

APPRENTICESHIPS POLICY

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NORFOLK
CONSTABULARY



SUFFOLK
CONSTABULARY

APPRENTICESHIPS

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Legal Basis

Legislation specific to the subject of this policy document:

- The Apprenticeship, Skills, Children and Learning Act 2009
- The Apprenticeships (Miscellaneous Provisions) Regulations 2017

Other relevant legislation which you must check this document against (required by law)

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Equality Act 2010](#)
- The Enterprise Act 2016
- [Health and Safety at Work etc. Act 1974 and associated Regulations](#)
- UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018
- [Freedom Of Information Act 2000](#)

Other documentation which you must check this document against:

- [College of Policing – Code of Ethics](#)

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- [Norfolk and Suffolk Constabularies' Standards of Professional Behaviour](#)
- [College of Policing – Authorised Professional Practice](#)
- Information Security policies on Data Sharing / redaction
- Apprenticeship ICT Data Protection Agreement

1. Statement of Policy

- 1.1 This policy outlines the parameters for a consistent approach to recruiting, employing and managing apprentices in Norfolk and Suffolk Constabularies. Apprenticeships are a key component of the National Talent Development Strategy which the Constabularies are implementing across both forces, reinforcing our commitment to developing and retaining talent.
- 1.2 Norfolk and Suffolk Constabularies (together “the Constabularies”) are committed to ensuring this policy complies with relevant legislation and that consultation has been undertaken with all relevant staff groups. Unless we have expressly stated that a policy is contractual (police staff only), all our policies and procedures are non-contractual. We can change them at any time and will consult with UNISON and/or Federation as applicable.
- 1.3 Our policies may also be periodically updated to reflect changes in legislation and police regulations.
- 1.4 The Constabularies will review this policy periodically to ensure that it reflects appropriate standards and continues to meet our needs.
- 1.5 All our policies promote equality, eliminate unlawful discrimination and actively promote good relations regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, economic or family status.
- 1.6 The Director of People has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. Day-to-day responsibility for operating the policy and ensuring its maintenance and review has been delegated to the HR Managers (HR Delivery).
- 1.7 This policy has been formally agreed via the approved policy development and review process. It will be maintained by HR in conjunction with the Central Policy Unit.
- 1.8 Managers have a specific responsibility to ensure the fair application of this policy and all police officers and police staff are responsible for supporting colleagues and ensuring its success.

2. Applicability

- 2.1 This policy applies to police officers and police staff.

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3. Introduction

- 3.1** The Constabularies are committed to the development of their officers and staff in order to provide high-quality services through a skilled workforce and to meet the Constabularies' strategic 'People' aims. One of the approaches to achieving these aims is through the effective use of the Apprenticeship Standards provided by Skills England.
- 3.2 Apprenticeships are nationally recognised programmes that provide the opportunity to train and gain a qualification whilst undertaking paid employment. Apprentices gain the technical knowledge, practical experience and the wider skills they need for either their immediate role and/or future career. Apprentices gain this through a wide mix of learning in the workplace, formal off-the-job training and the opportunity to apply new skills in a real work environment.
- 3.3 Benefits of apprenticeships to the Constabularies include:
- demonstrates the value placed on learning and development;
 - supports workforce development through tailored skills linked to professional standards and qualifications;
 - enhances the reputation of the Constabularies as an employer of choice;
 - enhances attraction, recruitment and retention of individuals in hard to fill roles;
 - reduces recruitment costs when developing staff internally.
- 3.4 The Constabularies offer a range of apprenticeships which are open to both current police staff and police officers, to professionalise and develop within their current role, or to embark on a new career stream.
- 3.5 Apprenticeships are also offered as a new-entrant pathway for police staff on joining the Constabularies.
- 3.6 Apprenticeships for new police constable recruits are covered by the PEQF (Police Education Qualifications Framework) which is not included in this policy.
- 3.7** The Constabularies will appoint an appropriate training provider to deliver the detailed, technical elements of each apprenticeship programme whilst maintaining overall responsibility for the apprenticeship.
- 3.8 The Constabularies will use training providers that have been procured through an approved tendering process (7F Procurement Process) and have met strict quality requirements (including Infosec compatibility).

