

**Mr John Gilchrist**  
Freedom of Information Officer

2 October 2017

Ref: FOI/September 2017/ Caroline Hennessy

By email to [C.Hennessy@unison.co.uk](mailto:C.Hennessy@unison.co.uk)

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Dear Ms Hennessy

Your request for information received on 11 September 2017 has been dealt with under the provisions of the Freedom of Information Act 2000 (FOIA).

You asked:

1. Total number of apprentices employed by you?
- 2a. List of job description(s) / job role(s) being carried out by apprentices
- 2b. The total number of apprentice(s) appointed in each role (listed in the answer to 2a)
3. What is the apprentice rate of pay (per hour)? If there are different rates of pay (per hour) for different groups of apprentices, please supply a breakdown
4. Are apprentices on the same terms and conditions as your permanent employees? Yes / No
5. Traineeships are unpaid positions offered by employers to those aged 16-24 who are considered 'not ready' to take up an apprenticeship or job. Such positions last between 16 weeks and 6 months. Does your organisation offer traineeships? Yes / No
6. What is the apprenticeship completion rate in your organisation?
7. Do apprentices have a guarantee of a job at the end of the scheme? Yes/No
8. In order to meet the organisation's target for new apprenticeship starts, what proportion of new starts have come from: (a) Recruitment of new apprentices from external sources (including training providers); (b) Transfer of existing staff to the apprentice programme; (c) Other
9. In order to meet the organisation's target for new apprenticeship starts, have you reduced recruitment of staff who are not apprentices? Yes / No

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

### **University Response**

1. 1

2a. Business Administration Apprentice

2b. 1

3. £8.13 per hour plus

4. Yes

5. No

6. This year is the first year we have operated it. We took on 3 apprenticeships, 2 left before completion, 1 is due to complete. So 33% completion rate.

7. Yes a guarantee of a fixed term job for 6 months.

8. (a) Recruitment of new apprentices from external sources (including training providers) – 100%

9. No

10. No

I trust this satisfies your request sufficiently. Under the Freedom of Information Act 2000, you have the right to complain about the University's response to your request for information. If you have such a complaint, you may contact Mrs Teresa Kelly, Clerk to the Board of Governors, Middlesex University, Hendon campus, London NW4 4BT, tel: 020 8411 6018, [t.kelly@mdx.ac.uk](mailto:t.kelly@mdx.ac.uk) within 40 days of the date of this letter for a review of the University's decision. If you remain unsatisfied with the outcome of that complaint, you may seek further recourse by lodging an appeal with the Information Commissioner.

Yours sincerely

**John Gilchrist**

Freedom of Information Officer