age 19)</b>		
<b>Clackmannshire Council</b>	£9.90	£10.34	£10.63	£10.93	£76,076	3
<b>East Renfrewshire Council</b>	£6.49	£9.20	£10.69	£11.49	£68,923	5
<b>Edinburgh Council</b>	£9.78	£10.03	£11.46	£12.18	£79,079	1
<b>Falkirk Council</b>	£6.40	£8.96	£10.24	£10.88	£66,394	6
<b>South Ayrshire Council</b>	£4.55	£5.71	£7.61	£10.14	£50,978	10
<b>South Lanarkshire Council</b>	£10.04	£10.36	£10.66	£10.75	£76,094	2
<b>Stirling Council</b>	£6.65	£7.98	£9.31	£11.90	£65,229	7
<b>Shetland Island Council</b>	£9.78	£9.91	£10.04	£10.34	£72,927	4
<b>Fife</b>	4,81	£6.86	£9.61	£11.67	£51,215	9
<b>Dundee</b>	£4.74	£5.19	£6.06	£7.74	£43,189	11
<b>East Lothian</b>	£7.59	£7.92	£8.56	£9.24	£60,624	8

**Appendix D** **Modern Apprenticeship Contribution Table 2021-22 & 2022-23**

Version 1 Effective from 1 April 2021		16-19 Age Group					20-24 Age Group						
For participants aged 20-29 who meet the criteria for enhanced funding (Specification Part 2 (3.3.7)), the contribution level will be paid at 16-19 rate.		Output Based Funding - 25%-40%					Output Based Funding - 50%						
Occupational Groupings	Modern Apprenticeship Framework	SCQF Level 5	SCQF Level 6	SCQF Level 7	SCQF Level 8	SCQF Level 9/10	SCQF Level 5	SCQF Level 6	SCQF Level 7	SCQF Level 8	SCQF Level 9	SCQF Level 10	SCQF Level 11
Administration & Related	Business and Administration	£1,700	£2,700				£850	£1,200					
	Business Administration Technical Apprenticeship				£2,250					£850			
Animal Care, Land & Waterbased	Equine	£3,700	£4,700				£2,350	£3,200					
	Game and Wildlife Management	£3,700					£2,350						
	Horticulture	£2,700	£4,700				£1,350	£2,700					
	Rural Land Use and Management Technical Apprenticeship				£4,050						£2,750		
	Rural Skills	£2,700	£3,700	£3,700			£1,350	£1,700	£1,700				
	Trees and Timber	£3,700	£5,200				£2,450	£3,200					
	Veterinary Nursing			tbc				tbc					
Automotive	Automotive	£5,700	£8,700	£8,700			£4,550	£7,100	£7,100				
	Automotive (Vehicle Parts Operations Route only)	£5,200	£8,200				£4,050	£6,600					
	Bus and Coach Engineering and Maintenance		£8,200					£7,100					
Chemical & Biotechnology Related	Life Science and Related Science Industries		£4,700	£9,200				£3,250	£7,400				
	Life Science and Related Science Industries Technical Apprenticeship				£7,800					£5,950			
	Scientific, Technical and Formulation Processing		£9,200					£7,400					
Construction & Related	Construction Professional Apprenticeship												£2,150
	Construction Technical Apprenticeship				£3,300	£3,300				£2,150	£2,150		
	Construction: Building; Civil Engineering; Specialist	£3,700	£8,700				£2,550	£7,100					
	Construction: Technical		£7,200	£7,200				£5,600	£5,600				
	Domestic Plumbing and Heating			£8,700					£7,100				
	Electrical Installation			£8,700					£7,100				
	Heating, Ventilation, Air Conditioning and Refrigeration		£8,700	£8,700				£7,100	£7,100				
	Minerals Extraction and Processing (SCQF Level 5/6)	£2,200	£2,200				£1,050	£1,050					
	Minerals Extraction and Processing (SCQF Level 6/7)		£5,200	£5,200				£1,600	£1,600				
	Wood and Timber Industries	£2,200	£3,700	£3,700			£850	£1,700	£1,700				
Creative & Cultural Skills	Creative		£3,200					£1,500					
	Creative and Digital Media			£3,200					£1,500				
	Design	£1,700		£3,200			£850		£1,600				
	Fashion and Textiles Heritage	£2,200	£3,200	£3,200			£1,150	£1,500	£1,500				
	Jewellery and Silverware Manufacturing	tbc	tbc				tbc	tbc					
	Jewellery and Silverware Manufacturing Technical Apprenticeship				tbc					tbc			
	Skills for Craft Businesses			£3,700					£1,900				
Engineering and Energy	Aviation		tbc					tbc					
	Boat Building and Repair		£8,700					£7,100					
	Electronic Security Systems		£7,200					£5,200					
	Engineering		£10,200					£8,600					
	Engineering Technical Apprenticeship				£3,800					£2,150			
	Engineering Construction		£10,200	£10,200				£8,600	£8,600				
	Gas Heating and Energy Efficiency		£8,700					£7,400					
	Gas Industry		£8,700					£7,400					
	Industrial Applications	£2,200					£1,050						
	Landbased Engineering	£3,700	£8,700				£2,350	£4,100					
	Power Distribution	£5,200					£3,750						
	Process Manufacturing		£10,200	£10,200				£8,600	£8,600				
	Rail Engineering	£2,200	£8,700				£1,050	£7,100					
	Upstream Oil and Gas Production		£9,200	£9,200				£7,400	£7,400				
		Water Industries	£3,200	£7,700				£1,750	£5,900				
	Water Treatment Management	£2,200	£3,200				£1,150	£1,500					

