|  |  |  |
| --- | --- | --- |
| **PERSONNEL/CONFIDENTIAL**  Name Surname  Address 1  Address 2  Address 3  Address 4  Post Code |  | Ref. xxxxxxx  xxxxxx/x  DD/MM/YYYY |

Dear [Title] [Surname]

I am pleased to offer you the post of Apprentice [job title] at the salary of [£XX,XXX] per annum starting on [DD,MM,YYYY]

Full details of the Apprenticeship appointment terms and conditions is set out in the enclosed Apprenticeship Agreement and accompanying documents

Please note that this contract is fixed-term because it is a set Apprenticeship programme, with an anticipated fixed end date as specified in the enclosed Agreement. As such, this appointment carries with it no commitment to a subsequent career appointment within the University.

If you have any queries on the contents of this letter, or any of the enclosed written documents please do not hesitate to contact me on [Name], [email address], [telephone number]

To accept this offer please sign and date one copy of the agreement and return it to me at the above address.

We are delighted to offer you this opportunity, and look forward to you joining the University and supporting you through your apprenticeship.

Yours sincerely

[Sign-off name]

[Sign-off title]

Encs: Apprenticeship Agreement

Relevant enclosures as listed in the attached Agreement

## Key: Template Apprenticeship Agreement

Standard paragraph for completion

Optional paragraph (role specific – as required)

DD/MM/YYYY

This Apprenticeship is being offered to you on the terms and conditions set out in:

1. this Apprenticeship Agreement which includes the enclosed Statement of Terms and Conditions of Employment for University Apprentices;
2. the enclosed Apprenticeship Learner Agreement [download from HR Templates website].

Please read these documents carefully. This agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales and shall be subject to the exclusive jurisdiction of the English Courts/Tribunals.

This letter and the attached terms and conditions are intended to be an approved English apprenticeship agreement and not a contract of apprenticeship. Therefore, this agreement will be a contract of employment and you will be treated at all time as an employee of the University.

Your Apprenticeship is subject to the following conditions:

1. presentation of original documentation to establish your right to work and remain in the UK;
2. the return of a completed New Starter Health Declaration, and if necessary, Health Questionnaire and confirmation from the University’s Occupational Health Service that you are medically fit for the post concerned (allowing for any reasonable adjustments that may be required);
3. completion to the University’s satisfaction of an initial probationary period;

*for posts requiring DBS check*

1. receipt of an appropriate Disclosure and Barring Service check which is acceptable to the University.

**Name:** °°°°°°°°°°°

**Role:** Apprentice °°°°°°°°°°°

During the course of your Apprenticeship you will be trained for the occupation of °°°°°°°°°°°.

The Secretary of State has published an approved apprenticeship standard for the sector in which you will be working, which is [NAME OF SECTOR] – please find this from: <https://apprenticeshipguide.co.uk/apprenticeship-by-industry-sector/> ].. The approved apprenticeship standard is the standard that applies in relation to the work to be done under this apprenticeship. You will receive training to help you achieve the approved apprenticeship standard in relation to the work done for the University under this agreement. The approved apprenticeship standard for this apprenticeship is detailed in the enclosed Apprenticeship Learner Agreement.

**Employer:** Chancellor, Masters and Scholars of the University of Oxford

**Department:** °°°°°°°°°°°

**Place of work**: your normal place of work will be °°°°°°°°°°°.

You will also be required to attend training as outlined in your Apprenticeship Learner Agreement.

The practical period of your apprenticeship will be [NUMBER] months from the start date of your Apprenticeship. You will spend at least 20% of your time over the course of your Apprenticeship on “off-the-job” training. This will take place during normal working hours.

