

APPRENTICESHIP POLICY

Author: Learning & OD

Executive

Lead: Louise McKenzie, Director of Workforce Transformation

Status: Approval date: June 2016

Ratified by: TEC

Review date: August 2023

Patients first • Personal responsibility • Passion for excellence • Pride in our team

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History

| Issue | Date Issued | Brief Summary of Change | Author |
|-------|-------------|-------------------------|--------|
| 1 | TBC | New Policy | M.B |
| | | | |

| | |
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| For more information on the status of this document, please contact: | |
| Policy Author | Margaret Buckley, |
| Department/Directorate | Learning & Development, Workforce & OD |
| Date of issue | June 2016 |
| Review due | August 2023 |
| Ratified by | Trust Executive Committee |
| Audience | Trust Managers |

EXECUTIVE SUMMARY

Apprenticeships are an important part of our workforce strategy contributing to the recruitment and development of staff in order to enable service delivery. The Trust is committed to increasing the number of Apprentices where these will support the delivery of high quality patient care and service delivery in a cost effective and efficient way.

Apprenticeships can contribute to increased productivity, greater staff retention and a more highly skilled and motivated workforce for the future. This policy establishes the principles and practices for establishing and managing apprentices to meet current and future workforce needs.

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1. INTRODUCTION

- 1.1. This policy has been developed to provide a standardised and equitable approach to the employment of Apprentices within the Trust. The Learning & Development Department will lead and manage the apprenticeship programme. All Apprentices will be managed in accordance with Trust Policies and Procedures with the exceptions outlined in this Policy.

2. SCOPE

- 2.1. This policy applies to all Trust Managers and those with responsibility for the identification of vacancies, recruitment and development of staff. For the purpose of this policy the term apprentice refers to those staff members specifically recruited on an apprentice contract; this policy will apply to apprentices. Existing members of staff who are undertaking apprentice qualifications but not on an apprentice contract are not within the scope of this policy and should refer instead to the Education Learning and Development policy.

3. Purpose

- 3.1. ASPH aims to actively support the recruitment of apprentices in order to grow talent in shortage areas, provide career pathways for our staff and enable our workforce to reach its potential.
- 3.2. The purpose of this document is to guide Trust Managers in the identification of apprentice roles, placement and support of apprentices on the workplace. This starts from the initial expression of interest in apprentices to the successful completion of an apprentice placement. It covers the employment period, study leave, terms and conditions of contracts and requirements for apprentices including those who are employed under the age of 18 years.

4. EXPLANATION OF TERMS USED

- 4.1. Apprenticeship – a nationally recognised training programme that combines working with studying for a work-based qualification.
- 4.2. Apprentice – staff specifically recruited and employed on an apprentice (training) contract in the workplace and who can be any age. Government funding and training is typically available for those aged 16 -24 years.
- 4.3. Apprenticeship Qualifications – determined by a qualifying framework in the skill, trade or occupation for which the apprentice is being trained. Achieving the qualification and reaching the standards described in the framework forms part of the agreement with the apprentice. These update and replace the Qualification and Credit Framework (QCF) programmes.
- 4.4. Supervisor – an existing experienced member of staff who will provide training and support to the apprentice in the workplace. This person may be the line manager for the apprentice or this role can be undertaken by another member of the team.

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- 4.5. Training Provider – usually an external partner providing apprenticeship qualifications and supporting identification and recruitment to apprentice roles.

