

No. 034/25

18th February 2025

For the Immediate Attention of All:

Postal Branches
Divisional Representatives
Parcelforce Regional Organisers
Area Distribution Representatives
LGV Representatives

Dear Colleagues,

ROYAL MAIL LGV Apprentices 2025

We have been in discussions with Royal Mail regarding their decision to introduce 60 LGV Apprentices Nationwide, Colleagues will recall we had previously agreed and launched an LGV Driver Apprenticeship as part of the Driver Academy process in 2021. These roles are currently being advertised via Royal Mail Group Careers at <https://jobs.royalmailgroup.com> (keyword: Apprentice).

Through our discussions we have confirmed with the business they will follow the process covering the previously agreed LGV Recruitment defined in the Driver Academy activity in 2021, with the pay rates updated to the current levels, which are highlighted below:

Pay rates and grades below, Rates effective from 01st April 2024

National -LGA70	£22,455 (Basic £21,852 + meal relief £603)
O/London - LGA72	£25,502 (Basic £24,818 + meal relief £684)
I/London LGA73	£26,590 (Basic £25,876 + meal relief £714)
National -LGA70-A	£28,333 (Basic £27,572 + meal relief £761)
O/London - LGA72-A	£32,178 (Basic £31,314 + meal relief £864)
I/London LGA73-A	£33,550 (Basic £32,649 + meal relief £901)

The LGV Apprenticeship Scheme will be open to external and internal candidates over 21 years of age and with 1 to 2 years driving experience and will offer the opportunity to join Royal Mail and attain the Apprentices qualification, a C&E Licence, DCPC and be ready to progress to a Professional Driver role within 13 months.

The apprenticeship will include modular learning, Driver training and on the job training over the 13-month period. The attainment of the LGV C&E Licence will be scheduled in the early months of the course.

- All Apprentices will be recruited on a 36.25 hour net contract in line with the terms and conditions for the LGV Professional Driver Grade. To confirm the additional 1 hour paid relief is included in the annual pay amount.
- Apprentices will also qualify for Underpin payments as appropriate.
- Pay rates will increase in line with future pay agreements.
- On attainment of the LGV C&E Licence and sign off from a Royal Mail Advanced Driver Coach pay will be varied to 75% of the National LGV C&E Pay along with this the OT rate will be increased
- Where applicable, the appropriate LGV OT rate will be applied for any extra duty performed, in accordance with apprenticeship, driver's hours and working time guidelines.
- Apprentices who successfully complete their Royal Mail LGV Apprentice Scheme training will be offered permanent Royal Mail employment contracts at LGV grade. If the offer of permanent employment is accepted, the previous 12 months' employment will be treated as service and qualify these individuals for sick pay, pension membership and all other entitlements linked to completing 12 months' service.
- All other LGV terms and conditions of employment, except where amended by this agreement will continue to apply to all LGV Apprentices.

The department have sought clarification from the business as to whether the apprenticeship opportunity is open to current internal employees, it has been confirmed there is no reason why internal colleagues cannot apply for one of the LGV Apprenticeship roles, however it must be noted, should they apply and be successful they would be accepting the Driver Apprenticeship Scheme Terms and Conditions including Pay Rates.

The LGV Apprenticeship scheme will be managed and monitored by GTG. For clarification the business has confirmed they will not be running an internal Driver Academy Training process.

The locations and numbers per VOC for the apprenticeship programme are below:

VOC	Number	VOC	Number
SDC	8	SEDC	4
MSH	10	Woking	4
NWH	10	Coventry Hub	5
YDC	8	Swindon	6
EMA	5		

We do believe the apprenticeship opportunity will be welcomed by our members many of whom would like to take the opportunity to progress to Professional Driver roles. Branches are asked to ensure that the contents of this LTB are brought to the attention of our members across Royal Mail Group.

Any enquiries in relation to this LTB should be addressed to Davie Robertson, Assistant Secretary, email: jrodrigues@cwu.org quoting reference LTB 034/25.

Yours sincerely,

Davie Robertson
Assistant Secretary