**Training:** You are required to follow a course of training leading to a recognised qualification(s), as part of this Apprenticeship programme. Details of your planned course of training are set out in the Apprenticeship Learner Agreement enclosed with this contract. Failure to achieve satisfactory performance standards either at your training provider or within your department may result in Disciplinary procedures being implemented as set out in the Handbook for University Support Staff. You shall not engage in any other occupation or business that might interfere with your training throughout the duration of your Apprenticeship programme with the University of Oxford.

Your employment as an Apprentice with the University is conditional on you attending your course of study, successfully obtaining the qualification(s), and completing your work in the workplace to the satisfaction of your department.

The date to be used is the date the individual starts employment with the University as an apprentice.

**Start date:** this Apprenticeship dates from DD/MM/YYYY

If the individual has been employed in a different capacity by the University before becoming an apprentice (so that their continuous employment date is earlier) the following wording should be added; “and your continuous employment with the University began on DD/MM/YY”.

If the individual has not been employed by the University in a different capacity before becoming an apprentice (and does not have an earlier date for the start of their continuous employment) the following wording should be added “and your continuous employment with the University begins on this start date”.

No employment with a previous employer counts towards your period of continuous employment with the University.

**Completion date:** it is estimated that you will complete your Apprenticeship on DD/MM/YYYY subject to earlier termination at any time in accordance with the Statement of Terms and Conditions of Employment for University Apprentices.

**Probation period:** your appointment is subject to completion to University’s satisfaction of an initial probationary period of 6 months. The University may, at its discretion, extend this period depending on your performance.

**Grade and salary:** this appointment is initially offered at an Apprentice grade 1. Your salary is payable at the rate of £XX,XXX a year (pro rata for part-time appointments).

**Hours of work**: this Apprenticeship is full-time/part-time and the days when you will be required to work are Monday to Friday each week.

*For part-time appointments add*

Your normal hours of work are XX hours per week (XX% of full-time hours). The days on which you will be required to work and the distribution of those hours will be by agreement with your Head of Department or equivalent.

*Optional:* The distribution of weekly working hours which currently applies to your post is:

{eg Monday to Friday XX am to XX pm, with XX for lunch}

The University will allow you time during your working week, as needed and agreed in advance during normal working hours, to attend college courses, off-the-job training, and any tests and examinations required to attain the formal qualification(s) related to your Apprenticeship programme.

**Annual leave:** the leave year runs from MM to MM each year.

Full-time staff are entitled to 38 days' paid leave in each complete leave year (inclusive of all public holidays and any locally agreed fixed-closure days), to be taken by agreement with the department. This entitlement will be prorated for part-time appointments. If your employment starts or finishes part way through the holiday year, your holiday entitlement during that year shall be calculated on a pro rata basis (public holidays are ignored for the purposes of calculating entitlement).

**Contract type:** this is a fixed-term Apprenticeship.

Your employment (should it be confirmed on completion of the probationary period and not be terminated earlier by notice) will automatically end on DD/MM/YYYY, which is when it is anticipated that you will complete your Apprenticeship training. This appointment carries with it no commitment to a subsequent career appointment within the University. Vacancies for such appointments are open to competition from within and outside the University.

*Add this paragraph if you wish to enclose any departmental guidance or policies, such as statement of safety organisation*

**Departmental policies and guidance:**

The following departmental policies are enclosed:

°°°°°°°°°°°

Your attention is specifically drawn to the attached Statement of Terms and Conditions of Employment for University Apprentices and the policy statements as outlined in Section 5 of the Handbook for University Support Staff.

SIGNED ………………………....... (for and on behalf of the University of Oxford)

DATE………..………..........…........ NAME (please print)……………………………………..

**Head of Department / Administrator**

You should indicate your acceptance of this Apprenticeship and the terms and conditions that govern your employment as an Apprentice, by signing, dating and returning the attached copy agreement.

