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1. Executive Summary

Background

1. Modern Apprenticeships in Scotland are a structured programme of training, consisting of paid employment and learning, which give people the opportunity to work for an employer, learn on the job, build up knowledge and skills, and gain recognised qualifications within a specific occupation or trade. In Scotland, apprenticeships are administered by Skills Development Scotland (SDS).
2. The National Minimum Wage is the minimum pay per hour almost all workers in the UK are entitled to by law. As well as separate minimum rates for those aged under 18, 18 to 20 and 21 to 24, there is a distinct National Minimum Wage rate for apprentices aged 16 to 18, and those aged 19 or over who are in their first year of the Apprenticeship. All other apprentices are entitled to the National Minimum Wage for their age. From 1 April 2016, the government introduced a new mandatory National Living Wage (NLW) for workers aged 25 and above, initially set at £7.20 an hour - 50p higher than the adult NMW rate of £6.70 which applies to those aged 21 to 24. Apprentices aged 25 and above are entitled to the NLW if they are in the second or later year of their apprenticeship.

Research Objectives

3. The main aim of this research was to provide an accurate, up-to-date picture of the pay of the apprentice population, both across Great Britain, and within England, Scotland and Wales, to assist with development and monitoring of Apprenticeship and National Minimum Wage policy. For example, evidence from the Apprenticeship Pay Survey contributes to the Low Pay Commission's recommendations to Government for the Apprenticeship minimum wage rate.
4. This report presents the data for Level 2 and 3 apprentices in Scotland.

Methodology

5. The survey comprised 9,422 telephone interviews with apprentices, conducted from 9 June 2016 to 25 July 2016; 1,552 interviews were conducted with Level 2 and Level 3 apprentices in Scotland.

Key Findings

Basic hourly pay

6. Among Level 2 and Level 3 apprentices in Scotland the median basic pay was £6.66 an hour, and the mean £7.04. Both were higher than in 2014 (median: £6.12, mean: £6.61). The basic pay figure has been derived by dividing all basic pay (excluding higher rate pay, tips, bonuses and accommodation allowances) by the total number

of hours worked (excluding any hours worked at a higher rate, but including time spent training).

Table 1.1 Mean and Median basic hourly pay for Scotland apprentices in 2014 and 2016

	<i>2014 Base:</i>	2014 Mean	2014 Median	<i>2016 Base:</i>	2016 Mean	2016 Median
Level 2 / 3	1,741	£6.61	£6.11	1,411	£7.04	£6.66
Level 2	427	£5.84	£5.60	315	£6.51	£5.86
Level 3	1,314	£6.89	£6.25	1,096	£7.20	£6.81

Base: these results are based on those for whom it was possible from their survey responses to calculate a gross hourly pay figure.

7. There were large differences by framework, as detailed in Table 1.2. As in previous years, the basic hourly pay figure for Level 2 and Level 3 apprentices in Scotland was highest in Management (median £11.20) and lowest in Hairdressing (median £4.08).

Table 1.2 Median basic hourly pay for Level 2 and Level 3 Scotland apprentices in 2014 and 2016

	<i>2014 Base:</i>	2014 Median	<i>2016 Base:</i>	2016 Median
Management	63	£8.32	54	£11.20
Customer Service	74	£7.30	31	£7.38
Retail	103	£6.31	77	£7.16
Business and related	161	£5.86	116	£6.90
Engineering/ Manufacturing	388	£6.10	386	£6.79
Construction and related	342	£6.29	348	£6.68
Hospitality and Catering	103	£6.30	84	£6.58
Health, Social Care & Sport	119	£5.36	154	£5.37
Hairdressing	114	£3.22	81	£4.08
Other	75	£6.26	80	£6.93

Base: these results are based on those for whom it was possible from their survey responses to calculate a gross hourly pay figure. This table is ranked in descending order of pay.

8. Hourly pay by year of Apprenticeship, age and gender for Level 2 and Level 3 apprentices is shown in Table 1.3. Pay increased with age and year of apprenticeship.

Table 1.3 Mean and Median hourly pay for level 2 and level 3 Scotland apprentices

	<i>2014 Base:</i>	2014 Mean	2014 Median	<i>2016 Base:</i>	2016 Mean	2016 Median
Total	1,741	£6.61	£6.11	1,411	£7.04	£6.66
First year of Apprenticeship	1,076	£6.13	£5.59	796	£6.55	£6.05
Second or later year of Apprenticeship	665	£7.32	£6.66	615	£7.67	£7.27
16-18	587	£4.83	£4.15	383	£5.18	£4.69
19-20	590	£6.17	£5.65	470	£6.45	£6.11
21-24	356	£7.44	£6.75	346	£7.89	£7.61
25+	208	£9.49	£8.40	212	£9.30	£8.46
Male	1,128	£6.98	£6.29	978	£7.23	£6.76
Female	613	£5.82	£5.55	433	£6.56	£6.28

Base: these results are based on those for whom it was possible from their survey responses to calculate an hourly pay figure.

Non-compliance with NMW / NLW

9. To assess compliance with the NMW and NLW, apprentices' pay rates were calculated according to eligibility for NMW or NLW. In summary, the figure includes: hours spent training as well as those working; unpaid overtime hours; overtime paid at the 'standard rate'; and accommodation provision and charges. It excludes (the pay and the hours) of overtime paid at a higher rate, and any tips and bonuses.
10. Looking only at Level 2 and 3 apprentices in Scotland for whom compliance could be assessed, 14 per cent were paid below the appropriate NMW or NLW, in line with 2014 (13 per cent).
11. It is worth noting that pay could appear compliant or non-compliant due to reporting error – for example, apprentices might round their pay up or down, or misremember the number of hours they worked, leading to an erroneous gross hourly pay figure. Also, non-compliance may not necessarily be 'malicious' on the part of the employer. It can arise, for example, from an apprentice voluntarily undertaking unpaid overtime or from undertaking long hours of training in their own time. Hence an apprentice's pay may be compliant (at or above the NMW / NLW) for the hours for which they are paid, but when voluntary unpaid hours are taken into account the hourly rate falls below the NMW / NLW.

12. When comparing compliance levels between 2014 and 2016, it is important to note that the lowest NMW rate for apprentices (applying to those aged 16 to 18, and all those in their first year of the apprenticeship) underwent a considerable increase between October 2013 (the rate applicable at the time of the 2014 survey) and October 2015 (the rate applicable for the 2016 survey). Additionally, the new NLW rate came into force from April 2016, creating a new minimum rate (£7.20) for all those aged 25 and over and in the second year of their apprenticeship or later.
13. Table 1.4 shows the proportion of apprentices in Scotland with compliant and non-compliant pay, grouped by age and year of apprenticeship. Despite increases in NMW levels, and the introduction of the NLW, there were no significant differences in the levels of compliance between 2014 and 2016 within any of the eligibility groups.

Table 1.4 Compliance by age and year of apprenticeship 2014 and 2016

	2014				2016			
<i>Row percentages</i>	<i>Base</i>		Paid NMW or higher	Paid below NMW	<i>Base</i>		Paid NMW or higher	Paid below NMW
Age 16-18 or in first year of apprenticeship	1,304	%	92	8	934	%	91	9
Age 19-20 and in second year of apprenticeship	311	%	75	25	258	%	78	22
Age 21-24 and in second year of apprenticeship	182	%	75	25	205	%	75	25
Age 25+ and in second year of apprenticeship	69	%	86	14	87	%	80	20

Base: all Level 2 and Level 3 apprentices with known compliance in Scotland

14. By framework, non-compliance among Level 2 and Level 3 apprentices was higher than average in Hairdressing (42 per cent), whereas none of the apprentices on Management frameworks reported non-compliant pay.
15. Non-compliance falls with age, from 16 per cent among those aged 16 to 24, to nine per cent of those aged 25 and over.
16. Those nearer the beginning of their apprenticeship were less likely to receive non-compliant pay: nine per cent of those who had been on their course a year or less

were paid less than the appropriate minimum rate, compared with 21 per cent of those who had been on their course for more than a year.

17. Those who stated that they received at least one day a week of formal training on average were more likely to receive non-compliant pay (17 per cent) than those who said they did not receive at least one day of formal training each week (12 per cent). This could imply that in some cases employers are failing to pay apprentices for time spent on formal training, thus pushing up non-compliance among this group.
18. Level 2 and Level 3 apprentices in Scotland that had not worked for their employer before they started their Apprenticeship were more likely to be paid below the appropriate NMW rate (18 per cent) than those who were already working for their employer at the start of the Apprenticeship (12 per cent).
19. For Level 2 and Level 3 apprentices aged 16-18 or in the first year of their Apprenticeship, the mean pay figure among apprentices with non-compliant pay was £2.79 an hour (cf. their minimum wage of £3.30). A fairly high proportion of those aged 16 to 18 or in the first year of their apprenticeship were close to the NMW level, indicating that in some cases the apparent non-compliance could be due to measurement or calculation error (e.g. respondents giving rounded figures): 53 per cent were paid within 10 per cent of the correct rate.
20. Among those aged 19-20 and in the second year or later, the mean pay figure among non-compliant apprentices was £4.47 (cf. their minimum wage of £5.30). Eight per cent had a gross hourly pay figure very close to the NMW rate (between £5.27 and £5.29), and overall over half (53 per cent) were paid within ten per cent of the correct rate.
21. Among those aged 21 to 24 and in the second year or later of their Apprenticeship, the mean pay figure was £5.31 (cf. their minimum wage of £6.70). Six per cent were paid between £6.67 and £6.69, while overall nearly half (28 per cent) were paid within 10 per cent of the correct NMW amount.

Total weekly earnings

22. The mean total weekly earnings for Level 2 and 3 apprentices in Scotland was £290 (median: £272). This is an increase from 2014 when mean total weekly earnings was £269 (median: £240). Overall, 94 per cent of their total weekly pay came from 'basic' pay and five per cent from overtime (with the remainder coming from tips and bonuses), in line with 2014.
23. Earnings varied widely by framework, with the mean total weekly pay highest among Level 2 and Level 3 apprentices on the Management framework (£482) and lowest (at £189) in the Hairdressing framework.

2. Introduction

Background

24. Modern Apprenticeships in Scotland are a structured programme of training, consisting of paid employment and learning, which give people the opportunity to work for an employer, learn on the job, build up knowledge and skills, and gain recognised qualifications within a specific occupation or trade. Employers are required to pay wages and meet other employment costs.
25. The National Minimum Wage is the minimum pay per hour almost all workers in the UK are entitled to by law¹. As well as separate minimum rates for those aged under 18, 18-20 and 21 to 24, there is a distinct National Minimum Wage rate for apprentices aged 16 to 18 and those aged 19 or over who are in their first year of the Apprenticeship. All other apprentices are entitled to the National Minimum Wage for their age. From 1 April 2016, the government introduced a new mandatory National Living Wage (NLW) for workers aged 25 and above, initially set at £7.20 an hour - 50p higher than the adult NMW rate of £6.70, which applies to those aged 21 to 24.
26. The current and recent National Minimum Wage rates are shown in Table 2.1. At the time of the survey the NMW rates that applied were the 2015 rates, shown in bold.

Table 2.1 National Minimum Wage Rates (hourly)

	Apprentices (16-18 or in first year)	Under 18	18-20	21-24 ²	25 and over ³
From 1 October 2015 to 30 September 2016 (the rate in effect at time of survey fieldwork)	£3.30	£3.87	£5.30	£6.70	£7.20
From 1 October 2014 to 30 September 2015	£2.73	£3.79	£5.13	£6.50	n/a
From 1 October 2013 to 30 September 2014	£2.68	£3.72	£5.03	£6.31	n/a

¹ Exceptions include self-employed people running their own business, company directors, and volunteers / voluntary workers, and workers younger than school leaving age. The full list is available at www.gov.uk/national-minimum-wage/who-gets-the-minimum-wage.

² Rate applies to those aged 21-24 from 1st April 2016 onwards; prior to April 2016, this rate applied to all aged 21 and over

³ Rate applies to those aged 25+ from 1st April 2016 onwards; prior to April 2016, those aged 25+ were eligible for the rate of £6.70

27. At the time the study was conducted, apprentices in their first year of study or aged 16 to 18 were entitled to a minimum £3.30 an hour, apprentices aged 18 to 20 in their second or later year of their apprenticeship were entitled to £5.30 an hour, those aged 21-24 or in their second or later year were entitled to £6.70 an hour and those aged 25 and over were entitled to £7.20 an hour.

Research Objectives

28. The main objective of this research was to provide an accurate and up-to-date picture of the pay of apprentices across Great Britain to assist with development and monitoring of Apprenticeship and National Minimum Wage (NMW) / National Living Wage (NLW) policy. For example, evidence from the Apprenticeship Pay Survey contributes to the Low Pay Commission's recommendations to Government for the Apprenticeship minimum wage rate.
29. More specifically, the research objectives were to investigate:
- The wages employers are paying apprentices.
 - The number of hours apprentices spend working and undertaking training, in order to establish their hourly wage rates.
 - The range of wage rates and differences by type of apprentice, for example by gender, age, framework, ethnicity, disability, level, number of years since starting the programme and prior employment status.
 - The extent to which hourly wage rates are compliant with NMW / NLW minimum hourly rates.
30. This report presents the data collected among Modern Apprentices in Scotland.

Methodology

31. The survey comprised a large scale survey of 9,422 apprentices across Great Britain (1,552 with Level 2 and 3 apprentices in Scotland), conducted by telephone from 9 June 2016 to 25 July 2016. Respondents had to be on provision (i.e. current apprentices) at the time of the interview.
32. For full details on the methodology, please see Appendix A of the GB Apprenticeship Pay Survey Report, or the supplementary Technical Report.

Comparisons with previous Apprenticeship Pay Surveys

33. Within this report we make comparisons with the 2014 Apprenticeship Pay survey. The Apprenticeship Pay Survey 2014⁴ involved 9,367 interviews across Great Britain

⁴ www.gov.uk/government/publications/apprenticeship-pay-survey-2012

(2,011 with Level 2 and 3 apprentices in Scotland). Fieldwork for that survey was undertaken from 22 July 2014 –14 September 2014.

34. It is also worth noting that the questionnaire used in the 2014 survey was substantially re-designed from that used in the 2011 and 2012. For these reasons caution is needed when making comparisons between the 2016 and 2014 surveys, and the earlier Apprenticeship Pay Surveys.

Key variables used in this report

35. In the following discussion of the pay and earnings variables used in the report, it is worth noting that all pay and earnings figures are reported in gross rather than net terms. Respondents that answered in net ('take home') terms had their responses converted to equivalent gross figures (how this was done is discussed in Appendix B in the section entitled 'Net to Gross Pay Conversion Calculation').

Basic gross hourly pay

36. This is calculated from dividing weekly pay excluding overtime, tips and bonuses by weekly hours spent working and training but excluding paid or unpaid overtime.

Gross hourly pay for calculating NMW / NLW compliance

37. To determine whether hourly pay is compliant with NMW / NLW or not a rate needs to be calculated which takes into account:
- Pay excluding any hours paid at a higher rate, tips and bonuses. (Note that although bonuses can count towards the NMW / NLW, this only applies to the pay period in which they are paid, and in some cases a proportion can apply to the previous pay period. As the apprentice's pay should be compliant across all pay periods, including those in which bonuses have not been paid, we have not included bonus payments in the pay to calculate NMW / NLW compliance.)
 - Hours that apprentices work and train, including unpaid overtime and overtime paid at the standard rate (overtime paid at a higher rate is excluded)
 - Accommodation provision and charges.
38. If respondents were unsure of their exact pay or hours then we were not able to calculate a gross hourly pay figure. Overall, we were able to calculate an hourly pay figure for calculating compliance with the NMW / NLW for 1,487 Level 2 and 3 apprentices in Scotland (96 per cent of all respondents).
39. The hourly pay figure calculated in this way has been used to determine compliance or not with the NMW / NLW, but the actual pay rate has not been shown other than in Figures 3.13, 3.14 and 3.15 which show pay levels of those paid below the NMW / NLW.

Compliance / Non-compliance with NMW / NLW

40. Cases where the information supplied by the apprentice indicates that they are not being paid the NMW / NLW are described in this report as non-compliant. From the survey responses of some apprentices it was not possible to determine if their pay was compliant or not, typically those answering 'don't know' to questions covering their pay or hours, and hence for whom an hourly pay figure could not be calculated.
41. As a result of 'don't know' responses, it was not possible to calculate an exact gross hourly pay figure for all apprentices⁵. However, among those where a gross hourly pay figure could not be calculated, compliance or non-compliance with the NMW / NLW was determined for cases where:
- An individual gave a range answer on pay or hours, calculating compliance using each end of the range they gave resulted in either compliance or non-compliance;
 - If someone said they were definitely above or definitely below the relevant NMW for their age / year of Apprenticeship they were included as compliant or not;
 - If someone knew their hourly pay rate then this answer was used to calculate if their pay was compliant or not.
42. Throughout the report, the proportion of apprentices described as receiving compliant or non-compliant pay has been based on those for whom compliance is known one way or the other, hence excluding those where it was not possible to determine compliance.
43. The relevant NMW / NLW rate for apprentices depends on their age and whether they are in the first year of their Apprenticeship or not. Where a respondent was answering using a payslip, the relevant NMW / NLW figure used the age and year of Apprenticeship *at the time period of the payslip*, not their age / year of Apprenticeship at the time of the survey.
44. Pay could appear compliant or non-compliant due to reporting error – for example, apprentices might round their pay up or down, or misremember the number of hours they worked, leading to an erroneous gross hourly pay figure. Among those with calculated pay, over two-fifths (45 per cent) were calculated as being paid within 10 per cent of the NMW / NLW rate that applied to them; in these cases, relatively small errors in measurement could have led to their pay appearing non-compliant.
45. Apprentices were asked to have a pay slip to hand when answering, overall this applied in just over two-thirds (35 per cent) of cases in Scotland; where a pay slip was not available apprentices gave hours based on the previous week worked, or a typical week, and pay (either gross or net) covering a time period of the respondent's choice (e.g. weekly, monthly or annual). Evidence from other pay surveys suggests respondents are likely to overestimate hours, underestimate earnings and round

⁵ Of those for whom it was possible to assess whether their pay was compliant or not, for 94 per cent (unweighted) it was possible to calculate an exact gross hourly pay figure.

numbers up or down, rather than give completely accurate figures. Given the very precise numbers in this report, small errors can substantially impact on derived pay rates. For example, a first year apprentice working 40 hours per week at £3.30 per hour will earn £132.00, but they may report this as 40 hours per week for £130. This produces a derived hourly pay rate of £3.25, which is non-compliant by two per cent.

46. Based on self-reported hourly pay figures only (that is, where the apprentice stated that they knew their hourly pay figure⁶), the level of non-compliance was significantly lower, meaning that a number of apprentices whose pay was *calculated* as non-compliant gave a stated hourly rate that was compliant with the appropriate NMW / NLW. This discrepancy could arise for several reasons: apprentices being misinformed about their hourly rate; apprentices failing to factor in elements such as overtime or accommodation; and measurement errors as described above.
47. Non-compliance may not necessarily be 'malicious' on the part of the employer. It can arise, for example, from an apprentice voluntarily undertaking unpaid overtime or from undertaking long hours of training in their own time. Hence an apprentice's pay may be compliant (at or above the NMW / NLW) for the hours for which they are paid, but when voluntary unpaid hours are taken into account the hourly rate falls below the NMW / NLW.
48. Reducing non-compliance with the NMW / NLW is a priority for the Government. There are campaigns in place to increase awareness, for example there are resources dedicated to dealing with cases of underpayment, notably the Acas Helpline. More information about the action being taking to reduce levels of non-compliance can be found on the gov.uk website.

Total weekly earnings

49. As well as calculating hourly pay, a figure has also been calculated for total weekly earnings. In addition to 'basic pay' this includes tips, bonuses and overtime.

Report Interpretation

50. Throughout the report results have not been shown on tables and charts if the unweighted base size is less than 30. Where this is the case, a double asterisk (**) has been used in place of the data.
51. Where a single asterisk (*) has been used in the tables, it symbolises a percentage value greater than zero but less than 0.5 per cent. A zero percentage value is denoted by '-' in the tables.
52. Where we discuss statistical significance this is at the 95 per cent confidence level.
53. All figures on tables and charts are based on weighted findings from the 2016 Apprenticeship Pay Survey, unless otherwise stated.

⁶ Three-fifths (60 per cent) of Level 2 and Level 3 apprentices in England were able to state their hourly pay (an unweighted base of 2,948).

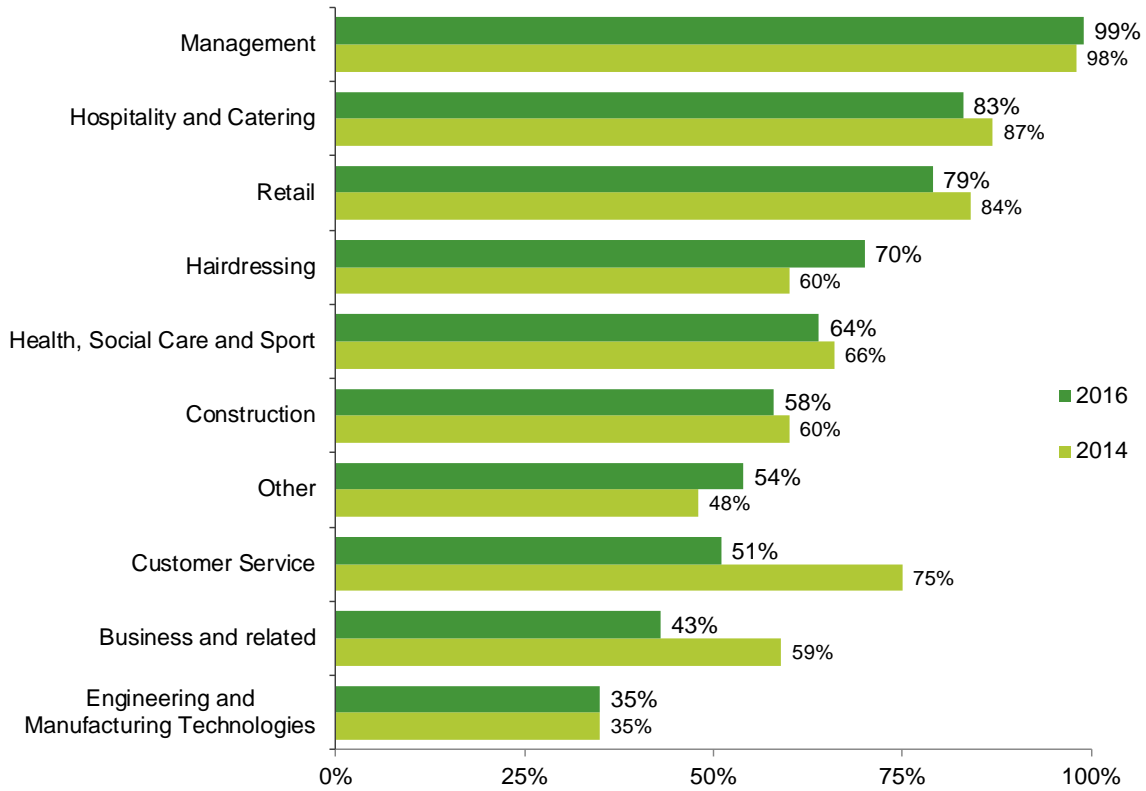
54. Throughout the report, comparisons have been made between various demographic groups (age, gender etc.) as well as by factors relating to the Apprenticeship (framework, year of Apprenticeship, level etc.). Care should be taken when interpreting findings since differences may not be driven by demographic factors but may instead be explained by other underlying factors. For example, differences in total weekly earnings by gender could be related to the proportion of males and females working in higher or lower paid frameworks or by differences in working patterns (e.g. number of hours worked a week).

