

Apprenticeship Policy

POLICY REFERENCE NUMBER:	CP71
VERSION NUMBER:	2
KEY CHANGES FROM PREVIOUS VERSION:	Full review, various changes
AUTHOR:	Workforce Development and Learning Department
CONSULTATION GROUPS:	Workforce Planning and Organisation Group, Senior management teams
IMPLEMENTATION DATE:	April 2018
AMENDMENT DATE(S):	March 2020; August 2020
LAST REVIEW DATE:	October 2020
NEXT REVIEW DATE:	October 2023
APPROVAL BY WORKFORCE TRANSFORMATION GROUP:	September 2020
RATIFICATION BY FINANCE AND PERFORMANCE COMMITTEE:	October 2020
COPYRIGHT	2018-2020

POLICY SUMMARY
<p>This policy, its associated procedural guidelines and appendices, sets out clear guidance for those undertaking, supervising or supporting apprentices within EPUT Trust services. Definitions of 'young person', 'apprenticeship', 'apprentice' and 'Functional Skills' are provided, and the main principles of the apprenticeship programme model are detailed.</p> <p>The policy should ensure that all apprentices are treated fairly, and supervised appropriately, in order to maximise their chances of success within their apprenticeship programme. The policy aims to ensure a supportive and meaningful learning experience is offered to all apprentices undertaking an apprenticeship programme within the organisation.</p>
<p>The Trust monitors the implementation of and compliance with this policy in the following ways;</p> <p>Reports to: Workforce and Organisation Development Meeting Multi-professional Education Committee Quality Committee Internal and External Audits and Inspections</p>

Services	Applicable	Comments
Trustwide	✓	
Essex MH&LD		
CHS		

**The Director responsible for monitoring and reviewing this policy is
 Executive Director of People & Culture**

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

APPRENTICESHIP POLICY

CONTENTS

THIS IS AN INTERACTIVE CONTENTS LIST – CLICK ON THE SECTION HEADINGS TO GO TO THE SECTIONS

- 1.0 INTRODUCTION**
- 2.0 DUTIES**
- 3.0 DEFINITIONS**
- 4.0 PRINCIPLES**
- 5.0 SALARIES AND BACKFILL COSTS FOR APPRENTICESHIPS**
- 6.0 MONITORING OF IMPLEMENTATION & COMPLIANCE**
- 7.0 POLICY REFERENCES / ASSOCIATED DOCUMENTATION**
- 8.0 REFERENCE TO OTHER TRUST POLICIES/PROCEDURES**

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

APPRENTICESHIP POLICY

Assurance Statement

The purpose of this policy is to embed apprenticeship programmes within the Trust. These programmes will be used to enhance the development of the workforce, ensuring they are equipped with the practical skills and qualifications to deliver high standards of care now, and in the future. The embedding of apprenticeships into the Trust will provide development opportunities for existing and new staff to the organisation, building on skills and competencies attained. They will contribute to the Trust workforce plans by providing a means of addressing workforce shortages through internal development pathways. This will reinforce the standards and core values of the Trust in line with the clinical and Corporate Governance Agenda.

1.0 INTRODUCTION

- 1.1 Apprenticeships provide a vital part of the future workforce and are critical to the future success of the organisation. The apprenticeship pathways will enable the organisation to attract and retain talent in order to meet the growing demand for health care provision. The apprenticeship programmes will enable the opportunity for an individual to work within an organisation whilst gaining experience and a qualification.
- 1.2 This policy sets out how the Trust will work in partnership with the Education Sector and local training providers, to embed the apprenticeships into practice and ensure that the programmes and placements are standardised and compliant with national standards, legislation and best practice.
- 1.3 Apprenticeship programmes are a combination of paid work and study. They are undertaken in order to enable the individual to gain a recognised qualification whilst working alongside experienced, qualified practitioners. This can be in non-clinical support roles or in frontline delivery of care to patients. Upon completion of the respective apprenticeship qualification, the organisation will have a trained individual ready to fulfil a substantive role. The development of the apprenticeship pathways will enable clear progression and career development in substantial aspects of health care services.

2.0 DUTIES

2.1 Senior Management Team - will be responsible for:

- Strategic workforce planning that will determine the number and nature of apprentices who will be employed within the organisation.
- They will agree and sign off on the roles and posts suitable for conversion to or use as apprenticeship programmes.

2.2 Human Resources and Workforce Development and Learning – will be responsible for:

- Assisting managers in identifying posts suitable for conversion to an apprenticeship programme.
- To support managers in developing standardised job descriptions for apprentices.
- Providing guidance on the terms and conditions of employment of apprentices.
- Guiding managers in the recruitment processes for apprentices and initial assessments.
- Carrying out focussed recruitment campaigns.