5. DUTIES AND RESPONSIBILITIES

- 5.1. Apprentice - must comply with all relevant Trust policies and procedures and with the Training providers Code of Conduct for learners. An apprentice agreement must be signed as part of the employment contract which specifies expectations of the apprentice during their employment with the Trust.
- 5.2. Supervisor – selected by the line manager, will provide day to day guidance and support to the apprentice for the duration of their apprenticeship. In addition, they will liaise with the apprentice, line manager, training provider and apprenticeship lead as required in order to support the successful completion of the apprentice programme.
- 5.3. Line Manager –will actively engage with the recruitment process, ensure that the apprentice has an appropriate induction process, set them work performance objectives and monitor the apprentice in line with ASPH employment policies. They are expected to support the supervisor in their role and to play an active part in ensuring the apprentice maintains standards in accordance with Trust values and behaviours and relevant policies and procedures. They will liaise with the apprenticeship lead and the training provider to support the successful completion of the apprenticeship.
- 5.4. Apprenticeship Lead (AL) - supports Trust managers and training providers to ensure that apprenticeships are beneficial to all parties and work effectively, referring to others when necessary, to resolve problems either in the workplace or with the training provider. The AL will co-ordinate the support for apprentices in the Trust including supporting managers to design appropriate apprentice roles, identifying suitable training providers and qualification frameworks and levels. The AL may organise additional training as is necessary to support apprentices in the workplace. The AL will monitor and report on the progress of apprentices and the numbers of apprentices who go onto become permanent members of team ASPH
- 5.5. The Training provider – this policy cannot be applied to external partners so an agreement is made with the training provider requiring the following practices. The training provider assists the Manager with advertising vacancies on the National Apprenticeship Service (NAS) website, screening applications, conducting initial interviews to generate a shortlist of suitable candidates and carrying out interviews to select suitable candidates. The provider makes available suitably qualified and DBS checked tutors to support apprentices to achieve their qualifications. In addition the provider makes available suitably qualified and DBS checked assessors who will visit the apprentices in the workplace to carry out work based observations and to assess the apprentice’s work. The agreement with the training provider requires them to request and store confidentially, all pre-recruiting paperwork including confirmation of identification and references and pass these to the Trust HR advisor following the offer of placement. In addition regular reports on apprentice progress will be made to the apprenticeship lead by the training provider.
- 5.6. HR recruitment team – The HR team will support both the identification of and recruitment to apprentice roles. This includes alerting managers to the potential for apprentice roles (referring to the Apprentice Lead as required) and supporting the recruitment process. Apprentice posts will be processed as any other vacancy, in addition adverts for apprentice

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posts are linked to the National Apprenticeship Service website. The HR team will take responsibility for drawing up and issuing an apprentice employment contract for successful recruits.

6. POLICY

6.1. Creation of Apprentice Roles

6.1.1. All managers are to consider vacancies / new posts and consider how creating an apprentice role might better meet their workforce requirements. For example funding for a vacant band two or band three post could be used to create one or more apprentice roles where there is an appropriate apprentice framework to enable the training element of the role to be achieved.

6.1.2. The Line Manager should seek guidance from the Apprenticeship Lead to identify suitability of a potential apprentice role. The job description should then identify this as an apprentice role with clear reference to the supporting apprenticeship qualification framework. The HR team will support with job evaluation.

6.2. Recruitment

6.2.1. Advertising and recruitment to apprentice posts is done in partnership with a training provider and using both the National Apprentice Service and the normal recruitment channels for the Trust.

6.2.2. Where existing members of staff express interest in an apprentice post advice should be sought from HR and the apprentice lead. In most circumstances existing staff members will be better served by applying for an apprenticeship qualification rather than moving onto a fixed term apprentice contract.

6.2.3. Apprentices must attend a corporate induction programme on commencing employment with the Trust and be offered a local induction with support from their named supervisor.

6.2.4. The flowchart in the appendix identifies the recruitment process.

6.3. Employment Contract Terms and Conditions

6.3.1. Apprentices are recruited on a fixed term contract which must be for a minimum of 30 hours to a maximum 37.5 hours per week. The duration of the contract will be determined by the relevant apprenticeship framework. For example apprentices undertaking a level 2 apprenticeship framework will typically have a fixed term that lasts for just over 12 months. Those working towards a level 3 qualification will typically require a fixed term of 2 years duration.

6.3.2. In line with the European Working Time Directive 16 and 17 year olds may not work before 7 am or after 7 pm and must have 2 days off between working weeks.

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6.3.3. The employment contract must include an Apprenticeship agreement (provided by NHS Employers and included in this policy as an appendix)

6.4. Leave

6.4.1. Apprentices are entitled to annual leave and Bank Holidays for the duration of their apprenticeship period, with a pro-rata entitlement for part time apprentices. The annual leave entitlement will be specified in the employment contract and will comply with the same terms available to other employees.

