

# ***Work Voice Pay:***

## **APPRENTICESHIP TEMPLATE**



**National Organising & Leverage  
Department**

**September 2016**





## Table of Contents

The Importance of an Apprenticeship Agreement	6
Unite Apprenticeship Matrix	6
Unite Learning Organisers (ULOs)	7
Unite the Union Template Apprenticeship Agreement	8
Recognition of Unite to Represent Apprentices	8
The Apprenticeship Agreement	8
Duration of the Apprenticeship	9
Hours of Work	10
Qualifications	10
Terms and Conditions	11
Pay	12
Annual Leave, Sick Pay and Compassionate Leave	12
Training	13
Full Induction to the Workplace	13
Mentors	13
Off the Job Training	14
On the Job Training	15
Regular Assessments and Review of Progress	16
Health and Safety	16
Union Representation	17
Employment at End of Apprenticeship	18

## APPRENTICESHIP TEMPLATE

Appendix 1: Rolls Royce TU Recognition Agreement – UK Apprentices	19
Appendix 2: Rolls Royce – Procedure for the Resolution of Disputes	27
Appendix 3: Unite Lifelong Learning Team	28
Appendix 4: UK Apprenticeship Agencies	28
Useful Links	29



## Work Voice Pay

Work, Voice, Pay is the cornerstone of our Union's industrial strategy. At Unite we know that it is only by delivering at the workplace that we remain relevant to working people. It is our success or failure at the bargaining table that we are ultimately judged on.

I am delighted that our research consistently proves that Unite negotiations secure better pay deals for working people. But we are determined to help further improve delivery for our members at the workplace. At its core this pledge focuses on what our Union does best:

- Securing good jobs and decent work
- Making sure workers have a strong and effective voice
- Getting decent pay and conditions

As part of this programme, Unite is producing a range of Work, Voice, Pay templates and guides to assist you, our shop stewards and representatives, in your critical work on behalf of our members. I hope that this apprenticeship template will help you in your future negotiations with your employer.



**Len McCluskey,**  
General Secretary

## APPRENTICESHIP TEMPLATE

# The Importance of an Apprenticeship Agreement

Union negotiated apprenticeship programmes, are an important component in sustaining a strong organised workplace. They are vital for apprentices to get the best training possible for their future career. Shop Stewards/Reps must be involved in all aspects of apprenticeship programmes from design to implementation. In doing this we show apprentices that Unite exists not just to protect terms and conditions, but in the actual quality of training they receive and the reputation of their apprenticeship in the industry they work in.

Unite's position is clear, young workers must not be used as cheap labour and need the protection of their union. This protection must start with direct union input on the structure and the quality of apprenticeships within an organised workplace.

Apprenticeships must not be allowed to be in the gift of the employer, they are another area of the workplace that demands Unite's direct involvement. Shop Stewards/Reps need to leave apprentices in no doubt, that they are getting the best quality apprenticeship available because they are working and training in an organised workplace that takes pride in its members and the work that they do.



## UNITE APPRENTICESHIP MATRIX

In the drive to improve the quality of apprenticeship training across all industries, Unite will in the coming months work towards identifying trade union minimum standards. Shop Stewards/Reps will be able to use these minimum standards to deliver the best apprenticeship programmes possible.

Unite is currently compiling a “best standard” apprenticeship matrix. This matrix will seek to identify the minimum requirements of Unite to support an apprenticeship programme in any industry. The ultimate aim being national register of recognised Apprenticeship Standards required to receive a Unite “gold standard”.

All Unite National Industrial Sector Committees (NISCs) will be asked to complete a simple apprenticeship questionnaire, identifying what they see as the minimum standards for apprenticeships within their industries.

## UNITE LEARNING ORGANISERS (ULOs)

Whether you are exploring the possibilities of starting a new apprenticeship programme, or redesigning an existing one the Unite Learning Organisers should be your first point of contact. ULOs can provide you with training and support for your workplace Learning Rep(s).

### Learn with Unite

Learn with Unite has a team of learning organisers across all Unite regions. They are there to support Unite Learning Reps in their workplaces.

