

1. Introduction

John Graham Construction Ltd. (“GRAHAM”) aims to attract, develop and retain the best quality talent to ensure we have the skills and capabilities within our people to continue to be successful.

One of the ways in which we do this is through the recruitment and development of apprentices across all areas and levels of the business.

The aim of the GRAHAM Academy is to support our apprentices through their programme so that we support the development of the next generation of employees with the skills and behaviours to succeed.

GRAHAM are committed to being an inclusive workplace where all employees, customers and stakeholders can fully participate and contribute. We strive to ensure accessibility across all facets of our operations, including physical spaces, digital platforms, communication channels and services.

Our People policies are regularly audited against rigorous accessibility standards to ensure compliance and to support every employee.

Anyone who requires additional support or has any questions regarding accessibility can contact the HR team at HR-JGC@graham.co.uk

2. Policy Statement

This policy is intended to provide a basic framework to outline the GRAHAM approach for the selection and development of anyone completing an apprenticeship within the company.

3. Scope

This policy applies to any apprentice within the organisation.

The apprenticeship programme is managed by the Learning and Development team supported by the Social Impact and Human Resources teams.

Decision making surrounding apprenticeship recruitment will be made at Divisional Level and will be based on comprehensive analysis of available data.

4. GRAHAM Apprenticeship Programme

Recruitment of apprentices is done through partnerships with local schools, colleges, universities, and specialist industry organisations.

There are two main routes to completing an apprenticeship with GRAHAM, and these are outlined below.

Route One – Craft Apprenticeships

Craft apprenticeships aim to prepare people for a career in a hands-on, practical environment such as joinery or bricklaying. As part of a craft apprenticeship work experience is gained with GRAHAM whilst studying part time at a training centre or college.

To be successful apprentices must demonstrate the practical ability to complete the technical aspects of the trade to an acceptable standard to achieve specific qualifications.

There are regional differences across the UK but typically a craft apprenticeship lasts between 2-4 years. In general, the apprentice will have to complete relevant qualifications and meet an agreed standard of English, Maths, and IT.

Once qualified craft apprentices have the potential to develop into many different areas within construction. If an apprentice has ambitions to continue to develop, the next level would be a Professional apprenticeship.

Route Two – Professional Apprenticeships

Professional apprenticeships combine hands on experience with day release at a college or university to study a construction related course.

Professional apprenticeships provide a structured programme to develop knowledge and understanding as well as starting people on the journey towards membership of a professional body.

Entry requirements for this type of apprenticeship vary depending on the topic of study, level of study, Training Provider and previous experience.

Professional Apprenticeships allow an individual to study starting at a level three all the way up to a level seven qualification.

To enter at the Advanced level a minimum of 5 GCSEs at grade 9-4 (previously A*-C) and these must include Maths, English and a STEM subject. Entry at the Higher Apprenticeship level is dependent on the qualification.

NB in Scotland qualifications and entry levels differ in line with the education system

5. Eligibility Of Students

All applicants must meet the eligibility criteria of each apprenticeship scheme and will be subject to the same internal recruitment regulations.

6. Programme Management

The apprenticeship programme is managed by the Emerging Talent Advisors who are supported by the Social Impact and Human Resources teams on a local level. Each apprentice has a structured plan to ensure that they get the correct learning opportunities to meet educational and specific role requirements. Bespoke plans are developed from role templates, agreed with Line Managers and incorporated into personnel logbooks to support progress.

Each apprentice's Line Manager will meet with them monthly to ensure that the plan is being followed correctly and that learning objectives are being met both on site and academically.

In addition, they will also be allocated a Mentor who will act as the first point of contact.

The Social Impact team will request and collate reports from the appropriate colleges, Managers and apprentices on a 6 monthly basis.

Mentors will meet with Line Managers and apprentices to review progress and feedback any issues to the local HR where applicable.

The relevant Director should be made aware of any changes to an apprentice's role and responsibilities.

7. Equal Opportunities

Apprenticeships are open equally to all students regardless of sex, sexual orientation, age, marital status, responsibility for dependents, disability, religion, colour, race, nationality, ethnic or national origin.