

Apprenticeship Policy

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1. Scope

- 1.1 This policy applies to all apprentices at the Trust and other relevant stakeholders.

2. Definition

- 2.1 **Apprenticeships** are nationally recognised vocational qualifications that offer a mixture of work-based training and education. They aim to give people the opportunity to:
- achieve vocational, work-based qualifications
 - learn practical job skills and knowledge which are related to specific work roles
 - progress within specific careers and educational pathways
- 2.2 **Apprentices** are aged 18 or over and combine working with studying for a work-based qualification - from GCSEs or equivalent up to degree level. There is no upper age limit and apprentices can be new or existing employees.
- 2.3 **Apprentice Mentor:** This is someone identified within the Apprentice's workplace who can support them through all aspects of their development and adjustment to work. Most likely to be the direct line manager.
- 2.4 **Tutor:** The apprentice will be nominated a tutor by the education provider. It is the tutor's role to ensure the apprentice is supported with all academic aspects of the qualification in partnership with line manager and mentor. The tutor may change throughout the course of the programme depending on the education provider's capacity; this should be managed in line with the agreed service level agreement.
- 2.5 **Public Sector Target:** The public sector target will affect all public sector employers with over 250 staff. The target will be set at 2.3% of the total workforce headcount. The target will need to be delivered annually with 2.3% of staff starting an apprenticeship qualification.
- 2.6 **Apprenticeship Levy:** The Apprenticeship Levy came into effect in April 2017 and affects all employers with a pay bill of over £3,000,000. The levy will be set at 0.5% of the total pay bill less £15,000. The levy payment will go direct to the treasury via HMRC and can only be utilised to pay for apprenticeship training. Employers will have access to a digital apprenticeship service, where digital vouchers will be issued to pay education providers.
- 2.7 **Education Provider:** Education providers must be registered to deliver apprenticeships in order to be able to access funding. A full list of education providers and the apprenticeships they can deliver will be available on the digital apprenticeships service.

3. Rationale

- 3.1 The Trust is committed to providing opportunities, for both existing staff and local people, to develop through apprenticeships. There is a sound business case for employing apprenticeships as they provide committed recruits, improve workforce skills and competencies and can help to reduce bank and agency expenditure. The purpose of this policy and the supporting procedure is to provide a framework for managing apprentices within the organisation.

4. Background

- 4.1 The government is committed to significantly increasing the quantity and quality of apprenticeships in England to reach 3 million starts in 2020. This significant change in scale and quality requires a huge funding requirement or levy to realise this.

5.0 Roles and Responsibilities

- 5.1 Apprentice Lead will be required to;
- 5.1.1. Ensure stakeholders are supported with the policy and procedures for employing an apprentice or embarking on apprenticeship qualifications.
 - 5.1.2. Identify opportunities for apprenticeships in workforce plans and from evaluating best practice elsewhere within the NHS and beyond.
 - 5.1.3. Present the business case, options and risk assessment of new programmes to relevant stakeholders.
 - 5.1.4. Lead the procurement process for the selection of education providers, working in partnership with other Trusts where appropriate.
 - 5.1.5. Monitor the service level agreement with education providers and hold providers to account for delivery.
 - 5.1.6. Be responsible for the financial management of the apprenticeship training budget and drive value for money.
 - 5.1.7. Be responsible for accessing Apprenticeship Levy funding on behalf of the Trust and for maximising the funding drawn down.
 - 5.1.8. Ensure consistent communication and stakeholder engagement for apprenticeship programme.
 - 5.1.9. Build a strong talent pipeline of future apprentices (for example, through collaboration with schools and colleges, local authorities and charitable organisations).