6.4.2. The period of annual leave will run from the start date of the apprentice's work placement, all annual leave should be taken during the apprenticeship period; no payment will be made for any annual leave not taken.

6.4.3. Sickness absence will be managed in accordance with the Trust policy. Apprentices are eligible for occupational and Statutory Sick Pay (SSP) in line with the Trust policy and terms and conditions of employment. Details on eligibility and payment are available from the Payroll Department.

6.4.4. Apprentices are eligible for Statutory Maternity Pay and Leave and Statutory Paternity Pay and Leave as applicable. Details are available from the Payroll Department.

6.4.5. Apprentices are eligible for special leave as described in the Trust Special Leave Matrix.

6.5. Pay and Benefits

6.5.1. All apprentices must be paid the apprentice rate / National Living Wage appropriate to their age. The Trust will determine pay and issue guidance on pay taking into account market rates and NHS guidance.

6.5.2. All other pay and benefits will be offered in line with Trust employment policies including access to the NHS pension or an alternative pension scheme.

6.6. Support for learning

6.6.1. The Apprentice will be provided with time out in the workplace for agreed, regular assessor visits to carry out assessment planning, progress reviews and direct observations.

6.6.2. The Apprentice will be provided with time out for functional skills assessments where required.

6.6.3. The mode of training delivery will vary according to the particular apprenticeship framework. Where teaching sessions are required the apprentice must be given time out in order to attend these sessions.

6.6.4. Apprentices should be encouraged to take personal responsibility for achieving their qualification and completing the required components within the timescale of the

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fixed term contract. This will be set out in the apprentice framework and agreement and will include

- Maintaining an electronic web based portfolio of evidence to meet qualification standards.
- Taking action to ensure they meet the assessment or examination requirements at the agreed level set out in their training agreement.

6.7. Expenses

6.7.1. Apprentices may submit claims for expenses that are incurred in the conduct of their work in line with Trust expenses guidelines.

6.8. Introducing an apprentice to the workplace

6.8.1. Many apprentices will be young people joining an organisation for the first time. This can be a challenging as well as an exciting time for them. It is important that managers consider the needs of a young person with little or no experience of working in a hospital environment. Care and attention should be given to helping the apprentice settle into the workplace and ensuring that all team members are aware of how to best support the new starter. A named supervisor must be identified and be available for close day to day support, especially during the first few weeks of employment. This supervisor may be the line manager or another suitable member of the team.

6.8.2. The manager should ensure that standards for expected performance are set for the first three months of the role and monitored regularly so that achievements can be identified and any concerns are addressed swiftly. The manager should put in place the support required for the apprentice to improve their performance and agree specific actions to address performance concerns.

6.9. Support during Apprenticeship Placement

6.9.1. The Apprenticeship Lead will facilitate regular apprentice meetings, in order to enable peer support, provide advice and guidance and to maintain good standards. In addition the Apprenticeship Lead will operate 'keep in touch' face to face meetings, on an ad hoc basis and develop additional support mechanisms as the need arises.

6.10. Ending an Apprentice Role

6.10.1. The Trust cannot guarantee permanent employment on the completion of an apprentice role. This will be subject to workforce requirements at the time and the suitability of the apprentice for available roles. Options may include joining Trust bank, where permanent employment is not available or leaving the Trust with added experience and a recognised qualification.

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- 6.10.2. An apprenticeship may be terminated in line with Trust policies. This might arise because of attitude, behaviour, attendance or performance issues. In addition failure to maintain their training place and or a failure to complete the training requirements of the apprentice role will be considered to be a performance issue and addressed with the relevant Trust policy.
- 6.10.3. The manager should ensure that a formal review is held three months after initial appointment which will be an opportunity to sum up the regular performance conversations that have been taking place. If at this three month review it is clear that there are remaining performance concerns the manager should escalate action to terminate the apprentice role.
- 6.10.4. If an apprentice applies for a permanent post with the Trust whilst still within their apprentice fixed term contract, their recruitment should be in accordance with the Trust's Recruitment Policy. Should the Apprentice be appointed, they will end their apprentice agreement and sign a new contract with the Trust. They will be expected to complete their apprenticeship qualification unless there is good reason not to e.g. the qualification is in an area unrelated to the new post.
- 6.10.5. Should the apprentice lose their placement through organisation change e.g. relocation of the service or other organisation change measures, the Trust will work with the apprentice to provide support including considering alternative roles within the Trust if possible; in line with the Trust Organisation change policy.
- 6.10.6. If the apprentice leaves the organisation during the period of their apprenticeship they may be required to reimburse the Trust for a proportion of the costs of their training.