4. Common terms and definitions

- 4.1 The following is a list of common terms used in apprenticeships:

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Term	Definition
Apprentice	An apprentice is an officer or member of police staff undertaking an apprenticeship, combining paid work with studying for a work-based qualification.
Apprenticeship	An apprenticeship is a work-based qualification, simply defined as a job with training, which meets a nationally approved standard (qualification curriculum) lasting a minimum of eight months and involves off the job training. It is a way for individuals to gain and develop skills and knowledge in a specific job role. Through their apprenticeship, the apprentice will complete both practical, technical and on the job learning required for their current job and future career.
Apprentice Mentor	This is someone identified within the apprentice's workplace who can support them through all aspects of their development, introduction to the Constabulary and/or apprenticeship.
Tutor	The apprentice will be nominated a tutor by the training provider. It is the tutor's role to ensure the apprentice is supported with all academic aspects of the qualification in partnership with their line manager and apprentice mentor. The tutor may change throughout the course of the programme depending on the training provider's capacity; this will be managed in line with the contract between the employer and the training provider.
Apprenticeship Levy	The apprenticeship levy is a UK tax that applies to all employers with an annual pay bill of over £3,000,000. The levy is at 0.5% of the total annual pay bill, less £15,000. The levy payment is made direct to the treasury via HMRC and the funds are used to pay for apprenticeship training for their own employees.
Government Co-investment	Employers who do not pay the levy, and those who want to invest more in apprenticeship training than they have available in their levy accounts, can benefit from government funding to support their commitment to apprenticeships. These employers have to make a financial contribution, a 'co-investment', alongside this government funding. The rate of co-investment is 5% for all new Apprenticeship starts, with government funding of 95% provided to cover the remaining costs. From April 2026 this will increase to 25% employer contribution and reduce to 75% for the government contribution for each new apprenticeship started on or after this date. This will be especially relevant to Suffolk Constabulary who will be entering into co-investment in the last financial quarter for 2025/26.
Levy Transfer	Apprenticeships funded by transfer of levy funds refers to situations where an employer receives a levy transfer to access apprenticeship funding from another employer.

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Training Provider	Training providers must be registered with the Department of Work and Pensions in order to deliver apprenticeships and be able to access funding. A full list of training providers and the apprenticeships they can deliver will be available on the Skills England website.
Apprenticeship Agreement	The Apprenticeship Agreement is a statutory agreement between the employer and the apprentice. A separate training plan is signed by the employer, apprentice, and training provider.
Training Plan	A training plan must be signed by the employer, the apprentice and the training provider before training can start. The training plan must include: • the planned content and schedule for training; • what is expected and offered by the employer, the training organisation and the apprentice; • the process for raising and resolving queries or complaints.
Off-the-job training	Under funding rules, the minimum amount of off-the-job-training (OTJT) an apprentice must complete is 187 hours, regardless of prior experience. The actual amount of OTJT required however, depends on the applicable apprenticeship standard the individual is undertaking. How this is delivered will depend on the occupational area, the training provider and the requirements of the employer, but ultimately the training provider is responsible for the delivery of all the OTJT even if delivered by another party, i.e. subcontractor, employer or learner self-directed.

5. Apprenticeship routes

5.1 Apprenticeships can either be used to recruit to new police staff vacancies or to upskill current police staff or officers.

5.2 An apprenticeship may be appropriate in the following circumstances:

- where a skills shortage has been identified;
- where there is a change in skills or development required for an existing role;
- for the development of skills for the future;
- in an area of high turnover to aid retention;
- for recruiting into hard to fill posts.