For more information contact Learn Unite National Co-ordinators:

Lesley Stevenson	Tel: 0121 5536051
Brian Davies	Tel: 020 8800 4281
Jim Ritchie	Tel: 0113 236 4830

# Unite the Union Template Apprenticeship Agreement

## **RECOGNITION OF UNITE TO REPRESENT APPRENTICES**

As Shop Stewards/Reps you must ensure in the first instance that all apprentices at your workplace are an integral part of the recognition agreement with your employer.

In doing so, the employer will agree to consult and negotiate with the union on all matters of specific interest to apprentices, in addition to issues affecting your other members. This does not mean that the employer chooses what they think are matters of interest to apprentices, but that they agree to consult on all matters: including those that are brought to the table by Unite Shop Stewards/Reps. The employer will also inform all apprentices of its agreement with the Union and provide proper facilities for all apprentices to talk to a Shop Steward/ Rep.

### **1. Recognition of Unite to Represent Apprentices**

The Employer recognises the Union as the only Trade Union (CHECK AND AMEND AS APPROPRIATE) with which it will consult and negotiate on all matters of interest to the Apprentices.

## **THE APPRENTICESHIP AGREEMENT**

The apprenticeship agreement is the responsibility of both Employer and the Union. There must be mutual respect on both sides and a commitment to co-operation and dialogue in respective of the interests of apprentices.

As Shop Stewards/Reps it is important that you ensure, that opportunities to become an apprentice are made available to the widest demographic. The growth of apprenticeships, provides Shop Stewards/Reps with an excellent opportunity to recruit young workers and potential activists. As part of this, Unite Community Branches should be set as a target group for apprenticeships recruitment.

## **APPRENTICESHIP AGREEMENT**

### **2. Introduction**

In the interests of good industrial relations, it is agreed by the Employer that the Unions active involvement in all aspects of the Apprenticeship Programme -including design and implementation – is integral to the Apprenticeship Programme’s future success.

### **3. General Principle**

The Employer and the Union agree that all people aged 16 – (XX specify age limit) are entitled to apply for the Employers Apprenticeship programme. All effort will be made by the Employer in consultation with the Union to ensure both men and women are encouraged to enter apprenticeships in the full range of possible occupations.

## **DURATION OF THE APPRENTICESHIP**

**Unite believes that apprenticeships should be at least three years long.**

Training must be planned to make full and effective use of the duration, including the opportunity for apprentices to learn through workplace practice while mentored by skilled workers.

### **4. Duration of the Apprenticeship**

The Employer agrees with the Union that all of the Apprenticeship Programmes it runs, will be a minimum of three years in duration. If it is felt that a longer duration is required this will be addressed in consultation between the Employer and the Union.

It is also agreed that for the duration of their training that Apprentices shall be provided with access to prospective employers to maximise the opportunity for permanent employment before completing the apprenticeship.

## APPRENTICESHIP TEMPLATE

### HOURS OF WORK

The minimum number of hours of employment to qualify for an apprenticeship should be at least 30 hours per week. All training must be delivered within the contracted hours of employment.

#### 5. Hours of Work

The Employer undertakes to provide the Apprentice with a minimum of 30 hours employment per week. In return the Apprentice will be expected to keep to normal working hours with the employer to earn a wage. The Apprentice will also be expected to spend time with a learning provider agreed by the Employer and the Union to study for an NVQ or technical certificate as defined by both parties.

### QUALIFICATIONS

All apprenticeship programmes regardless of industry, must ensure that there is an appropriate range of work experiences to enable apprentices to complete their qualification. Apprenticeships are not and should not be allowed to become cheap labour for employers.

#### 6. Qualifications

The Employer in agreement with Unite the Union undertakes that:

- All Intermediate Apprentice training will encompass as a minimum, National Vocational Qualification, Technical Knowledge Certificate and Functional Skills.
- All Advanced Level Apprentice training must involve Advanced Level Qualifications leading to Higher National Certificate/ Diploma or Degree.