7. STAKEHOLDER ENGAGEMENT AND COMMUNICATION

7.1. This policy has been developed in consultation with employee partnership forum

8. APPROVAL AND RATIFICATION

8.1. This policy is submitted to TEC for ratification.

9. DISSEMINATION AND IMPLEMENTATION

9.1. The policy will be available on the intranet and managers will be notified through a team brief and a notice in Aspire.

10. REVIEW AND REVISION ARRANGEMENTS

10.1. The policy will be reviewed in March 2021.

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11. Document Control and Archiving

11.1. This is a trust wide document and archiving arrangements are managed by the Head of Regulation and Accreditation and Information Content Manager who can be contacted to request master / archived copies

12. MONITORING COMPLIANCE WITH THIS POLICY

| Measurable Policy Objective | Monitoring/ Audit method | Frequency of monitoring | Responsibility for performing the monitoring | Monitoring reported to which groups/ committees, inc responsibility for reviewing action plans |
|--|---|-------------------------|--|--|
| The policy will be reviewed by their authors at least annually to ensure that it remains valid and in date | Compliance audit of sample of policies (including Review History) | Annual | | |

13. SUPPORTING REFERENCES / EVIDENCE BASE

The national strategic framework “Talent for Care” documents for Bands 1-4,
Recommendations from the Francis Report
The National Apprenticeship Strategy “World Class Apprenticeships: Unblocking Talent, Building Skills for All”
The Government’s strategy for the future of apprenticeships in England
Government Apprenticeship targets for public bodies.

APPENDIX 1 APPRENTICESHIP AGREEMENT (NHS EMPLOYERS)

TEMPLATE

Further to the Apprenticeships (Form of Apprenticeship Agreement) Regulations¹ which came into force on 6th April 2012, an Apprenticeship Agreement is required at the commencement of an Apprenticeship for all new apprentices who start on or after that date.

The purpose of the Apprenticeship Agreement is to:-

- identify the skill, trade or occupation for which the apprentice is being trained; and
- confirm the qualifying Apprenticeship framework that the apprentice is following.

The Apprenticeship Agreement is incorporated into and does not replace the written statement of particulars issued to the individual in accordance with the requirements of the Employment Rights Act 1996.

The Apprenticeship is to be treated as being a contract of service not a contract of Apprenticeship.

Apprenticeship Particulars:

