

## TUPE transfer of Fleet apprentices from plc to BT Fleet

### Why are we making this change?

When the Fleet apprentices were recruited back in October 2017, the decision was taken at the time to hold the headcount for all apprentices across Wholesale and Ventures centrally in HR. The reason for this was that we wanted to hold all of our Early Talent centrally on our headcount to understand who we had working in our organisation and the training and support they needed to excel in their chosen areas. It also supported the implementation of the Apprentice Levy.

We have reviewed the situation and now feel that the Apprentices will gain more benefit from being part of the business area they are working in. As a result we are working with the business to transfer all apprentices on level 2 and 3 programmes to the part of the business they are assigned to and their local OUC. We considered the feedback we have received from Apprentices and managers and agree that the Apprentices will benefit more from being aligned to their manager, mainly for T&S purposes. This will also align them with our apprentices who joined the business in previous years and who were recruited directly into BT Fleet. Similarly, it will resolve the frustration some apprentices feel where they are unable to support the business during busy times by joining their colleagues who are able to work overtime.

For apprentices in Fleet, this decision will result in a change of employment entity, and therefore the transfer will be conducted under the TUPE Regulations. For apprentices working in other parts of Enterprise, TUPE is not needed as they are being transferred from one Enterprise OUC to another, internally within BT PLC.

We should be clear that this will be a change of employer only, there will be no change to terms and conditions as both entities operate shared Terms, conditions and policies. There will also be no organisational changes as they will remain in the same locations, working with the same teams and with the same manager as they have currently.

### What role does the apprentice need to complete?

The Fleet apprentices have been hired across two roles, vehicle maintenance technicians and customer service agents. Their apprenticeships are aligned to the work that they complete on a daily basis, as follows;

Role	Apprenticeship
Vehicle tech	Level 3 light vehicle maintenance technician
Customer Service agent	Level 3 Customer Service

Every apprenticeship requires the learner to be able to demonstrate that they are embedding what is learnt at college in their workplace. They are also required to demonstrate competence of the learning objectives set out by the apprenticeship. Because of this, it is critical that the role that the apprentices are completing aligns with their apprenticeship. If it doesn't, they will not be able to successfully complete their apprenticeship.

### Date for TUPE

We have opted for 1<sup>st</sup> February for the TUPE to be finalised to ensure this is tied into Feb forecast. As per the above, all apprentices on a level 2 or 3 programme are being transferred back to their 'owning' business unit, and is a lot simpler for the process to take place at this time to ensure all financials are completed at the same time.