## Acceptance

*I accept this Apprenticeship on the terms and conditions set out in this agreement, together with the attached statement, and confirm that I have read and understood the policies referred to therein. I understand that in signing this acceptance I am certifying that all the information given by me in the context of my application for this post is, to the best of my knowledge and belief, correct and complete. I acknowledge that if it is subsequently discovered that I have failed to disclose any significant information relating to my ability to carry out my duties and responsibilities in a satisfactory manner, or that I have provided false or misleading information about my qualifications, my previous experience, or any other matter relevant to my Apprenticeship, this may lead to disciplinary action and/or termination of my Apprenticeship. I understand that it is my responsibility to advise the University immediately of any change to my circumstances which may affect my Apprenticeship.*

SIGNED …………………......…….

DATE………..………...............…. NAME (please print)………………………………

*Add if the apprentice will be under 18 on date of signing*

SIGNED …………………......…….

Apprentice’s Parent or Legal Guardian[[1]](#footnote-1)

DATE………..………...............…. NAME (please print)………………………………

***Enclosures***

1. Copy of this Apprenticeship Agreement
2. Statement of Terms and Conditions of Employment for University Apprentices
3. Information about enrolment into the University Pension scheme
4. Apprenticeship Learner Agreement
5. Job description
6. *if appropriate [list departmental policies]*

**Statement of Terms and Conditions of Employment for University Apprentices**

**1. Proof of right to work**

1. At all times your employment is subject to the presentation of original documentation to establish your right to work and remain in the UK, which the University requires in order to comply with its duties under the Immigration, Asylum and Nationality Act 2006. It will remain your responsibility to ensure that you are able to produce such documentation as and when requested from you.

## 2. Terms of employment

2.1 Your employment is at all times subject to the statutes of the University, as amended from time to time, and to such regulations, rules, policies, and agreements as may be made under the authority of those statutes to govern the employment of staff in your category. Details of certain of these agreements are specified in the Handbook for University Support Staff, which is published and regularly updated on the University’s website at <https://hr.admin.ox.ac.uk>. In the case of any conflict between the online version and any printed version, the online version will prevail. The statutes, and relevant regulations, rules, policies, and agreements, applying to your Apprenticeship will be on the University website and may also be consulted on application to the Departmental Administrator, or equivalent.

2.2 The University undertakes to ensure that any future change in the terms of employment will be recorded, be notified as appropriate, and be available for reference, within one month of the change.

2.3 No undertaking to confirm, renew or extend your Apprenticeship will be valid unless notified to you in writing with the specific approval of the appropriate authority of the University so authorised by the relevant Statutes and Regulations.

2.4 There are no collective agreements that directly affect your employment.

**3. Duties and place of work**

3. You are employed by the Chancellor, Masters, and Scholars of the University of Oxford. You will be responsible for the performance of your duties to the Head of Department or to such other member of staff as may be authorised by that person. The person or officer to whom you are responsiblemay specify your normal place of work within any University occupied premises or associated facilities. Your normal place of work until further notice and following appropriate consultation with you is detailed in your contract. You may be required to undertake travel on University business away from your normal place of work and/or to work away from Oxford. Appropriate and approved expenses will be paid for such travel and work. You will not be required to work outside the UK for more than one month during the term of your employment.

**4. Probationary period**

4. Your appointment is subject to completion to the University’s satisfaction of an initial probationary period, this will be detailed in your contract.

**5. Notice period**

5.1 During any probation period detailed in your contract, your Apprenticeship may be terminated by one week’s notice on either side. The length of notice the University undertakes to give to terminate your employment (should it be confirmed on completion of the probationary period) is one month, increasing in line with statutory provision as set down in the Handbook for Support Staff. The length of notice you are required to give to terminate your employment, except as provided for during the probationary period, is one month.

5.2 No undertaking to confirm, renew or extend your Apprenticeship will be valid unless notified to you in writing with the specific approval of the appropriate authority of the University so authorised by the relevant Statutes and Regulations.