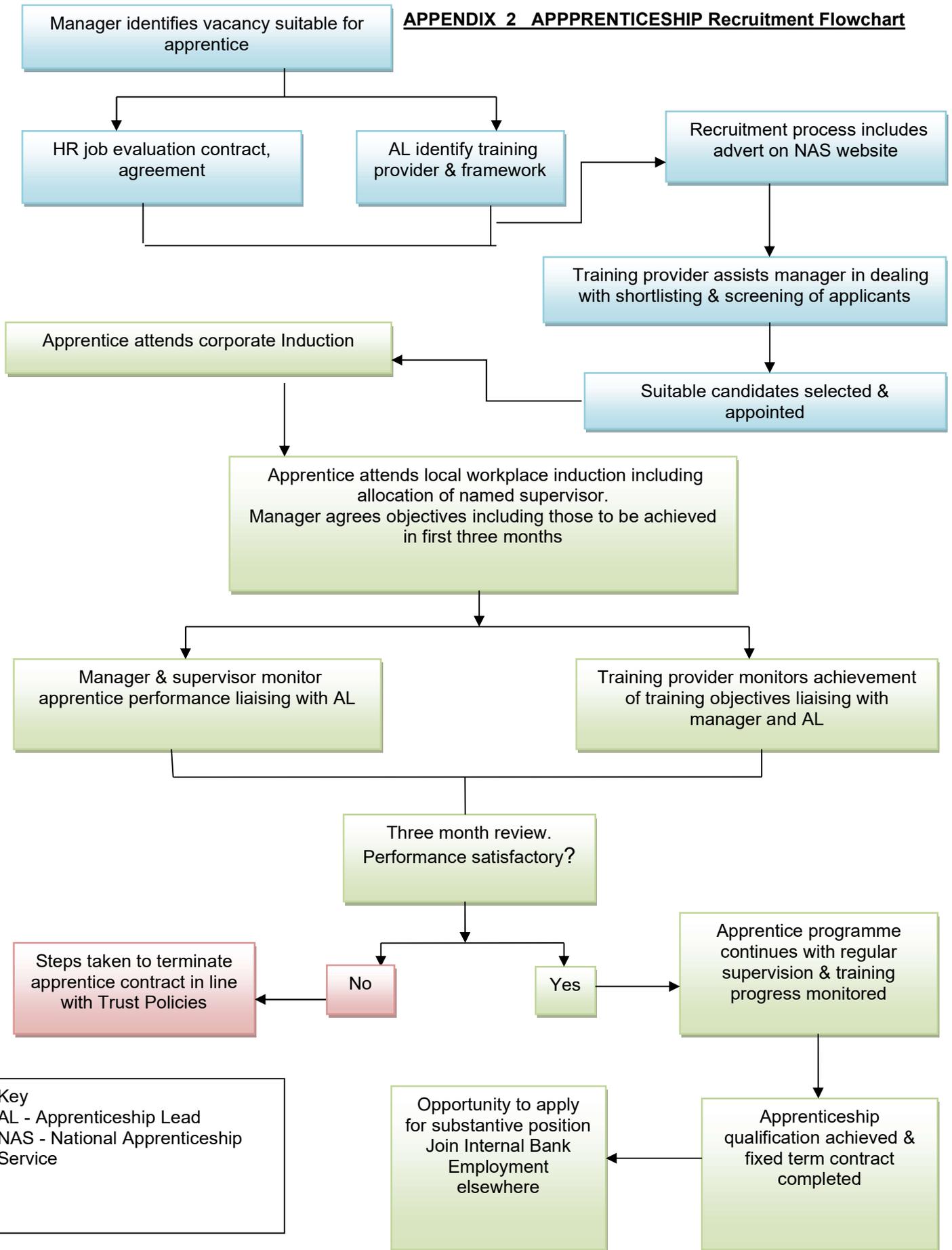
| | |
|---|--|
| Apprentice name: | |
| Skill, trade or occupation for which the apprentice is being trained: | |
| Relevant Apprenticeship framework and level: | |
| Start date: | |
| Estimated completion of learning date: | |

Signatories:

| | | |
|-------------|--|-------|
| Apprentice: | | Date: |
| Employer: | | Date: |

¹ [Apprenticeships \(Form of Apprenticeship Agreement\) Regulations 2012](#)

APPENDIX 2 APPRENTICESHIP Recruitment Flowchart



Key
 AL - Apprenticeship Lead
 NAS - National Apprenticeship Service

APPENDIX 3: EQUALITY IMPACT ASSESSMENT

| |
|---|
| Background <ul style="list-style-type: none">• Who was involved in the Equality Impact Assessment |
| This assessment was undertaken by Margaret Buckley, QCF & Apprenticeship Lead and Helen Corrigan, Learning & Development Consultant. |
| Methodology <ul style="list-style-type: none">• A brief account of how the likely effects of the policy was assessed (to include race and ethnic origin, disability, gender, culture, religion or belief, sexual orientation, age)• The data sources and any other information used• The consultation that was carried out (who, why and how?) |
| Consideration of the impact on equality has been integral during the development of this policy. Head of Workforce Planning & Resources, Learning & Development Management, Learning & Development Consultant and QCF Programme & Apprenticeship Lead have contributed to and consulted on this policy. For presentation and consultation at EPF. Improve the attraction of people from a diverse range of backgrounds and increase the flow of young people into employment within the trust to pursue a career in health care. Data sources: NHS Employers The Talent for Care , HEE, October 2014 Widening Participation it matters, HEE, October 2014 Employer Investment in Apprenticeships in the Health Sector , Dept. for Business, Innovation & Skills, May 2014 |
| Key Findings <ul style="list-style-type: none">• Describe the results of the assessment• Identify if there is adverse or a potentially adverse impacts for any equalities groups |
| This policy aims to support the investment in high quality apprenticeships to equip the workforce with the necessary skills to deliver a more inclusive service and improve patient care. Improving equality by widening the pool of people who might enter employment opening up the vocational pathway to various occupations and career opportunities within the organisation. There are no adverse impacts anticipated for any equalities groups. |
| Conclusion <ul style="list-style-type: none">• Provide a summary of the overall conclusions |