5.3 Where an apprenticeship is being offered to current police staff or officers there must be an identified business need and the individual must be using it to gain significant new skills and knowledge to become competent in their role. For example:

- to acquire skills required for their role, e.g. a new manager and needs to develop new skills;

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- as part of a development plan documented through the PDR process to help them get to the next level / as a career path;
- new requirements/qualifications that have been introduced for the role that require further training and development of knowledge;
- to professionalise the role – to provide the underpinning theory and most up to date knowledge and skills required for the role.

6. Apprenticeship Role Design Models (Police Staff)

6.1 When considering the creation of a new police staff apprenticeship post, managers should give careful consideration to the business need, available funding and long-term workforce planning. Apprenticeship roles can be structured in different ways depending on the purpose of the post. The following models may be adopted:

Temporary Development Role (Support-Focused Model)

6.2 This model involves creating a time-limited role in which the apprentice undertakes lower-level support tasks within a protected learning environment while gaining experience across one or more areas of the department. This model is particularly appropriate where funding is limited and where broad support across a range of functions is required. At the end of the apprenticeship, individuals should be encouraged and supported to apply for suitable internal vacancies.

Career-Grade Apprenticeship into a Specific Role

6.3 This model supports managers who wish to develop an individual into a particular, fully evaluated role and “grow their own” talent. It supports long term workforce planning and provides a clear pathway into a permanent, specialist role. Under this model:

- the apprenticeship is aligned to a specific future role the department intends to fill permanently;
- an entry-level version of the role must be job evaluated to ensure appropriate grading;
- the proposed pay-progression framework, including competence milestones and progression points, must be discussed and agreed with the Reward Manager before the role is advertised;
- structured milestones should be set to assess the apprentice’s developing competence;
- progression within or between pay bands may occur as competence is demonstrated and subject to agreement with the Reward Manager;
- funding for the fully evaluated post must be identified and held available for when the apprentice reaches full competence.

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Step Structure (Sequential Progression Model)

6.4 This model applies where a clear career pathway exists and roles have been evaluated at consecutive levels (e.g. Step 1, Step 2, Step 3). It enables structured career development while maintaining fairness, transparency, and alignment with the Constabularies' recruitment principles. Under this model:

- each step role is independently job evaluated and recruited to in its own right;
- apprentices may apply for higher-level roles as vacancies arise;
- there is no automatic entitlement to progress to the next step;
- progression may occur only where a vacancy exists and through open, competitive recruitment.

7. Funding

7.1 The Constabularies are subject to payment of the apprenticeship levy which is used to pay for their apprenticeship training.

7.2 The Constabularies have also developed a Levy Transfer Framework which supports receiving levy transfers from other organisations. The Constabularies also engage in co-investment with other organisations.

8. Equality, Diversity and Inclusion (EDI)

8.1 EDI data is collected on the application and selection of all apprentices, both new entrant apprenticeships and existing staff and officers undertaking apprenticeships for development.

8.2 Apprenticeship opportunities will be widely advertised and communicated internally, including the intranet, force orders, and the LMS pages. The Constabularies' apprenticeships lead will communicate with the EDI co-ordinator to ensure that the offer of apprenticeships reaches everyone across both Constabularies. External apprenticeship opportunities, when they arise, will be advertised on the career pages of the Constabularies' websites and government apprenticeship portal. The Constabularies' Levy Transfer Framework also contributes to equality of opportunity across both forces.

8.3 The apprenticeships lead will share EDI apprenticeship data with UNISON on a regular basis, including the establishment of new police staff apprenticeship roles. As of October 2025, this data demonstrates that apprenticeship delegates in the Constabularies are following the force-wide trends for the diversity of the workforce as a whole.

9. Future employment opportunities and career progression

9.1 The Constabularies' aspiration is to develop and retain their own talent, and apprenticeships forms part of this. Progression and retention post-

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apprenticeship will be monitored and tracked as part of the ongoing evaluation process and this information will be used to inform how apprenticeships can be structured to better aid future retention and progression.