<sup>1</sup> <https://www.gov.uk/Apprenticeships-guide/pay-and-conditions>



## Terms and Conditions

### PAY

The statutory minimum wage for an apprentice in 2016 is currently £3.30 per hour.<sup>1</sup> Remember this is just a minimum wage, a floor from which to commence negotiations for apprentices if necessary – it should never be accepted as “the rate” for the job.

Some organised workplaces calculate apprentice pay as a percentage of the starting grade for a trained skilled worker. Using this method leads makes it easy to slate incremental rises as the apprentice gains more skills and experience. Other workplaces agree an apprentice salary based on the bottom point of the grade appropriate to the job being performed, pro-rata to the number of hours worked.

As Shop stewards/Reps you should at the very least work towards a basic pay structure for apprentices. Pay is an issue for all workers and apprentices should be no exception. Investigate how pay for apprentices could increase incrementally, reflecting success in on the job and off the training. Passing key modules or attaining a particular level of skill should be reflected in an apprentices pay. It is important that you take the initiative rather than let your Employer dictate the terms of apprentice pay.

The example in the template below, illustrates how you might calculate the apprentice pay scale as a percentage share of a New Skilled Starter Rate. However, you may decide to negotiate a different arrangement with your employer. Remember, do not allow the employer to dictate the terms. It is for you as negotiators to come to a figure that Shop Stewards/Reps and Apprentices agree is fair.

### 7. Apprentice Pay Structure

The Employer agrees with the Union that all Apprentices will be paid fairly for their work and commitment to their training – they will not be paid the statutory minimum rate of Apprentice pay. The pay scale agreed by the Employer and Union reflects the progress in training of the Apprentice.

## APPRENTICESHIP TEMPLATE

### Intermediate Apprentice Rates

#### Apprentice Year 1

50% of New Skilled Starter

#### Apprentice Year 2

60% of New Skilled Starter

#### Apprentice Year 3

80% of New Skilled Starter

#### Apprentice Year 4

95% of New Skilled Starter

### ANNUAL LEAVE, SICK PAY AND COMPASSIONATE LEAVE

You should ensure that apprentices are entitled to the same holidays, sick pay and compassionate leave as your other members.

#### 8. Annual Leave, Sick Pay and Compassionate Leave

The Employer and the Union are in agreement that all Apprentices will have the same entitlement to Annual Leave, Sick Pay and Compassionate Leave as the rest of the Employer's employees. These are:

- XX (insert number) of days annual leave and
- 8 bank holidays,
- occupational sickness pay,
- XX (insert number) time off for compassionate leave.



## **9. Maternity Leave**

The Employer agrees that in the event of pregnancy, an apprentice will be entitled to maternity leave. Upon return to work the Apprenticeship Contract will be extended to enable completion of the Apprenticeship.

## **TRAINING**

### **Full Induction to the Workplace**

You should ensure that there is a Shop Steward/Rep present at all apprentice inductions. They should take the opportunity to demonstrate to apprentices how the Union is vital to the quality of their training, to workplace decision making and what Unite can do to help apprentices.

### **10. Full Induction to the Workplace**

The Employer agrees with the Union that all Apprentices will have the opportunity to meet together for a full induction at the beginning of their training. It is agreed by the Employer that the Union will give a full presentation at the induction at a time that is convenient to the Union.

## **MENTORS**

To strengthen the Unite collective culture it is important for you as Shop Stewards/Reps to get involved in mentoring apprentices. As part of their duties your Learning Rep(s) should compile a list of experienced trusted Unite members willing to mentor new apprentices. Union mentoring provides you with the opportunity, to build power by demonstrating to apprentices, that they are part of an organised workplace and supported in their work and training by their Shop Stewards/Reps.

It is also another way of demonstrating to your employer that the Union is well organised and proactive in all areas and issues concerning the workplace. Do not leave it to the employer to appoint their own managers/supervisors to mentor your apprentice members.

## APPRENTICESHIP TEMPLATE

### 11. Mentors

The Employer will provide the Apprentice with a Mentor from a list prepared by the Union. The Employer and the Union, agree that Mentors will be responsible for keeping track of the Apprentices progress, overseeing their work and helping them with their learning.