**Appendix D** **Modern Apprenticeship Contribution Table 2021-22 & 2022-23**

Version 1 Effective from 1 April 2021		16-19 Age Group					20-24 Age Group						
For participants aged 20-29 who meet the criteria for enhanced funding (Specification Part 2 (3.3.7)), the contribution level will be paid at 16-19 rate.		Output Based Funding - 25%-40%					Output Based Funding - 50%						
Occupational Groupings	Modern Apprenticeship Framework	SCQF Level 5	SCQF Level 6	SCQF Level 7	SCQF Level 8	SCQF Level 9/10	SCQF Level 5	SCQF Level 6	SCQF Level 7	SCQF Level 8	SCQF Level 9	SCQF Level 10	SCQF Level 11
Financial Services	Accounting	£2,700	£3,200		£3,200		£1,150	£1,500		£1,150			
	Banking Technical Apprenticeship				£5,800					£4,050			
	Insurance Technical Apprenticeship				£5,800					£4,050			
	Payroll		£2,700					£1,200					
	Professional Services Technical Apprenticeship				£5,800					£4,050			
	Providing Financial Services	£2,200	£3,200				£1,150	£1,500					
Food & Drink	Agriculture	£3,200	£5,200				£1,650	£3,000					
	Aquaculture	£3,200		£5,200			£1,650		£3,000				
	Aquaculture Management Technical Apprenticeship					£3,800					£2,050		
	Food and Drink Operations	£2,700	£5,200				£1,650	£2,900					
	Food and Drink Technical		£5,200					£2,900					
	Maritime Occupations	£2,700					£1,150						
	Spirits Operations		£4,200					£2,400					
Hospitality & Tourism	Hospitality	£2,200					£1,150						
	Hospitality (Professional Cookery)		£3,200					£1,500					
	Hospitality (Supervision and Leadership)			£3,200					£1,500				
	Hospitality Management Skills Technical Apprenticeship				£2,800					£1,750			
	Travel Services	£2,200	£3,200				£1,150	£1,500					
Management	Management			£4,700		£2,250			£2,200		£850		£850
	Project Management Technical Apprenticeship				£2,800					£1,750			
Other Manufacture	Furniture, Furnishings and Interiors	£3,700	£4,700				£2,550	£3,100					
	Glass Industry Occupations	£2,500	£3,500				£1,200	£1,800					
	Print Industry Occupations	£2,200	£3,200				£850	£1,200					
	Signmaking	£1,700	£7,000				£850	£3,700					
Other Services	Career Development			£2,700					£1,200				
	Career Development Technical Apprenticeship					£3,050					£2,050		
	Court and Tribunal Operations	£1,700	£3,200				£850	£1,700					
	Data Analytics Technical Apprenticeship				£6,800					£2,650			
	Digital Applications		£6,200					£3,600					
	Digital Marketing		£6,200					£3,600					
	Facilities Services	£1,700					£850						
	Facilities Management			£2,700					£1,200				
	Firefighting			£5,700					£4,100				
	Housing		£1,700	£2,700				£850	£1,200				
	Information Security		£6,200					£3,600					
	Information Security Technical Apprenticeship				£6,800					£2,650			
	IT and Telecommunications	£2,700	£8,200				£850	£4,600					
	IT and Telecommunications Technical Apprenticeship				£6,800					£2,650			
	Occupational Health and Safety Practice			£2,700					£1,200				
	Occupational Health and Safety Practice Technical Apprenticeship					£2,250					£850		
	Paralegal Practice		£3,200					£1,700					
	Policing			£5,700					£4,100				
	Procurement		£4,200					£2,600					
	Regulatory Services			£3,700					£1,700				
Security Officer	tbc					tbc							
Sustainable Resource Management	£1,700	£2,700				£850	£1,200						
Personal Services	Hairdressing and Barbering	£2,700	£4,200				£1,350	£2,700					