5.3 Managers

Managers will be responsible for:

- 5.3.1 Adhering to all existing Trust policies in the management of an apprentice ensuring fair treatment.
- 5.3.2 Consider all bands 1-4 vacancies as apprenticeships where appropriate.
- 5.3.3 Identify a suitable mentor for apprentices.
- 5.3.4 Release apprentice for appropriate study time, to be agreed in advance with apprentice and tutor.
- 5.3.5 Attend quarterly review meetings with apprentice and their tutor to define objectives and feedback on progress.
- 5.3.6 Support the development of relevant skills in the workplace by giving suitable experiences and responsibilities to the apprentice linked to their objectives.
- 5.3.7 Maintain dialogue between apprentice, tutor and mentor and raise issues as early as possible.
- 5.3.8 strategic workforce planning that determines the cost, number and nature of apprentices that will be employed within their department
- 5.3.9 identifying, with Education, Training & Development, roles suitable for an apprenticeship scheme
- 5.3.10 the recruitment of apprentices and their learning and development in the workplace providing the practical work experience element of apprenticeship programmes
- 5.3.11 contributing to the 'sign-off' of the *work-based experience* component of an apprentice's accreditation

- 5.3.12 identifying suitable substantive posts for apprentices to compete for at the end of their programme
- 5.3.13 Notifying any change to the end date to the Payroll Team at least one month prior to the adjustment date to ensure no retrospective action is necessary, avoiding the need for any recovery of pay.
- 5.3.14 Informing Apprenticeship team of the outcome and next steps for the apprentice at the end of the apprenticeship contract term (or earlier, if appropriate) working in partnership with Learning & Development, the training provider.
- 5.3.15 Alerting and discussing with the Trust appointed Apprenticeships Programme Lead should an apprentice be unable to complete any of the academic or work-based components of an apprenticeship programme
- 5.3.16 informing HR and seek appropriate advice if there are any competence, performance or other issues that arise during the apprenticeship contract
- 5.3.17 liaising with the relevant outside training provider to ensure that the apprentice receives appropriate training and work-related support
- 5.3.18 managing the apprentice in line with Trust's employment policies and procedures arranging local induction
- 5.3.19 appointing a workplace buddy or mentor for each apprentice

5.4 Apprentices

5.4 The Apprentice will:

- 5.4.1 Adhere to all Trust policies and procedures and act in accordance with the Trust Values. Also adhering to the conditions laid out in the apprenticeship agreement. See Appendix 1.
- 5.4.2 Attend induction and complete all mandatory training.
- 5.4.3 Remain up to date with apprenticeship course work and evidence as instructed by tutor.
- 5.4.4 Attend all scheduled apprentice training and meetings and agree these at least six weeks in advance with line manager.
- 5.4.5 Maintain own workload seeking support from line manager, mentor and tutor when needed.
- 5.4.6 Make patient care and service delivery a priority at all times and seek support when needed.
- 5.4.7 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
- 5.4.8 Complete assignments and other work in a timely fashion in relation to training provider requirements for completing the academic element of the apprenticeship
- 5.4.9 meet the assessment or examination requirements at the agreed level set out in their training agreement

- 5.4.10 Complete their apprenticeship regardless of whether they secure a permanent post within the trust.

5.5 Training provider

5.5 The training provider will:

- 5.5.1 deliver the academic element of the apprenticeship
- 5.5.2 Provide all information and support related to the compilation of apprenticeship programmes for which they have been contracted
- 5.5.3 give formal feedback to the Trust on an apprentice's performance and conduct
- 5.5.4 provide the necessary compliance information for monitoring by the Trust
- 5.5.5 be involved in the recruitment and selection of suitable apprentices based on the criteria set by the recruiting manager and the Trust's recruitment department
- 5.5.6 comply with any contractual and service-level agreements entered into with the Trust

6.0 New Recruited Apprentices

- 6.0.1 All vacancies should be considered as apprenticeship opportunities as part of the Budget Authorisation process, these typically will be lower level bands, but the development of new apprenticeships at degree and postgraduate level (through national trailblazer schemes) means the breadth of apprenticeship opportunities is growing.
- 6.0.2 Where an apprenticeship is deemed appropriate for the role, this can be advertised widely in conjunction with the apprenticeship provider.
- 6.0.3 The successful candidate will demonstrate the Trust values and potential to succeed and will be working towards, and not already hold, the relevant qualifications and competencies for the role.
- 6.0.4 Where a substantive post is available, the apprentice may apply for the post. They will be subject to the usual recruitment process, of application and interview.
- 6.0.5 The manager will need to complete a change form confirm new salary and contract arrangement.