It is agreed by the Employer that Staff taking on the additional duties of Mentors will be entitled to additional training, pay and time off in recognition of their additional responsibilities, subject to consultation between the Employer and the Union.

### OFF THE JOB TRAINING

In addition to skills training, Shop Stewards/Reps should ensure that Apprentices are provided with training on their employment rights and responsibilities.<sup>2</sup> This provides Unite Shop Stewards/Reps with the opportunity to be involved in Apprentices training.

Shop Stewards/Reps should also ensure that Apprentices are provided with the opportunity in worktime to study Unite course.

### 12. Off the Job Training

The Employer in agreement with the Union recognises that as an integral part of their Apprenticeship programme, Apprentices must be provided XX day(s) per week/month "off the job" study time to complete their NVQ/HND work. This training will take place at either a college, workplace training centre or the premises of an external training provider, agreed by the Employer and the Union. It is agreed that "off the job" study time will take place either at a college or at the site of a training provider mutually agreed by the Employer and the Union.

<sup>2</sup> [http://cdn.cityandguilds.com/ProductDocuments/Business\\_Skills/Customer\\_Service\\_and\\_Contact\\_Centre/4430/Centre\\_documents/9097\\_CfA\\_EER\\_Workbook\\_Part1\\_V1.pdf](http://cdn.cityandguilds.com/ProductDocuments/Business_Skills/Customer_Service_and_Contact_Centre/4430/Centre_documents/9097_CfA_EER_Workbook_Part1_V1.pdf)



### **13. Change in Training Provider**

The Employee in agreement with the Union, recognises that there can and will not be any change in training provider, without a full explanation as to the reasons why and must be jointly agreed.

In addition to skills training, Shop Stewards/Reps should also ensure that apprentices are provided with the opportunity in worktime to study Unite courses.

### **14. Unite Courses**

The Employer and Union agree that all Apprentices will be entitled to a minimum of five days per year of Unite training, either at or away from the workplace.

## **ON THE JOB TRAINING**

On the job training, should take place within an established scenario agreed by you as Shop Stewards/Reps and the employer. Learning on the job should never be a case of the apprentice carrying out repetitive jobs that nobody else wants to do.

### **15. On the Job Training**

The Employer recognises "on the job" training as a vital component of an Apprentices training. In agreement with the Union, the Employer will ensure that as part of the Apprenticeship programme, Apprentices are placed with skilled members of staff with work plans that are pre-agreed by the Union and the Employer.

## APPRENTICESHIP TEMPLATE

### REGULAR ASSESSMENTS AND REVIEW OF PROGRESS

Regular assessments and reviews of an apprentice's progress is important to ensure that the apprentice is getting the most from their training. It is important you have direct input at the planning stage through your Union Shop Steward/Rep. Reviews should establish clear links between on and off the job training.

#### **16. Regular Assessments and Review of Progress**

The Employer and the Union agree that there will be regular assessments and reviews of an Apprentices training. It is agreed that a Union Shop Steward/Rep and a member of management will meet with the Apprentice each week/month to monitor progress and set new achievable targets for the Apprentice. The meeting will also discuss the apprentice's wellbeing and address issues such as workplace bullying and harassment if required. If required individual workplace bullying and harassment will be monitored as part of an Apprentices progress and wellbeing.

The Employer and the Union also agree, that every three months there must be a contractual monitoring review. Those in attendance must include; the Apprentice, a Union Shop Steward/Rep, a representative of management and a representative of the external trainer.

### HEALTH AND SAFETY

A safe and healthy working environment is a core issue for all Unite members. It should be remembered that young people are particularly vulnerable to accidents due to lack of experience and training, especially where potentially dangerous machinery is used.

In some Unite organised workplaces, apprentices are not allowed to work on their own under the age of 18, or until deemed competent to carry out designated tasks. Shop Stewards/Reps must also ensure they are present at all inductions and group training to stress the importance of health and safety in the workplace.

## 17. HEALTH AND SAFETY

The Employer agrees that before any Apprentice starts work, a Unite Health and Safety Rep will carry out a thorough risk assessment on all work posts/work stations that will be used by the Apprentices.