**Appendix D** **Modern Apprenticeship Contribution Table 2021-22 & 2022-23**

Version 1 Effective from 1 April 2021		16-19 Age Group					20-24 Age Group						
For participants aged 20-29 who meet the criteria for enhanced funding (Specification Part 2 (3.3.7)), the contribution level will be paid at 16-19 rate.		Output Based Funding - 25%-40%					Output Based Funding - 50%						
Occupational Groupings	Modern Apprenticeship Framework	SCQF Level 5	SCQF Level 6	SCQF Level 7	SCQF Level 8	SCQF Level 9/10	SCQF Level 5	SCQF Level 6	SCQF Level 7	SCQF Level 8	SCQF Level 9	SCQF Level 10	SCQF Level 11
Retail & Customer Service	Customer Service	£1,300	£2,000				£500	£950					
	Retail (Management)		£2,700					£1,200					
	Retail (Sales and Visual Merchandising)	£1,700	£2,700				£850	£1,200					
Sport, Health & Social Care	Achieving Excellence in Sports Performance				£3,700					£1,200			
	Active Leisure, Learning and Wellbeing (SCQF Level 5/6)	£2,175	£2,175				£1,150	£1,150					
	Active Leisure, Learning and Wellbeing (SCQF Level 6/7)		£3,200	£3,200				£1,200	£1,200				
	Care Services Leadership and Management Professional Apprenticeship					£3,300						£1,750	
	Childhood Practice Technical Apprenticeship					£3,300						£1,750	
	Dental Nursing			£5,200					£2,700				
	Healthcare Support		£2,700	£4,200				£1,450	£2,700				
	Optical Practice Support	£2,000					£1,350						
	Pharmacy Services	£1,700	£2,700				£850	£1,200					
	Social Services (Children and Young People)			£5,500					£2,700				
	Social Services (Children and Young People) Technical Apprenticeship					£3,800					£1,750		
	Social Services and Healthcare		£2,700	£4,200				£1,450	£2,700				
Social Services and Healthcare Technical Apprenticeship					£3,300					£1,750			
Youth Work	£1,700	£2,700				£850	£1,200						
Transport & Logistics	Freight Logistics (Driving Goods Vehicle)	£2,700	£4,500				£1,550	£2,500					
	Freight Logistics (Logistic Operations)			£2,700					£1,200				
	Freight Logistics (Warehousing, Storage and Distribution)	£1,700	£2,700				£850	£1,200					
	Supply Chain Management			£2,700					£1,200				
	Supply Chain Management Technical Apprenticeship					£2,000					£850		
	Supply Chain Management Professional Apprenticeship												£850