3. Pay levels of Level 2 and Level 3 apprentices in Scotland

Routes into Apprenticeships

1. Over half of Level 2 and 3 apprentices (55 per cent) had already been working for their employer when they started their apprenticeship. This is lower than found in the 2014 Apprenticeship Pay Survey (59 per cent), which could indicate that employers are now more likely to recruit new workers onto Apprenticeships.
2. There were noticeable differences across framework in terms of whether apprentices were working for their employer prior to beginning their training (see Figure 3.1). The frameworks with the highest proportions of those already working for their employer were Management (99 per cent), Hospitality and Catering (83 per cent) and Hairdressing (70 per cent).
3. There were some changes by framework since 2014: Hairdressing apprentices were more likely to have already been working for their employer in 2016 (70 per cent) than in 2014 (60 per cent); conversely, in 2016 smaller proportions of apprentices in Business and related (43 per cent), Customer Service (51 per cent) and Retail (79 per cent) had worked for their employer before starting their apprenticeship than in 2014 (59 per cent, 75 per cent and 84 per cent respectively).
4. Similarly to the 2014 survey, results showed that the likelihood of apprentices working for their employer prior to enrolment increased with age. Two-fifths of 16-18 year olds (42 per cent) and less than half of 19-20 year olds (47 per cent) worked for their employer before starting their apprenticeship. This increased to three-fifths (59 per cent) of 21-24 year olds and 82 per cent of those aged 25 or older. In line with 2014 results, female apprentices were also more likely to have already been working for their employer (62 per cent, compared with 53 per cent of men).

Figure 3.1 Proportion of Level 2 and Level 3 apprentices in Scotland working for their employer prior to starting their apprenticeship, by framework



Base: All Scotland Level 2 and Level 3 apprentices: 2014 (2,011); 2016 (1,552)

Working arrangements and number of hours contracted to work

Contractual and employment arrangements

5. The vast majority (90 per cent) of Level 2 and Level 3 apprentices in Scotland reported that they had a written contract with their employer, seven per cent had no written contract, and three per cent were unsure. These results were all in line with 2014.
6. In most cases written contracts covered the full year (88 per cent of all Level 2 and Level 3 apprentices). Of apprentices contracted to work only part of the year, nine per cent were contracted to work fewer than 12 weeks a year, eight per cent were contracted for between 12 and 26 weeks, 41 per cent for between 27 and 39 weeks, and 26 per cent for between 40 and 51 weeks; the remainder were unsure of the number of weeks they were contracted to work.
7. Two thirds (67 per cent) of apprentices had a permanent job with their employer with no fixed end date, less than in 2014 (71 per cent).
8. Employment arrangements and contractual statuses varied by framework and age, as shown in Table 3.1. As in 2014, written contracts were least common for apprentices in Hairdressing (72 per cent) and Hospitality and Catering (83 per cent).
9. Likelihood to have a written contract increased with age, from 87 per cent of those aged 16 to 18 to 93 per cent of those aged 25 and over. Similarly, older apprentices were more likely to be employed on a permanent basis: ranging from over half (56 per cent) of those aged 16-18 to 86 per cent of those aged 25 or older. These results show the same patterns as the 2014 survey.

Table 3.1 Written contracts and employment arrangements by framework and age of Scotland Level 2 and Level 3 apprentices

Row percentages	Base		Written contract		Employment arrangement ⁷			Previously employed
			Yes	No	Permanent	Training period only	Fixed end after completion	
Framework								
Customer Service	36	%	98	0	59	12	22	51
Business and related	126	%	97	3	59	22	12	43
Management	65	%	97	3	96	0	3	99
Engineering and Manufacturing Technologies	404	%	93	5	60	20	8	35
Other 2/3	90	%	93	5	69	11	9	54
Retail	84	%	91	5	84	7	3	79
Health, Social Care and Sport	172	%	90	9	60	20	10	64
Construction	374	%	89	7	69	16	6	58
Hospitality and Catering	95	%	83	16	81	5	5	83
Hairdressing	89	%	72	18	70	14	4	70
Age								
16-18	397	%	87	9	56	23	9	42
19-20	516	%	90	7	60	20	9	47
21-24	410	%	92	5	72	12	6	59
25+	229	%	93	6	86	5	6	82
Total	1,552	%	90	7	67	16	8	55

Base: All Scotland Level 2 and Level 3 apprentices

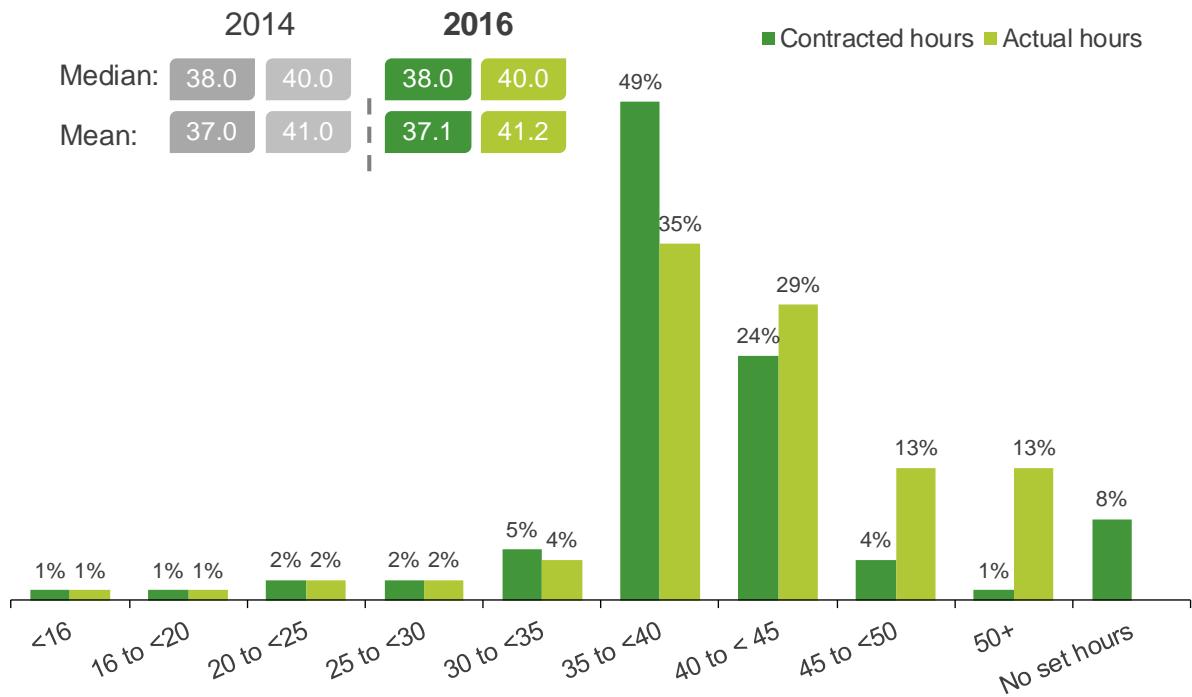
Row percentages in each set do not sum to 100% due to exclusion of 'Other' and 'Don't know' responses.

⁷ This question was asked of all apprentices, irrespective of whether or not they had a written contract.

Contracted hours versus the number of hours worked

10. The vast majority (88 per cent) of Level 2 and Level 3 apprentices worked a certain number of set hours each week, as was the case in 2014 (85 per cent). As shown in Figure 3.2, this was most often 35 to 39 hours a week (49 per cent of all Level 2 and Level 3 apprentices) or 40 to 44 hours a week (24 per cent). Apprentices had a mean of 37.1 contracted hours a week and a median of 38.0, very close to the 2014 figures (37.0 hours and 38.0 hours respectively).
11. Apprenticeship funding rules state that apprentices must be employed for at least 30 hours a week, or, in exceptional circumstances (for example due to personal situations), apprentices may work part-time for between 16 and 29 hours a week. Despite this, one per cent of apprentices in 2016 reported contracted hours of between one and 15 hours a week (in line with 2014). This was most common among apprentices in Retail (15 per cent). This was also more common for Level 2 apprentices (three per cent) than Level 3 apprentices (one per cent).
12. Average contracted hours (mean: 37.1, median: 38.0) were lower than average actual hours worked (mean: 41.2, median: 40.0). Overtime hours and pay are covered later in this chapter.
13. Overall 13 per cent worked and trained more than 50 hours a week. Certain groups were more likely to be working and training for more than 50 hours a week:
 - Male apprentices (15 per cent, compared with eight per cent of women);
 - Older apprentices (18 per cent of those aged 25 and over, and 17 per cent of those aged 21-24, compared with 12 per cent of those aged 19 to 20 and seven per cent of those aged 16-18); and
 - Those on the Hospitality and Catering (22 per cent) framework.

Figure 3.2 Number of hours contracted to work versus number of actual hours working and training



Base: Contracted hours: All Scotland Level 2 and Level 3 apprentices (1,552);
 Actual hours: All Scotland Level 2 and Level 3 apprentices for whom a calculation of stated hours could be made (1,410)

14. Table 3.2 shows actual hours worked against the hours apprentices were contracted to work. In addition, the final column shows the percentage of apprentices who worked and trained more hours than contracted. Overall, 56 per cent of apprentices with set contracted hours worked and trained a higher number of hours than they were contracted for. This level was higher among those with lower contracted hours: Nearly nine in ten (87 per cent) of those contracted for less than 20 hours a week and three-quarters (72 per cent) of those contracted for between 20 and 29 hours a week worked and trained longer actual hours than specified in their contracts.

Table 3.2 Number of hours contracted to work versus number of actual hours working and training (Scotland Level 2 and Level 3)

Contracted hours	Base 1,410		Actual hours worked					% working longer actual hours than contracted ⁸
			1-19	20-29	30-39	40-49	50+	
1-19	29	%	35	31	15	13	7	87
20-29	53	%	3	46	33	14	4	72
30-39	771	%	1	1	58	32	7	54
40-49	394	%	*	-	11	69	20	55
50+	10	%	-	-	-	22	78	58
No set hours	153	%	6	8	25	37	24	n/a
Total set hours	1,257	%	2	4	41	42	12	56

Base: Scotland Level 2 and Level 3 apprentices for whom a calculation of actual hours could be made

15. Table 3.3 shows the mean and median figures for both contracted and actual hours broken down by framework, and also shows the difference between average contracted and actual hours. Overall apprentices worked an average of 4.1 hours (mean) or 2.0 hours (median) over their contracted hours.

⁸ Figures in this column have been calculated from the actual figures given for apprentices' contracted hours and their actual hours worked, rather than simply the banded ranges shown on the table

Table 3.3 Number of hours apprentices contracted to work versus number of actual hours worked or trained (Scotland Level 2 and Level 3 apprentices)

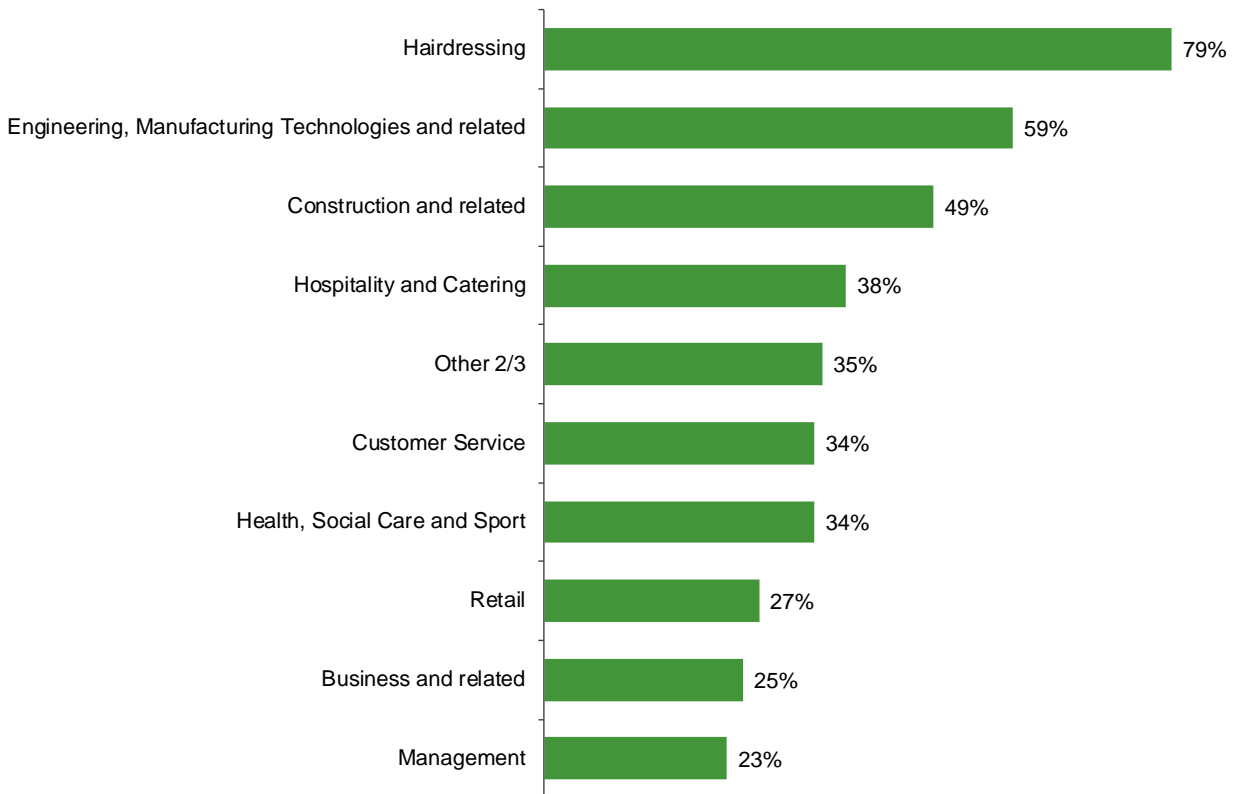
	Contracted hours base	Actual hours base	Mean hours			Median hours		
			Contracted	Actual	Extent to which actual hours exceed contracted hours	Contracted	Actual	Extent to which actual hours exceed contracted hours
Business & related	126	116	35.5	38.7	3.2	35.0	37.5	2.5
Construction and related	374	348	39.1	42.6	3.5	39.0	40.0	1.0
Customer Service	36	31	38.4	40.6	2.2	37.5	37.5	0.0
Engineering, Manufacturing Technologies and related	420	386	38.8	42.7	3.9	39.0	40.0	1.0
Hairdressing	89	81	37.9	39.3	1.4	39.0	40.0	1.0
Health, Social Care and Sport	173	153	33.5	38.3	4.8	36.0	40.0	4.0
Hospitality and Catering	95	84	36.5	41.4	4.9	39.0	40.0	1.0
Management	65	54	37.7	41.9	4.2	37.5	40.0	2.5
Retail	84	77	28.6	38.0	9.4	30.0	39.6	9.6
Other 2/3	90	80	37.3	40.9	3.6	37.5	40.0	2.5
Total	1,552	1,410	37.1	41.2	4.1	38.0	40.0	2.0

Base for contracted hours: All Scotland Level 2 and Level 3 apprentices with a specified number of contracted hours. Base for actual hours: all Scotland Level 2 and Level 3 apprentices for whom a calculation of hours worked could be made. Figures in bold denote figures that are higher than the overall average.

Provision of formal training

16. As part of their apprenticeship, apprentices are required to spend a minimum number of hours undertaking formal training. Although the Apprenticeship Pay Survey does not aim to separate hours spent training from hours spent working, due to interest in training levels, for the 2016 survey a question was introduced to ask apprentices if they received at least one day per week of formal training. 'One day per week' was selected as being a good approximation of the recommended amount of training, as well as being easy for apprentices to conceptualise during the telephone interview.
17. Over two-fifths (45 per cent) of Level 2 and Level 3 apprentices in Scotland stated that they received on average at least one day per week of formal training.
18. Receiving at least a day of formal training per week was more common among:
 - Men (48 per cent) than women (39 per cent);
 - Younger apprentices (53 per cent of 16 to 18 year olds compared with 47 per cent of 19-20 and 21-24 year olds and 31 per cent of those aged 25 and older). Those in the second or later year of their apprenticeship (49 per cent) compared with two-fifths (42 per cent) of those on the apprenticeship for a year or less.
19. There were considerable variations by framework, as shown in Figure 3.3. Spending at least one day per week on average in formal training was significantly more likely among apprentices in Hairdressing (79 per cent), and least common among apprentices on the Management framework (23 per cent).

Figure 3.3 Proportion receiving at least one day of formal training per week on average, by framework (Scotland Level 2 and Level 3)



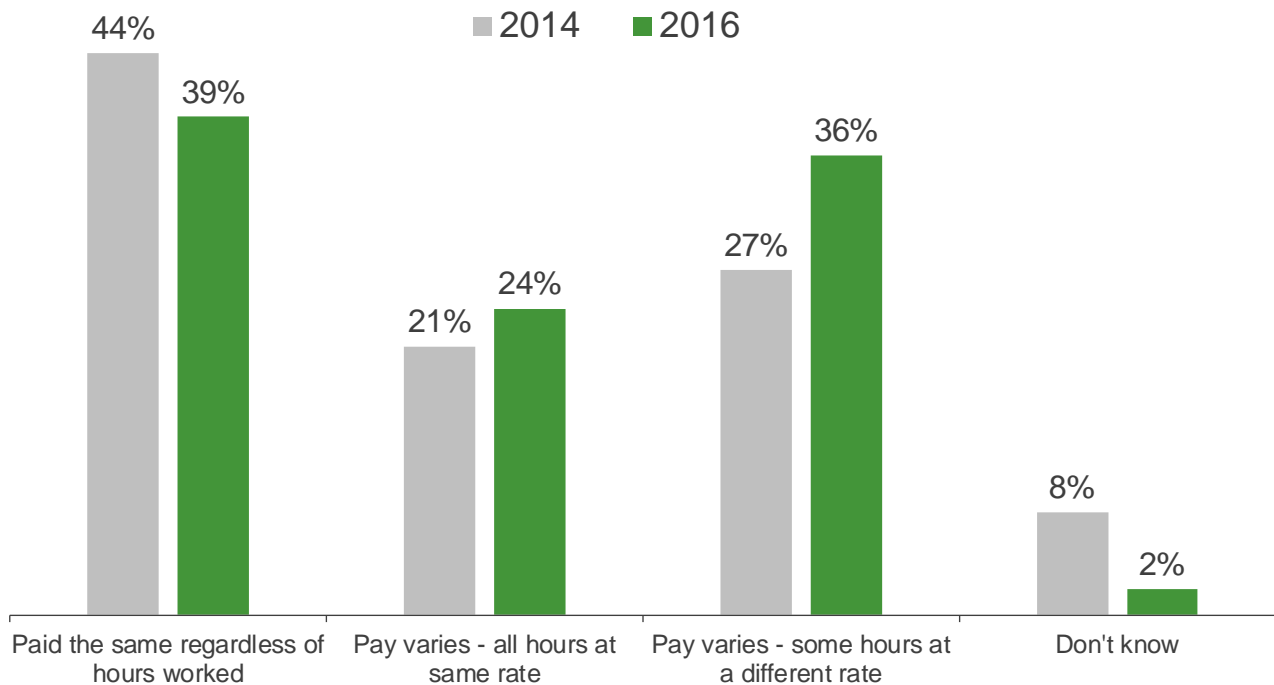
Base: All Level 2 & Level 3 Scotland apprentices (range: 36 to 420)

Rates of Pay

Pay arrangements

20. Around two-fifths of apprentices (39 per cent) were paid the same total amount each week regardless of the number of hours they worked. Weekly pay varied for the majority (59 per cent) of apprentices; split between those for whom all hours were paid at the same rate (24 per cent) and those where some hours were paid at a different rate (36 per cent). As Figure 3.4 shows, fewer apprentices in 2016 had a fixed rate of pay compared with 2014 (46 per cent).

Figure 3.4 Pay arrangements for apprentices in 2014 and 2016 (Level 2 and 3 across Scotland)



Base: All Scotland Level 2 and 3 apprentices: 2016: (1,552); 2014: (2,011)

21. This fall in 2016 compared with 2014 in the proportion paid the same amount each week regardless of the hours worked was found across most frameworks, though as Table 3.4 shows, Hairdressing, Customer service, and Other frameworks saw the biggest reductions since 2014 in the proportion paid the same each week regardless of hours (each a reduction of 18-29 percentage points)⁹. Hospitality and Catering was the only framework which saw an increase in the proportion of apprentices on a fixed rate of pay (29 per cent, compared with 21 per cent in 2014)

⁹ Please note a relatively low base size of 36 customer service respondents in the 2016 survey.

Table 3.4 Proportion paid the same amount regardless of hours worked, by framework (Scotland Level 2 and 3)

Base: All Scotland Level 2 and Level 3 apprentices

		Paid the same regardless of hours worked		
		2014 (%)	2016 (%)	Percentage point difference
	<i>Base (2014 / 2016)</i>			
Hairdressing	132 / 89	82	53	-29
Customer service	84 / 36	66	38	-28
Other	87 / 90	69	51	-18
Health, Social Care and Sport	140 / 173	45	38	-7
Engineering and Manufacturing Technologies	446 / 420	37	33	-4
Construction and related	386 / 374	39	35	-4
Business and related	185 / 126	81	77	-4
Retail	125 / 84	22	19	-3
Management	78 / 65	56	56	No change
Hospitality and Catering	124 / 95	21	29	+8
Scotland Total	2,011 / 1,552	44	39	-5

22. Younger apprentices aged 16-18 were more likely to be paid the same amount each week regardless of the number of hours worked (50 per cent, falling to 31 per cent of those aged 25 or older). As detailed in Table 3.5, there were notable differences by framework, with the proportion of apprentices paid the same amount each week ranging from 19 per cent in the Retail framework, to 77 per cent in the Business and related framework.

Table 3.5 Pay arrangements for apprentices by framework and age (Level 2 and 3 across Scotland)

<i>Row percentages</i>			Paid the same amount, irrespective of number of hours	Pay varies – all hours at the same rate	Pay varies – some hours at different rate
	<i>Base</i>				
Framework					
Business and related	126	%	77	9	11
Management	65	%	56	17	23
Hairdressing	89	%	53	42	2
Other	90	%	51	8	39
Health and Social Care and Sport	173	%	38	49	13
Customer Service	36	%	38	29	31
Construction	374	%	35	16	48
Engineering and Manufacturing Technologies	420	%	33	12	53
Hospitality and Catering	95	%	29	64	5
Retail	84	%	19	44	34
Age					
16-18	397	%	50	23	26
19-20	516	%	41	23	34
21-24	410	%	33	20	45
25+	229	%	31	33	35
GB Total	1,552	%	39	24	36

Base: All Scotland L2 and L3 apprentices

Row percentages do not sum to 100 per cent due to exclusion of "Other" and "Don't know" responses.

Basic Hourly Pay levels

23. Median basic hourly pay was £6.66 for Level 2 and 3 apprentices and the mean hourly pay was £7.04. This was higher than in 2014, when the median hourly pay was £6.12 and mean hourly pay was £6.61.
24. Figure 3.5 shows median hourly pay in 2016 by framework in ascending order, and compares with the corresponding figures from 2014. Information on how this figure is calculated is discussed in Chapter 2.
25. Frameworks that paid below the average median hourly pay included Hairdressing, Health, Social Care and Sport, and Hospitality and catering.
26. Hairdressing reported the lowest median hourly pay (although this had increased by 27 per cent since 2014) while Management had the highest median hourly pay, while also reporting the highest increase – 35 per cent).

Figure 3.5 Median basic hourly pay in 2016 and 2014 (Level 2 and 3 apprentices across Scotland)



Base: All Scotland Level 2/3 apprentices for whom a calculation of basic hourly pay rate was possible, by framework (2014 range: 63 to 388; 2016 range: 31 to 386)

27. Table 3.6 shows mean and median basic hourly pay by key demographics. Unsurprisingly, pay increases with age, level of apprenticeship and by how long apprentices had been on their course.