If any part of a work posts/work stations should fail the risk assessment, the Employer agrees to rectify all faults before the work posts/work stations are used by any member of staff.

The Employee also agrees that all Apprentices before starting work will be given full workplace Health and Safety training by Unite Health and Safety Rep(s).

It is agreed buy the Employer and the Union, the Apprentices Shop Steward/Rep will be allowed access to Unite Health & Safety training either on or away from the workplace that is deemed appropriate by the Union.

## UNION REPRESENTATION

You must ensure that, as part of your collective agreement with the employer, apprentices at your workplace have the same rights as all of your other members. This means not only time for individual surgeries with apprentices. Shop Stewards/Reps must have paid time and facilities to arrange collective meetings with apprentices in work time.

## 18. Union Meetings

The Employer will provide Shop Stewards/Reps and Apprentice Union members with appropriate paid time and facilities to meet collectively with each other, with Shop Stewards/Reps from the Employer's other workplaces, with Officials and with Organisers.

Those Shop Stewards/Reps with a significant number of apprentices in their branch should ensure that there is at least one seat on the branch committee for an apprentice representing the interests of

## APPRENTICESHIP TEMPLATE

apprentices. This post should be recognised by the employer and appropriate time provided by them in work hours, for the apprentice(s) to carry out their Union duties.

### **19. Apprentice Shop Steward/Rep**

The Employer in agreement with the Union, will provide appropriate time during working hours, for the Apprentice Shop Steward/Reps to carry out their union duties on behalf of their fellow Apprentices.

### **EMPLOYMENT AT END OF APPRENTICESHIP**

Although an apprenticeship is not a guarantee of a job, apprentices supported should have a reasonable expectation of moving to a permanent position at the end of an apprentices training. It is important that Shop Stewards/Reps are involved in the decision to move apprentices into permanent work and advocate for them if necessary.

### **20. Interview for an Employment at End of Apprenticeship**

At the successful conclusion of an Apprentices training, the Employer and Union will meet. Subject to agreement on both sides, the Apprentice will be offered a suitable permanent position.



# Appendix 1: Rolls Royce TU Recognition Agreement – UK Apprentices



## TRADE UNION RECOGNITION AGREEMENT

### UK APPRENTICES (FROM 2011)

#### 1.0 Introduction

- 1.1 This Agreement is between Rolls-Royce Plc, ("the Company") and Unite the Union, 'GMB' and other recognised Trade Unions ("the Union") for all bargaining units forming the 'Combine', 'Derby & Hucknall Works', the 'SNBG' and Nuclear Groups.
- 1.2 The purpose of this Agreement is to define the provisions of the trade union recognition for all UK Apprentices, covered by the National Standardisation of UK Apprentice Terms & Conditions Agreement. It covers both individual representation and collective bargaining arrangements.

#### 2.0 General Principles

- 2.1 This Agreement replaces all previous and current Agreements, including custom and practice between the parties, with the exception of any nationally bargained pay agreement or the National Standardisation of UK Apprentice Terms & Conditions Agreement that is in effect at the time.
- 2.2 The Union recognises the Company's responsibility to plan, organise and manage the work of the organisation in order to achieve the best possible results in pursuing its overall aims and objectives.

## APPRENTICESHIP TEMPLATE

- 2.3 The Company recognises the Union's responsibility to represent the interests of its Members in respect of general employment matters.
- 2.4 Both parties declare their commitment to maintain good industrial and employee relations.
- 2.5 The Company and the Union recognise their common interest and joint purpose in furthering the aims and objectives of the organisation, ensuring the efficiency and prosperity of the Company for the benefit of employees, shareholders and customers. Both the Company and the Union believe that the business should:
- Create a professional and enjoyable work environment that attracts and retains high quality employees
  - Treat each employee fairly
  - Foster dignity, mutual respect, diversity, equality and inclusion amongst employees
  - Work together as high-performing teams
  - Reward and recognise high performance and individual contributions
  - Encourage individual and professional development
- 2.6 The Company places emphasis on effective and regular two-way communication, which can be achieved through a variety of channels.
- 2.7 The Company and the Union recognise the need to provide appropriate governance through guiding principles (See Appendix 1) for UK Apprentices in scope of the Agreement for local deployment at site.