## 6. Remuneration

6.1 Your remuneration is payable at monthly intervals in arrears by credit transfer, payment being 1/12th of annual salary for each calendar month. Where a part-month payment is due the University will divide the monthly salary by the number of calendar days in that month to calculate the daily rate to be paid for each calendar day in the period worked

6.2 The salary quoted in your agreement is subject to any general increases applied to all salaries of that grade.

6.3 The University is legally entitled to make deductions from your pay to recover overpaid wages or expenses or apprentice training costs or any other sums due and owing from you to the University. If this occurs, you will be consulted over the amount to be recovered and the timescales for any repayment before action is taken.

## 7. Hours of work

7.1 Normal full-time hours of work for support staff are a total of 36.5 hours per week (exclusive of lunch breaks), the actual distribution of those hours (including the days of the week when that work is required to be carried out) to be specified from time to time by the Departmental Administrator according to operational requirements.

7.2 Should overtime require to be worked the compensatory arrangements that will apply are detailed in the Handbook for University Support Staff.

## 8. Annual leave

8.1 Normal entitlement to paid annual leave for full-time support staff is 38 days per annum, inclusive of bank holidays and any locally agreed fixed closure days. Holidays for part-time staff are calculated on a pro rata basis.

8.2 Information about long service leave entitlement is detailed in the Handbook for University Support staff.

8.3 If you leave the employment of the University any untaken holiday or lieu time should normally be taken prior to your last day of employment. It will be at the Head of Department’s discretion to require that any period of outstanding leave is taken during the notice period. Exceptionally, if you have not taken your full holiday entitlement at the time you leave, you will be paid accrued holiday pay calculated in proportion to the period already worked during the leave year less the value of any days' holiday already taken – bank holidays being ignored both in terms of entitlement and days of holiday taken. If you have taken more than your full holiday entitlement at the time you leave, calculated in proportion to the period already worked during the leave year, then the University may deduct an appropriate sum from your final payment, or alternatively, by mutual agreement, may arrange for you to work some or all of these additional days without further pay at a later date. The amount of any holiday pay paid in lieu on termination of employment shall be for full-time staff 1/260th of your full-time equivalent salary for each untaken day of entitlement, or for part-time staff the number of outstanding hours multiplied against your final hourly rate.

## 9. Sick pay

9.1 Your entitlement to payment, and the conditions that are applicable, in the event of incapacity for work due to sickness or injury, are explained in the relevant section of the Handbook for University Support Staff in force at that time.

9.2 Please note that in the event of sickness absence occurring as the result of an accident or injury caused by a third party, and when damages are recoverable from the third party, the University is entitled to ask you to refund the cost of your sick pay insofar as it is covered by any damages that you receive for loss of earnings. Further details are specified in the Handbook for Support Staff.

## 10. Other paid leave / benefits

10.1. Details of other leave (some of which may be paid) to which you may be entitled may be accessed via the Handbook for Support Staff at: <https://hr.admin.ox.ac.uk/section-4-support-staff-handbook>.

10.2. A list of other benefits provided by the University can be accessed via the Staff Benefits Handbook accessible at <https://hr.admin.ox.ac.uk/staff-benefits>. The benefits listed in the Staff Benefits Handbook are non-contractual (unless expressly stated otherwise) and may be amended from time-to-time at the absolute discretion of the University.

## 11. Pension

11.1 Subject to the University’s Statement of Pensions Policy and to the applicable pension scheme rules, both of which may be amended from time to time, you will be deemed to be in membership of the appropriate pension scheme[[2]](#footnote-2) until such time as you give notice in writing that you wish to exercise your right not to be a member of the scheme.

11.2 If you contribute to the University of Oxford Staff Pension Scheme (OSPS) you will also be automatically enrolled in the University’s Salary Exchange scheme for pension contributions on joining the pension scheme. You can give notice in writing to the Payroll Manager in the Finance Division, University of Oxford, 23-38 Hythe Bridge Street, Oxford, OX1 2ET that you elect **not** to take advantage of this facility.