**Appendix D** **Modern Apprenticeship Contribution Table 2021-22 & 2022-23**

Version 1 Effective from 1 April 2021	For participants aged 20-29 who meet the criteria for enhanced funding (Specification Part 2 3.3.7), the contribution level will be paid at 16-19 rate.		25+ Age Group (Output Based Funding - 50%)						
Occupational Groupings	25+ Supported Modern Apprenticeship Frameworks	Sectoral Restrictions (25+ funding only applicable to candidates working within businesses operating within prescribed sectors)	SCQF Level 5	SCQF Level 6	SCQF Level 7	SCQF Level 8	SCQF Level 9	SCQF Level 10	SCQF Level 11
Administration and Related	Business and Administration	Automotive Chemicals and Biotechnology Construction and Related Engineering and Energy		£1,000					
	Business Administration Technical Apprenticeship	Financial Services Food and Drink Hospitality and Tourism Public Sector				£600			
Animal Care, Land and Waterbased	Equine	No additional sectoral restrictions.	£1,900	£3,000					
	Game and Wildlife Management		£1,900						
	Horticulture		£950	£2,100					
	Rural Land Use and Management Technical Apprenticeship					£2,500			
	Rural Skills		£900	£1,100	£1,100				
	Trees and Timber		£1,950	£2,700					
	Veterinary Nursing					tbc			
Automotive	Automotive	No additional sectoral restrictions.	£3,900	£6,500	£6,500				
	Automotive (Vehicle Parts Operations Route only)		£3,400	£6,000					
	Bus and Coach Engineering and Maintenance			£6,500					
Chemical & Biotechnology Related	Life Science and Related Science Industries	No additional sectoral restrictions.		£2,750	£6,800	£5,400			
	Scientific, Technical and Formulation Processing			£6,800					
Construction & Related	Construction Professional Apprenticeship	No additional sectoral restrictions.							£1,900
	Construction Technical Apprenticeship					£1,900	£1,900		
	Construction: Building; Civil Engineering; Specialist		£1,900	£6,500					
	Construction: Technical			£5,000	£5,000				
	Domestic Plumbing and Heating				£6,500				
	Electrical Installation				£6,500				
	Heating, Ventilation, Air Conditioning and Refrigeration			£6,500	£6,500				
	Minerals Extraction and Processing (SCQF Level 5/6)		£400	£400					
	Minerals Extraction and Processing (SCQF Level 6/7)			£1,000	£1,000				
	Wood and Timber Industries		£450	£1,200	£1,200				
Creative & Cultural Skills	Creative	No additional sectoral restrictions.		£900					
	Creative and Digital Media				£900				
	Design		£450		£1,000				
	Fashion and Textiles Heritage		£600	£900	£900				
	Jewellery and Silverware Manufacturing		tbc	tbc		tbc			
	Skills for Craft Businesses				£1,300				



**Appendix D** **Modern Apprenticeship Contribution Table 2021-22 & 2022-23**

Version 1 Effective from 1 April 2021	For participants aged 20-29 who meet the criteria for enhanced funding (Specification Part 2 3.3.7), the contribution level will be paid at 16-19 rate.		25+ Age Group (Output Based Funding - 50%)						
Occupational Groupings	25+ Supported Modern Apprenticeship Frameworks	Sectoral Restrictions (25+ funding only applicable to candidates working within businesses operating within prescribed sectors)	SCQF Level 5	SCQF Level 6	SCQF Level 7	SCQF Level 8	SCQF Level 9	SCQF Level 10	SCQF Level 11
Engineering and Energy	Aviation	No additional sectoral restrictions.		tbc					
	Boat Building and Repair		£6,500						
	Electronic Security Systems		£1,500						
	Engineering		£8,000						
	Engineering Technical Apprenticeship					£1,900			
	Engineering Construction		£8,000	£8,000					
	Gas Heating and Energy Efficiency		£6,800						
	Gas Industry		£6,800						
	Industrial Applications		£450						
	Landbased Engineering		£1,950	£3,500					
	Power Distribution		£3,250						
	Process Manufacturing			£8,000	£8,000				
	Rail Engineering		£400	£6,500					
	Upstream Oil and Gas Production			£6,800	£6,800				
	Water Industries		£1,250	£5,300					
	Water Treatment Management								
Financial Services	Accounting	No additional sectoral restrictions.	£600	£900		£900			
	Banking Technical Apprenticeship					£3,800			
	Insurance Technical Apprenticeship					£3,800			
	Payroll			£600					
	Professional Services Technical Apprenticeship					£3,800			
	Providing Financial Services		£600	£900					
Food & Drink	Agriculture	No additional sectoral restrictions.	£1,200	£2,800					
	Aquaculture		£1,200		£2,800				
	Aquaculture Management Technical Apprenticeship						£1,800		
	Food and Drink Operations		£1,500	£2,700					
	Food and Drink Technical			£2,700					
	Maritime Occupations		£750						
	Spirits Operations			£1,700					
Hospitality & Tourism	Hospitality	No additional sectoral restrictions.	£300						
	Hospitality (Professional Cookery)			£900					
	Hospitality (Supervision and Leadership)				£900				
	Hospitality Management Skills Technical Apprenticeship					£1,500			
	Travel Services		£600	£900					