### **3.0 Scope of the Agreement**

- 3.1 The Agreement refers to all UK Apprentices recruited by the Company from 2011 onwards, commencing with the September 2011 intake located at the sites listed in Appendix 2, and on the following programmes:



- Higher Apprenticeship
- Advanced Technical Apprenticeship
- Advanced Practical Apprenticeship
- Supply Chain Management Apprenticeship
- Project Management (aka Project Analyst/Controller) Apprenticeship

The Company recognises the Union as representing and having bargaining rights in respect of, and in the interest of Apprentices who are defined within the scope of this Agreement.

- 3.2 It is intended that this Agreement would cover UK Apprentices on the above programmes in any future UK sites that become represented and aligned to the bargaining units forming the 'Combine', 'Derby & Hucknall Works', the 'SNBG' or Nuclear Groups.

### 3.3 **Personal Representation**

The Union has the right to act on behalf of their members in connection with any personal matter related to their Apprenticeship (e.g. Discipline or grievance issues).

### 3.4 **Collective Arrangements**

The Company acknowledges a role for negotiation, consultation and exchange of information as part of its ongoing relations with the Union.

- 3.5 **Negotiation** will be for the purpose of reaching agreement and avoiding disputes. The Company will negotiate on the following areas:

- Terms and conditions of employment
- Pay (single-table) at national level
- Any other items which both sides agree to refer

## APPRENTICESHIP TEMPLATE

- 3.6 Bargaining for UK Apprentices under the scope of this Agreement will be single-table.
- 3.7 For the purposes of pay bargaining this will be conducted at national level in line with the terms of the agreements reached between the Company and the Union.
- 3.8 Consultation will be the exchange of views based on the general principal that the mere passage of information is not consultation. Consultation will include:
- The recent and probable development of the Company's activities and economic situation
  - Decisions that are likely to lead to substantial changes in work organisation or in contractual relations, including business transfers and collective redundancies.
  - The structure and probable development of employment within the Company and on any anticipatory measures envisaged. In particular, where there is a threat to employment within the Company
- 3.9.1 Employment policies and procedures are not subject to collective bargaining and, as such the Company may inform / consult on those matters not subject to collective bargaining and national arrangements.

### **4.0 Disclosure of information**

- 4.1 Both the Company and the Union have a role in providing information on all relevant issues.
- 4.2 The Company will act in accordance with the ACAS Code of Practice: Disclosure of Information to Trade Unions for Collective Bargaining Purposes.
- 4.3 **Confidential Information**  
It is recognised that the spirit of mutual trust on which this Agreement is signed will mean that the parties may exchange information of a confidential nature.



Each party agrees to respect the confidentiality of any such information given to it by the other. Should there be any disagreements relating to this, each party should use best endeavours to resolve the conflict informally prior to invoking the Procedure for Dispute Resolution, detailed in Appendix 1 of this Agreement.

## **5.0 Conflict Resolution**

5.1 The Company and the Union agree that good relations between them are essential to the successful operation of the Company. It is the intention of this Agreement that the Company and the Union will work together to quickly resolve all conflicts with clear accountabilities and escalation steps. Escalation levels will be kept to a minimum in order to achieve an efficient, timely and fair resolution to issues at the lowest possible level in the Company.

### **5.2 Procedure for the Resolution of Disputes**

The agreed Procedure set out in Appendix 3, for the resolution of disputes shall be exhausted prior to any ballot for industrial action being held. Both the Company and the Union agree that at each stage of the Procedure every effort will be made to resolve those issues raised.

There will be no stoppage of work, either of a partial or general nature, or any other restriction (e.g. Changes to normal working practices, activities or performance) or lockout until those stages provided for in the Procedure have been exhausted.

5.3 The agreed procedures for individual resolution of disputes are contained within the Derby & Hucknall Discipline & Grievance procedures.