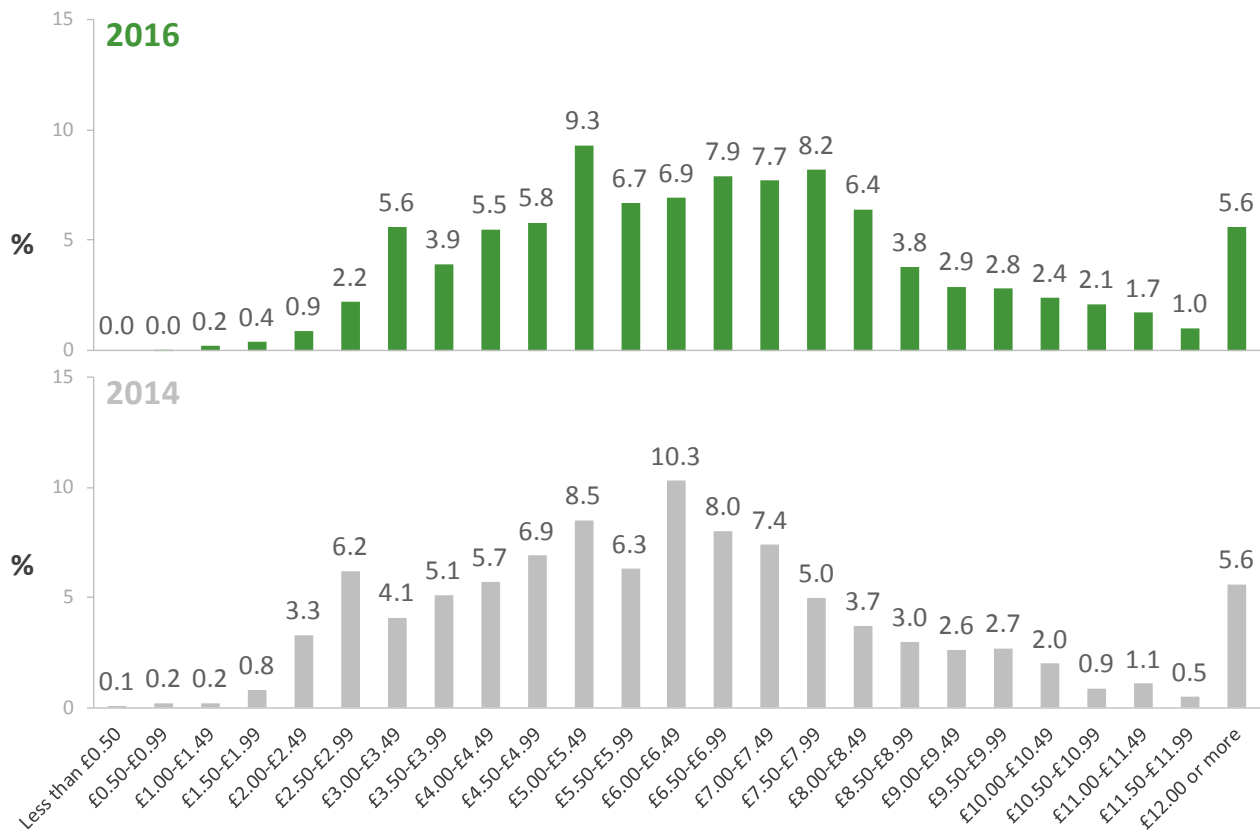
Table 3.6 Basic hourly pay for Level 2 and 3 apprentices across Scotland

	<i>Base</i>	Mean	Median
		£	£
Level			
Level 2	315	6.51	5.86
Level 3	1,096	7.20	6.81
Gender			
Male	978	7.23	6.76
Female	433	6.56	6.28
Age			
16-18	383	5.18	4.69
19-20	470	6.45	6.11
21-24	346	7.89	7.61
25+	212	9.30	8.46
Length of time on Apprenticeship			
One year or less	796	6.55	6.05
More than a year	615	7.67	7.27
Scotland Total	1,411	7.04	6.66

Base: these results are based on those for whom it was possible from their survey responses to calculate a gross hourly pay figure.

28. The proportions of apprentices falling within specific pay bands – alongside comparisons with 2014 – is shown in Figure 3.6. Later in this chapter we discuss pay levels for those not receiving the NMW / NLW in full.

Figure 3.6 Distribution of basic hourly pay, 2016 and 2014 (%) (Level 2 and 3 apprentices across Scotland)



Base: Scotland L2 and L3 Apprentices: 2016: (1,411); 2014: (1,741)

29. Peaks in the distribution of pay tended to correspond with the various NMW / NLW thresholds: i.e. between £3.00-£3.49, £5.00-£5.49, £6.50-6.99. The highest peak however decreased from £6.00-£6.49 in 2014 to £5.00-£5.49 in 2016, though more apprentices earned £7.00 or more in 2016 (45 per cent) than in 2014 (34 per cent).
30. Six per cent of apprentices were paid £12.00 or more per hour, with this being most common among apprentices aged over 25 (14 per cent) and undertaking an apprenticeship in Management (41 per cent). This follows the same pattern reported in 2014.

Pay increases

31. Six in ten (60 per cent) apprentices in Scotland reported that their hourly pay rate had increased during their apprenticeship, higher than in 2014 (50 per cent). Increases in pay were most common among those aged 19-20 and 21-24 (68 per cent and 65 per cent respectively), compared with those aged 16-18 or 25+ (52 per cent and 49 per cent respectively).
32. Male apprentices were more likely to have received an increase in pay compared with females (64 per cent and 51 per cent respectively).

33. Likelihood to have received a pay increase also varied considerably by framework, as shown in Table 3.7.
34. Amongst those that had experienced a pay increase, 61 per cent reported that this was because they had completed the first year of their apprenticeship (equivalent to 37 per cent of all apprentices); 15 per cent because they had turned 19 (nine per cent of all apprentices); eight per cent because they had turned 21 (five per cent of all apprentices); one per cent because they had turned 25 (one per cent of all apprentices); and three per cent because of the introduction of the National Living Wage (two per cent of all apprentices).
35. This meant that two-fifths of all apprentices (41 per cent) – or 68 per cent of apprentices who had received a pay increase – had experienced a pay increase due to factors that changed their NMW band (i.e. a change in age, year of apprenticeship or introduction of the NLW). It is of course the case that some apprentices may have received a pay increase without knowing the reason(s) why.

Table 3.7 Whether experienced any pay increases by framework and age (Level 2 and 3 apprentices across Scotland)

	<i>Proportion experiencing any pay increases</i>		<i>Median hourly pay</i>	
	<i>Base</i>	<i>%</i>	<i>Base</i>	<i>%</i>
Framework				
Engineering, Manufacturing technologies	420	75	386	6.79
Construction	374	68	348	6.68
Hairdressing	89	67	81	4.08
Customer Service	36	56	31	7.38
Other	90	55	80	6.93
Business and related	126	51	116	6.90
Health and Social Care and Sport	173	44	154	5.37
Retail	84	40	77	7.16
Hospitality and Catering	95	37	84	6.58
Management	65	28	54	11.20
Age				
16-18	410	52	383	4.69
19-20	514	68	470	6.11
21-24	396	65	346	7.61
25+	232	49	212	8.46
GB Total	1,552	60	1,411	6.66

Base: All Scotland Level 2 and Level 3 apprentices / All Scotland Level 2 and Level 3 apprentices where hourly pay could be calculated

Pay with respect to the number of hours contracted to work

36. Overall the mean basic hourly pay for apprentices with contracted hours was £7.12 and the median was £6.70. This was slightly higher than the overall Scotland average (mean of £7.04 and median of £6.66). Mean and median basic hourly pay were highest amongst apprentices who were contracted to work 30 hours a week or more (£7.15 and £6.75 respectively). These findings are shown in Table 3.8.

Table 3.8 Mean and median basic hourly rate based on contracted weekly hours (Level 2 and 3 apprentices in Great Britain with set contracted hours)

	<i>Base</i>	Mean	Median
		£	£
Fewer than 16 hours	16	**	**
16-29 hours	66	6.44	6.00
30 hours or more	1,176	7.15	6.75
Scotland total	1,258	7.12	6.70

Base: All Scotland Level 2 and Level 3 apprentices that worked contracted hours and for whom it was possible from their survey responses to calculate a basic hourly pay figure.

Premium and Overtime rates

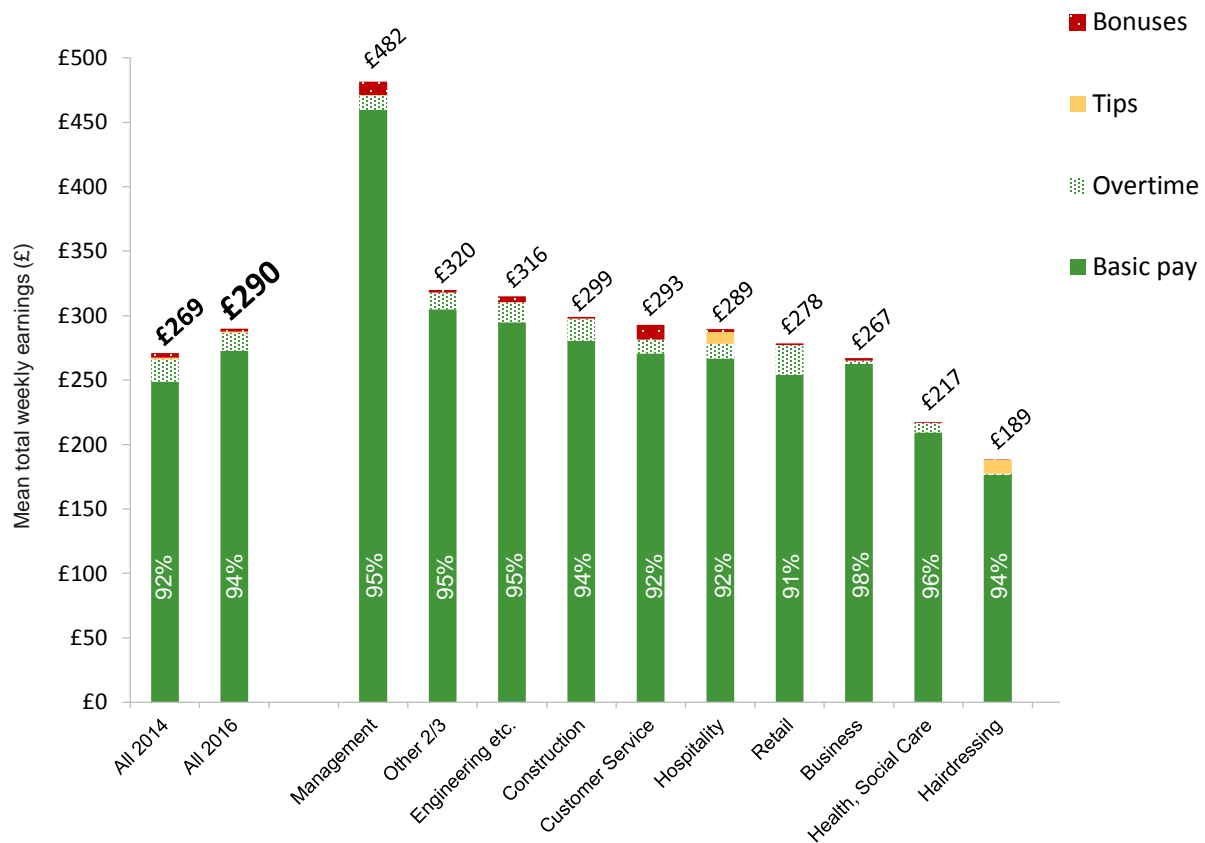
37. Overall, over a third (36 per cent) apprentices were paid a different rate for some of the hours they worked, higher than in 2014 (21 per cent).
38. Apprentices with variable hours and who answered the survey using a payslip were asked whether any of the total hours they worked in a week were paid at a higher rate than their standard rate. Overall, a quarter (28 per cent) were paid a higher rate for at least some of their hours. The mean higher hourly pay rate for these apprentices, where both the higher hourly rate and basic rate were calculable, was £12.94 (median: £12.72), in comparison to the overall £8.28 (median: £7.79) basic rate for this same group, a difference of £4.65 per hour. Caution should be taken when interpreting these findings due to a relatively small base size (unweighted 85).
39. Apprentices who did not answer the survey using a payslip were asked how much on average they were paid per hour for the paid overtime they had worked. This included all paid overtime, regardless of whether it was paid at their standard rate or a higher rate. The mean hourly rate for paid overtime for these apprentices was £9.33 (median: £8.50). In comparison the mean basic hourly pay rate for these apprentices was £6.89 (median: £6.50).

Total weekly earnings

Average total weekly earnings

40. The mean total weekly earnings for Level 2 and 3 apprentices in Scotland was £290 (median: £272). This is an increase from 2014 when mean total weekly earnings was £269 (median: £240). This total weekly earnings figure includes basic pay, pay from overtime, tips from customers and bonuses. The figure is based on Level 2 and 3 apprentices in Scotland for whom a total weekly earnings figure could be calculated (1,376).
41. As shown in Figure 3.7, mean weekly earnings varied considerably by framework, ranging from £481 (median £443) in Management to £189 (median £180) in Hairdressing. A complete table of these figures can be found in Appendix A..
42. Figure 3.7 also illustrates the composition of total weekly earnings by each individual component: basic pay, overtime, tips from customers and bonuses. As would be expected, basic pay constitutes the greatest proportion of total weekly earnings across all frameworks (an average of 94 per cent). However, there were differences by framework in terms of the other components of weekly earnings:
 - The proportion of weekly earnings from **overtime** was highest in the Retail (eight per cent) and Construction (six per cent) frameworks, compared with an average of five per cent across all apprentices.
 - **Tips from customers** was highest in the Hairdressing (six per cent of weekly earnings) and Hospitality and Catering frameworks (three per cent), compared with the average of less than 0.5 per cent across all apprentices.
 - The proportion of weekly earnings from **bonuses** was highest in the Customer Service framework (four per cent), compared with the average of one per cent across all apprentices.

Figure 3.7 Mean total weekly earnings of Level 2 and 3 Scotland apprentices split by basic pay, overtime, tips and bonuses, and the percentage of the mean total weekly earnings made up by basic pay, by framework¹⁰



Base: All Scotland L2 and L3 Apprentices for whom it was possible to calculate weekly earnings: 2014 (1,376), 2016 (1,376)

Earnings at basic pay

43. The mean weekly earnings from basic pay – i.e. earnings excluding paid overtime, tips from customers and bonuses – across all Scotland Level 2 and 3 apprentices was £273 (median: £260), which is an increase since 2014 (mean £249; median £229). Basic pay accounted for the vast majority of total weekly earnings (94 per cent), which is similar to the proportion reported in 2014 (92 per cent).
44. As detailed in Table 3.9, earnings from basic pay was highest in the Management; ‘Other’; Engineering and Manufacturing Technologies; and Construction frameworks.

¹⁰ Some apprentices are provided with free accommodation, paid at a standard rate which is added to their pay eligible for NMW calculations of total earnings. However, because for others the cost of accommodation is deducted, and because a very low proportion of Level 2 and 3 Scotland apprentices were provided with accommodation by their employer (four per cent), this has not been included in Figure 5.7.

45. Earnings from basic weekly pay was higher than average amongst male apprentices (mean: £286; median: £274) and those aged 25 and above (mean: £369; median: £346).

Table 3.9 Mean and median total weekly earnings from basic pay for Level 2 and 3 apprentices in Scotland, by framework

	<i>Base</i>	Mean	Median
		£	£
Management	54	460	431
Other	78	306	278
Engineering & Manufacturing	378	295	271
Construction	339	281	273
Customer Service	31	270	277
Hospitality & Catering	81	267	272
Business & related	115	263	259
Retail	75	253	235
Health & Social Care & Sport	145	209	186
Hairdressing	80	176	170
Scotland Total	1,376	273	260

Base: all Level 2 and Level 3 Scotland apprentices for whom it was possible to calculate basic pay

Overtime

46. Three-fifths (60 per cent) of Level 2 and 3 apprentices in Scotland had worked overtime (either paid or unpaid) for their employer during their apprenticeship; similar to the proportion reported in 2014 (62 per cent).
47. Table 3.10 shows that working overtime was most common in Retail (83 per cent), and least common in Business and related (29 per cent).

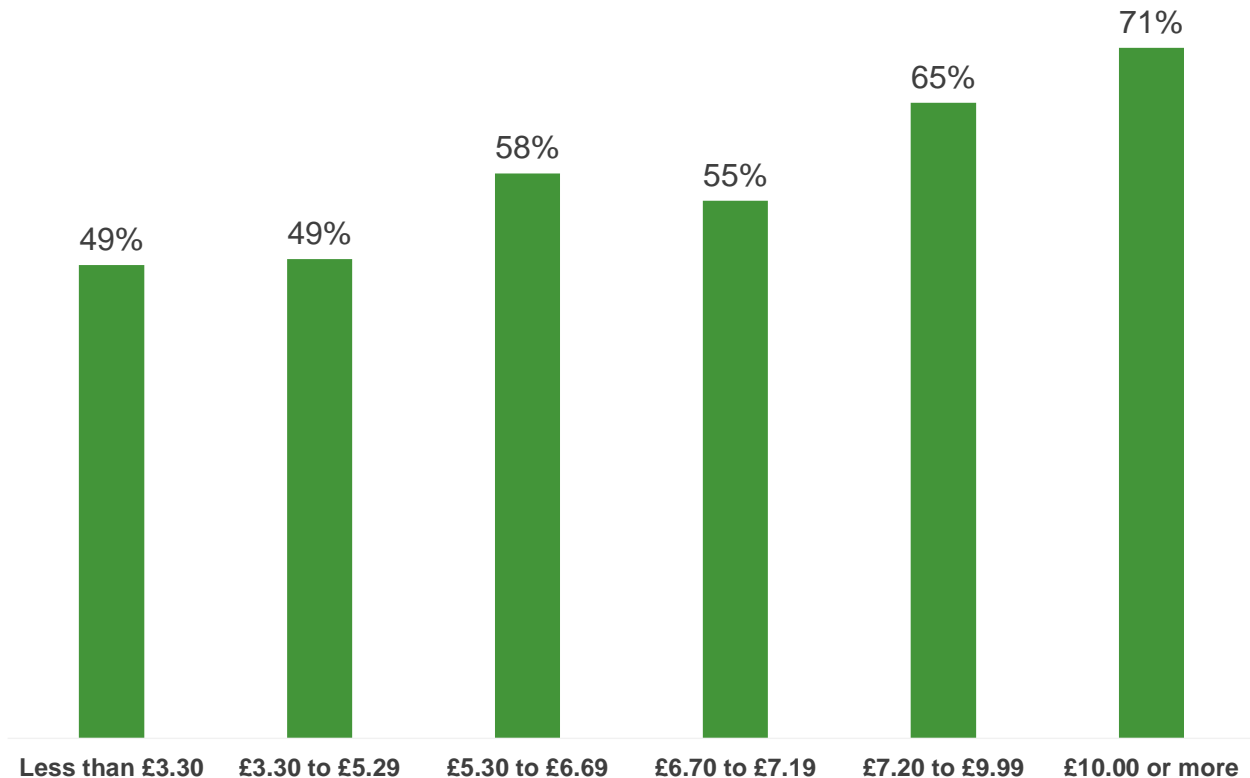
Table 3.10 Proportion of Scotland Level 2 and 3 apprentices working overtime, by framework

	<i>Base</i>	Work overtime (paid or unpaid)
		%
Retail	84	83
Management	65	71
Engineering and Manufacturing Technologies	420	67
Other 2/3	90	65
Hospitality and Catering	95	64
Customer Service	36	62
Health, Social Care and Sport	173	59
Construction and related	374	58
Hairdressing	89	44
Business and related	126	29
Scotland Total	1,552	60

Base: all Scotland Level 2 and Level 3 apprentices

48. Male apprentices were more likely than female apprentices to have worked overtime (63 per cent compared with 53 per cent respectively). The proportion of apprentices that worked overtime increased with age; from under half of apprentices aged 16-18 (46 per cent) to approaching three-quarters (71 per cent) amongst apprentices aged 25 or over. As Figure 3.8 shows, the incidence of apprentices ever having worked overtime tended to be higher amongst those with a higher basic hourly pay.

Figure 3.8 Proportion of Scotland Level 2 and Level 3 apprentices working overtime, by basic hourly pay



Base: All Scotland Level 2 and 3 apprentices for whom a basic hourly pay rate was calculated (1,411)

49. Among apprentices that worked overtime (and could provide information on the number of overtime hours worked¹¹), the mean number of weekly overtime hours (either paid or unpaid) was 6.9 hours (median 5.0 hours). Of those who worked overtime:

- 74 per cent worked less than 10 hours overtime a week;
- 15 per cent worked between 10 and 14 hours; and
- 12 per cent worked 15 or more hours overtime.

Earnings from overtime

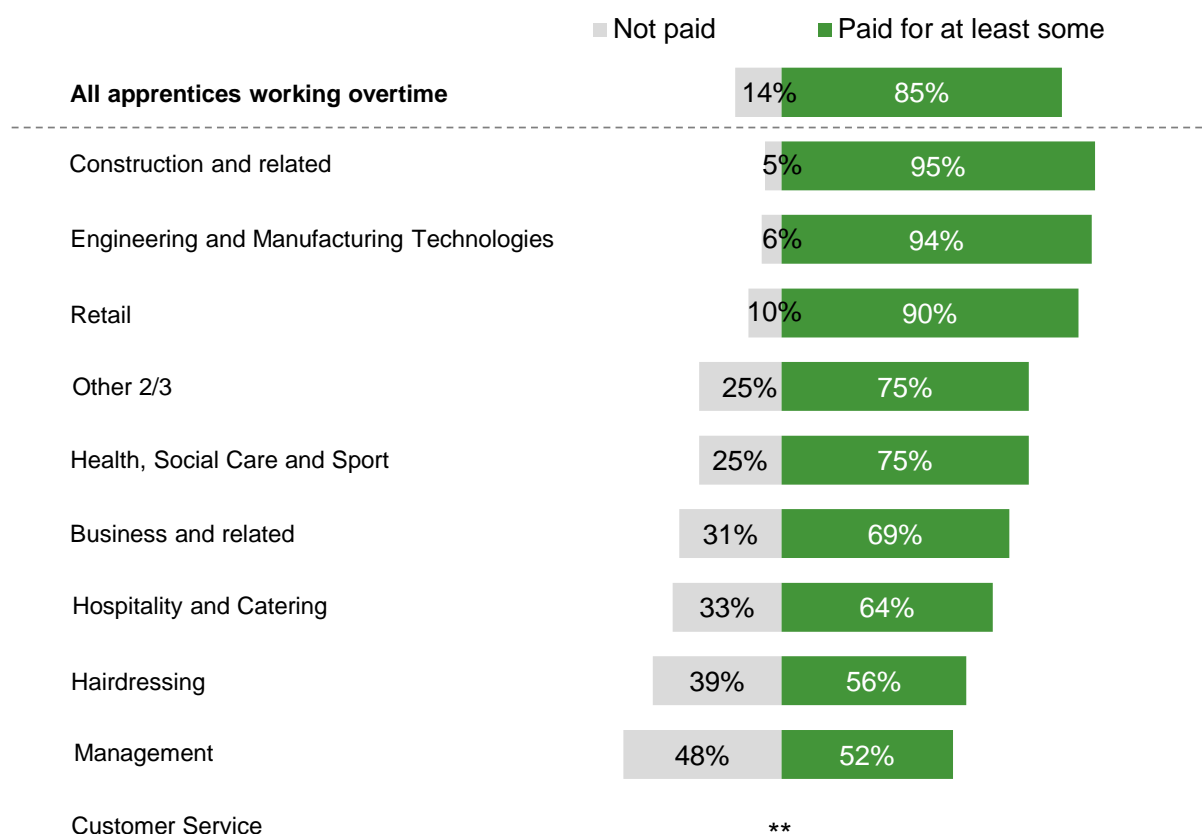
50. Over four-fifths (85 per cent) of Level 2 and 3 apprentices in Scotland that had worked overtime had been paid for at least some of the additional hours they worked. Fourteen per cent were not paid for any of the additional hours they worked (the

¹¹ Either in their last full working week, or a typical working week, or (for apprentices who answered with a payslip) the period covered by the payslip averaged to a weekly amount.

remaining one per cent did not know whether they were paid for their overtime). The proportion of apprentices that were not paid for any of their overtime hours is similar to 2014 (12 per cent).

51. As shown in Figure 3.9, apprentices in the Construction and Engineering and Manufacturing Technologies frameworks were the most likely to be paid for any of their overtime hours (95 per cent and 94 per cent respectively). These two frameworks were also among the most likely to pay apprentices for any of their overtime in 2014.
52. Apprentices in the Management and Hairdressing frameworks were the least likely to be paid for at least some of their overtime hours. These two frameworks were also the least likely to pay apprentices for any of their overtime in 2014.

Figure 3.9 Proportion of Level 2 and 3 Scotland apprentices that were paid or not paid for their overtime, by framework



*** denotes a figure not shown due to a low base size (fewer than 30 apprentices)

Base: All Level 2 and 3 Scotland apprentices working overtime, by framework (range: 35 to 282)

53. Among apprentices that were paid for at least some of their overtime hours (and were able to state how many paid overtime hours they worked in a typical week), the mean number of paid overtime hours was 7.3 (median: 6.0 hours). Of those who worked paid overtime and could state their hours:

- 72 per cent worked less than 10 hours paid overtime;

- 17 per cent worked between 10 and 14 hours; and
- 12 per cent worked 15 or more hours paid overtime per week.