11.3 You may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

## 12. Disciplinary and grievance procedures

12.1 Details of the procedures that apply within the University for dealing with disciplinary matters may be seen in the Handbook for University Support Staff, and Statute XIV of the University’s Statutes and Regulations. Save where disciplinary action is taken during the probationary period, if you wish to appeal a disciplinary decision (including any decision to dismiss) you may apply in writing to the Director of Human Resources. If you are dismissed during the probationary period and wish to appeal this decision you may apply in writing to the person in University HR detailed in the letter confirming your dismissal.

12.2 Dual appointments**:** should you hold more than one appointment with the University, the outcome of any action taken by the University under its disciplinary or capability procedures (including but not limited to warnings, dismissal or removal from office) may apply equally to both/all posts that you hold (following a review of the situation, and subject to the circumstances of the misconduct or capability).

12.3 Should you have a grievance relating to your employment, you should refer at first instance to the relevant section of the Handbook for University Support Staff in force at that time; should you wish to appeal against disciplinary action you should refer to the relevant section of the Handbook for University Support Staff in force at that time. Grievances should normally be raised in the first instance with your line manager. This can be done orally or in writing.

## 13. Intellectual property

13.1 Incorporated by reference into your contract of employment are the policy on Intellectual Property, and the procedures for implementing that policy, which are promulgated from time to time by the University in its statutes and regulations. Details of the current policy and procedures are available at:

<https://governance.admin.ox.ac.uk/legislation/council-regulations-7-of-2002> and

<https://governance.admin.ox.ac.uk/legislation/statute-xvi-property-contracts-and-trusts>.

13.2 You will sign any necessary documents in order to give effect to the claims made by the University in its Statutes on intellectual property; and you will waive any rights in respect of the subject-matter of the claim which may be conferred on you by Chapter IV of Part 1 of the Copyright, Designs and Patents Act 1988.

13.3 Whenever you participate or are engaged in research work within the University being research work which is funded in whole or in part by an outside body on terms that any intellectual property devised, made or created in the course of such work shall be patented, dealt with or otherwise used or exploited in such manner as the outside body may direct, any such intellectual property shall be subject to the terms of the agreement with the outside body and you undertake to comply with all obligations (including those of confidentiality) imposed by that agreement.

**14. Data privacy**

14.1 In order to comply with its contractual, statutory, and management obligations and responsibilities, the University is required to process personal data relating to you, including ”special category” personal data, as defined in the General Data Protection Regulation (“GDPR”) which includes information relating to health and racial or ethnic origin, and criminal conviction data. All such data will be processed in accordance with the provisions of the Regulation and related UK data protection legislation and the University Policy on Data Protection as amended from time to time. The term ‘processing’ includes the initial collection of personal data, the holding and use of such data, as well as access and disclosure, through to final destruction. We process your personal data for a number of purposes arising from your employment, including because we have a contract with you, to comply with a legal obligation, where necessary to meet our legitimate interests and with your consent. Further information on what data is collected and the purposes for which it is processed is available here: <https://compliance.admin.ox.ac.uk/staff-privacy-policy>.

## 14.2 You should inform the University if any personal data you have supplied changes during the course of your employment. The University is required to take reasonable steps to ensure that any personal data it processes is accurate and up-to-date.

## 14.3 Your attention is also drawn to the statement in the University Policy on Data Protection that all staff who have access to, or use, personal data, have a responsibility to exercise care in the treatment of that data, to use it only in accordance with / following the advice and guidance issued by the University, and to ensure that such information is not disclosed to any unauthorised person. Any breach of this policy may constitute a disciplinary offence. The current University Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy> and further guidance is available at <https://compliance.admin.ox.ac.uk/staff-guidance>.