Appendix D		Modern Apprenticeship Contribution Table 2021-22 & 2022-23							
Version 1 Effective from 1 April 2021	For participants aged 20-29 who meet the criteria for enhanced funding (Specification Part 2 3.3.7), the contribution level will be paid at 16-19 rate.		25+ Age Group (Output Based Funding - 50%)						
Occupational Groupings	25+ Supported Modern Apprenticeship Frameworks	Sectoral Restrictions (25+ funding only applicable to candidates working within businesses operating within prescribed sectors)	SCQF Level 5	SCQF Level 6	SCQF Level 7	SCQF Level 8	SCQF Level 9	SCQF Level 10	SCQF Level 11
Management	Management	Automotive Chemicals and Biotechnology Creative Industries Construction Engineering and Energy			£1,200		£600		£600
	Project Management Technical Apprenticeship	Financial Services Food and Drink Hospitality and Tourism Public Sector Transport and Logistics				£1,500			
Other Manufacture	Glass Industry Occupations	Automotive	£1,000	£1,500					
	Signmaking	Construction	£450	£3,500					
Other Services	Career Development	No additional sectoral restrictions.			£1,000				
	Career Development Technical App.						£2,000		
	Court and Tribunal Operations		£500	£1,200					
	Data Analytics Technical Apprenticeship					£2,400			
	Digital Applications			£2,500					
	Digital Marketing			£2,500					
	Facilities Services		£750						
	Facilities Management				£1,050				
	Firefighting				£3,500				
	Housing				£500	£1,000			
	Information Security				£3,000				
	Information Security Technical Apprenticeship						£2,400		
	IT and Telecommunications		£450	£4,000					
	IT and Telecommunications Technical Apprenticeship						£2,400		
	Occupational Health and Safety Practice					£1,000			
	Occupational Health and Safety Practice Technical Apprenticeship							£600	
	Paralegal Practice					£1,500			
	Policing					£3,500			
Procurement				£2,000					
Regulatory Services				£1,500					
Security Officer			tbc						
Sustainable Resource Management			£500	£1,000					
Retail & Customer Service	Customer Service	Automotive Engineering and Energy Financial Services	£300	£600					
	Retail (Management)	Public Sector Retail (Retail Management Pathway only)		£600					

**Appendix D** **Modern Apprenticeship Contribution Table 2021-22 & 2022-23**

Version 1 Effective from 1 April 2021	For participants aged 20-29 who meet the criteria for enhanced funding (Specification Part 2 3.3.7), the contribution level will be paid at 16-19 rate.		25+ Age Group (Output Based Funding - 50%)							
Occupational Groupings	25+ Supported Modern Apprenticeship Frameworks	Sectoral Restrictions (25+ funding only applicable to candidates working within businesses operating within prescribed sectors)	SCQF Level 5	SCQF Level 6	SCQF Level 7	SCQF Level 8	SCQF Level 9	SCQF Level 10	SCQF Level 11	
Sport, Health & Social Care	Active Leisure, Learning and Wellbeing (SCQF Level 5/6)	Hospitality and Tourism Health and Social Care Public Sector	£600	£600						
	Active Leisure, Learning and Wellbeing (SCQF Level 6/7)			£900	£900					
	Care Services Leadership and Management Professional Apprenticeship							£1,500		
	Childhood Practice Technical Apprenticeship							£1,500		
	Dental Nursing					£1,600				
	Healthcare Support				£1,000	£1,700				
	Optical Practice Support			£1,150						
	Pharmacy Services				£600					
	Social Services (Children and Young People)					£1,700				
	Social Services (Children and Young People) Technical Apprenticeship							£1,500		
	Social Services and Healthcare					£1,000	£1,700			
	Social Services and Healthcare Technical Apprenticeship							£1,500		
Transport & Logistics	Freight Logistics (Driving Goods Vehicle)	No additional sectoral restrictions.	£1,000	£2,000						
	Freight Logistics (Logistic Operations)				£600					
	Freight Logistics (Warehousing and Storage)			£300	£600					
	Supply Chain Management					£600				
	Supply Chain Management Technical Apprenticeship						£600			
	Supply Chain Management Professional Apprenticeship								£600	