## **6.0 Trade Union Representaion**

6.1 The Company and the Union recognise the importance of the office of trade union representative in representing the interest of UK Apprentices, contributing to the smooth conduct of relationships and the voluntary nature of their work. As employees of the Company it is also acknowledged that trade union representatives will act ethically in balancing

## APPRENTICESHIP TEMPLATE

appropriate representation for UK Apprentices with leading and supporting change to achieve sustainable improvement for the business.

- 6.2 The Company agrees to recognise a number of accredited trade union representatives to act as representatives for the purposes of this Agreement, all of whom will assume these responsibilities in addition to their current trade union roles within the Company as follows:

Trade Union Representation
• Combine x 2 Representatives
• Derby & Hucknall Works x 1 Representative
• Staff NAC Group x 2 Representatives (to inc 1 from the Nuclear Groups)
• UK Apprentice Representative (from the post 2011 intake population) x 1 Representative

- 6.3 The trade union representatives will be appointed and duly accredited by the Union in accordance with its' rules.

### 6.4 Functions of Trade Union Representatives

- To be responsible to, and for the membership of the Union who fall under the scope of this Agreement.
- To undertake industrial relations duties including, acting as a companion in disciplines and grievances, consulting and negotiating on behalf of the membership.
- To communicate with the membership, and on behalf of them with the Company.
- To conduct the duties of a trade union representative with professional courtesy, dignity and respect, acting appropriately in a fair and consistent manner.

- 6.5 Should the Company have concerns at any time, with the conduct of, or the manner in which a trade union representative carries out his/her duties, the Company will notify the full-time Trade Union official for review and agreement on a way forward.
- 6.6 Normal disciplinary and performance standards apply to trade union representatives employed by the Company as they do to all employees. However, if disciplinary action is contemplated against any trade union representative the case will be discussed with the full-time Trade Union official.

## **7.0 Trade Union Facilities and Time off for Trade Union**

- 7.1 The Company and the Union will act in accordance with ACAS Codes of Practice and applicable legislation, which may vary from time to time.
- 7.2.1 The Union when requesting time off to pursue trade union duties or activities will provide the Company with reasonable notice and, where possible seek a convenient time which minimises the effect on production or services.
- 7.2.2 The Company will not unreasonably refuse requests for paid time off following consideration to ensure adequate cover for safety or to safeguard the production process or the provision of service.

## **8.0 Trade Union Check Off**

- 8.1 The Company will provide a check-off system for those UK Apprentices requesting to have their union subscriptions deducted from their salaries. Deductions will be authorised in writing and the appropriate forms provided by the Union.

## **9.0 Standardisation of UK Apprentice Terms & Conditions**

- 9.1 The National Agreement, dated 1st June 2011 between the Union and the Company forms a recognised part of this Agreement.

## APPRENTICESHIP TEMPLATE

- 9.2 The Company and the Union acknowledge the principles set out in the National Agreement and their incorporation into relevant terms and conditions and associated working practises.

### **10.0 General Meetings**

- 10.1 A joint general meeting of Company and Trade Union Representatives (as detailed in Section 6.2) will be held twice a year; normally in April and October. These meetings will normally be in addition to pay review discussions.
- 10.2 Either party may request the use of a sub-group of the main representative group (as detailed in Section 6.2) for any other meetings and/or activities outside of pay discussions and the joint general meeting (as detailed in 10.1).

### **11.0 Operation of the Agreement**

- 11.1 This Agreement is effective from the 1st January 2013. See Version Control for amendments to the Agreement and effective date.
- 11.2 Both parties agree to review this Agreement in 12 months and annually thereafter.
- 11.3 There shall be no variation to this Agreement except by joint agreement after negotiation.
- 11.4 The Agreement shall not be terminated except by 6 months' notice in writing by either party to the other, or by mutual consent at any time.

Both the Company and the Union undertake that the Agreement shall be adhered to both in action and in spirit, and that they will use their best endeavours to honour the undertaking.