## 

## 15. Policy statements and other documents

15.1. Your attention is drawn to:

(a) the University’s Statutes, Regulations and policies, which may be accessed through the University’s Legal Services Office website (<https://legal.admin.ox.ac.uk/statutes>) or by application to the appropriate Departmental Administrator; and

(b) the Handbook for Support staff (<https://hr.admin.ox.ac.uk/staff-handbook-support-staff>). Your attention is specifically drawn to the Codes of Practice and Procedures outlined in Section 5, and

(c) the University’s recognition of Unite and Unison as the trades unions for University Support Staff. For further details see <https://hr.admin.ox.ac.uk/university-support-staff-jcuss>.

**16. Confidential information**

16.1. Any matter of a confidential nature, including, but not limited to, information relating to the diagnosis and treatment of patients, individual staff records, and details of contract prices and terms must under no circumstances be divulged to any unauthorised person or persons. Disciplinary action will be taken for any breach of confidentiality.

**17. Training entitlements / requirements**

17.1**.** Save where otherwise specified in your Apprenticeship Agreement, and/or the Apprenticeship Learner Agreement there is:

17.1.1 No training entitlement provided by the University or which the University requires you to complete; and

17.1.2 No other training which the University requires you to complete of which it will not bear the cost.

**Please note**: If you require assistance with accessing any of the information referenced in your Apprenticeship Agreement or accompanying documents, or require it to be made available in alternative formats, please contact your Departmental Administrator, or equivalent, in the first instance.

**ENROLMENT INTO UNIVERSITY PENSION SCHEME**

As an employee of the University in grades 1-5 you will automatically become a member of the University of Oxford Staff Pension Scheme (OSPS) from the day you join the University. The only exception is if you are entitled to continue membership of another pension scheme(s) recognised by the University[[3]](#footnote-3). OSPS is the University’s scheme for employees in grades 1 to 5 or equivalent.

The University is, therefore, enrolling you into OSPS, with effect from the date you start your employment. You can choose to opt out if you wish (see below).

**If you want to stay in the pension scheme**

You do not need to do anything. You may wish to make a decision about salary sacrifice.

*Contributions*

All employees who join OSPS pay personal contributions to the scheme in accordance with the rules, as amended from time to time, of the pension scheme. As a new joiner you will be placed in Tier 1 with a contribution rate of 4%. There is an annual opportunity, in April of each year, to change your cost plan.You may then elect to contribute 4%, 6% or 8% of your pensionable pay, depending on how quickly you want to build up your pension. The University’s monthly contribution will be the equivalent of 6% of pensionable pay for Tier 1 employees paying 4%. If you pay 6% the University will pay 8%. If you pay 8% or more the University will pay 10%. Your personal contributions will usually be collected by the University by way of deductions from your salary and paid over to OSPS, together with the University’s contribution. You will get tax relief on your contributions.

*Salary sacrifice (Salary Exchange scheme)*

All employees who join OSPS, save for those who are earning close to the National Insurance contributions lower earnings limit, are automatically enrolled into Salary Exchange on joining the pension scheme, unless they give notice in writing to the Payroll Manager that they do not wish to be enrolled. In this case, the appropriate opt-out form should be completed and returned to the Payroll Manager. The opt-out form can be obtained from departmental administrators, or is available to download from the Pensions website (see below). Eligible employees may change their decision annually on 1 April or if they experience a ‘life change’ event.

Under Salary Exchange, the deduction for an employee’s personal pension contributions is reduced to nil. At the same time the employee’s pensionable salary is reduced by an amount equal to the employee’s pension contributions and the University increases its contributions to the pension scheme by an equivalent amount. Pensionable salary and pension scheme benefits for the employee are not reduced. Salary Exchange enables participating employees to achieve a reduction in their National Insurance contributions, resulting in an increase in your ‘take-home’ pay. Salary Exchange may not be of benefit to employees whose initial contract is for less than two years and who are expecting a refund of pension contributions at the end of the contract.

Employees who do not participate in Salary Exchange will continue to pay to OSPS the personal contributions as described above.