54. Bases are too low to permit meaningful analysis by framework.
55. Among apprentices that were paid for their overtime (and were able to state how much they were paid for this), the median amount earned in a week from overtime was £50.00 (mean £79.57).

Unpaid overtime

56. Apprentices should be paid for all the hours they work, but there are times where apprentices work longer hours without extra pay. This is referred to in the report as 'unpaid overtime'. Unpaid overtime could be at the choice of the apprentice, or as a result of a request from the employer; the questionnaire did not distinguish between the two¹².
57. Among apprentices that worked overtime, 14 per cent were not paid for any of their overtime hours (equivalent to nine per cent of all Level 2 or 3 apprentices in Scotland); similar to 2014 when seven per cent of all apprentices were not paid for any overtime. This group reported working a mean average of 4.0 unpaid overtime hours per week (median: 2.0 hours)¹³. In 2014 the mean number of unpaid overtime hours was 5.1 (median 3.5 hours).

Time off in lieu or flexi leave

58. Just under two-fifths (37 per cent) of Level 2 and 3 apprentices in Scotland that had ever worked overtime, either paid or unpaid, were given time off in lieu or flexi leave in return¹⁴; a similar proportion to that reported in 2014 (34 per cent).
59. Those who were never paid for their overtime hours were more likely to be given time off in lieu or flexi leave than those who were paid for at least some of the overtime hours they worked (59 per cent and 33 per cent respectively).

Tips from customers

60. Eight per cent of Scotland Level 2 and 3 apprentices received tips from customers, a decrease from the 10 per cent reported in 2014.

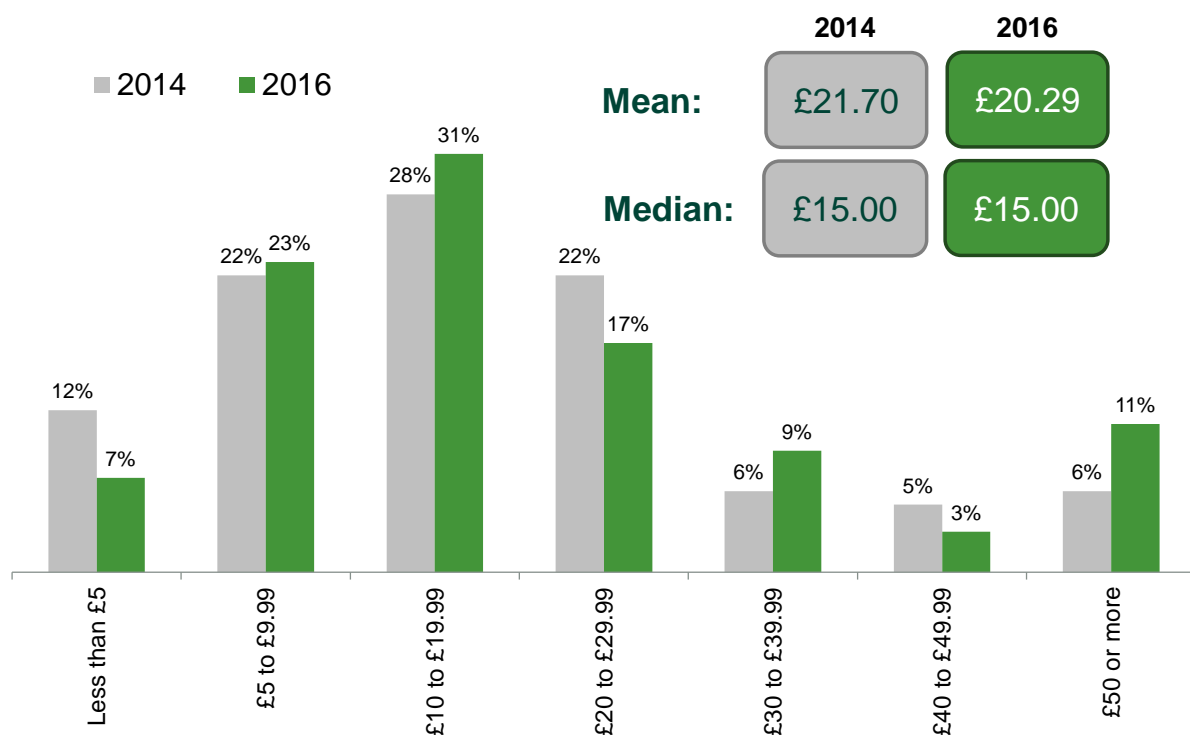
¹² Where an employer has asked the apprentice to work unpaid overtime, this is counted in their total working hours and included in the calculation of their National Minimum Wage rate (discussed in the next chapter). Where the extra hours are the choice of the apprentice, these hours do not count towards their working time; however, their employer does have a responsibility to prevent this from happening.

¹³ Some or all of this unpaid overtime could have been taken as flexi leave or as time off in lieu, but the extent to which this occurred was not asked in the survey.

¹⁴ Apprentices were asked "Do you ever get given time off or flexi leave in return for working overtime?" but the questionnaire did not explore how much of apprentice's unpaid overtime was taken as time off in lieu or as flexi leave.

61. Tips were more common among younger apprentices (ranging from 11 per cent of those aged 16-18 to four per cent of those aged 25 and over) and female apprentices (16 per cent compared with four per cent of male apprentices).
62. Receipt of tips was most common in the Hairdressing (76 per cent) and Hospitality and Catering frameworks (43 per cent). It is worth noting that both of these frameworks consists of higher than average proportions of female apprentices and, in the case of Hairdressing, a higher than average proportion of apprentices aged 16 to 18.
63. As shown in Figure 3.10, the vast majority apprentices receiving tips typically received less than £30 in tips in a typical week (see Figure 3.10). The median amount received in tips per week was £15.00 (the same as in 2014).
64. As reported at the start of this chapter, tips accounted for an average of less than 0.5 per cent of total weekly earnings across all apprentices but accounted for six per cent in Hairdressing and three per cent in Hospitality and Catering.

Figure 3.10 Amount received in tips by Level 2 and Level 3 Scotland apprentices in a typical week



Base for bars: All Level 2 and 3 Scotland apprentices receiving tips who were able to provide either an integer or range figure (2014: 200; 2016: 121)

Base for mean/median: All Level 2 and 3 Scotland apprentices receiving tips who were able to provide an integer figure (2014: 138; 2016: 94)

Bonuses

65. Just under a fifth (17 per cent) of Level 2 and 3 apprentices in Scotland received bonuses from their employer, in line with the proportion reported in 2014 (18 per cent).
66. Bonuses were more common among:
- Those on Management (28 per cent), Customer Service (26 per cent), Retail (24 per cent) and Engineering and Manufacturing Technologies frameworks (22 per cent).
 - Male apprentices (19 per cent, compared with 13 per cent of females);
67. Among apprentice that received bonuses, the median bonus (as a weekly figure) was £7.81 (mean: £18.14). In 2014 it was £11.54 (mean £25.57). Low base sizes do not allow for sub-group analysis by framework.

Accommodation

68. The provision of accommodation by an employer to an apprentice is the only benefit in kind which can be taken into account when calculating basic hourly pay in relation to the NMW.
- If accommodation is provided for free, an “offset rate” of £5.35 (at the time of the survey) is added to the apprentice’s wages for each day that the accommodation is provided for
 - When an apprentice is charged for accommodation:
 - If the charge for accommodation is less than the offset rate would have been no deduction is made from the apprentice’s wages
 - If the charge for accommodation is more than the offset rate would have been, this amount is deducted from the apprentice’s wages.
69. In line with 2014, four per cent of Level 2 and 3 apprentices in Scotland were provided with accommodation, either free or charged for. Accommodation was provided for an average of five days a week (both mean and median). Accommodation was provided free of charge most of these apprentices.
70. By framework, the provision of accommodation was most common in the Hospitality and Catering and Construction frameworks (seven per cent and six per cent respectively)¹⁵.

¹⁵ The higher levels of accommodation provision within Construction may be explained by those apprentices at the Construction Industry Training Board’s (CITB) National Construction College.

Compliance with the National Minimum Wage and National Living Wage

71. This section looks at the extent to which the pay of apprentices was compliant with the National Minimum Wage (NMW) or National Living Wage (NLW) rate for their age and year of apprenticeship. Details of how non-compliance is assessed are provided in chapter 2 of the report, in the section entitled 'Compliance / Non-compliance with the National Minimum Wage (NMW) and National Living Wage (NLW)'.
72. As discussed in the Introduction (Chapter 2, paragraphs 44 - 47), pay calculated as non-compliant could reveal genuine or accidental negligence on the part of employers; however, due to the very small margins of error involved in the calculations, some cases of apparent non-compliance could be due to errors or rounding in the reporting of pay and hours figures by apprentices taking part in the research. The impact of various calculation methods is discussed later in this chapter (from paragraph 106 onwards).
73. Based only on those apprentices for whom compliance or non-compliance could be calculated given their survey responses¹⁶, 86 per cent were paid at or above the appropriate NMW or NLW, while 14 per cent were paid below the appropriate rate. This is in line with non-compliance levels in Scotland in 2014 (13 per cent).
74. When comparing compliance levels between 2014 and 2016, it is important to note that the lowest NMW rate for apprentices (applying to those aged 16 to 18, and all those in their first year of the apprenticeship) underwent a considerable increase between October 2013 (the rate applicable at the time of the 2014 survey) and October 2015 (the rate applicable for the 2016 survey): the rate increased from £2.68 in October 2013 to £3.30 in October 2015 (a 23 per cent increase). Smaller increases were made between 2013 and 2015 to the minimum rates for 19 to 20 year olds in their second year or later (increasing from £5.03 in 2013 to £5.30 in 2015, a five per cent increase) and for 21 to 24 year olds in their second year or later (from £6.31 to £6.70, a six per cent increase). Additionally, the new NLW rate came into force from April 2016, creating a new minimum rate (£7.20) for all those aged 25 and over and in the second year of their apprenticeship or later.
75. Table 3.11 shows the proportion of apprentices with compliant and non-compliant pay, grouped by age and year of apprenticeship. Despite increases in NMW levels, and the introduction of the NLW, there were no significant differences in the levels of compliance between 2014 and 2016 within any of the eligibility groups.

¹⁶ An unweighted base of 1,487

**Table 3.11 Compliance by age and year of apprenticeship in 2014 and 2016
(Scotland Level 2 and Level 3)**

		2014				2016		
<i>Row percentages</i>		<i>Base</i>	Paid NMW or higher	Paid below NMW		<i>Base</i>	Paid NMW or higher	Paid below NMW
Age 16-18 or in first year of apprenticeship	%	1,304	92	8	%	934	91	9
Age 19-20 and in second year of apprenticeship	%	311	75	25	%	258	78	22
Age 21-24 and in second year of apprenticeship	%	182	75	25	%	205	75	25
Age 25+ and in second year of apprenticeship	%	69	86	14	%	87	80	20

Base: Level 2 and Level 3 apprentices in Scotland for whom compliance could be calculated

76. As in 2014, there were considerable differences in the proportions receiving compliant pay by framework, as shown in Table 3.12. Once again, Hairdressing apprentices were by far the most likely to have received non-compliant pay (42 per cent), while those on the Management framework were least likely: no management apprentices in Scotland reported non-compliant pay in 2016. Compliance levels within most frameworks remained in line with 2014; however, there was an increase in Retail (from three per cent to 11 per cent), and decreases in Business and related frameworks (from seven per cent to one per cent) and Management (from seven per cent to zero).

Table 3.12: Compliance with NMW by framework for Scotland Level 2 and Level 3 apprentices

		2014				2016		
		<i>Base</i>	Paid NMW or higher	Paid below NMW		<i>Base</i>	Paid NMW or higher	Paid below NMW
Hairdressing	%	117	56	44	%	84	58	42
Health, Social Care and Sport	%	131	79	21	%	160	78	22
Hospitality and Catering	%	111	88	12	%	91	85	15
Other 2/3	%	82	89	11	%	86	85	15
Construction and related	%	362	90	10	%	360	86	14
Engineering and Manufacturing Technologies	%	415	87	13	%	407	87	13
Retail	%	108	97	3	%	80	89	11
Customer Service	%	79	97	3	%	36	93	7
Business and related	%	179	93	7	%	122	99	1
Management	%	74	93	7	%	61	100	0
Scotland Total	%	1,866	87	13	%	1,487	86	14

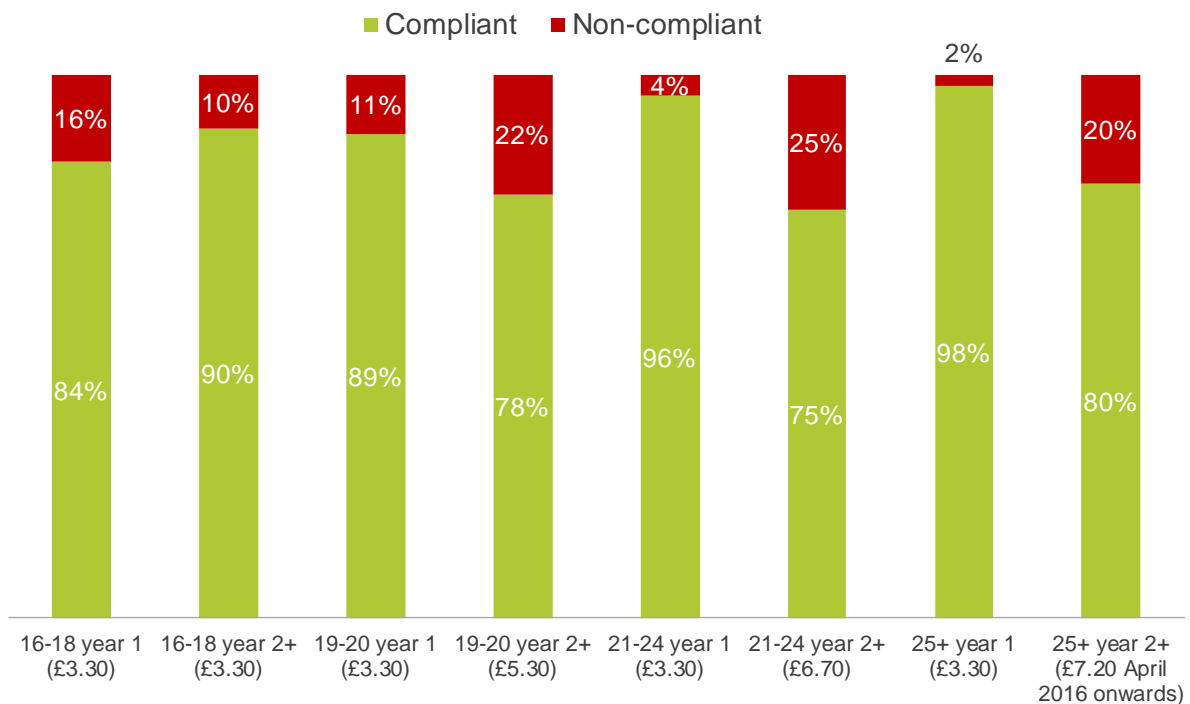
Base: all Scotland Level 2 and Level 3 apprentices for whom compliance could be calculated

77. Non-compliance was lowest among the oldest group of apprentices, those aged 25 and over (nine per cent), compared with 15 per cent of those aged 16 to 24.
78. Those nearer the beginning of their apprenticeship were less likely to receive non-compliant pay: nine per cent of those who had been on their course a year or less were paid less than the appropriate minimum rate, compared with 21 per cent of those who had been on their course for more than a year. This could imply that a significant proportion of non-compliance cases were due to apprentices moving up to the next NMW bracket without their pay being increased.
79. Those who stated that they received at least one day a week of formal training on average were more likely to receive non-compliant pay (17 per cent) than those who said they did not receive at least one day of formal training each week (12 per cent). This could imply that in some cases employers are failing to pay apprentices for time

spent on formal training, thus pushing up non-compliance among this group. There was also a connection between total hours worked and compliance: those with non-compliant pay worked higher total hours per week (mean average: 46.5 hours) compared to those with compliant pay (mean average: 40.3 hours).

80. Non-compliant pay was also more common among those employed for the duration of training only (22 per cent) compared with those employed on a permanent basis (12 per cent), as well as among those who had not already been working for their employer prior to starting the course or training (18 per cent) compared with existing employees (12 per cent). A greater proportion of those who always received the same amount of pay each week received non-compliant pay (18 per cent) compared with those whose pay varied depending on the hours worked (12 per cent).
81. Results for compliance by age group combined with year of apprenticeship are shown in Figure 3.11.
82. Those aged 21 and over in the first year of their apprenticeship were most likely to receive compliant pay: 96 per cent of those aged 21 to 24 and in their first year had compliant pay, as did virtually all (98 per cent) of those aged 25 and over in their first year. Those aged 16-18 and in their second year, and those aged 19-20 and in their first year, also had high levels of compliant pay, at around nine-tenths each (90 per cent and 89 per cent respectively). These groups were followed by those aged 16 to 18 and in their first year, 84 per cent of whom had compliant pay.
83. Just over a fifth (22 per cent) of those aged 19 to 20, and a quarter (25 per cent) of those aged 21 to 24 and in their second year or later reported non-compliant pay. Among those for whom the new £7.20 NLW applied (aged 25 and over and in the second or later year of their apprenticeship) a fifth (20 per cent) received non-compliant pay.

Figure 3.11 Compliance by age and year of apprenticeship (Scotland Level 2 and Level 3 apprentices)



Base: All Level 2 & Level 3 Scotland apprentices for whom a calculation of compliance could be made, by NMW / NLW eligibility (range: 87 to 302)

84. Table 3.13 and Figure 3.12 show the pay distribution for Level 2 and Level 3 apprentices in Scotland, also indicating within each pay band the relevant compliance rate. These figures are again based on respondents for whom it was possible to calculate an exact hourly pay figure (1,408 of the 1,552 Level 2 and Level 3 apprentices interviewed in Scotland)¹⁷.
85. As in 2014, a very small proportion of apprentices were paid £1.50 an hour or less (0.2 per cent). Two per cent were paid between £1.51 and £2.67 (below the 2014 minimum rate), and four per cent were paid between £2.68 and £3.29; the vast majority of these were eligible for the £3.30 minimum.

¹⁷ Note that the different base results in slightly different compliance figures compared to Level 2 and 3 overall: 15 per cent of those with calculable hourly pay had a non-compliant pay level, compared with 14 per cent of all Level 2 and 3 apprentices in Scotland for whom compliance could be calculated.

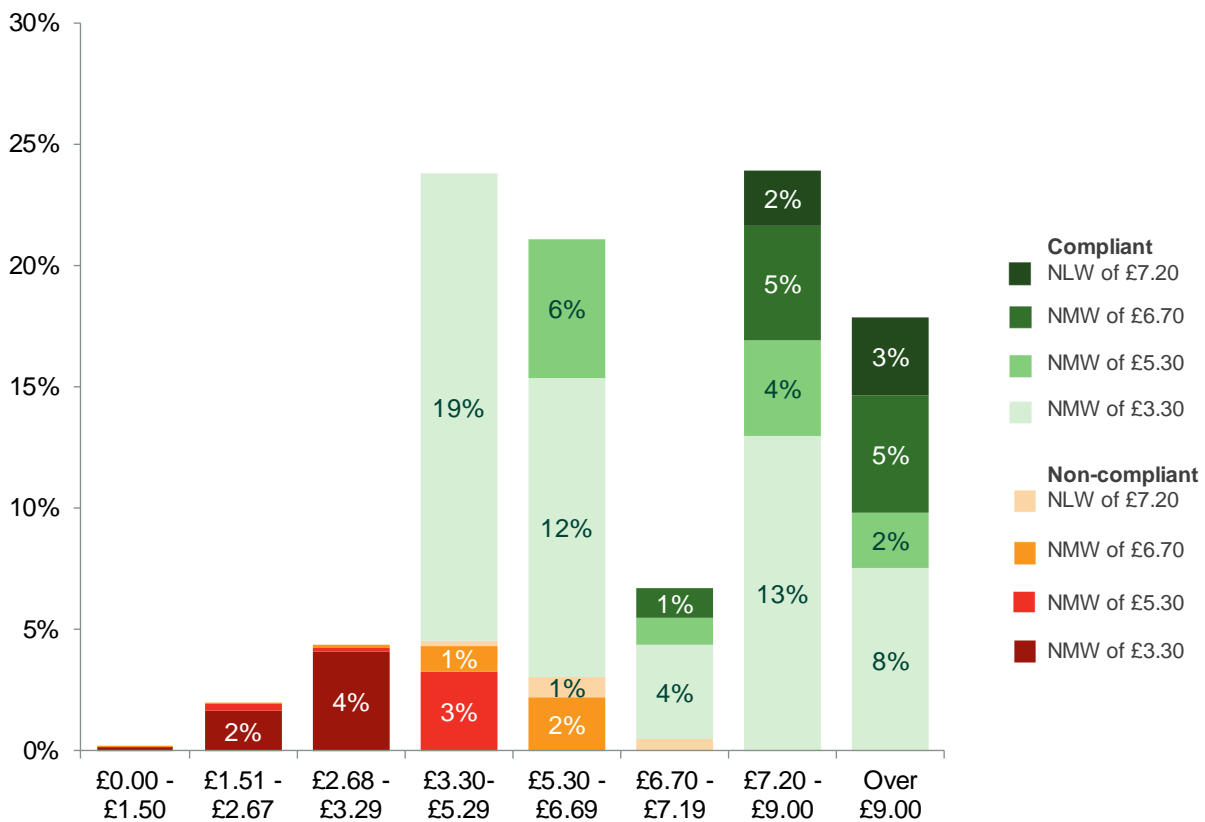
Table 3.13 Apprentice pay rates and compliance / non-compliance (Scotland Level 2 and Level 3)

	Proportion of all apprentices in each pay / compliance band							
	£0.00- £1.50	£1.51 - £2.67	£2.68- £3.29	£3.30- £5.29	£5.3- £6.69	£6.70- £7.19	£7.20 - £9.00	Over £9.00
Compliant	N/A	N/A	N/A	19.3	18.0	6.2	23.9	17.8
Non-compliant	0.2	2.0	4.4	4.5	3.0	0.5	N/A	N/A

Base: All Scotland Level 2 and Level 3 apprentices with a specific calculated hourly pay figure (1,408). Each figure is based on the overall base; hence for example 4.4 per cent of all Level 2 and 3 apprentices in Scotland where an hourly pay figure could be calculated received non-compliant pay of £2.68 to £3.29 an hour.

86. As well as showing the distribution of hourly pay rates, Figure 3.12 also shows which NMW or NLW rate applied to respondents, and whether the pay was compliant or not. For example, it shows in the final column that two per cent of all apprentices for whom exact hourly pay could be calculated received over £9 an hour while needing a minimum of £5.30 an hour to be compliant, and eight per cent received over £9 an hour while needing a minimum of £3.30 to be compliant.

Figure 3.12 Level 2 and Level 3 apprentice pay rates and non-compliance distribution (Scotland)



Base: All Level 2 & Level 3 Scotland apprentices with calculated hourly pay figure (1,408)

Figures not shown for results of <0.5%

87. Just under a quarter (24 per cent) of all Level 2 and Level 3 apprentices in Scotland were paid between £3.30 and £5.29; the majority of these (19 per cent of all Level 2 and Level 3 apprentices) were eligible for a minimum rate of £3.30, and hence had compliant pay; however small proportions should have been receiving at least £5.30 (three per cent of all apprentices), £6.70 (one per cent) or £7.20 (less than 0.5 per cent).
88. A further fifth (21 per cent) of all apprentices in Scotland were paid between £5.30 and £6.69 an hour; two per cent should have received at least £6.70 an hour, and one per cent should have received at least £7.20.
89. Seven per cent of all apprentices were paid between £6.70 and £7.19 an hour. Less than 0.5 per cent of all apprentices were paid in this range and had non-compliant pay, as they should have received the new NLW of £7.20; prior to the introduction of the NLW in April 2016 this pay would have been compliant, however the impact on overall non-compliance from this is very minor. Looking just at those eligible for the

NLW18, in total a fifth (21 per cent) had non-compliant pay, seven per cent of whom were paid between £6.70 and £7.19, at or above the pre-April 2016 minimum rate.