In addition they will:

- Deliver/identify and work with suitable training providers to deliver Functional Skills and academic qualifications, where required.
- Track and report on the performance of apprentices undertaking programmes within the organisation.
- Develop the apprenticeship programmes and pathways within the organisation to meet the national standards.
- Promote the value of apprenticeships as a development opportunity within the organisation, especially for the lower pay bands and vacancy priorities.
- Support managers in the performance management of apprentices when an individual is failing/fails to meet the requirements for the relevant academic programme.
- Ensure that all employment checks and processes are carried out in line with Trust policy.
- Ensure that internal quality assurance processes are adhered to (e.g. lesson observations, tracking records etc)
- Undertake the preparation for external validations required to meet the apprenticeship standards.
- Prepare for inspections by various external bodies (E.g. OFSTED).
- Ensure that an End Point Assessment provider is allocated.

2.3 Line Managers are responsible for:

- Identifying substantive posts that could be utilised as apprenticeships.
- The day to day supervision and management of the apprentice.
- Granting study time in line with the requirements of the apprenticeship programme. This will include the 20% 'off the job' training
- Ensuring the apprentice is adequately supported within the workplace. This includes their induction, release for training and development in line with the programme, assigning work, objective setting and developing the apprentice's skills and experience as required.
- Identification of suitable assessors for the apprentice.
- Contributing to the 'sign off' of the work based experience component of an apprentice's accreditation.
- Managing the apprentice in line with the Trust's employment policies and procedures.
- Alerting and discussing with the apprenticeship lead, if an apprentice is unable to complete any academic or work based components of the apprenticeship programme, or is not making the expected progress.

- Identify and support apprentices along the development pathway.

2.4 Assessors will:

- Plan and deliver training programmes and workshops.
- Observe and assess apprentices in their workplace.
- Assess all apprentice portfolios of evidence.
- Question apprentices about how they would deal with non-standard situations.
- Provide feedback and offer advice if the standards are not met.
- Sign off the standards when all the requirements have been met.
- Keep records of apprentices' progress, according to the requirements of the awarding bodies.
- Work closely with training staff and apprentice line managers.
- Support apprentices to achieve the standards as required.
- Ensure apprentices are registered with the awarding organisation within the required timescale.
- Ensure that there is a clear record of all 'off the job' learning

2.5 Apprentices will:

- Adhere to all Trust policies and procedures and act in accordance with the Trust's values and visions.
- Attend all timetabled education sessions and work placements.
- Complete academic elements and practical skills elements within the allocated time frames, in line with the apprenticeship programme requirements.
- Meet the assessment or examination requirements within agreed time frames.
- Ensure that you deliver high quality work.
- Comply with all aspects of the job description.
- Comply with all contractual terms and conditions.
- Complete all required elements of the apprenticeship within the given time frames.

2.6 Training provider internal/external will:

- Deliver the academic requirements of the apprenticeship.
- Make the appropriate assessments of the apprentices, including initial pre-assessment requirements.
- Provide information and support related to the specific apprenticeship programmes they have been contracted to support/deliver.
- Provide regular feedback to the Trust on apprentice performance and conduct.
- Provide compliance information to, and for the Trust.
- Comply with any contractual and service level agreements entered into with the Trust.
- Liaise with, and support the Trust when creating or reviewing apprenticeship programmes.

2.7 Internal verifiers will:

- Participate in central verification events, carry out external verification visits, and/or participate in postal verification visits as required.
- Advise and support training staff on a regular basis.
- Communicate with staff and the awarding organisation on a regular basis.
- Complete reports of work sampled, highlighting any action and improvement points, and judging whether the centre has a low, medium or high risk rating.
- Ensure the centre's policies, procedures, systems and resources meet awarding organisation, qualification and regulatory requirements (including Ofsted).
- Ensure that staff interpret, understand and consistently apply the correct standards and requirements.
- Ensure standardisation of practice.
- Ensure the accuracy and consistency of assessor and internal quality assurer decisions.
- Give guidance to staff regarding the qualification content and requirements.
- Identify issues and trends, for example, if all assessors are misinterpreting the same aspect of a standard.
- Sample assessed work and records, according to a planned strategy and make decisions based on facts.
- Use technology where relevant, for example, sampling remotely via a virtual learning environment (VLE).

3.0 DEFINITIONS

3.1 A **young person** is defined as anyone under the age of eighteen (18).

3.2 An **apprenticeship** is a framework of nationally recognised qualifications, which are undertaken through work based learning, with the aim of enabling the individual to:

3.2.1 Achieve nationally recognised qualifications

3.2.2 Learn the skills and knowledge related to the specific job role

3.2.3 Progress with the specific education and career that they have chosen

3.3 The **apprentice** is the learner taking part in the apprenticeship programme. They will carry out the normal range of duties required for the role, but the emphasis will be on education and development to achieve the standards set for the apprenticeship programme.