If you are under 75, work or usually work in the UK, and earn over the Lower Earnings Limit (LEL)[[4]](#footnote-4) a year, we must by law continue to maintain your membership of a scheme that meets certain government standards and, if your membership of such a scheme ends (and it is not because of something you do or fail to do), we must by law put you into another scheme that meets government standards straightaway.

**If you want to leave the scheme (ie opt-out)**

You need to take action

*Leaving OSPS*

You have one month from the date of your enrolment in which you may opt to leave OSPS so that any payments you have already made will be refunded, and you will not have become an active member of the scheme on this occasion. Your joining letter from OSPS will explain how to do this.

If you want to cease active membership of OSPS after the end of the one month period, you can do so in accordance with the rules of OSPS. You may do this by completing and returning the form which is available from <https://finance.admin.ox.ac.uk/osps-forms>.

*Re-joining*

You can opt in to or re-join OSPS at a later date. To do so, contact [osps@admin.ox.ac.uk](mailto:osps@admin.ox.ac.uk). You may only re-join once in any 12-month period. Any written notice from you must either be signed by you or, if you send it by email, it must include the phrase,

“I confirm I personally submitted this notice to join a workplace pension scheme”.

**The University’s automatic enrolment duties**

The law requires the University to assess its workers and automatically enrol those who are eligible into a workplace pension scheme.

As the University’s pension schemes meet or exceed the government’s standards for auto-enrolment, all new employees, regardless of their salary or age, are automatically enrolled into one of the University’s pension schemes, from their first day of employment with the University.

If you cease membership of OSPS or another University pension scheme, you will be automatically re-enrolled into OSPS, or another appropriate scheme, at a later date (usually every three years). We will write to you with further information if that happens. It should also be noted that if you opt out of the pension membership before the age of 22, you will be automatically re-enrolled into OSPS following your 22nd birthday, as per the government’s auto-enrolment rules for employees and other workers who are not already in a qualifying pension scheme and who

* earn more than £10,000
* are aged between 22 and the State Pension Age
* work in the UK

**Further information**

OSPS may be contacted at:

OSPS Office

Finance Division  
University of Oxford   
6 Worcester Street   
Oxford OX1 2BX  
Email: [osps@admin.ox.ac.uk](mailto:osps@admin.ox.ac.uk)  
Telephone: 01865 616020  
Fax: 01865 616021

Website: <https://finance.admin.ox.ac.uk/osps>

Further information on pensions and saving for later life is available through:

* Government pensions website: [www.gov.uk/workplacepensions](https://www.gov.uk/workplacepensions)
* University pensions website: <https://finance.admin.ox.ac.uk/pensions>

Further information on Salary Exchange

* University Payroll Team, tel. Oxford 616301, email [payroll@admin.ox.ac.uk](mailto:payroll@admin.ox.ac.uk)
* <https://finance.admin.ox.ac.uk/salary-exchange>

Financial advice on pensions and other matters must be obtained from an Independent Financial Adviser.

1. Signature of Parent or Legal Guardian is required if Apprentice is under 18 years old on appointment [↑](#footnote-ref-1)
2. The appropriate University pension scheme is the University of Oxford Staff Pension Scheme (OSPS). The University may support membership of certain other pension schemes, including the National Health Service Pension Scheme, if you are already in membership and eligible to remain therein. [↑](#footnote-ref-2)
3. In certain circumstances new employees may continue membership of other schemes including the National Health Service Pension Scheme (NHSPS). [↑](#footnote-ref-3)
4. For the current year’s thresholds see: [www.gov.uk/government/publications/rates-and-allowances-national-insurance-contributions/rates-and-allowances-national-insurance-contributions](http://www.gov.uk/government/publications/rates-and-allowances-national-insurance-contributions/rates-and-allowances-national-insurance-contributions) [↑](#footnote-ref-4)