

## **Apprenticeship Delivery Team changes – FREQUENTLY ASKED QUESTIONS FOR TEAM MEMBERS**

### **Q. What are my options?**

A. Options are to move into an alternative role within the business or consider a flexible voluntary paid leaver (VPL) package. If you do opt for VPL now, and then find an alternative role and wish to remain in the business, you can withdraw your VPL application.

### **Q. How will I know what alternative roles are available?**

A. Your line manager will have a 1:1 with you to discuss options based on your grade, skills and location. In addition, you can search for vacancies on the [Openreach careers site](#).

### **Q. If I found a new role at a different grade, will I be offered PPP? For Team Members only**

A. Individuals will have priority candidate status and would be eligible to receive pay and pension protection (PPP) if they move to a role with a lower salary maximum, however the aim will be to find suitable alternative roles at the same substantive skill band level. Your core terms and conditions would not change if you move to a different role.

### **Q. If I apply for the flexible, future date paid leaver offer, will I still receive a priority flag when looking to secure alternative roles?**

A. Priority status for all individuals has been arranged whether they've signed up for the flexible paid leaver offer or not.

### **Q. If I sign up to the flexible paid leaver offer, what support will be available to help me find another role, either internally or externally?**

A. We work closely with LHH, an external partner, who have a proven track record in supporting colleagues through career transition. This support includes CV writing, interview techniques, LinkedIn profiles and access to their career network to help you find your next role either inside or outside of the organisation. Normally this support is only available at the point of formal consultation, however as part of the flexible paid leaver offer we're making it available to colleagues now, please let your line manager or HRBP know if you are interested.

### **Q. If I decide to apply for the flexible, future-dated voluntary paid leaver offer, what will be my last day of service?**

A. The last day of service on offer is 31 July 2023. Under the flexible terms of the scheme there is the opportunity to bring forward this date (to another month end date and providing sufficient notice is given) dependant on your individual circumstances.

### **Q. What happens if I need to leave before the leaving date that's on offer?**

A. If your personal circumstances change, or you secure another role externally - providing sufficient notice is given - we'll bring your leaving date forward, still enabling you to leave with your voluntary paid leaver payment. [We'd work with you to agree an alternative (earlier **month end**) leaving date; however, we'd need a minimum of 4 working weeks' notice (excluding any annual leave) to arrange].

**Q. I'm interested in signing up for the flexible paid leaver offer, will I get time off to attend any of the support calls offered, or any interviews that are in work time?**

A. We're really keen to provide you with all the support necessary to plan for your future and we will be as flexible as possible, so you are able to attend support calls and interviews during the working day. Please speak to your line manager in the first instance.

**Q. What happens if I go on maternity, adoption or shared parental leave between signing up and my agreed last day of service?**

A. Please refer to Section 19, page 9 of the voluntary paid leaver guidance: [Our Guide to Pay & Benefits \(bt.com\)](#)

**Q. What happens if I reduce my hours between signing up for the paid leaver scheme and my actual leaving date?**

A. If you reduce your hours between your application date and your last day of service then your final leaver payment amount would be calculated on your salary and hours as of your final month of employment. This means that your leaver payment would be reduced.

**Q. I'm currently part-time, can I increase my hours during the period before my leaving date?**

A. This is very unlikely to be authorised if you are due to leave the business with a leaver payment. However, if there is a business need for you to increase your hours then your line manager will require this to be agreed with and authorised by their line manager and HRBP

**Q. I have a medical restriction, can I move to home-working?**

A. The flexible, future dated voluntary paid leaver scheme we are offering has no bearing on work-mode. If you do have a medical restriction that you feel we need to consider, please speak to your line manager who will discuss the available support and OHS referral options with you.

**Q. Have the trade unions been consulted on these changes?**

A. Yes we have consulted Prospect and the CWU on these changes.

**Q. What will happen to the people current on secondment to the team**

A. People currently on secondment will return to their role at the end of March as per the existing agreement.