90. Two-fifths (42 per cent) of all apprentices in Scotland were paid at or above the NLW rate of £7.20 an hour.

Apprentices paid less than the National Minimum Wage or National Living Wage

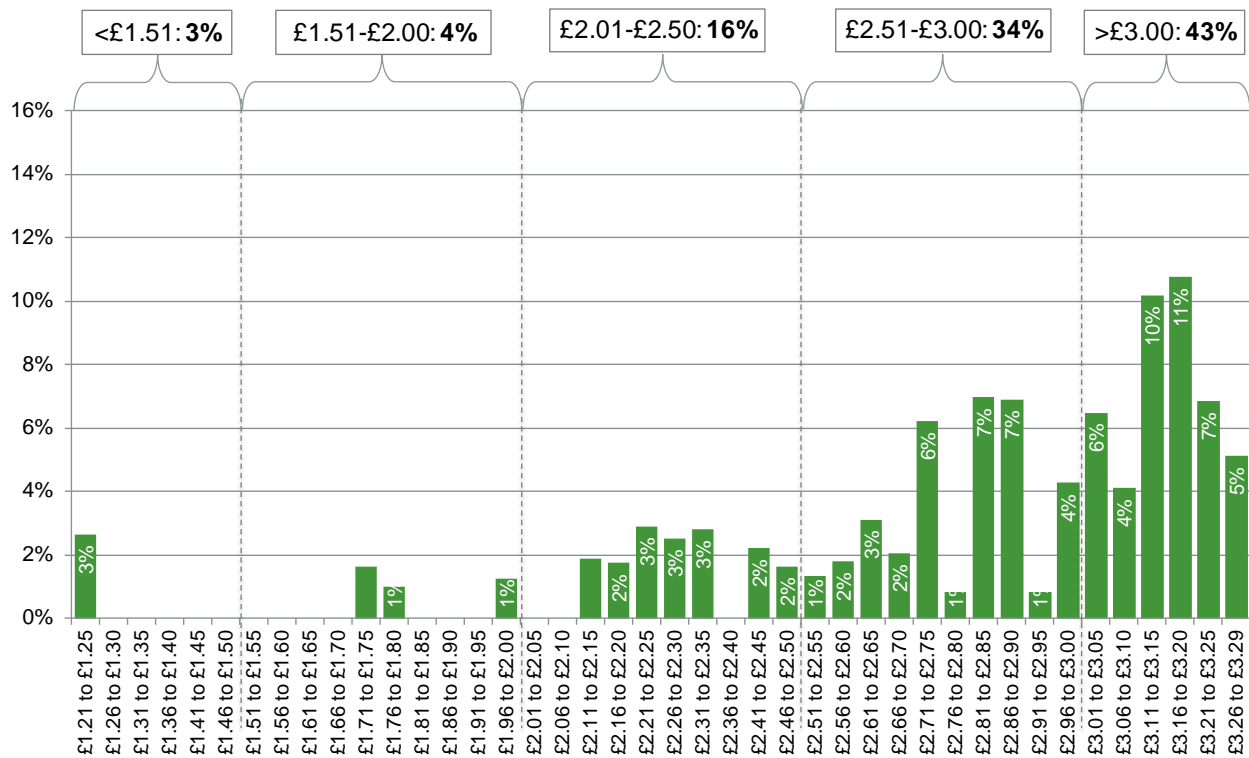
91. The figures in this chapter to date have looked at the rate of compliance / non-compliance among different groups. This analysis now looks at the profile of apprentices having non-compliant pay.
92. Among those whose pay was non-compliant with the NMW, two-fifths (40 per cent) were aged under 19 or were on the first year of their apprenticeship, and were therefore eligible for a minimum of £3.30 an hour; this proportion is in line with 2014, when just over two-fifths (41 per cent) of all apprentices with non-compliant pay were under 19 or in their first year (at which point the minimum rate was £2.68).
93. A quarter of those with non-compliant pay (25 per cent) were aged 19 or 20 and in their second year (eligible for NMW of £5.30 an hour), while a further quarter (25 per cent) were aged 21 to 24 (eligible for NMW of £6.70 an hour). One in ten (10 per cent) were aged 25 and over, and were therefore eligible for the NLW of £7.20 an hour.

Distance from the National Minimum Wage / National Living Wage

94. Among Level 2 and Level 3 apprentices in Scotland calculated to have non-compliant pay, a small proportion (six per cent) were paid very close to the relevant NMW or NLW rate (within three pence). Overall more than two-fifths (45 per cent) were paid within 10 per cent of the appropriate rate, in line with 44 per cent in 2014.

¹⁸ A base of 80 apprentices

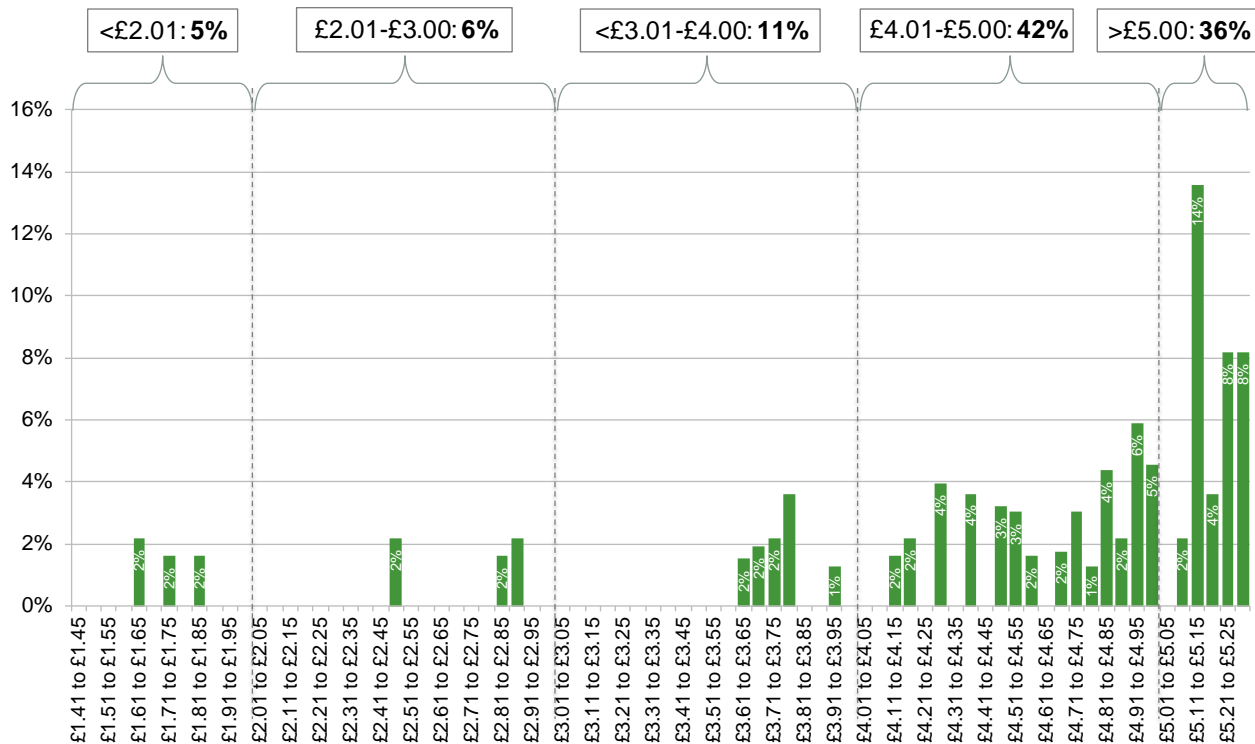
Figure 3.13 Distribution of pay for those with non-compliant pay aged 16-18 or in the first year of apprenticeship (Scotland Level 2 and Level 3)



Base: All Scotland Level 2 & Level 3 aged 16-18 or in first year of apprenticeship with non-compliant pay (97)

95. Figure 3.13 shows the distribution of pay below £3.30 for those aged 16 to 18 or in the first year of their apprenticeship among those with calculable pay figures. (Note this section uses the calculated gross hourly pay rather than the basic hourly pay figures used elsewhere in the report – see the discussion on this in Chapter 2).
96. A fairly high proportion of those aged 16 to 18 or in the first year of their apprenticeship were close to the NMW level, indicating that in some cases the apparent non-compliance could be due to measurement or calculation error (e.g. respondents giving rounded figures): 47 per cent were paid within 10 per cent of the correct rate (between £2.97 and £3.29), and within that group, a smaller proportion were very close (within three pence) to the correct rate (five per cent), in line with 2014.
97. Overall, however, those aged 16 to 18 or in the first year of their apprenticeship with non-compliant pay were receiving higher levels of pay than found in the 2014 survey: the proportion being paid more than £2.50 an hour more than doubled from 30 per cent in 2014 to 78 per cent in 2016.
98. The mean pay figure for this group of non-compliant apprentices was £2.79 an hour, the median £2.89. This compares with a mean of £2.27 and a median of £2.38 in 2014.

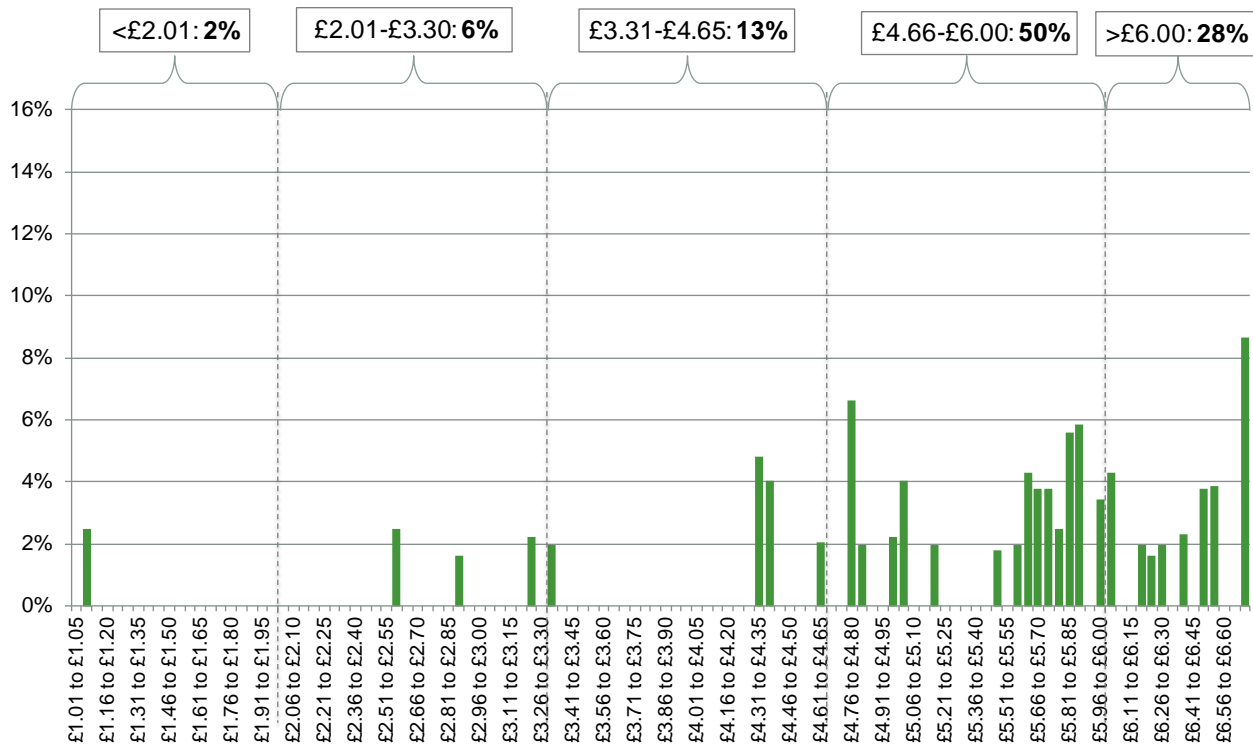
Figure 3.14 Distribution of pay for those with non-compliant pay aged 19-20 and in the second year or later of apprenticeship (Scotland Level 2 and Level 3)



Base: All Scotland Level 2 & Level 3 aged 19-20 and in second+ year of apprenticeship with non-compliant pay (55)

99. Of those with non-compliant pay in Scotland aged 19 to 20 and in the second year of their apprenticeship or later, eight per cent had a gross hourly pay figure very close to the NMW rate (between £5.27 and £5.29), and overall more than half (53 per cent) were paid within 10 per cent of the correct rate (between £4.77 and £5.29).
100. As shown in Figure 3.14, among those with non-compliant pay aged 19 to 20 and in the second year of their apprenticeship or later, just over a third (36 per cent) were paid more than £5.00 an hour, while a further two-fifths (42 per cent) received between £4.01 and £5.00. A small proportion (five per cent) were paid £2.00 an hour or less.
101. The mean pay figure for non-compliant apprentices aged 19 to 20 and in the second year of their apprenticeship or later was £4.47, and the median £4.83. This compares to a mean of £4.11 and a median of £4.44 for this group of apprentices in 2014.

Figure 3.15 Distribution of pay for those with non-compliant pay aged 21-24 and in the second year or later of apprenticeship (Scotland Level 2 and Level 3)



Base: All Scotland Level 2 & Level 3 aged 21-24 and in the second year or later of apprenticeship with non-compliant pay (48)

102. Among non-compliant apprentices aged 21 to 24 and in the second year of their apprenticeship or later, six per cent had a gross hourly pay figure very close to the NMW rate (between £6.67 and £6.69), and overall just under three in ten (28 per cent) were paid within 10 per cent of the correct rate (between £6.04 and £6.69).
103. A further half (50 per cent) received between £4.66 and £6.00. However, two per cent of non-compliant apprentices aged 21 to 24 and in the second year or later of their apprenticeship reported pay of £2.00 an hour or less.
104. The mean pay figure for non-compliant apprentices aged 21 to 24 and in the second year of their apprenticeship or later was £5.31, and the median was £5.70. This compares to a mean of £5.25 and a median of £5.57 among this group of apprentices in 2014.
105. The base size for non-compliant apprentices in Scotland aged 25 and over and in the second year of their apprenticeship was too low (15) to allow for analysis of pay distribution within this group.

Impact of underlying pay elements on compliance

106. In calculating the compliance of an apprentice's wages with the National Minimum Wage or National Living Wage, basic pay at their standard hourly rate, the provision of accommodation (and/or any associated charges), and unpaid overtime hours are considered (see chapter 2). It is feasible that some apprentices are intentionally paid below the NMW, for example, an hourly rate that is too low or an employer charging high amounts for live-in accommodation. Conversely, underpayment could be the result of mistakes. Earnings below NMW could arise from a delay in an apprentice's pay being increased following a change in eligibility (completing their first year or an increase in age) or from an apprentice voluntarily working additional hours on top of their paid hours. It may also occur due to mistakes by employers about which elements of apprentices' pay counts towards the minimum wage or a lack of knowledge about the NMW rates themselves.
107. This section examines the extent to which particular elements of pay may be contributing to non-compliance. To do this, a range of comparative rates were calculated (each with different pay elements included or excluded) and the compliance of the resultant rates with current NMW / NLW rates investigated. To ensure like-for-like comparisons all of the figures have been based on Scotland Level 2 and Level 3 apprentices for whom compliance could be determined for all of the pay elements. Table 3.14 shows the pay elements and hours that have been included in each of the different compliance calculations:
- The NMW / NLW calculation (current method);
 - Pay calculated with unpaid overtime removed;
 - Basic hourly pay rate; and
 - Pay calculated with all earnings and all hours.
108. Table 3.14 shows the levels of non-compliant pay resulting from each of the calculation methods.

Table 3.14 Comparison of non-compliance by different calculation methods by age, gender, year of apprenticeship, and framework (Scotland Level 2 and Level 3)

		NMW (current method)	Unpaid overtime removed	Basic hourly pay rate	All earnings and all hours
	<i>Base</i>	%	%	%	%
TOTAL 2016	1,412	14	14	14	12
Age					
16-18	386	15	14	14	12
19-20	470	17	17	17	15
21-24	349	15	15	15	13
25+	207	7	7	7	6
Gender					
Male	976	13	13	13	12
Female	436	18	17	17	14
Year of apprenticeship					
A year or less	802	9	9	9	8
More than a year	610	21	21	21	18
Framework					
Business and related	117	1	1	1	1
Construction and related	345	13	13	13	12
Customer Service	32	8	8	8	3
Engineering, Manufacturing Technologies and related	386	13	13	13	12
Hairdressing	82	42	42	42	32
Health, Social Care and Sport	155	22	22	22	23
Hospitality and Catering	83	15	14	14	10
Management	55	0	0	0	0
Retail	77	12	12	10	7
Other 2/3	80	16	15	16	15

Base: All Scotland Level 2 and Level 3 apprentices for whom compliance could be calculated using all calculation methods

109. As shown in Table 3.15, at an overall level, calculating NMW with unpaid overtime removed, or using the basic hourly pay rate, does not have a significant impact on the proportion of apprentices calculated as receiving non-compliant pay. It therefore seems to be the case that the inclusion or exclusion of unpaid overtime, bonuses, higher rate pay and accommodation had no impact on compliance overall. This could be due to the fact that each of these pay elements only applied to a minority of apprentices: looking at just the groups receiving each of these pay elements in Table 3.15 reveals an impact on compliance when total earnings are used for the calculation.

Table 3.15 Impact on compliance levels according to certain pay elements, among the apprentices who received that element of pay (Scotland Level 2 and Level 3)

	<i>Base</i>	Proportion of apprentices	Standard non-compliance	Unpaid overtime removed	All earnings and all hours included
Received any additional earnings (tips, bonuses, or paid overtime)	486	34%	15%	n/a	9%
Worked unpaid overtime	84	6%	29%	23	n/a

Base: All L2 and L3 Scotland apprentices for whom a calculation could be made from the extra earning elements and current compliance level was known.

110. Among all apprentices for whom compliance could be calculated across each pay measure, just over a third (34 per cent) had earnings in addition to their basic pay, including tips, bonuses and paid overtime. Based on their pay eligible for the NMW (which excludes all additional earnings), 15 per cent had non-compliant pay; when their hourly rate was recalculated to incorporate additional earnings this fell to nine per cent. Looking at the seven per cent of apprentices with calculable compliance who worked any unpaid overtime, no significant differences were found between the two calculation methods; however, this could be due to the low base size for that group.
111. To explore the idea that underpayment was caused by employers being slow to react to a change in the NMW rate eligibility, compliance was investigated among those aged over 18 who had recently (within two months prior to interview) finished their first year, or turned 19, 21 or 25 in age. Those who had undergone any recent change in eligibility were more likely to be non-compliant (36 per cent) compared to those in their second year or later who had not recently changed eligibility (19 per cent).
112. When non-compliance is estimated based on payslip information only, this has a very minor effect: 14.0 per cent of payslip respondents were calculated to have non-compliant pay, compared with 14.4 per cent of non-payslip respondents. Among those respondents whose payslip contained both their pay and hours, non-

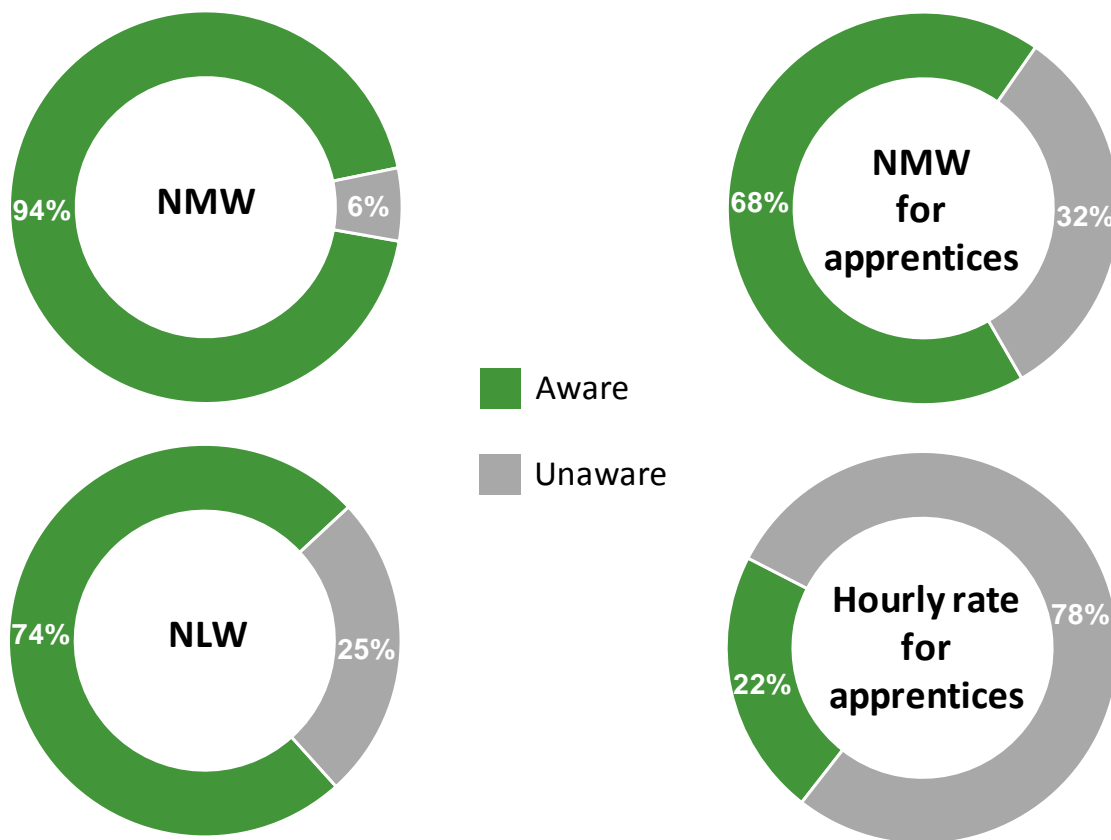
compliance drops to 11.4 per cent; however, it should also be considered that there may be a bias in that the types of apprenticeships likely to provide payslips clearly showing pay and hours worked may also be more likely to provide compliant pay. Just over three-fifths (61 per cent) of Level 2 and Level 3 apprentices in Scotland were able to state their hourly pay (an unweighted base of 1,215).

113. Based on self-reported hourly pay figures only (that is, where the apprentice stated that they knew their hourly pay figure), the level of non-compliance was significantly lower: just four per cent of this group gave a non-compliant figure for their hourly pay. Overall, just over two-fifths (44 per cent) of apprentices in Scotland whose pay was calculated as non-compliant gave a stated hourly rate that was compliant with the appropriate NMW / NLW. This discrepancy could arise for several reasons: apprentices being misinformed about their hourly rate; apprentices failing to factor in some elements of the NMW / NLW such as overtime or accommodation; and measurement errors as described in the introduction of this report (Chapter 2, paragraph 44).

Awareness of the Apprentice Rate of National Minimum Wage

114. The vast majority of apprentices in Scotland (94 per cent) had heard of the National Minimum Wage, an increase from 90 per cent in 2014. In 2014 those with non-compliant pay were less likely to be aware of the NMW, but in 2016 there was no difference between the two groups. However, as in 2014, awareness was lower among younger apprentices: 89 per cent of those aged 16-18 were aware, rising to 96 per cent of those aged 25 and older.

Figure 3.16 Awareness of NMW, NLW and hourly rates (Scotland Level 2 and Level 3)



Base: All Level 2 and Level 3 apprentices in Scotland (1,552)

115. Apprentices were less aware of the National Living Wage, which came into force from 1st April 2016; around three-quarters (74 per cent) had heard of it, though this rises to 84 per cent among those affected by the NLW (i.e. those aged 25 plus).
116. Level 2 apprentices were less likely to be aware of the NLW than Level 3 (69 per cent and 75 per cent respectively were aware).
117. Just over two-thirds (68 per cent) of Level 2 and Level 3 apprentices in Great Britain were aware that there is a National Minimum Wage rate for certain apprentices, an increase compared with 2014 (61 per cent). In contrast to awareness of the NMW in general, there were no differences in awareness by age.
118. Groups less likely to be aware of the NMW for apprentices were:
- Female apprentices (63 per cent aware) compared with male apprentices (70 per cent aware);
 - Level 2 apprentices (61 per cent aware) compared with Level 3 (70 per cent aware);

- Apprentices in Retail (48 per cent) and Health, Social Care and Sport (57 per cent).