3.4 **Functional skills** qualifications are a mandatory component of all apprenticeship frameworks. Completion of Functional Skills must occur within the apprenticeship period, if not obtained prior to entry, and will be a prerequisite entry requirement for accessing the higher level apprenticeship programmes. (Minimum level 2 in Maths and English for standards at Level 3 and above, Minimum Level 1 for other programmes).

4.0 PRINCIPLES

- 4.1 An apprenticeship is a job role and all apprentices are employees of the organisation.
- 4.2 Apprentices will have an individualised training plan and be part of a structured training programme.
- 4.3 All apprenticeship programmes must be substantive. This means that they must run over a minimum period of 12 months, and must involve the acquisition of complex skills needed to fulfil the job role.
- 4.4 There will be support from a trained and identified assessor, supported by qualified and experienced staff.
- 4.5 The training provided must ensure all competencies are met for the role and standards of the apprenticeship programme undertaken.
- 4.6 The apprenticeship must provide the apprentice with transferable skills.
- 4.7 The apprenticeship must be income transformational, which means that it must lead to the opportunity for the apprentice to move into an appropriate pay banding for the role upon successful completion of the apprenticeship programme.
- 4.8 An apprenticeship involves a combination of on, and off the job learning, this will include a minimum of 20% of time being off the job.
- 4.9 Opportunities to experience different workplaces will be available, if in a limited environment.
- 4.10 There will be the potential of an opportunity to progress to higher level employment within the organisation

5.0 SALARIES AND BACKFILL COSTS FOR APPRENTICESHIPS

- 5.1 The financial model adopted by the Trust aims to ensure that we offer staff and prospective new employees the opportunity to develop their skills and achieve a qualification whilst enhancing the care offered to service users.
- 5.2 The model that has been adopted by the organisation in relation to apprenticeship salaries is as follows:
 - 5.2.1 Existing staff who commence an apprenticeship will continue within their current terms and conditions.
 - 5.2.2 New staff employed directly onto an apprenticeship program will be paid at the following levels.
 - Under 25's commencing a Level 2 or a Level 3 program will be paid at the minimum wage

- Over 25's commencing a level 2 or Level 3 program will be paid the living wage
- Apprentices on Level 4 programs and above will be paid according to the Agenda for Change apprenticeship rates.

5.3 Managers will need to consider the associated costs and the potential cover requirement for staff undertaking an apprenticeship program. All apprenticeships have additional learning requirements as part of the particular standard being undertaken (20% off the job learning) to meet the apprenticeship requirements. Taking this into account the following guide has been agreed:

5.3.1 There will be no backfill allowance for non-clinical roles

5.3.2 There will be 14% backfill for Level 2 or Level 3 health care support worker apprenticeships. The remainder to be filled by the rotation of apprenticeships for the additional learning experiences

5.3.3 There will be a 20% backfill for Nursing Associates (at Band 3) and Top-up nursing (at Band 4). The remainder will be filled by the rotation of apprentices for their different learning experiences.

6.0 MONITORING OF IMPLEMENTATION AND COMPLIANCE

- 6.1 The policy will be reviewed if there are relevant legislative changes, developments in employment practices, in order to ensure its continuing relevance and effectiveness. The Workforce Development and Training Department will be responsible for the review of this policy.
- 6.2 Reports on the progress of apprenticeships within the Trust will be produced monthly to the workforce group, and to other Trust committees as requested.
- 6.3 A 3 yearly audit will be undertaken.

7.0 POLICY REFERENCES / ASSOCIATED DOCUMENTATION

- <http://www.apprenticeships.org.uk/employers/steps-to-make-it-happen.aspx>
- <http://www.cipd.co.uk/publicpolicy-reports/apprenticeships-work.aspx>
- Health and Safety (Young persons) regulation 1997
- Apprenticeship framework 2010
- Skills funding agency
- OFSTED

8.0 REFERENCE TO OTHER TRUST POLICIES/PROCEDURES

- Recruitment policy
- Grievance policy
- Conduct and capability policy
- Placement policy
- Safeguarding Policies Adult /Children
- Study leave policy
- Health and safety policy
- Induction and Mandatory Training policy
- Equality and Diversity
- Accreditation of Prior Learning
- Confidentiality
- Teaching and Learning
- Complaint Procedure
- Appeals Policy
- Plagiarism
- Equal Opportunities
- Venue Risk Assessment

END