- 9.2 Apprenticeships also form part of the Constabularies' considerations under the College of Policing's National Talent Development Strategy across both Constabularies, including talent pipelines, access of opportunities and development and progress of the workforce across both Constabularies.
- 9.3 Whilst there is currently no guarantee of continuity of employment for apprentices employed on fixed term contracts (which are often linked to temporary funding streams), the host department will ensure their apprentice is supported to apply for internal vacancies prior to the end of their apprenticeship, with the aim of securing ongoing employment and furthering their career with the Constabulary.
- 9.4 Prior to an apprenticeship ending, the host department should review their own workforce needs to identify future resourcing requirements which may provide an opportunity for continuing employment of an apprentice within the department/specialism.

10. Application procedure

- 10.1 An application 'window' will open each year, which will be advertised across both Constabularies, for current officers and staff to submit an 'expression of interest' in undertaking an apprenticeship. Heads of Department may also propose the creation of any new police staff apprenticeship posts in their department during this window, subject to the usual new post establishment process.
- 10.2 The application window is in place primarily to aid financial planning, however apprenticeships may be considered outside the window on a case-by-case basis.
- 10.3 Current police staff and officers applying for an apprenticeship should have a developing or effective performance PDR current rating, have completed their probationary period, and not currently be subject to any formal unsatisfactory performance/attendance procedures.
- 10.4 All apprentices will be expected to complete their apprenticeship in the post they occupy at the commencement of the apprenticeship. Applications for other internal vacancies whilst enrolled on the apprenticeship will not ordinarily be supported. There may be exceptions to this which will be assessed on a case-by-case basis, with a review undertaken to establish whether the apprenticeship could still be supported by the new line manager and new role/department.

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11. Apprenticeship duration

- 11.1 The minimum duration for an apprenticeship is now eight months. For those who started an apprenticeship prior to 1st August 2025 the minimum duration remains 12 months.
- 11.2 Where an apprentice completes their learning before the minimum duration has been met, training must continue for the remainder of the training programme.
- 11.3 Apprentices may be employed/engaged on a full-time or part-time basis. There is no minimum number of working hours required to undertake an apprenticeship on a part-time basis. The length of the apprenticeship may however need to be extended, on a case-by-case basis with the training provider. The amount of training will however remain that which is required for the applicable standard.

12. Terms of apprenticeship (police staff)

Employment contract

- 12.1 Police staff apprentices will be employed on an employment contract with the respective Constabulary, with the same terms and conditions as other police staff members.
- 12.2 Apprentices may be employed on either a permanent or a fixed term employment contract depending on how the post has been established. Where a fixed term contract is offered, this is often linked to temporary funding streams. Where an apprentice is employed on a fixed term contract, the duration of their contract will align with the duration of their apprenticeship. Typically, a fixed term contract will be for a minimum of 12 months to allow for both completion of the apprenticeship and end point assessment period (of usually three to six months).
- 12.3 Any amendment to contractual terms and conditions will be dependent upon the nature of the selected apprenticeship, training plan and subject to consultation with UNISON. However, where an existing member of police staff undertakes an apprenticeship as part of their Continuing Professional Development (CPD) and remains in their current role, their terms and conditions will remain unchanged.
- 12.4 If an existing member of staff applies for a different role to undertake an apprenticeship they will be employed on the pay, terms, and conditions, associated with the new role.

Apprenticeship agreement and training plan

- 12.5 In addition to the contract of employment, the following two documents will be issued for each police staff apprentice:

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- An **Apprenticeship Agreement**, outlining the skill or occupation for which the apprentice is being trained and to confirm the apprenticeship standard that the apprentice is following.
- A **Training Plan**, outlining the apprenticeship standard, the planned content and schedule for training, what is expected of, and offered by, the respective Constabulary, the training provider and the apprentice, and how to resolve queries or complaints. The selected training provider will assist in developing the Training Plan.

