

APPRENTICESHIP POLICY (E1)

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E1 – Apprenticeship Policy

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Employability Policy (ED2)			

Amendment History

Issue	Status	Date	Reason for Change	Authorised

1. Policy Statement

- 1.1 The Coalition Government has continued to prioritise the national apprenticeship programme as a way of raising the skills of the workforce. Demographic factors present a real challenge for health education and local authorities in the coming decade. Apprenticeships are fundamental to service delivery; therefore the Trust will increase the number of Apprentices through our vacancy recruitment process that will support the delivery of high patient care and service delivery in a cost effective and efficient way. Apprenticeships contribute to increased productivity, greater staff retention and a more highly skilled and motivated workforce for the future. This policy establishes the strategic direction for development of Apprenticeships across the Region.

2 Aims and Outcomes

- 2.1 The aim is to improve access to and take up of a wider range of Apprenticeship training programmes, which meets both the current and future workforce needs.
- 2.2 This will be done by:
- Increase the range of Apprenticeship Frameworks that are available. Use vacancy control to identify apprentice posts, particularly band 2 roles.
 - Improving awareness of the value of Apprenticeship training programmes
 - Improving availability of materials to support information, advice and guidance about Apprenticeships in the health sector
 - Strengthening partnership between Health Education England health employers, unions and the professions in the development of frameworks which are appropriate to the needs of all and linked to patient, service and staff needs
 - Supporting the Government Skills Pledge, ensuring appropriate development for all staff by increasing take up of Apprenticeship programmes.

3 Purpose

- 3.1 The policy supports the national strategic framework “Talent for Care” document for bands 1-4 and aims to provide direction to South Devon Healthcare NHS Foundation Trust and Torbay and Southern Devon

E1 – Apprenticeship Policy

Health and Care NHS Trust in the promotion, provision and most cost effective and efficient ways to sustain the services we deliver for our future workforce. This policy takes into consideration the recommendations from the Francis report.

4 Statement

- 4.1 The NHS has been asked to play its part in addressing the current economic situation, particularly in terms of employment issues and specifically the introduction of additional apprenticeships, both for young people entering work and for older people who may wish to retrain as a consequence of job loss.
- 4.2 The National Apprenticeship Strategy “World Class Apprenticeships: Unblocking Talent, Building Skills for All” identified the public sector as a target area and has now introduced targets for the NHS.
- 4.3 There are economic and social reasons for the Trust to employ Apprentices. These include:
- Bringing younger people into the workforce enhances succession planning by “growing your own” to support an ageing workforce
 - Reduced staff turnover increase productivity and retention
 - Training the organisation’s current workforce by improving skills and knowledge through a range of apprenticeship programmes.
 - Value for money by leveraging Government funded training to compliment training budgets.

5 Equality and Diversity Statement

- 5.1 The Trusts are committed to preventing discrimination, valuing diversity and achieving equality of opportunity. No person (staff, patient or public) will receive less favourable treatment on the grounds of the nine protected characteristics (as governed by the Equality Act 2010): sexual orientation; gender; age; gender re-assignment; pregnancy and maternity; disability; religion or belief; race; marriage and civil partnership. In addition to these nine, the Trusts will not discriminate on the grounds of domestic circumstances, social-economic status, political affiliation or trade union membership.
- 5.2 The Trusts are committed to ensuring all services, policies, projects and strategies undergo equality analysis. For more information about

E1 – Apprenticeship Policy

equality analysis and Equality Impact Assessments please refer to the Equality and Diversity Policy (ED1).

6 Roles and Responsibilities

6.1 Vocational Education

6.1.1 The Vocational Education department will lead and manage the Apprenticeship Programme:

- Assisting managers in the identification of posts for an apprenticeship programme and the development of learning and career frameworks
- Identifying and contracting with training providers for Trust apprenticeship programmes
- Liaising with skills sector councils and providing managers with advice on the learning elements of apprenticeships
- Informing Trust management of any developments to national and existing frameworks
- Tracking, reporting and managing compliance with the academic programmes of apprentices, including support and guidance to managers when an apprentice may not be able to complete part of their academic or work-based components due to exceptional circumstances e.g. sickness absence, bereavement
- Promoting the value of apprenticeships as development opportunities within the Trust, particularly for staff in lower pay bands

6.2 Recruiting Managers

6.2.1 Once a position for a new apprentice has been identified, the post will need to be submitted for approval through the vacancy management process. Further information on submitting your vacancy to the Vacancy Panel (Integrated Establishment Control Process) can be found on iCare/Contact.