119. Of all Level 2 and Level 3 apprentices in Scotland, just over two-fifths (22 per cent) said they knew the minimum hourly rate for apprentices, up from 17 per cent in 2014¹⁹.

120. Groups less likely to be aware of the minimum hourly rate for apprentices included:

- Older apprentices (19 per cent of those aged 25 and older, 20 per cent of those aged 21 to 24, and 22 per cent of those aged 19 to 20 were aware, compared with 28 per cent of those aged 16 to 18);
- Female apprentices (18 per cent aware, compared with 24 per cent of men);

121. As shown in Table 3.16, apprentices on the Customer Service framework had the highest awareness of NMW (99 per cent), and Hairdressing the lowest (91 per cent), whereas those on the Construction framework had the highest awareness of the hourly rate (30 per cent), and those on the Health, Social Care and Sport framework the lowest (12 per cent).

¹⁹ Note that while apprentices were asked if they knew the minimum hourly rate, this knowledge was not tested (i.e. they were not asked to give the hourly figure as part of the interview).

Table 3.16 Awareness of an Apprenticeship NMW and of the NMW hourly rate by framework (Scotland Level 2 and Level 3 apprentices)

	<i>Base</i>	Aware of apprenticeship NMW	Aware of hourly rate
		%	%
Management	65	76	16
Customer Service	36	74	26
Construction and related	374	73	30
Hairdressing	89	73	26
Business and related	126	72	26
Other 2/3	90	72	21
Engineering, Manufacturing Technologies and related	420	69	19
Hospitality and Catering	95	61	12
Health, Social Care and Sport	173	61	17
Retail	84	48	14
Scotland Total	1,552	68	22

Base: All Level 2 and Level 3 apprentices in Scotland

Appendix A: Supplementary tables

Table A1: Breakdown of total weekly earnings, by framework (Scotland Level 2 and 3)

	Base	Total weekly earnings	Basic Pay	Overtime	Tips	Bonuses
	n	£	£	£	£	£
Business and related	115	267	263	3	-	4
Construction and related	339	299	281	17	*	1
Customer Service	31	293	270	11	-	11
Engineering, Manufacturing Technologies and related	378	316	295	16	*	4
Hairdressing	80	189	176	1	11	*
Health, Social Care and Sport	145	217	209	7	-	1
Hospitality and Catering	81	289	267	12	9	2
Management	54	482	460	11	*	10
Retail	75	278	253	23	-	1
Other 2/3	78	320	306	13	-	2
Scotland Total	1,376	290	273	14	1	2

Base: All Level 2 and 3 apprentices in Scotland for whom it was possible to calculate total weekly earnings

“*” denotes a figure greater than zero but less than £0.50 and “-” denotes a figure of zero.

Appendix B: The questionnaire

Apprenticeship Pay Survey 2016

J5636

Telephone

Sample variables used in script:

Respondent name	
Course name	
Provider name	
Employer name	
Start date	MONTH / YEAR
Sample indicates that been doing the Apprenticeship for less than a year	Yes / No
Planned completion date	MONTH / YEAR
Higher Apprenticeship	Yes / No
Country	England, Scotland or Wales
Disability flag	Yes / No
Has DOB in sample flag	Yes / No
DOB from sample	DD/MM/YYYY
Age from sample	Calculate from DOB

1. Screener

ASK PERSON WHO ANSWERS PHONE

S1 **Good morning / afternoon / evening. My name is <NAME> and I'm calling from IFF Research. Please can I speak to <RESPONDENT NAME>?**

Respondent answers phone	1	CONTINUE
Transferred to respondent	2	
Hard appointment	3	MAKE APPOINTMENT
Soft Appointment	4	
No reply / Answer phone	5	CALL BACK
Engaged	6	
Named person moved and new number known (COLLECT)	7	CALL NEW NUMBER
Named person moved and number NOT known	8	CLOSE
Never heard of the named person	9	
Not available in deadline	10	
Fax Line	11	
Business Number	12	
Dead line	13	
Re-send advance letter via email	15	Collect email address (input required twice for check)

WHEN TALKING TO NAMED RESPONDENT

S2 **Good morning / afternoon, my name is <NAME> calling from IFF Research, an independent market research company. We're doing a short survey for the Department for Business, Innovation and Skills <IF WALES: and the Welsh Government> <IF SCOTLAND: and the Scottish Government> about learning and training, hours of work, and pay.**

You should have received a letter in the post explaining what the survey is about. As the letter stated, you might find it useful to have a payslip or your contract with you as I will be asking some questions relating to your pay and this will help you give accurate answers. These questions are so we can understand whether employers are conforming to rules relating to fair pay.

The survey should only take 10 minutes. Would now be a good time for you to answer a few questions?

[IF WELSH SAMPLE]: INTERVIEWER NOTE: *IF RESPONDENT REQUESTS AN INTERVIEW IN WELSH, SELECT CONTINUE AND CHOOSE S2A=1.*

INTERVIEWER ADD IF NECESSARY:

We are not trying to sell you anything. We are only collecting information about training courses, work and pay. Your feedback is extremely important as it will help to inform Government policy on fair pay and national pay reviews which could benefit employees.

Your employer will not be informed by us that you have taken part in the survey.

The Department for Business, Innovation and Skills is the Government department in charge of in-work learning and training in England.

The Skills Funding Agency is the Government agency responsible for funding in-work learning and training in England.

The Welsh Government and the Scottish Government provide funding for in-work learning and training in Wales and Scotland.

Yes	1	CONTINUE
Hard appointment	2	MAKE APPOINTMENT
Soft appointment	3	
Refusal (NOTE ANY COMMENTS)	4	THANK AND CLOSE
Re-send advance letter via email	5	Collect email address (input required twice for check)

ASK IF HARD OR SOFT APPOINTMENT SELECTED (S2=2/3) AND WELSH SAMPLE
 S2A **Would you prefer us to call you back in Welsh or English?**

Welsh	1	“One of our Welsh speaking interviewers will call back in the next one or two working days to make an appointment with you.” THANK AND CLOSE
English	2	CONTINUE TO APPOINTMENT SCREEN

ASK IF WELSH LANGUAGE CALLBACK
 S2WELSH **Good morning / afternoon, my name is NAME, calling from IFF Research, an independent market research company.**
One of our interviewers called you recently about the Apprenticeship Pay Survey we are conducting on behalf of the Department for Business, Innovation and Skills and the Welsh Government. You said you would like to be called back in Welsh.
Would now be a good time to do the interview?
 IF NOT: **When would be a suitable time to conduct the interview with you?**

Continue	1	CONTINUE TO S3
Hard appointment	2	MAKE APPOINTMENT
Soft appointment	3	
Refusal (NOTE ANY COMMENTS)	4	THANK AND CLOSE

S3 INTERVIEWER NOTE:

FINE TO CONTINUE	1	CHECK S6
LANGUAGE DIFFICULTIES	2	GO TO S4
RESPONDENT MAY HAVE LEARNING DIFFICULTIES, HEARING OR SPEECH IMPAIRMENT, OR OTHER DISABILITY WHICH IS MAKING THE INTERVIEW DIFFICULT TO CONDUCT:	3	GO TO S5

ASK ALL

S3a **Please note, this call may be recorded for quality or training purposes.**

ASK IF LANGUAGE DIFFICULTIES (S3=2)

S4 **Is there someone who would be able to interpret for you or to answer the questions on your behalf?**

Yes – but this person not currently available	1	ARRANGE TO CALL BACK TO CONDUCT INTERVIEW WHEN PROXY IS AROUND (NOTE NAME OF PERSON AND TIME & DATE TO CALL BACK)
Yes – this person available now	2	ASK TO SPEAK TO THIS PERSON; THEN RE-INTRODUCE THE SURVEY AND PROCEED WITH THE INTERVIEW
No (INTERVIEWER: NOTE LANGUAGE REQUIRED)	3	THANK AND CLOSE

ASK IF RESPONDENT MAY HAVE LEARNING DIFFICULTIES, HEARING OR SPEECH IMPAIRMENT, OR OTHER DISABILITY WHICH IS MAKING THE INTERVIEW DIFFICULT TO CONDUCT (S3=3)

S5 **Is there someone who would be able to answer the questions on your behalf?**IF HARD OF HEARING: **would you prefer to conduct the interview using Type Talk?**

Yes – but this person not currently available	1	ARRANGE TO CALL BACK TO CONDUCT INTERVIEW WHEN PROXY IS AROUND (NOTE NAME OF PERSON AND TIME & DATE TO CALL BACK)
Yes – this person available now	2	ASK TO SPEAK TO THIS PERSON; THEN RE-INTRODUCE THE SURVEY AND PROCEED WITH THE INTERVIEW
Yes –prefer to conduct the interview using Type Talk	3	ARRANGE SUITABLE TIME
No (INTERVIEWER: NOTE THE ISSUE)	4	THANK AND CLOSE

- S6 ASK WELSH SAMPLE AND SAID CONTINUE AT S2 (S2=1)
Before I start with the main interview, can I just check, would you prefer to be interviewed in English or in Welsh?

Prefer English	1	CONTINUE IN ENGLISH
Prefer Welsh	2	CONTINUE IN WELSH VERSION (IF WELSH SPEAKER) OR SAY WILL BE CALLED BACK SOON BY ONE OF OUR WELSH SPEAKING INTERVIEWERS
Don't mind	3	CONTINUE IN ENGLISH IF ENGLISH SPEAKER OR IN WELSH IF WELSH SPEAKER

- T1 ASK ALL
We are contacting you because we understand that you are currently involved in a course or training in <COURSENAME FROM SAMPLE>. Can I check are you still doing this course or training? [SINGLE CODE]

Yes - still doing the course / training	1	CONTINUE TO A1
No, doing a different course / training	2	ASK T3
No – finished or left that that course / training early	3	THANK AND CLOSE
No, did a different course / training (no longer on it)	4	THANK AND CLOSE
No, have not done any course / training	5	ASK T2
Not started the course / training yet	6	THANK AND CLOSE

IF CODE 5 AT T1 AND PROVIDER NAME OR EMPLOYER NAME ON THE SAMPLE

- T2 **As we understood it this was with [IF ONE OR OTHER OF PROVIDER NAME OR EMPLOYER NAME KNOWN: <PROVIDER NAME> <EMPLOYER NAME>] [IF BOTH PROVIDER NAME AND EMPLOYER NAME KNOWN: <PROVIDER NAME> and the employer was <EMPLOYER NAME>]. [IF PENDDATE IS JUNE 2016 OR LATER: It was due to end in <PLANNED END DATE>.] Which of the following applies...**

READ OUT. SINGLE CODE.

I am currently doing this course / training, even if with a different provider or employer	1	CONTINUE TO A1
I recall it now but I'm no longer doing the course (e.g. because you completed it or left it early)	2	THANK AND CLOSE
I never started the course	3	
I've no recollection of the course	4	

IF CODE 2 AT T1

T3 **What is the subject of the course or training that you are currently undertaking?**

WRITE IN

IF CODE 2 AT T1

T3a **Is this a level <INSERT LEVEL OF COURSE FROM SAMPLE> course?**

Yes	1	ASK T3c
No	2	ASK T3b
Don't know	3	ASK T3c

IF CODE 2 AT T3A OR IF TRAILBLAZER APPRENTICESHIP (LEVEL ON SAMPLE = "TRAILBLAZER")

T3b [IF T3A=2: **What [ENGLAND AND WALES: NVQ] [SCOTLAND: SVQ] level is it ...]**

[IF TRAILBLAZER: **What level NVQ is the course, it it...**]

READ OUT AND CODE ONE ONLY

Level 2	2	ASK T3c
Level 3	3	
Level 4	4	
Level 5	5	
Level 6	8	
Level 7	9	
(DO NOT READ OUT) It doesn't have a level	6	THANK AND CLOSE
(DO NOT READ OUT) Level 1 / entry level	7	THANK AND CLOSE
(DO NOT READ OUT) Don't know	X	ASK T3c

IF CODE 2 AT T1

T3c **And can I check does it involve some time with an employer, and some receiving formal training. You may have been told it is an Apprenticeship.**

Yes	1	ASK A1
No	2	THANK AND CLOSE
(DO NOT READ OUT) Don't know	3	

REASSURANCES TO USE IF NECESSARY

- The interview will take around 10 minutes to complete.
- The interview is completely confidential and we will not inform your employer that you have taken part in the research
- Please note that all data will be reported in aggregate form and your answers will not be reported to our client in any way that would allow you to be identified.
- Your personal details will not be passed on to a third party without first seeking express permission.
- All personal information and pay related information will be used for analysis purposes and will not be linked directly to you or your employer
- If respondent wishes to confirm validity of survey or get more information about aims and objectives, they can call:
 1. **MRS: Market Research Society on 0500396999**
 2. **IFF: Tariq Oozeerally or Sam Selner on 0207 250 3035**
 3. **BIS: Bryan Halka: 0207 215 5876**
 4. [IF SCOTLAND SAMPLE]: **Scottish Government – Stuart King 0300 244 6786**
 5. [IF WALES SAMPLE]: **Welsh Government – Claire McCloy 01443 663711**

A Course or training undertaken

ASK IF EMPLOYER NAME IS PROVIDED ON THE SAMPLE (OTHERS ASK A2)

- A1 **According to [ENGLAND: the Skill Funding Agency's] [SCOTLAND: Skills Development Scotland's] [WALES: the Welsh Government's] records we were supplied with, you are undertaking this course/training whilst working for <TEXT SUB: EMPLOYER FROM SAMPLE>. Can I check, is this correct?**

IF NO: PROBE WHETHER WITH EMPLOYER WHEN STARTED THE COURSE BUT HAVE SINCE CHANGED EMPLOYER OR DID NOT WORK FOR STATED EMPLOYER

Yes	1	ASK A3
No – that was the employer I started the course or training with but I am no longer with this employer / changed employer	2	ASK A1a
No – did not work for them. Training / course being done with a different employer	3	ASK A1a
I am not employed whilst doing this course/training	4	THANK AND CLOSE
Don't know / refused	X	ASK A3

IF NO AT A1 (A1=2 OR 3)

- A1a **What is the name of the employer you are working for?**

WRITE IN		
Don't know / refused	X	

ASK IF NO EMPLOYER NAME ON THE SAMPLE

- A2 **What is the name of the employer you are working for while doing this course or training?**

WRITE IN		
I am not employed (whilst doing this course/training)	3	THANK AND CLOSE
Don't know / refused	X	

ASK ALL

- A3 **Do you have a written contract of employment with this employer?**

Yes	1	
No	2	
Don't know	3	

IF HAVE WRITTEN CONTRACT (A3=1)

A4 **Are you contracted to work for the full year or only part of each year?**

ADD IF NECESSARY: FOR EXAMPLE, YOU MAY BE EMPLOYED SEASONALLY OR WORK IN A SCHOOL WHERE YOU ARE MAY CONTRACTED TO WORK DURING TERM TIME.

NOTE: if they say the contract is due to end shortly this does not mean the answer should therefore be part of the year.

Full year	1	
Part of the year	2	
Don't know	X	

WORK ONLY PART OF THE YEAR (A4=2)

A4a **How many weeks a year are you contracted to work?**

WRITE IN (RANGE 1-51)		
Don't know / refused	X	

ASK ALL

A5 **Thinking about your employment, which one of the following best applies...? READ OUT AND CODE ONE ONLY**

You have a permanent job with no fixed end date	1
You will be employed for the duration of your training only	2
You have a fixed end date for your employment which is after the date you expect to complete your training	3
Or some other arrangement(SPECIFY)	0
(DO NOT READ OUT) Don't know	X

ASK ALL

- A6 **According to <IF ENGLAND: the Skills Funding Agency's> <IF WALES: the Welsh Government's> <IF SCOTLAND: Skill Development Scotland's> records, you started this course/training around <insert START DATE (MONTH AND YEAR) from sample>? Is that correct?**

Yes	1	
No	2	
Don't know / cant's remember	3	

ASK IF DIFFERENT START DATE TO SAMPLE (A6=2)

- A7 **Approximately when did you start this course/training? CODE MONTH AND YEAR**

January	1
February	2
March	3
April	4
May	5
June	6
July	7
August	8
September	9
October	10
November	11
December	12
Can't remember month	13

FOR YEAR USE

2016	7
2015	8
2014	1
2013	2
2012	3
2011	4
Earlier	5
Can't remember year	6

PROGRAMMER: whether been doing the Apprenticeship for less than a year?*DUMMY QA*

A year or less	(A6 = 1 or X) & (Sample indicates a year or less) Or A6=2 & [(A7 (YEAR = 2016) OR (Year = 2015 and current i.e. interview month same month or earlier than A7 month)]
More than a year	Not the above

PROGRAMMER: NOTE FOR SUBSEQUENT TEXT SUBSTITUTION*DUMMY Q1*

Course name	FROM SAMPLE UNLESS T3 ANSWERED (IN WHICH CASE TAKE T3 ANSWER)
Current employer name	FROM SAMPLE UNLESS A1a OR A2 ANSWERED IF EMPLOYER NAME REFUSED / DON'T KNOW SUBSTITUTE 'your employer'

1. Employment circumstances

ASK ALL

- a. **Thinking of the employer you were working for when you started the <INSERT COURSE NAME FROM DUMMY Q1> course or training, had you already been working for them when you started the course or training?**

Yes	1	
No	2	
Can't remember	X	

- b. THERE IS NO B2

ASK IF WORKED FOR EMPLOYER BEFORE COURSE/TRAINING (B1=1)

- c. **Did your pay increase, decrease or stay the same as a direct result of starting your <INSERT COURSE NAME FROM DUMMY Q1> course / training?**

SINGLE CODE.

Increase	1
Decrease	2
Stayed the same	3
Changed but not as a direct result of starting the course	4
Can't remember	X

- d. THERE IS NO B4

ASK ALL

e. Can you tell me if you are aged...READ OUT

[IF ASKED: this is just to help us understand some of your later answers]

16-18	1
19-20	2
21-24	3
Or 25 or older	4
(DO NOT READ OUT) Refused	V

PROGRAMMER: Dummy variable "AGE AND YEAR"

Aged 16-18	B5=1 or age on sample 16-18	<i>Apprenticeship NMW applies (£3.30 per hour)</i>
Aged 19+ and in first year of Apprenticeship	((B5=2, 3 or 4) or (age on sample 19+) & (answers from A6/A7 indicate < 1 year)	<i>Apprenticeship NMW applies (£3.30 per hour)</i>
19+ and in second+ year of Apprenticeship	((B5=2, 3 or 4) or (age on sample 19+) & (answers from A6/A7 indicate 1 year plus)	<i>Relevant NMW is not Apprenticeship NMW</i>
Aged refused	Age unknown on sample and B5=V	

2. Payslip, pay and hours

ASK ALL

- a. I am now going to ask you some questions about your pay and hours of work. For these questions, I am asking specifically about any pay you get from <INSERT EMPLOYER NAME FROM DUMMY Q1>, and not for any second jobs you might have. First can you tell me, do you always get paid the same amount each week, or does this vary depending on how many hours you work?

SINGLE CODE

Always get the same amount each week	1
It varies depending on the hours worked	2
Don't know	3

IF VARIES DEPENDING ON THE HOURS WORKED (C1=2)

- b. Are all the hours that you work paid at the same rate, or do you get a higher hourly rate for some hours, for example for working overtime, at weekends etc.?

SINGLE CODE

All paid at the same rate	1
Some paid at a different rate	2
Don't know	3

ASK ALL

c. READ OUT. SINGLE CODE.

	Yes	No	Don't know
a) Do you have a set number of hours you are contracted to work each week?	1	2	3
IF YES AT C3 a): b) How many hours a week is this?	(allow decimals)		3
ASK ALL c) Do you ever work overtime - by this we mean any time paid or unpaid in addition to what you consider to be your [IF C3_a=2/3: normal] [IF C3_a=1: contracted] working hours?	1	2	3
IF YES at C3 c) d) Is any of this overtime or additional hours paid?	1	2	3
ASK ALL e) Do you receive any bonuses, commissions or tips	1	2	3
f) Do you receive payslips from your employer?	1	2	3
IF YES AT C3 f) g) Do you have a recent payslip to hand now?	1	2	3
IF NO / DON'T KNOW AT C3 g) h) Would it to be possible for you to get one now to assist your answers when I come to ask pay-related questions? We would strongly encourage you to use a payslip if possible, to help you answer the pay-related questions easily and quickly. INTERVIEWER NOTE: ONLY CODE YES ONCE RETURN WITH ONE	1	2	3

IF C1=1 & C3D=1

C3a **Can I just check, you mentioned that you get paid the same amount each week, but that you also sometimes do paid overtime. Are these both right?**

Yes	1	IF SO FORCE C1 = 2 AND ASK C2, THEN CONTINUE
No	2	AMEND EITHER C1 OR C3d

IF PAYSリップ AVAILABLE (C3g =1 OR C3h=1) – IF NOT GO TO SECTION D

- d. I'd like to ask you a few questions about your pay. What month and year does this payslip cover?

INTERVIEWER NOTE: Payslip might not cover the full month (i.e. it might be weekly). We are asking them to tell us "which year and month is the payslip from."

DS NOTE YEAR CODES TO REMAIN CONSISTENT WITH 2014 SURVEY, BUT SHOULD BE SHOWN IN ORDER 2016 THRU '2012 OR EARLIER' ON SCREEN

MONTH		YEAR	
January	1	2016	5
February	2	2015	6
March	3	2014	1
April	4	2013	2
May	5	2012 or earlier	3
June	6	Don't know	4
July	7		
August	8		
September	9		
October	10		
November	11		
December	12		
Don't know month	X		

IF (AGED 25+ (FROM SAMPLE OR B5=4) AND PAYSリップ FROM MARCH 2016 OR EARLIER) OR (AGED UNDER 25 (FROM SAMPLE OR B5=1-3) AND PAYSリップ FROM SEPTEMBER 2015 OR EARLIER)

- i. Do you have a more recent payslip available?

Yes	1	DS: Show following message "Please ask respondent to use the most recent payslip they have to hand, if available" and then RE-ASK C4
No	2	IF PAYSリップ FROM 2014 OR EARLIER (C4_2=1-3) OR DK YEAR (C4_2=4) GO TO SECTION D ALL OTHERS CONTINUE

IF PAYSリップ AVAILABLE AND IN DATE (C3 G=1) OR (C3 H=1) AND (C4_2=5-6)

- e. **And does the payslip cover a week, a fortnight, four weeks, a month, or some other period?**

Week	1	
Fortnight	2	
4 weeks	3	
Month	4	
Other (SPECIFY)	5	
Don't know	X	GO TO D1

IF (PAYSリップ MONTH=APRIL (C4_1=4) AND YEAR IS 2016 (C4_2=5) AND RESPONDENT AGED 25+ (AGE FROM SAMPLE>24 OR B5=4))

- i. **Did the period covered by the payslip start before 1st April 2016?**

INTERVIEWER NOTE: E.G. SPANNING END OF MARCH / BEGINNING OF APRIL

Yes	1	DS: SET C4_1 AS 3 (MARCH)
No	2	CONTINUE

IF PAID SAME AMOUNT EACH WEEK AND HAS PAYSリップ [(C1=1) & (C3g =1 OR C3h=1)]
(OTHERS CHECK TO NEXT UNDERLINED HEADING – C11)

- f. Looking at the payslip what is the GROSS pay shown, by this I mean the figure BEFORE tax, national insurance and any other deductions. [IF C3E=1: Please exclude bonuses, commissions or tips].

	Weekly	Fortnightly	Four weekly	Monthly	Other
	Allow decimals	Allow decimals	Allow decimals	Allow decimals	Allow decimals
EXACT FIGURE:	£_____	£_____	£_____	£_____	£_____
Don't know *	X	X	X	X	X
Refused *	V	V	V	V	V

IF GIVE AN EXACT FIGURE AT C6

- g. And can I just check this figure is per <ANSWER FROM C5>?

Yes	1
No – the figure is monthly	2
No – the figure is 4 weekly	3
No – the figure is fortnightly	4
No – the figure is weekly	5
No – the figure is annual	6
Other (SPECIFY)	0

IF PAID SAME AMOUNT EACH WEEK AND HAS PAYSLIP [(C1=1) & (C3g =1 OR C3h=1)

- h. Thinking about the period covered by the payslip, how many hours A WEEK did you spend working for <INSERT NAME OF EMPLOYER FROM DUMMY Q1> EXCLUDING unpaid meal breaks [IF EVER DO OVERTIME (C3c=1): but including any unpaid overtime]**

IF VARIED EACH WEEK ACROSS THE PERIOD ON THE PAYSLIP ASK FOR A WEEKLY AVERAGE ACROSS THE PERIOD

IF DON'T KNOW PLEASE ASK RESPONDENT TO PROVIDE BEST ESTIMATE.