Appendix E - Additional Salary Costs from 01/04/22 to 31/03/23 for Existing Apprentices - Uplift Required to meet new Hourly Rates

Name	Framework	Length of Framework	Age	Current hourly rate of pay from 01/04/2022	Suggested hourly rate of pay from 01/04/2022	Date of increase in hourly rate due to age where applicable	Increase of hourly rate of pay where applicable	Date of moving into next year of Apprenticeship where applicable	2022 - 23		2023 - 24		2024 - 25	2025 - 26	2026 - 27
									01/04/2022 - 31/03/2023 Additional salary costs excluding on-costs**	01/04/22 - 31/03/23 Additional salary costs with on-costs*	01/04/2023 - 31/03/2024 or earlier if applicable excl. on-costs**	01/04/2023 - 31/03/2024 or earlier if applicable with on-costs*	01/04/2024 - 31/03/2025 or earlier if applicable excl. on-costs**	01/04/2025 - 31/03/2026 excl. on-costs**	01/04/2026 - 04/04/2026 excl. on-costs**
Apprentice Plumber	Plumbing	4 years	20	6.83	10.63	24/05/2022	9.18	28/08/2022 - moves into 4th year	3,583.30	4,658.29	1,298.50	1,688.05			
Apprentice Plumber	Plumbing	4 years	20	6.83	10.34	17/10/2021	9.18	05/01/2023 - moves into 3rd year	4,564.63	5,934.02	2,767.10	3,597.23	2450.00		
Apprentice Joiner	Joinery	4 years	21	9.18	10.93	n/a	n/a	Apprenticeship ends 30/09/2022	1,617.00	2,102.10					
Apprentice Joiner	Joinery	4 years	21	9.18	10.93	n/a	n/a	Apprenticeship ends 30/09/2022	1,617.00	2,102.10					
Apprentice Joiner	Joinery	4 years	20	6.83	10.63	29/07/2022	9.18	28/08/2022 - moves into 4th Year	4,372.90	5,684.77	1,298.50	1,688.05			
Apprentice Joiner	Joinery	4 years	18	6.83	10.34	n/a	n/a	05/01/2023 - moves into 3rd year	6,583.63	8,558.72	7,070.70	9,191.91	5740.00		
Apprentice Electrician	Electrician	4 years	19	6.83	10.34	n/a	n/a	29/11/2022 - moves into 3rd year	6,593.44	8,571.48	3,136.35	4,077.26	2143.75		
Apprentice Electrician	Electrician	4 years	19	6.83	10.34	n/a	n/a	29/11/2022 - moves into 3rd year	6,593.44	8,571.48	4,123.35	5,360.36	2143.75	3189.05	49.00
Apprentice Mechanic	Mechanic	4 years	20	6.83	9.90	n/a	n/a	04/04/2023 - moves into 2nd year	5,608.89	7,291.56	2,111.20	2,744.56	2,641.03		
Apprentice Bus. Admin.	Business & Administration L3	1 year	21	4.81	9.90	n/a	n/a	One year Apprenticeship only - finishes 02/04/23	9,299.43	12,089.26	71.26	92.64			
Apprentice Bus. Admin.	Business & Administration L2	1 year	17	4.81	9.90	n/a	n/a	Apprenticeship ends 19/08/2022	3,598.63	4,678.22					
									<b>£54,032.29</b>	<b>£70,242.00</b>	<b>£21,876.96</b>	<b>£28,440.06</b>	<b>£15,118.53</b>	<b>£3,189.05</b>	<b>£49.00</b>

Leavers 2022

\* On-costs (NI & pension) calculated on basis of 30%

Total amount of uplift to be covered by HRA in 2022/23 = £46,182.96 (Craft apprentices)

Total amount of uplift to be covered by Economic Development in 2022/23 = £24,059.04 (Mechanic & Bus. Admin apprentices)

\*\* Based on hourly rates proposed in MA Report starting at £9.90 Yr 1, £10.34 Yr 2, £10.63 Yr 3, £10.93 Yr 4 and does not include on-cost: