|  |  |
| --- | --- |
|  | Name  Job Title  Our Ref: |
|  |
|  |  |
|  |  |
|  |  |
|  |  |
| Date |  |
|  |  |

|  |
| --- |
| Address |
|  |
| Tel: +44 (0)xxxxxxxxxx |
| Email: xxxxxxxxxxxxxxxxxxxx |

Dear

**Re: job Ref no., Apprentice Job Title**

I am very pleased to be able to make a conditional offer to you of the position of Apprentice Job Title in the Department of [xxxxxxxxxxxxxx] under the following terms and conditions:

Start date: xxxxxxxxxxxxxxxx

Grade: xxxxxxxxxxxx

Salary: £xx

Information for staff about University salary progression schemes is available at [http://www.hr.admin.cam.ac.uk/pay-benefits/salary- scales/salary-progression](http://www.hr.admin.cam.ac.uk/pay-benefits/salary-%09scales/salary-progression).

Staff group: Assistant staff.

End date: xxxxxxxxxxx.

Location: Your principal place of work is the Department of XXX or such other University site in Cambridge which the University may reasonably determine.

Hours of work: Your appointment is full-time/part-time.

See <http://www.hr.admin.cam.ac.uk/policies-procedures/hours-work> for wording to add on hours of work by staff group; add any further details as required e.g. start/finish times.]

Holiday entitlement: Full time employees are entitled to annual paid leave of 7.2 weeks (or 36 days) inclusive of public holidays.

Paid holiday entitlement will increase by one day after nine years' unbroken service and thereafter by one additional day for each period of three years' unbroken service up to a maximum of four additional days after eighteen years' service.

This entitlement is pro rata in the holiday year of commencement of employment, in the year your employment terminates and for part-time employment.

Probation period: 3 months

Pension eligibility: You will automatically become a member of the Cambridge University Assistants' Contributory Pension Scheme (CPS) on commencement of employment.

Please note that it is not possible to opt out of the scheme until you have received certain specified information about the pension scheme and this will be sent to you shortly after you have been paid for the first time.

Pension scheme details are available on our web pages at: <http://www.pensions.admin.cam.ac.uk/>. Information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme is available on our web pages at: <http://www.pensions.admin.cam.ac.uk/auto-enrolment-workplace-pensions>.

Retirement age: The University does not operate a retirement age for assistant staff. Further details are available in the University Retirement Policy on our web pages at <http://www.hr.admin.cam.ac.uk/policies-procedures/retirement-policy/statement-policy>.

Any other conditions: Your Learning Provider will be xxxxxxxxxxxxxxxxxxxxxx.

The programme you will be undertaking is the xxxxxxxxxxxx Apprenticeship Standard /or Apprenticeship Framework Title [delete as applicable] Level X.

This offer is conditional upon:

* The University receiving references which it regards as satisfactory.
* You passing your current course (for example GCSE Level English) and being accepted onto the Apprenticeship programme
* You passing any probationary period that applies.
* You producing to the University original documents which prove your right to work in the UK before employment commences. If you are subject to immigration control, this will include evidencing your permission to work in the UK as conferred by UK Visas and Immigration. **You will not receive a contract of employment, be able to start work or start receiving pay until we have checked and taken copies of these documents, and are satisfied that you have the right to work in the UK.**

[Retain the following bullet points only if relevant; delete details which are not applicable.]

* The satisfactory outcome of [detail any further screening checks required e.g. criminal record checks – a basic disclosure, standard or enhanced check via the Disclosure and Barring Service (DBS), and/or a security check. See <http://www.hr.admin.cam.ac.uk/recruitment/stage-4b-screening> for guidance]. Whether a check outcome is satisfactory will be determined by the University.
* You acquiring a Research Passport.

I would be grateful if you would send your written acceptance of this conditional offer to me as soon as possible. Please also complete and return the enclosed [Retain bullets about screening checks only where applicable; CHRIS/22 required unless the individual is a current University employee; OHF30 always required]:

* **CHRIS/22 form** – this is required to make arrangements for you to be paid once you start work. Your first payment may be delayed if this is not received in time for payroll cut-off in the month in which you start. Payroll cut-off dates vary but are around the 10th of each month. Pay date is normally the 26th of each month.
* **OHF30 Work Health Declaration** – the purpose of this form is to give you the opportunity to declare any health problems or disabilities that could affect your ability to effectively and safely undertake the duties of the job offered. Should advice be required in relation to your work and health that requires specialist input, you will be referred to the University Occupational Health Service for a confidential assessment. With your consent, factual information regarding any recommendations to support you at work will then be made available to you and your manager. [Insert details of any further health screening/surveillance identified as required by the OHF29 Job Hazard Evaluation form.]
* **Disclosure and Barring Service (DBS) Application Form** [Retain only where using a paper DBS form] - this form is required to enable us to request the required DBS criminal record check for you. Instructions on how to complete the form are found in the guidance document enclosed.
* **Form(s) required for your Research Passport** - please complete and return to the administrative team in your department/institution to arrange for approval of the application.

The University has a Rental Deposit Loan Scheme to help employees with the costs involved of moving into privately rented accommodation in the Cambridge area. The purpose of the loan is to help new and existing employees at the University obtain privately rented accommodation by lending up to £3,000 which is then paid back to the University over 10 equal monthly payroll deductions. If you are interested in the Rental Deposit Loan please see further information on our website, https://www.hr.admin.cam.ac.uk/paybenefits/

cambens-employee-benefits/relocation-housing/rental-deposit-loan-scheme and contact me for details on how to apply.

The HR Division will send a written contract of employment to you as soon as possible, although you may not receive it before commencing your role. The contract is not valid and concluded until all conditions set out in this offer letter are satisfied. For details on how the University will use your personal information, please see <https://www.hr.admin.cam.ac.uk/hr-staff/hr-data/how-we-handle-your-personal-data>.

On taking up your appointment, you will be provided with an induction programme to help you settle into your new role. Further details will be sent to you before your first day. In the meantime, there is a wide range of information on our webpages (<https://www.induction.admin.cam.ac.uk/> ) which you may find helpful.

I hope that the conditions outlined above will be readily satisfied and I look forward to working with you. If you have any questions, please do not hesitate to contact me.

Yours sincerely

Name

Job Title

Enclosure(s):

CHRIS 22

OHF30 Work Health Declaration