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The policy clearly establishes the principles and practices for establishing and managing apprentices to meet current and future workforce needs.

Recommendations

- State recommended changes to the proposed policy as a result of the impact assessment
- Where it has not been possible to amend the policy, provide the detail of any actions that have been identified
- Describe the plans for reviewing the assessment

No changes are recommended.

APPENDIX 4: CHECKLIST FOR THE REVIEW AND APPROVAL OF DOCUMENTS

To be completed (electronically) and attached to any document which guides practice when submitted to the appropriate committee for approval or ratification.

Title of the document: Apprenticeship Policy

Policy (document) Author: Margaret Buckley QCF & Apprenticeship Programme Lead

Executive Director: Louise McKenzie, Director of Workforce Transformation

| | | Yes/No/ Unsure/ NA | <u>Comments</u> |
|-----------|--|--------------------------|--|
| 1. | Title | | |
| | Is the title clear and unambiguous? | Yes | |
| | Is it clear whether the document is a guideline, policy, protocol or standard? | Yes | |
| 2. | Scope/Purpose | | |
| | Is the target population clear and unambiguous? | Yes | |
| | Is the purpose of the document clear? | Yes | |
| | Are the intended outcomes described? | Yes | |
| | Are the statements clear and unambiguous? | Yes | |
| 3. | Development Process | | |
| | Is there evidence of engagement with stakeholders and users? | Yes | Head of Workforce Planning & Resources, Learning & Development Management, Learning & Development Consultant and QCF Programme & Apprenticeship Lead |
| | Who was engaged in a review of the document (list committees/ individuals)? | NA | New policy |
| | Has the policy template been followed (i.e. is the format correct)? | Yes | |
| 4. | Evidence Base | | |
| | Is the type of evidence to support the document identified explicitly? | Yes | |
| | Are local/organisational supporting documents referenced? | Yes | |
| 5. | Approval | | |
| | Does the document identify which committee/group will approve/ratify it? | Yes | TEC |
| | If appropriate, have the joint human resources/staff side committee (or equivalent) approved the document? | Yes | Presentation & Consultation to EPF on 08.06.16 |
| 6. | Dissemination and Implementation | | |

| | | Yes/No/ Unsure/ NA | <u>Comments</u> |
|------------|---|--------------------------|-----------------|
| | Is there an outline/plan to identify how this will be done? | Yes | |
| | Does the plan include the necessary training/support to ensure compliance? | Yes | |
| 7. | Process for Monitoring Compliance | | |
| | Are there measurable standards or KPIs to support monitoring compliance of the document? | No | |
| 8. | Review Date | | |
| | Is the review date identified and is this acceptable? | Yes | June 2019 |
| 9. | Overall Responsibility for the Document | | |
| | Is it clear who will be responsible for coordinating the dissemination, implementation and review of the documentation? | Yes | |
| 10. | Equality Impact Assessment (EIA) | | |
| | Has a suitable EIA been completed? | Yes | |

Committee Approval (insert name of Committee)

If the committee is happy to approve this document, please complete the section below, date it and return it to the Policy (document) Owner

| Name of Chair | Date |
|---------------|------|
| | |

Ratification by Management Executive (if appropriate)

If the Management Executive is happy to ratify this document, please complete the date of ratification below and advise the Policy (document) Owner

Date: n/a