WRITE IN _____ / HOURS A WEEK (Data programmers: allow decimals)	
DON'T KNOW *X	

SOFT CHECK: INTERVIEWER TO RECONFIRM HOURS IF LESS THAN 10 OR OVER 50

Just to confirm, I've recorded that in the period covered by the payslip you worked [C8 INTEGER] hours PER WEEK. Is that correct?

Yes	1	
No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question C8.	2	RE-ASK C8

HARD CHECK: MORE THAN 100 HOURS NOT PERMISSIBLE

IF PAID SAME AMOUNT EACH WEEK AND HAS PAYSLIP [(C1=1) & (C3g =1 OR C3h=1)

- i. **We are also interested in the amount of time each week you spend attending college; on courses, workshops or training sessions at your employer’s premises or held externally; learning at home; learning from workbooks; with your assessor, or filling in your portfolio.**

In addition to the <TEXT SUB IF C8 ANSWERED AS A NUMBER: C8> hours per week you worked, in the time period covered by the payslip how many hours per week, if any, did you spend training or on guided learning as part of your <INSERT COURSE NAME FROM DUMMY Q1> course?

[So if you said you work 35 hours a week and during this time you spend 1 hour filling in your portfolio, please do not include this hour, as you’ve already accounted for it]

IF DON’T KNOW PLEASE ASK RESPONDENT TO PROVIDE BEST ESTIMATE. IF RANGE PROVIDED I.E. 3-5 HOURS, PLEASE PROBE FOR EXACT FIGURE.

WRITE IN ADDITIONAL HOURS A WEEK TRAINING(Data programmers: allow decimals)	
DON'T KNOW *X	

SOFT CHECK IF C9=0.1-4.9 OR C9>50:

Just to confirm, I’ve recorded that in the period covered by the payslip you spent [C9 INTEGER] hours PER WEEK on training or guided learning activities and these hours are in addition to your working hours. Is that correct?

Yes	1	
No INTERVIEWER NOTE: If ‘no’ is selected you will be automatically routed back to re-ask question C9.	2	RE-ASK C9

HARD CHECK: 100 MORE HOURS NOT PERMISSIBLE

ASK ALL WHERE SPECIFIC NUMBERS GIVEN AT C8 & C9

- j. **Can I just check, in the period covered by the payslip, you spent a total of <SUM OF C8 + C9> hours working and training EACH WEEK [IF EVER DO OVERTIME (C3c=1; including any unpaid overtime.] Is that correct?**

INTERVIEWER NOTE: We are looking for the hours they do EACH WEEK and not the total number of hours covered by the payslip

Yes	1	
No INTERVIEWER NOTE: If ‘no’ is selected you will be automatically routed back to re-ask questions C8 and C9.	2	RE-ASK C8 TO C9

NOW CHECK SECTION D

IF PAYSHEET AND PAY VARIES DEPENDING ON HOURS WORKED (C1=2 OR X) and (C3g=1 OR C3h=1)

- k. Looking at the payslip what is the **TOTAL GROSS** pay shown, by this I mean the figure **BEFORE** tax, national insurance and any other deductions. [IF OVERTIME EVER PAID C3d=1: Please include any **PAID** overtime] [IF C3e=1: Please exclude bonuses, commissions or tips]?

	Weekly	Fortnightly	Four weekly	Monthly	Other
	Allow decimals	Allow decimals	Allow decimals	Allow decimals	Allow decimals
EXACT FIGURE:	£_____	£_____	£_____	£_____	£_____
Don't know *	X	X	X	X	X
Refused *	V	V	V	V	V

IF GIVE AN EXACT FIGURE AT C11

- l. **And can I just check this figure is per <ANSWER FROM C5>?**

Yes	1
No – the figure is monthly	2
No – the figure is 4 weekly	3
No – the figure is fortnightly	4
No – the figure is weekly	5
No – the figure is annual	6
Other (SPECIFY)	0

IF PAYSリップ AND PAY VARIES DEPENDING ON HOURS WORKED (C1=2 OR X) AND (C3G=1 OR C3H=1)

- m. Does the payslip show the number of hours worked, on which this pay is based?

Yes	1	
No / can't see it	2	

IF YES (C13=1)

- n. What is the TOTAL number of hours shown on the payslip? (IF OVERTIME EVER PAID (C3d=1) Please include any paid overtime)

WRITE IN	(Data programmers: allow decimals)
DON'T KNOW *X	

SOFT CHECK IF PAYSリップ WEEKLY (C5=1) AND (C14<10 OR C14>50):

Just to confirm, your payslip shows that you worked [INSERT INTEGER FROM C14] hours FOR A SINGLE WEEK. Is that correct?

HARD CHECK IF PAYSリップ WEEKLY (C5=1): MORE THAN 100 HOURS NOT PERMISSIBLE

SOFT CHECK IF PAYSリップ FORTNIGHTLY (C5=2) AND (C14<20 OR C14>100):

Just to confirm, your payslip shows that you worked [INSERT INTEGER FROM C14] hours over a FORTNIGHTLY PERIOD. Is that correct?

HARD CHECK IF PAYSリップ FORTNIGHTLY (C5=2): MORE THAN 200 HOURS NOT PERMISSIBLE

SOFT CHECK IF PAYSリップ FOUR WEEKLY (C5=3) AND (C14<40 OR >200):

Just to confirm, your payslip shows that you worked [INSERT INTEGER FROM C14] hours OVER A FOUR WEEK PERIOD. Is that correct?

HARD CHECK IF PAYSリップ FOUR WEEKLY (C5=3): MORE THAN 400 HOURS NOT PERMISSIBLE

SOFT CHECK IF PAYSリップ MONTHLY OR OTHER (C5=4 OR 5) AND (C14<40 OR C14>215):

Just to confirm, I've recorded that you worked [INSERT INTEGER FROM C14] hours over the time period covered by the payslip. Is that correct?

HARD CHECK IF PAYSリップ MONTHLY OR OTHER (C5=4 OR 5): MORE THAN 430 HOURS NOT PERMISSIBLE

IF GIVE AN EXACT FIGURE AT C14

o. And can I just check is this the number of hours for the <ANSWER FROM C5>?

Yes	1
No – the figure is monthly	2
No – the figure is 4 weekly	3
No – the figure is fortnightly	4
No – the figure is weekly	5
No – the figure is annual	6
Other (SPECIFY)	0

IF HOURS NOT ON PAYS LIP (C13=2)

p. Thinking about the period covered by the payslip, how many hours A WEEK did you spend working for <INSERT NAME OF EMPLOYER FROM DUMMY Q1> EXCLUDING unpaid meal breaks [IF EVER OVERTIME (C3c=1: but including paid over time or additional hours?

IF VARIED EACH WEEK ACROSS THE PERIOD ON THE PAYS LIP ASK FOR A WEEKLY AVERAGE ACROSS THE PERIOD

IF DON'T KNOW PLEASE ASK RESPONDENT TO PROVIDE BEST ESTIMATE.

WRITE IN _____ / HOURS A WEEK (Data programmers: allow decimals)	
DON'T KNOW *X	

SOFT CHECK IF C16<10 OR C16>50:

Just to confirm, I've recorded that in the period covered by the payslip you worked [C16 INTEGER] hours PER WEEK. Is that correct?

Yes	1	
No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question C16.	2	RE-ASK C16

HARD CHECK: MORE THAN 100 HOURS NOT PERMISSIBLE

IF PAYSリップ AND PAY VARIES DEPENDING ON HOURS WORKED (C1=2 OR X) AND (C3G=1 OR C3H=1

- q. **We are also interested in the amount of time each week you spend attending college; on courses, workshops or training sessions at your employer’s premises or held externally; learning at home; learning from workbooks; with your assessor, or filling in your portfolio.**

In ADDITION to the <TEXT SUB IF EXACT ANSWER AT C14 and GIVEN AS WEEKLY [C5=1]) OR C16: THE NUMBER AT C14 OR C16 hours per week you worked that you just mentioned>, <TEXT SUB IF C14 NOT GIVEN WEEKLY [C5 NOT=1]: hours shown on your payslip> in the time period covered by the payslip how many hours PER WEEK, if any, did you spend training or on guided learning as part of your <INSERT COURSE NAME> course?

ADD IF NECESSARY: So if you said you work 35 hours a week and during this time you spend 1 hour filling in your portfolio, please do not include this hour, as you’ve already accounted for it.

IF DON'T KNOW PLEASE ASK RESPONDENT TO PROVIDE BEST ESTIMATE. IF RANGE PROVIDED I.E. 3-5 HOURS, PLEASE PROBE FOR EXACT FIGURE.

WRITE IN ADDITIONAL HOURS A WEEK TRAINING(Data programmers: allow decimals)	
DON'T KNOW *.....X	

SOFT CHECK IF C17<5 OR C17>50:

- C17chk **Just to confirm, I’ve recorded that in the period covered by the payslip you spent [C17 INTEGER] hours PER WEEK on training or guided learning activities and these hours are in addition to your working hours. Is that correct?**

Yes	1	
No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question C17.	2	RE-ASK C17

HARD CHECK: 100 MORE HOURS NOT PERMISSIBLE

HARD CHECK SUM OF C1 AND C2: 0 IS NOT PERMISSIBLE. 100 MORE HOURS NOT PERMISSIBLE

- r. **ASK ALL WHERE SPECIFIC ANSWERS GIVEN AT [(((C14 IF WEEKLY (C5=1)) OR C16)) AND C17] Can I just check, in the period covered by the payslip, you spent a total of approximately <SUM OF C14 IF WEEKLY/C16 + C17> hours working and training each week [IF EVER DO OVERTIME:, including any paid overtime.] Is that correct?**

Yes	1	
No	2	RE-ASK C14 – C17

IF PAYSリップ AND PAY VARIES DEPENDING ON HOURS WORKED (C1=2 OR X) AND (C3G=1 OR C3H=1)

- s. **Thinking about the total** [IF ANSWERED C14: INTEGER GIVEN AT C14] [IF ANSWERED C16: INTEGER GIVEN AT C16] **hours you worked, were any of these paid at a higher rate than your standard rate?**

Yes	1	
No	2	
Don't know*	3	ASK D1

IF C19 = 1 (YES TO EXTRA HOURS AT THE HIGHER RATE)

- t. [IF ANSWERED C16: **In the period covered by the payslip, how many hours a WEEK on average were you paid at a higher rate than your normal rate?**] [IF ANSWERED C14: **How many of the hours shown on your payslip were paid at a higher rate than your normal rate?**]

WRITE IN NUMBER OF HIGHER RATE HOURS (Data programmers: allow decimals)	
(ANSWER MUST BE LESS THAN C14 / C16 ANSWER)	
DON'T KNOW *.....X	

IF C19 = 1 (YES TO EXTRA HOURS AT THE HIGHER RATE)

- u. **What is the higher hourly rate at which you are paid? Please answer in gross terms i.e. before tax, NI and other deductions.**

[IF SAYS VARIES ASK THE HIGHER RATE PAID MOST OFTEN]

(NB RECORD THE TOTAL RATE NOT THE INCREMENT OVER THE STANDARD RATE]

£ _____ per hour (ALLOW DECIMALS)	1
Other (SPECIFY)	2
Don't know	X

IF PAYSHEET AND PAY VARIES DEPENDING ON HOURS WORKED (C1=2 OR X) AND (C3G=1 OR C3H=1)

- v. **In the period covered by the payslip, did you work any extra hours for which you were NOT paid?**

Yes	1	
No	2	
Don't know*	3	ASK D1

IF "WORKED EXTRA UNPAID HOURS (C22=1)

- w. **Approximately how many hours was this? <IF ANSWERED C16: Please give the figure per week>.**

ADD IF NECESSARY: **It is fine to give a best estimate.**

WRITE IN NUMBER OF UNPAID HOURS (Data programmers: allow decimals)	
DON'T KNOW *X	

3. Non-payslip pay and hours

SectionD_DUM:	
1 (Yes)	<p>IF:</p> <ul style="list-style-type: none"> • “No payslip” (C3f=2 OR 3) or (C3h= 2 OR 3); OR • “Has payslip but don’t know if pay varies each week” (C1=3) [i.e. those with payslip but not asked either C6 or C11]; OR • “Has payslip but don’t know the time period the payslip covers” (C5=X); OR • “Has payslip and get paid same amount each week but DK or REF at”: <ul style="list-style-type: none"> ○ C6; or ○ C8; or ○ C9; OR • “Has payslip and pay varies depending on hours worked but DK or REF at”: <ul style="list-style-type: none"> ○ C11; or ○ C14; or ○ C16; or ○ C17; or ○ C19; or ○ C20; or ○ C22; or ○ C23. • “Has payslip but not recent payslip”: <ul style="list-style-type: none"> ○ C4b=2 and C4_2=1-3 ○ C4_2=4 (DK)
2 (No)	All those not covered in above definition.

ASK IF SECTIOND_DUM=1

- a. [IF C5=1-5: **Moving away from what is noted on the payslip**] [IF C4b=2: **We need to know about your recent hours and pay, so moving away from what is noted on the payslip,**] I am now going to ask you about the weekly hours you spend working for <INSERT NAME OF EMPLOYER FROM DUMMY Q1>. Thinking about your last full working week, so not a week where you had paid leave or were on sick leave, how many hours did you spend working - please EXCLUDE unpaid meal breaks [IF EVER DO OVERTIME ADD (C3c=1): and overtime. By overtime we mean any work time paid or unpaid in addition to what you consider to be your normal working hours.]

IF DON'T KNOW PLEASE ASK RESPONDENT TO PROVIDE BEST ESTIMATE. IF RANGE PROVIDED I.E. 35-40 HOURS, PLEASE PROBE FOR EXACT FIGURE.

WRITE IN _____ / HOURS A WEEK (Data programmers: allow decimals)	
DON'T KNOWX	

SOFT CHECK IF D1<10 OR D1>50:

Just to confirm, I've recorded that you worked [D1 INTEGER] hours during your last full working week. Is that correct?

Yes	1	
No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question D1.	2	RE-ASK D1

HARD CHECK: MORE THAN 100 HOURS NOT PERMISSIBLE

ASK IF SECTIOND_DUM=1

- b. We are also interested in the amount of time each week you spend attending college; on courses, workshops or training sessions at your employer's premises or held externally; learning at home; learning from workbooks; with your assessor; or filling in your portfolio.**

In addition to the <TEXT SUB: NUMBER OF HOURS FROM D1> hours you worked that you just mentioned, how many **ADDITIONAL hours, if any, in the last full working week did you spend training or on guided learning as part of your <INSERT COURSE NAME FROM DUMMY Q1> course or training.**

[So if you said you work 35 hours a week and during this time you spend 1 hour filling in your portfolio, please do not include this hour, as you've already accounted for it]

IF DON'T KNOW PLEASE ASK RESPONDENT TO PROVIDE BEST ESTIMATE. IF RANGE PROVIDED I.E. 3-5 HOURS, PLEASE PROBE FOR EXACT FIGURE.

WRITE IN ADDITIONAL HOURS A WEEK TRAINING(Data programmers: allow decimals)	
DON'T KNOW.....X	

SOFT CHECK IF D2<5 OR D2>50:

Just to confirm, I've recorded that during your last full working week you spent [D2 INTEGER] hours on training or guided learning activities and these hours are in addition to your working hours during that week. Is that correct?

Yes	1	
No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question D2.	2	RE-ASK D2

HARD CHECK: 100 MORE HOURS NOT PERMISSIBLE

HARD CHECK SUM OF C18 AND C19: 0 IS NOT PERMISSIBLE. 100 MORE HOURS NOT PERMISSIBLE

IF GAVE NUMBER ANSWERS AT D1 AND D2

- c. **Can I just check, in total you spent <SUM OF D1 and D2> working and training in your last full week [IF EVER DO OVERTIME (C3c=1):, excluding any overtime]. Is that correct?**

Yes	1	
No	2	RE-ASK D1 AND D2

ASK IF YES AT D3

- d. **Would you say that this is the usual number of hours you spend working and training in a typical week, [IF EVER DO OVERTIME (C3c=1): excluding any overtime]?**

Yes	1	
No	2	
Don't know / don't really have a typical week	X	

ASK IF NOT TYPICAL WEEK (D4=2 OR X) OR IF DON'T KNOW AT D1 OR D2

- e. **Excluding unpaid meal breaks [IF EVER DO OVERTIME (C3c=1): and overtime], how many hours in total do you usually spend working for <EMPLOYER NAME FROM DUMM Q1> and on training or on guided learning during a typical full working week.**

Training or guided learning as part of your <COURSE NAME FROM DUMMY Q1> course or training could include attending college, courses, workshops or training sessions at your employer's premises or held externally, learning at home, learning from workbooks, time with your assessor, and time filling in a portfolio.

IF DON'T KNOW PLEASE ASK RESPONDENT TO PROVIDE BEST ESTIMATE. IF RANGE PROVIDED I.E. 35-40 HOURS, PLEASE PROBE FOR EXACT FIGURE.

WRITE IN	/ HOURS A WEEK (ALLOW DECIMALS)
DON'T KNOW / IT VARIES TOO MUCH	

SOFT CHECK IF D5<10 OR D5>50:

Just to confirm, I've recorded that during a typical full working week you spend a total of [D5 INTEGER] hours, which includes any working hours as well as hours on training or guided learning. Is that correct?

Yes	1	
No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question D5.	2	RE-ASK D5

HARD CHECK: 100 MORE HOURS NOT PERMISSIBLE

ASK IF UNABLE TO GIVE A TOTAL NUMBER OF USUAL WORKING/ TRAINING HOURS (D5 = DON'T KNOW / IT VARIES TOO MUCH)

- f. **Thinking about the last month or so, how many hours a WEEK ON AVERAGE have you spent working, training or on guided learning. Please exclude unpaid meal breaks [IF EVER DO OVERTIME (C3c=1): and any overtime].**

WRITE IN	/ HOURS A WEEK (ALLOW DECIMALS)
Don't know	X

IF DON'T KNOW – PROMPT WITH RANGES [ALL RESPONDENTS WHERE AN EXACT ANSWER GIVEN INTERVIEWER TO CODE RANGE AND CHECK CONSISTENT]

Less than 10 hours a week	1	40-45	8
10-14	2	46-50	9
15-20	3	51-59	10
21-25	4	60-69	11
26-29	5	70+ hours a week	12
30-34	6	Don't know	X
35-39	7		

SOFT CHECK: INTERVIEWER TO RECONFIRM HOURS IF LESS THAN 10 OR OVER 50

Just to confirm, I've recorded that over the last month you spent, on average, [D6 INTEGER] hours PER WEEK working, training or on guided learning. Is that correct?

Yes	1	
No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question D6.	2	RE-ASK D6

HARD CHECK: 0 IS NOT PERMISSIBLE. 100 MORE HOURS NOT PERMISSIBLE

IF EVER DO OVERTIME (C3 c=1) and sectionD_dum=1

- g. **You said earlier that you sometimes do overtime. Thinking about your last full working week, did you spend any hours doing overtime for <EMPLOYER NAME AT DUMMY Q1> i.e. paid or unpaid hours in addition to what you consider to be your normal working hours?**

Yes	1	
No	2	
Don't know	3	

ASK IF DID OVERTIME (D7=1)

- h. **How many hours did you spend working overtime in your last full working week? (i.e. paid or unpaid hours in addition to what you consider to be your normal working hours).**

IF DON'T KNOW PLEASE ASK RESPONDENT TO PROVIDE BEST ESTIMATE. IF RANGE PROVIDED I.E. 35-40 HOURS, PLEASE PROBE FOR EXACT FIGURE.

WRITE IN	/ HOURS A WEEK (ALLOW DECIMALS)
DON'T KNOW ...X	

SOFT CHECK IF D8<10 OR D8>50:

Just to confirm, I've recorded that in your last full working week you worked [D6 INTEGER] hours OVERTIME. Is that correct?

Yes	1	
No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question D8.	2	RE-ASK D8

HARD CHECK: 100 MORE HOURS NOT PERMISSIBLE

IF EVER DO OVERTIME (C3 C=1) AND SECTIOND_DUM=1

- i. **Would you say this is the usual number of hours you spend working overtime in a typical week with <EMPLOYER NAME FROM DUMMY Q1>?**

Yes	1	
No	2	
Don't know	X	

ASK IF NOT TYPICAL WEEK (D9=2 OR X)

- j. **How many hours would you usually spend working overtime during a typical full working week? [i.e. paid or unpaid hours in addition to what you consider to be your normal working hours]**

IF DON'T KNOW PLEASE ASK RESPONDENT TO PROVIDE BEST ESTIMATE. IF RANGE PROVIDED I.E. 35-40 HOURS, PLEASE PROBE FOR EXACT FIGURE.

WRITE IN	/ HOURS A WEEK
DON'T KNOW / IT VARIES TO MUCH...X	

SOFT CHECK IF D10<10 OR D10>50:

Just to confirm, I've recorded that during a typical full working week you usually work [D10 INTEGER] hours OVERTIME. Is that correct?

Yes	1	
No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question D10.	2	RE-ASK D10

HARD CHECK: 100 MORE HOURS NOT PERMISSIBLE

DP: ALLOW FOR DECIMAL HOURS

ASK IF UNABLE TO GIVE USUAL HOURS WORKING OVERTIME (D10 = X)

- k. **Thinking about the last four weeks, how many hours a WEEK ON AVERAGE did you spend working overtime?**

[SO IF IN THE LAST 4 WEEKS – 8,0,0,0 hours overtime answer would be 2]

WRITE IN	/ HOURS A WEEK
Don't know	X

SOFT CHECK IF D11<10 OR D11>50:

Just to confirm, over the last four weeks on average PER WEEK you worked [D11 INTEGER] hours OVERTIME. Is that correct?

Yes	1	
No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question D11.	2	RE-ASK D11

HARD CHECK: 100 MORE HOURS NOT PERMISSIBLE

DP: ALLOW FOR DECIMAL HOURS

IF DON'T KNOW – PROMPT WITH RANGES [ALL RESPONDENTS WHERE AN EXACT ANSWER GIVEN INTERVIEWER TO CODE RANGE AND CHECK CONSISTENT]

None	1	20-24 hours a week	9
1-2 hours a week of overtime on average	2	25-29 hours a week	10
3-4 hours a week	3	30-34 hours a week	11
5-6 hours a week	4	35-39 hours a week	12
7-8 hours a week	5	40-49 hours a week	13
9-10 hours a week	6	50+ hours a week	14
11-14 hours a week	7	Don't know	X
15-19 hours a week	8		

DUMMY VARIABLE: D1_TOT_USUALHRS – ALLOW DECIMALS / NO ROUNDING

PROGRAMMER NOTE: NEED TO CALCULATE TOTAL “USUAL” HOURS GIVEN FOR WORKING/TRAINING AND “USUAL” OVERTIME (IF DO OVERTIME):

USUAL WORKING HOURS:

IF YES AT D4:

USUAL WORKING HOURS = SUM OF D1 AND D2

IF NO/DON'T KNOW AT D4:

USUAL WORKING HOURS = ANSWER GIVEN AT EITHER D5 OR D6

PLUS (IF EVER DO OVERTIME, C3C=1)

USUAL OVERTIME:

IF YES AT D9

USUAL OVERTIME = ANSWER AT D8

IF NO/DON'T KNOW AT D9

USUAL OVERTIME = ANSWER GIVEN AT EITHER D10 OR D11

ASK IF ASKED D1, EXCEPT IF RANGE GIVEN AT D6 OR D11 (D6RAN=1-13 OR D11RAN=1-15)

- I. **So can I just check, based on your responses, in a typical week, you would usually spend <D1_TOT USUALHRS> hours working and training, including all paid and unpaid overtime? Does that seem accurate?**

Yes	1	
No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question D1.	2	RE-ASK FROM D1

4. Pay, bonuses and tips

NON-PAYSLIP RESPONDENTS (IE EXCLUDE IF FULLY ANSWERED C6 TO C11) – OTHERS ASK E10

- a. **I am going to ask you a few questions about your pay. Ideally we are interested in your gross pay - by which I mean how much you get paid BEFORE any deductions for tax, national insurance or any other deductions. Are you able to answer in terms of your gross pay?**

Yes – can answer gross pay (before deductions)	1	
No – can only answer NET pay (take-home pay)	2	
Refused	X	

ASK ALL ANSWERING ABOUT GROSS PAY (E1=1)

- b. **Would it be easier to give your gross pay with an...?**

Annual figure	1	
Monthly	2	
Four weekly / every four weeks	3	
Fortnightly	4	
Weekly	5	
Daily	6	
Hourly	7	
Refused to answer about pay [INTERVIEWER TRY AND PERSUADE BY SAYING THEY CAN ANSWER IN RANGES NOT WITH A SPECIFIC RESPONSE]	V	

ASK IF CAN ANSWER FOR SPECIFIC PERIOD (E2=1 - 7)

- c. **Excluding any payments for [IF EVER DO OVERTIME (C3c=1): overtime], bonuses, commissions or tips, what is your GROSS pay per <ANSWER FROM E2> - again by gross I mean how much you get paid BEFORE any deductions for tax or national insurance?**

WRITE IN EXACT IF GIVEN AND RANGE (CATI CHECK THE TWO CONSISTENT – IF NOT RE-ASK). IF DON'T KNOW PROMPT WITH RELEVANT RANGES.