6.2.2 Apprenticeship vacancies are then recruited through the standard Trust recruitment process. Posts are advertised on the NHS Jobs Website together with the National Apprenticeship Service website as per the requirements submitted to the Vacancy Panel. For further information on the recruitment process, please visit iCare/Contact.

6.2.3 Managers should:

E1 – Apprenticeship Policy

- Notify the Vocational Team of the exact start date.
- Inform HR and the employee services team of the outcome and next steps for the apprentice at the end of the apprenticeship contract term (or earlier, if appropriate)
- Work in partnership with Education, Training & Development, the training provider to develop learning and career frameworks for apprentices
- Alert and discuss with the Trust's appointed Apprenticeships Programme Lead should an apprentice be unable to complete any of the academic or work-based components of an apprenticeship programme
- Inform HR and seeking appropriate advice if there are any competence, performance or other issues that arise during the apprenticeship contract
- Liaise with the relevant outside training provider to ensure that the apprentice receives appropriate training and work-related support.
- Support staff release from the workplace to attend study through the FE College or in-house model. Approx. 12 days a year.
- Ensure protected time is managed to support the apprentice with the vocational curriculum in house.
- Manage the apprentice in line with Trust's employment policies and procedures
- Arrange corporate and local inductions

7 Apprentices

7.1 Apprentices will:

- Be selected following the wide promotion of apprenticeship opportunities
- Be employed on a contract reflecting the duration of the qualification, normally this will be 12 months and in some cases longer.
- Commit to the timeframe of the apprentice programme. Early exit may result in the training costs being recovered
- Relinquish their current apprenticeship in the Trust (as an existing employee) if they access a new apprenticeship post within a different service area or staff group, they will stop and re-start the apprenticeship for a further 12 months, or in some cases longer if they gain NHS permanent employment.

E1 – Apprenticeship Policy

- Be subject to all pre-employment checks, including those established by the Independent Safeguarding Authority following the Safeguarding Vulnerable Adults Act 2006
- Be managed in line with Trust policies and procedures, formal training agreement and contract of employment
- Adhere to all Trust policies and procedures highlighted in their induction and act in accordance with the Trust Values
- Attend all timetabled classes and work placements regularly and on time and notify their line manager and tutor/assessor if unable to attend class or work
- Complete assignments and other work in a timely fashion in relation to training provider requirements for completing the academic element of the apprenticeship
- Meet the assessment or examination requirements at the agreed level set out in their training agreement

8 Pay Arrangements and Pensions

- 8.1 According to Annex U of the NHS Terms and Conditions of Service Handbook new starters on an apprenticeship programme for 12 months will receive 75% of the pay band. After a year's employment and once the apprentice are qualified they will be paid the full band starting at point 1. This will be reviewed against the progress made on the programme and internal performance. The Manager of the service is responsible to pay the apprentice salary. Apprenticeship qualifications are also available for existing members of staff.
- 8.2 Apprentices will have an opportunity join the NHS pension scheme if they are not already part of it.

9 Scope

- 9.1 This procedure applies to apprentices of South Devon Healthcare NHS Foundation Trust and Torbay and Southern Devon Health and Care NHS Trust on all programmes containing internal and/or external assessments.

E1 – Apprenticeship Policy

10 Training and Awareness

- 10.1 Advice and support will be provided by the Vocational Education team to support staff and managers in adhering to this policy and their understanding of dealing with Apprenticeships.
- 10.2 The Vocational Education team will raise awareness of this policy through manager briefing sessions, the publication of information on iCare and Contact and to advise managers of changes to the policy through the staff bulletin and ratification processes.

11 Contact Details

- 11.1 Helen Limmer, Head of Centre, Horizon Centre, Torbay Hospital, TQ2 7AA

Tel: 01803 656683

Email: hlimmer@nhs.net

12 Monitoring, Audit and Review Procedures

- 12.1 This policy will be monitored and audited on a regular basis. A full review will take place every two years by the Directorate of Workforce and Organisational Development unless legislative changes determine otherwise.
- 12.2 The policy will be linked with the Apprenticeship Strategy.