## Appendix 2: Rolls Royce – Procedure for the Resolution of Disputes

### GENERAL PRINCIPLES

The Procedure has been agreed between the Company and Union with the intention that:

- It relates to disputes about interpretation of this Agreement, conditions of service and other matters mutually agreed, including those terms and conditions considered the subject for discussion.
- It does not apply to individual grievance, or individual matters of discipline.
- Both parties are committed to work together quickly to resolve any disputes at the earliest possible stage of the procedure.
- Once a notice of a dispute has been raised in accordance with this Procedure, neither party shall take any action to alter the practice or agreement existing prior to the dispute, until a resolution has been reached or this Procedure has been exhausted, subject to both parties endeavouring to progress the dispute in a reasonable time frame and any delay in taking action not being detrimental of the efficient operation of the site.
- No provision of this procedure shall prevent informal consultation between the parties at any stage in seeking a resolution.

### INFORMAL RESOLUTION

Both parties agree to discuss any dispute to try to obtain an informal resolution as part of ongoing good industrial and employee relations in the first instance. If the matter cannot be resolved informally in this manner, either party may then invoke the Procedure.

## APPRENTICESHIP TEMPLATE

### Appendix 3: Unite Lifelong Learning Team

<b>The Unite Lifelong Learning Team</b>		
Kenny Barron	Head of lifelong learning	020 7611 2626
Deana Vango	ULF national project administrator	020 7611 2626
Jane Broome	North West	0161 669 8676
Gill Pearson	North East, Yorkshire and the Humber	0113 322 3383
Donna Hendley	Midlands	0121 553 6051
Steph Wring	South West	0117 923 0555
Dean Briody	London and Eastern	020 7611 2620
<b>Unite Lifelong Learning lead contacts in Ireland, Scotland &amp; Wales</b>		
Clair Caulfield	Belfast	028 9002 9450
Pat Egan	Glasgow	07918 630366
Julie Evans	Cardiff	029 2002 2759

### Appendix 4: UK Apprenticeship Agencies

<b>England</b>	<b>Wales</b>	<b>Scotland</b>	<b>Northern Ireland</b>
National Apprenticeship Service	Career Wales/Welsh Government (WAG)	Skills Development Scotland	NI direct government services/ Department of Employment and Learning
Apprenticeships.org.uk	careerswales.com	skillsdevelopmentscotland.co.uk	nidirect.gov.uk



## Useful Links

**Unite the union: Thinking about an Apprenticeship? Women who work in Engineering and Science talk about their jobs. What do we do all day?**  
<http://www.unitetheunion.org/uploaded/documents/Job%206842%20A5%20WOMEN%20APPRENTICES11-22104.pdf>

### **Unionlearn**

<https://www.unionlearn.org.uk/levels-Apprenticeship>

### **BIS: Apprenticeship Pay Survey 2014**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/387319/bis-14-1281-Apprenticeship-pay-survey-2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/387319/bis-14-1281-Apprenticeship-pay-survey-2014.pdf)

### **IFF Apprentices and Employer Survey**

<http://www.iffresearch.com/portfolio-item/employer-behavioural-reaction-Apprenticeship-levy/>

### **UCATT**

<https://www.ucatt.org.uk/Apprentices>

### **UNISON**

<https://www.unison.org.uk/content/uploads/2016/02/Negotiating-Apprenticeship-schemes-in-your-workplace.docx.pdf>

### **CITB \_ Apprenticeship Levy**

<http://www.citb.co.uk/levy-grant/Apprenticeships-levy/>

### **Cross-Industry Construction Apprenticeship Task Force**

<http://www.ccatf.org.uk/>

### **The National Apprenticeships Service in England:**

[www.Apprenticeships.org.uk](http://www.Apprenticeships.org.uk)

### **Apprenticeships in Wales**

[www.careerswales.com](http://www.careerswales.com)

### **Apprenticeships in Scotland**

[www.skillsdevelopmentscotland.co.uk](http://www.skillsdevelopmentscotland.co.uk)

### **Apprenticeships in Northern Ireland:**

[www.delni.gov.uk/Apprenticeshipsni](http://www.delni.gov.uk/Apprenticeshipsni)



[www.unitetheunion.org](http://www.unitetheunion.org)

7229-6/TUR/DP/9-16