Job evaluation and pay

- 12.6 Newly created police staff apprenticeship roles will be evaluated under the Constabularies' job evaluation scheme and the apprentice will be paid in accordance with the confirmed pay band for the role, starting on the first pay point of the applicable band.
- 12.7 Managers proposing career grade apprenticeship roles must consult with Reward to agree the appropriate entry level grade and pay progression structure.

Probation periods (new staff only)

- 12.8 For new entrants joining on an apprenticeship their probationary period will be extended to the length of the apprenticeship to reflect the additional time necessary for training to achieve competence in the role.

Policies and procedures

- 12.9 Constabulary policies and procedures including performance, attendance, discipline and grievance will apply to all apprentices.

Academic misconduct

- 12.10 In the event that the training provider identifies individual issues with academic misconduct (i.e. any action that provides a student with an unfair advantage in their academic work, including plagiarism, collusion, and cheating), the Constabularies will work alongside the provider to understand the circumstances of the alleged misconduct. This could result in the individual's apprenticeship being terminated. If appropriate, action will also be taken in line with the police staff disciplinary policy.

13. Terms of apprenticeship (police officer)

Police Regulations

- 13.1 All current police officers undertaking an apprenticeship will be subject to Police Regulations.

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- 13.2 The pay and allowances applicable for a police officer on an apprenticeship will be in accordance with the rank and role they occupy at the time of their apprenticeship.

Training Plan

- 13.3 Police officer apprentices will be issued with a training plan outlining the apprenticeship standard, the planned content and schedule for training, what is expected of, and offered by, the respective Constabulary, the training provider and the apprentice, and how to resolve queries or complaints. The selected training provider will assist in developing the training plan.

Policies and procedures

- 13.4 Constabulary policies and procedures including performance, attendance, conduct and grievance will apply to all apprentices.

Academic misconduct

- 13.5 In the event that the training provider identifies individual issues with academic misconduct (i.e. any action that provides a student with an unfair advantage in their academic work, including plagiarism, collusion, and cheating), the Constabularies will work alongside the provider to understand the circumstances of the alleged misconduct. If required, action will also be taken in line with the police officer Misconduct procedure as appropriate.

14. Off the Job Training

- 14.1** The amount of off-the-job-training (OTJT) is dependent on the applicable standard, which will be expressed as a total number of hours. How this is delivered will depend on the occupational area, the training provider and the requirements of the respective Constabulary. The delivery of OTJT is very flexible. The line manager can decide how and when to allocate this as long as it meets the published requirement for the applicable apprenticeship standard and it takes place within the apprentice's normal working hours. If, by exception, some OTJT needs to take place outside of their normal working hours, the apprentice must agree to this and be compensated for this arrangement (e.g. time off in lieu or an additional payment). The majority of the training must not be delivered in this way.
- 14.2 Apprentices are not required to complete OTJT in their own time. If an apprentice personally chooses to do additional training or learning, this is undertaken on a voluntary basis and will therefore not be paid.
- 14.3** Details of OTJT must be agreed between the line manager and the apprentice before the commencement of the apprenticeship and documented on the training plan. It is important the apprentice and their line manager commit to this throughout the duration of the apprenticeship.

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- 14.4 Ultimately, the training provider is responsible for the delivery of all the OTJT even if delivered by another party, i.e. subcontractor, employer or learner self-directed. The training provider will assist in developing the training plan.

15. Breaks in Learning

- 15.1 Continuation of the apprenticeship is dependent upon satisfactory attendance and performance.
- 15.2 Should an apprentice be absent for any statutory reason, e.g. maternity or adoption leave, shared parental leave, maternity or adoption support leave, long term sickness absence, the apprenticeship can be paused to enable them to re-start their apprenticeship on their return to work.
- 15.3 The Constabularies will support apprentices who may need to take a break in learning for other reasons where they plan to return, and it is agreed by their line manager. Reasons for this could include medical treatment, caring responsibilities or personal reasons, but would not include short-term absences, such as annual leave or occasional sickness.