	Annual	Monthly	Four weekly	Fortnightly	Weekly	Daily	Hourly
						Allow decimals	Allow decimals
EXACT FIGURE:	£_____	£_____	£_____	£_____	£_____	£_____	£_____
Don't know	X	X	X	X	X	X	X
Refused	V	V	V	V	V	V	V
IF DK / REFUSED PROMPT WITH RANGES:							
	Less than £6,000	Less than £166	Less than £154	Less than £76	Less than £38	Less than £20	Less than £3.30
	£6,000 - £7,999	£166-£333	£155 - £307	£76 - £149	£38-£74	£21-£24.99	£3.30 - £3.86
	£8,000 - £9,999	£334-£499	£308 - £449	£150 - £229	£75-£114	£25-£29.99	£3.87-£4.50
	£10,000 - £11,999	£500-£666	£450 - £624	£230 - £299	£115-£153	£30-£34.99	£4.51-£5.29
	£12,000 - £14,999	£667-£832	£625 - £749	£300 - £380	£154-£192	£35-£39.99	£5.30-£6.69
	£15,000 - £17,999	£833-£999	£750 - £924	£381 - £460	£193-£230	£40-£43.99	£6.70 - £7.19
	£18,000 - £20,999	£1,000-£1,249	£925 - £1,149	£461 - £579	£231-£289	£44-£49.99	£7.20 or more
	£21,000 or more	£1,250-£1,499	£1,150 - £1,349	£580 - £699	£290-£346	£50-£59.99	
		£1,500-£1,749	£1,350 - £1,599	£700 - £799	£347-£403	£60-£69.99	
		£1,750 or more	£1,600 or more	£800 or more	£404 or more	£70 or more	
(DON'T READ OUT) Don't know	X	X	X	X	X	X	X

ALLOW 0

SOFT CHECK IF RESPONDENT ANSWERS 0

ASK IF ANY OVERTIME (AT C3C=1)

E3chk **Can I just check that the figure you gave me excludes any payment you get for working overtime?**

Yes	1	
No	2	RE-ASK E1 and E2 EXCLUDING OVERTIME

ASK IF DON'T KNOW GROSS PAY OR PREFER TO ANSWER IN NET TERMS [E3=X FOR THE RANGE QUESTION OR E1=2]

d. **Thinking about your take home pay - that is, your pay after all deductions e.g. for income tax and National Insurance. Please DO NOT include any payments for [IF WORK OVERTIME: overtime], bonuses, commissions or tips. Would it be easier to give this as an...?**

Annual figure	1	
Monthly	2	
Four weekly / every four weeks	3	
Fortnightly	4	
Weekly	5	
Daily	6	
Hourly	7	
Refused to answer about pay [INTERVIEWER TRY AND PERSUADE BY SAYING THEY CAN ANSWER IN RANGES NOT WITH A SPECIFIC RESPONSE]	V	

ASK IF CAN ANSWER FOR SPECIFIC PERIOD (E4=1-7)

- e. **So what is your take home pay per <ANSWER FROM E4> - that is, what did you get paid after all deductions e.g. for income tax and National Insurance. (IF C2d or e=1: Please DO NOT include any payments for <C2d=1: overtime>, <C2d=1: bonuses, commissions or tips.>)**

WRITE IN EXACT IF GIVEN AND RANGE (CATI CHECK THE TWO CONSISTENT – IF NOT RE-ASK). IF DON'T KNOW PROMPT WITH RELEVANT RANGES.

	Annual	Monthly	Four weekly	Fortnightly	Weekly	Daily	Hourly
						Allow decimals	Allow decimals
EXACT FIGURE:	£_____	£_____			£_____	£_____	£_____
Don't know	X	X			X	X	X
Refused	V	V			V	V	V
IF DK / REFUSED PROMPT WITH RANGES:							
	Less than £6,000	Less than £166	Less than £155	Less than £76	Less than £38	Less than £21	Less than £3.30
	£6,000 - £7,999	£166-£333	£155 - £307	£76 - £149	£38-£74	£21-£24.99	£3.30 - £3.86
	£8,000 - £9,999	£334-£499	£308 - £449	£150 - £229	£75-£114	£25-£29.99	£3.87-£4.50
	£10,000 - £11,999	£500-£666	£450 - £624	£230 - £299	£115-£153	£30-£34.99	£4.51-£5.29
	£12,000 - £14,999	£667-£832	£625 - £749	£300 - £380	£154-£192	£35-£39.99	£5.30-£6.69
	£15,000 - £17,999	£833-£999	£750 - £924	£381 - £460	£193-£230	£40-£43.99	£6.70 - £7.19
	£18,000 - £20,999	£1,000-£1,249	£925 - £1,149	£461 - £579	£231-£289	£44-£49.99	£7.20 or more
	£21,000 or more	£1,250-£1,499	£1,150 - £1,349	£580 - £699	£290-£346	£50-£59.99	
		£1,500-£1,749	£1,350 - £1,599	£700 - £799	£347-£403	£60-£69.99	
		£1,750 or more	£1,600 or more	£800 or more	£404 or more	£70 or more	
(DON'T READ OUT) Don't know	X	X	X	X	X	X	X

ASK IF WORK PAID OVERTIME (C3D=1) AND SECTIOND_DUM=1

- f. **You said earlier that in a typical week you usually do <D8 hours IF D8 ANSWERED AS A NUMBER & D9=1> <D10 hours IF D10 ANSWERED AS A NUMBER & D9 NOT A 1> <OTHERS: some> hours overtime. For how many of the <hours used above> hours would you usually expect to be paid?**

WRITE IN _____ HOURS PER WEEK (RANGE 0 - <FIGURE USED ABOVE)	
Don't know	X

IF DON'T KNOW EXACT NUMBER / IT VARIES – PROMPT WITH RANGES

1-5	1
6-10	2
11-15	3
16-20	4
More than 20	5
Don't know	X

ASK IF WORK PAID OVERTIME (C3D=1) & (E6>0 OR E6RAN=1-5)

- g. **How much do you get paid on average PER HOUR for this paid overtime?**

INTERVIEWER NOTE: THE FIGURE OF INTEREST IS THE TOTAL PER HOUR FIGURE THEY GET FOR WORKING OVERTIME, NOT THE EXTRA IN ADDITION TO THEIR NORMAL WAGE. SO, IF NORMAL PER HOUR WAGE IS £3.00, AND THE TOTAL FOR OVERTIME IS £4.50 PER HOUR, TYPE IN 4.50 AND NOT 1.50.

WRITE IN (allow decimals)
Don't know.....X

SOFT CHECK IF E7>£10.00:

Just to confirm, I've recorded that on average you get paid £[E7 INTEGER] per hour for the hours that you work overtime. Is that correct?

Yes	1	
No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question E7.	2	RE-ASK E7

ASK IF WORK PAID OVERTIME (C3D=1) & (E6>0 OR E6RAN=1-5)

h. Is that the hourly figure that you are paid before tax and other deductions; or after tax?

Before tax	1
After tax	2
Other (SPECIFY)	3

ASK IF WORK OVERTIME (C3C=1)

i. Do you ever get given time off or flexi leave in return for working overtime?

Yes	1
No	2
Don't know	X

ASK ALL

j. Can I just check do you know your gross hourly [IF SAY SOME PAY AT HIGHER RATE (C2=2) standard] pay rate i.e. the amount you get paid per hour BEFORE any deductions for tax or national insurance?

Yes	1	
No	2	
Don't know / refused	3	

ASK IF AWARE OF GROSS HOURLY PAY RATE (E10=1)

k. What is your gross hourly pay rate?

£ (ALLOW DECIMALS)	
Don't know....X	

SOFT CHECK IF E11>£10.00:

Just to confirm, I've recorded that your gross hourly pay rate is £[E11 INTEGER] per hour. Is that correct?

Yes	1	
No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question E11.	2	RE-ASK E11

ASK IF UNSURE OF GROSS HOURLY PAY RATE (E11=X OR E10=2/3)

l. Is it....READ OUT APPROPRIATE SECTION BASED ON DUMMY VARIABLE "AGE AND YEAR"?

IF "AGE AND YEAR" DUMMY VARIABLE 'Aged 16-18' OR 'Aged 19+ and in first year of Apprenticeship' Or 'Age=refused'	IF "AGE AND YEAR" DUMMY VARIABLE '19+ and in second+ year of Apprenticeship' and aged 19 or 20	IF "AGE AND YEAR" DUMMY VARIABLE '19+ and in second+ year of Apprenticeship' and aged 21-24	IF "AGE AND YEAR" DUMMY VARIABLE '19+ and in second+ year of Apprenticeship' and aged 25+	
Definitely £3.30 or above	Definitely £5.30 or above	Definitely £6.70 or above	Definitely £7.20 or above	1
Do you think it is £3.30 or above	Do you think it is £5.30 or above	Do you think it is £6.70 or above	Do you think it is £7.20 or above	2
Do you think it is below £3.30	Do you think it is below £5.30	Do you think it is below £6.70	Do you think it is below £7.20	3
Or is it definitely below £3.30	Or is it definitely below £5.30	Or is it definitely below £6.70	Or is it definitely below £7.20	4
(DO NOT READ OUT) Don't know	(DO NOT READ OUT) Don't know	(DO NOT READ OUT) Don't know	(DO NOT READ OUT) Don't know	5

ASK IF NUMBER PROVIDED AT E11

PROGRAMMER NOTE: Check question to ensure that the correct figure has been given, if respondent has stated it is below the minimum wage. Full routing below.

E12a Can I just check that your gross hourly pay rate is definitely less than...?

IF "AGE AND YEAR" DUMMY VARIABLE 'Aged 16-18' OR 'Aged 19+ and in first year of Apprenticeship' OR 'Age=refused' AND Number given at E11 = Less than 3.30	IF "AGE AND YEAR" DUMMY VARIABLE '19+ and in second+ year of Apprenticeship' and aged 19 or 20 AND Number given at E11 = Less than 5.30	IF "AGE AND YEAR" DUMMY VARIABLE '19+ and in second+ year of Apprenticeship' and aged 21-24 AND Number given at E11 = Less than 6.70	IF "AGE AND YEAR" DUMMY VARIABLE '19+ and in second+ year of Apprenticeship' and aged 25+ AND Number given at E11 = Less than 7.20		
<£3.30>	<£5.30>	<£6.70>	<£7.20>		
YES	YES	YES	YES	1	
NO	NO	NO	NO	2	REASK E11
(DO NOT READ OUT) Don't know	(DO NOT READ OUT) Don't know	(DO NOT READ OUT) Don't know	(DO NOT READ OUT) Don't know	3	

IF SOME PAY AT A HIGHER RATE (C2=2) UNLESS ANSWERS C21 WITH AN ACTUAL FIGURE

- m. **You mentioned earlier that some pay you get is at a higher rate than your standard rate. Do you know your gross hourly HIGHER pay rate i.e. the amount you get paid per hour BEFORE any deductions for tax or national insurance?**

Yes	1	
No	2	
Don't know / refused	3	

ASK IF AWARE OF GROSS HOURLY HIGHER PAY RATE (E13=1)

- n. **What is the gross hourly higher rate of pay?**

IF SAY MORE THAN ONE HIGHER RATE ASK FOR THE ONE THEY ARE PAID AT MOST FREQUENTLY:

£ (ALLOW DECIMALS)	
Don't know....X	CHECK E15

ASK IF RECEIVE BONUSES, COMMISSION OR TIPS (C3E=1)

- o. **Do you ever receive any tips from customers in your work with <EMPLOYER NAME FROM DUMMY Q1>?**

Yes	1	
No	2	
Don't know	3	

ASK IF RECEIVED TIPS FROM CUSTOMERS (E15=1)

- p. **In a typical week, what is the average amount you receive in tips per week from customers?**

IF GIVE A RANGE ASK FOR BEST ESTIMATE

EXACT FIGURE:	£_____ per week	
Don't know / varies widely	X	
Refused	V	

IF DK PROMPT WITH RANGES

Less than £5	1
£5 to £9	2
£10 to £19	3
£20 to £29	4
£30 to £39	5
£40 to £49	6
£50 or more	7

ASK IF RECEIVED TIPS FROM CUSTOMERS (E15=1)

- q. **Can I just check, when you have told us about your pay earlier in the interview, did you include the tips you receive or did you exclude them?**

Included tips	1
Excluded tips	2
(DON'T READ OUT) Don't know	X

ASK IF RECEIVE BONUSES, COMMISSION OR TIPS (C3E=1)

- r. **Do you ever receive bonuses in your work with <EMPLOYER NAME FROM DUMMY Q1>?**

Yes	1	
No	2	
Don't know	3	

ASK IF RECEIVED BONUSES (E18=1)

- s. **We are interested in approximately how much do you get paid in bonuses on average. Ideally this would be in gross terms, by which I mean amount BEFORE any deductions for tax or national insurance. Are you able to provide the gross figure, or just the net figure i.e. after tax and other deductions? IF SAY EITHER ASK FOR GROSS FIGURE**

Gross	1
Net	2
Refused to answer about bonuses [INTERVIEWER TRY AND PERSUADE BY SAYING THEY CAN ANSWER IN RANGES NOT WITH A SPECIFIC RESPONSE]	V

ASK IF RECEIVED BONUSES AND CAN ANSWER EITHER GROSS OR NET (E19=1/2)

t. **Do you want to answer this in terms of an...?**

Annual figure	1	
Monthly	2	
Four weekly / every four weeks	3	
Weekly	4	
Daily	5	
Hourly	6	
Refused to answer about bonuses [INTERVIEWER TRY AND PERSUADE BY SAYING THEY CAN ANSWER IN RANGES NOT WITH A SPECIFIC RESPONSE]	V	

ASK IF RECEIVED BONUSES AND CAN ANSWER IN DEFINED TIMESCALE (E20=1-6)

u. **And do you want to answer in terms of the actual amount or a percentage of your pay?**

Percent	1	
Amount in £	2	
Refused to answer about bonuses [INTERVIEWER TRY AND PERSUADE BY SAYING THEY CAN ANSWER IN RANGES NOT WITH A SPECIFIC RESPONSE]	V	

ASK IF RECEIVED BONUSES AND CAN GIVE AMOUNT IN % OR £ (E21=1/2)

v. So what was your bonus per <ANSWER AT E20>?

CODE EXACT IF GIVEN AND RANGE (CATI CHECK THE TWO CONSISTENT – IF NOT RE-ASK)

	Annual	Monthly	Four Weekly	Weekly	Daily	Hourly
EXACT FIGURE (D16=2):	£_____	£_____	£_____	£_____	£_____	£_____
E16=1 (%) allow decimals	____%	____%	____%	____%	____%	____%
Don't know.....X						
Refused.....V						
IF DK PROMPT WITH RANGES:	Less than £50	Less than £50	Less than £50	Less than £10	Less than £1	Less than 50p
	£50-£99	£50-£99	£50-£99	£10-£24	£1-£2.49	£0.50-£0.99
	£100-£249	£100-£199	£100-£199	£25-£49	£2.50-£4.99	£1-£1.49
	£250-£499	£200-£299	£200-£299	£50-£74	£5-£7.49	£1.50-£2.99
	£500-£749	£300-£399	£300-£399	£75-£99	£7.50-£9.99	£3-3.99
	£750-£999	£400-£499	£400-£499	£100 or more	£10-£14.99	£4-4.99
	£1,000 or more	£500 or more	£500 or more		£15 or more	£5 or more
(DON'T READ OUT) Don't know	X	X	X	X	X	X

ASK ALL

w. Does your employer provide you with live-in accommodation?

INTERVIEWER NOTE: THIS DOES NOT INCLUDE PAID FOR ACCOMMODATION IN HOTELS ETC. WHILE AWAY ON BUSINESS TRIPS.

No	1	
Yes, accommodation is free	2	
Yes, accommodation is charged for	3	

ASK IF EMPLOYER PROVIDES WITH ACCOMMODATION (E23=2/3)

- x. **How many days a week do you live in the accommodation?**

WRITE IN (RANGE: 1-7)
Don't know

ASK THOSE WHO LIVE IN CHARGED FOR ACCOMMODATION (E23=3)

- y. **We would like to know how much your employer charges you for your accommodation. Would you like to answer this daily, weekly or monthly?**

Daily	1	
Weekly	2	
Monthly	3	
Refused to answer about accommodation charges	V	

ASK THOSE WHO LIVE IN CHARGED FOR ACCOMMODATION AND CAN GIVE ANSWER DAILY, WEEKLY OR MONTHLY (E25=1-3)

- z. **How much does your employer charge you for accommodation? Please include any costs associated with rent, charges for gas, electricity, furnishings and laundry.**

WRITE IN £_____	1
Don't know	X

5. Future plans

- a. THERE IS NO F1
- b. THERE IS NO F2
- c. THERE IS NO F3

ASK ALL

- d. **Have you ...READ OUT (SINGLE CODE EACH ROW)?**

	Yes	No	Don't know
a) Heard of the National Minimum Wage	1	2	3
IF YES TO A) b) Are you aware that there is a National Minimum Wage rate for certain Apprentices	1	2	3
IF YES TO B) c) Do you know what the hourly minimum rate for apprentices is	1	2	3

ASK ALL

- A1a **Have you ...READ OUT (SINGLE CODE)?**

	Yes	No	Don't know
a) Heard of the National Living Wage	1	2	3

ASK ALL

- e. **At any time during your <COURSE NAME FROM DUMMY Q1> course has your hourly pay rate increased?**

Yes	1	
No	2	
Don't know	X	

IF YES (F5=1)

f. **As far as you were aware was this for any of the following reasons...**

READ OUT

DS NOTE: PLEASE BASE AGE ON B4 RESPONSE. IF REFUSED AT B4, TAKE AGE FROM SAMPLE.

	Yes	No	Don't know
[IF AGED 19+: Because you turned 19]	1	2	X
[IF AGED 21+: Because you turned 21]	1	2	X
[IF AGED 25+: Because you turned 25]	1	2	X
[IF AGED 25+: Because of the introduction of the National Living Wage]	1	2	X
Because you completed the first year of the course / training	1	2	X

ASK ALL

g. **In terms of training, do you receive on average at least one day per week of formal training?***ADD IF NECESSARY: By formal training we mean training sessions at your workplace from either your employer or training provider away from your usual work activities.**INTERVIEWER NOTE: ONE DAY PER WEEK AVERAGE INCLUDES E.G. ONE WEEK PER MONTH TRAINING, 2 DAYS PER FORTNIGHT ETC,*

Yes	1	
No	2	
Don't know	3	

6. Demographics

Finally, just a few more questions about you. This information will be used to analyse the findings.

ASK IF ETHNICITY UNKNOWN ON SAMPLE

- a. **What is your ethnic group? I will read out the options – please choose the one option that best describes your ethnic group or background.**

[READ OUT BOLD CATEGORIES – once answered yes read out relevant more detailed options]

SINGLE CODE

White	
White English / Welsh / Scottish / Northern Irish / British [PROGRAMMER: IF IN ENGLAND START WITH ENGLISH; IF IN WALES START WITH WELSH; IF IN SCOTLAND START WITH SCOTTISH]	1
White Irish	2
Gypsy or Irish traveller	3
Any other white background	4
Asian / Asian British	
Asian Indian	5
Asian Pakistani	6
Asian Bangladeshi	7
Other Asian	8
Black / Black British	
Black African	9
Black Caribbean	10
Other Black	11
Mixed ethnicity	
White & Black Caribbean	12
White & Black African	13

White	
White & Asian	14
Other Mixed	15
Other ethnic group	
Chinese	16
Arab	17
Any Other Ethnic Group	18
Prefer not to say	19

ASK IF DISABILITY FLAG

b. Do you consider yourself to have a disability?

Yes	1
No	2
Prefer not to say	3
Don't know	4

ASK IF DISABILITY FLAG

c. Do you consider yourself to have learning difficulties?

Yes	1
No	2
Prefer not to say	3
Don't know	4

ASK ALL

d. Are you receiving any of the following benefits or credits...READ OUT [CODE ONE PER ROW]

	Yes	No	Don't know
Income support	1	2	3
Housing Benefit or Council Tax Credit	1	2	3
Working tax credit	1	2	3
Child tax credit	1	2	3
Universal credit	1	2	3
Other benefits or credits (SPECIFY)	1	2	3

Name: RECORD DETAILS OF RESPONDENT WHO COMPLETED INTERVIEW	
Job title:	

ASK ALL

G4a Thank you very much for taking the time to speak to us today. Occasionally it is necessary to call people back to clarify information; may we please call you back if required?

REASSURE IF NECESSARY: Your details will only be used by IFF to call you back regarding this particular study.

Yes	1	
No	2	

ASK ALL IN SCOTLAND AND ENGLAND

- e. **If the government and its agencies wish to undertake further work on related issues in the future would it be ok for them or their appointed contractors to contact you on these issues?**

Yes	1	
No	2	

- f. QUESTION DELETED

Appendix C: Advance letter

<Reference number>

Apprenticeship Pay Survey 2016

We are about to carry out the 2016 Apprenticeship Pay Survey and very much hope you will be able to take part. This is an important research project providing up to date information on training, hours and pay of those in workplace training schemes and will be used by the Government when setting policy related to pay and improvements to workplace training. **By 'Apprenticeship', we mean any training leading to a nationally-recognised qualification undertaken whilst working for an employer.** Our records indicate that you are an apprentice.

An interviewer from IFF Research, an independent research organisation, will call you in the next few weeks to arrange a suitable time for you to take part in a 10-minute telephone interview. To help with providing accurate information regarding your hours and pay, **we strongly recommend that you try to have a recent pay slip or contract to hand during the interview.** The sorts of questions you will be asked are:

- the number of hours you spend working for your employer (in a typical week)
- the number of *additional* hours you spend learning and training on top of your normal work. (This could include attending college, courses, workshops or training sessions at your employer's premises or held externally, learning at home, learning from workbooks, time with your assessor, and time filling in a portfolio.)
- how much you earn (ideally the amount you earn in *gross terms* i.e. before tax, national insurance and other deductions).

These questions are asked to enable us to look at wage levels nationally, measure changes with previous years and monitor whether employers are adhering to the rules on fair pay. If you wish to find out more about the research objectives and content of the interview, please visit

<https://www.gov.uk/government/news/thousands-of-apprentices-to-take-part-in-major-pay-study--2>

Your employer will not be informed that you have taken part. The information you provide will be used for research purposes only. All your responses will be completely anonymous, and the research company will not pass us any information by which you could be identified without your permission. The research is being conducted in accordance with the Data Protection Act and the Market Research Society Code of Conduct

If you do not want to take part in the research, please call the freephone number 0800 054 2381 and quote the reference number at the top of this letter.

If you have any questions about the interview arrangements or the conduct of the study, please call **Sam Selner or Tariq Oozeerally at IFF Research on 0207 250 3035 or email ApprenticeshipPaySurvey@iffresearch.com**. If you would like to talk to someone at BIS about why the survey is being carried out, please call Bryan Halka on 0207 215 5876 or e-mail bryan.halka@bis.gsi.gov.uk.

Many thanks in advance for your help.

Deputy Director, Skills Policy Analysis

Department for Business, Innovation and Skills



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