7.0 Development for internal staff

- 7.0.1 Apprenticeships should be considered, where possible, as the preferred option when developing existing staff skills and preparing them for future roles and service delivery needs.
- 7.0.2 Existing staff completing apprenticeship qualifications to address a skills/knowledge gap in their current role will continue on their current terms and conditions of employment, their pay will not be affected.

- 7.0.3 Existing staff applying for apprenticeship training must have sufficient time remaining on their contract, and number of hours contracted per week, to complete the qualifications.

8.0 Probationary periods

- 8.0.1 The purpose of this probationary period policy and procedure is for the line manager to assess the work of the employee, to allow the new employee to assess the suitability of the role with the benefit of first-hand experience and to determine if the employee is competent to perform their role. To undertake their training, complete their qualification and successfully pass their end point assessment.
- 8.0.2 This probation period policy applies to all new external apprentices.
- 8.0.3 The probation period will be for the first 3 months of service, in order for managers to review the apprentice and highlight any concerns in a formal manner.
- 8.0.4 During the probation period, the manager must outline the remit and expectations of the role, the departmental objectives and the trust values.
- 8.0.5 The first review should take place 4 weeks after the start of the apprenticeship, this is to inform the apprentice of any concerns and give the apprentice the opportunity to review their own suitability for the role.
- 8.0.6 The duration of the probation can be extended to 6 months if there are circumstances that have seriously affected the ability of the apprentice to do their job.
- 8.0.7 If a line manager has concerns about performance an informal meeting can be arranged at any time, whilst this is informal and therefore the apprentice has no right to representation, they are encouraged to contact their union rep in advance. Notes should be taken and any targets or actions agreed should be confirmed in writing within a week.
- 8.0.8 A final review date before the end of the 3 months must be set with the apprentice; however any concerns should be raised immediately with the apprentice to allow opportunity to address the concerns.
- 8.0.9 The trust wants to ensure all probationary periods are completed successfully and therefore all reasonable support should be offered.
- 8.0.10 Line Managers can request support and assistance from HR.
- 8.0.11 The employee should complete their 3 month probationary period. The length of time should allow the employee to settle into the organisation, to learn the new job and to receive any training required.
- 8.0.12 If serious concerns about the apprentice are uncovered during the probation period with action plans put in place and no sustained improvement, the employee will be invited by letter to a formal review meeting to assess their progress and decide the status of their apprenticeship. The letter will outline any areas of concern and attach relevant documentation (Meeting notes, action plans, objectives) The employee should be advised of their right to be accompanied by a trades union rep or a colleague in a non professional capacity and explain the possible outcomes of the meeting. The possible outcomes may include extending the probationary period another 3 months or terminating the apprenticeship. The outcome will be confirmed in writing within 7 days of the formal meeting. If the decision is to terminate, then there is the right to appeal.
- 8.0.13 If the probationary period is completed with success the manager must confirm this in writing.
- 8.0.14 If there is any intention to appeal, this must be provided in writing by the manager within 7 days of the formal meeting, this letter must clearly state the grounds for appeal outlined in section.
- 8.0.15 Whether the trust procedures were followed correctly
That the decision was fair and reasonable
To consider any new and relevant information where appropriate.

- 8.0.16 Where possible the appeal should be heard within 21 calendar days of receipt of the appeal and the employee must be giving at least 7 days' notice of the appeal hearing date. The employee will have the right to be accompanied by a trade's union rep or a colleague in a nonprofessional capacity.
- 8.0.17 The decision of the panel will be communicated to both parties within 5 working days of the hearing. The decision of the appeal is final.

APPRENTICESHIP AGREEMENT

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 / Standard that the apprentice is following.

The Apprenticeship Agreement is separate to the terms and conditions of employment contract that was issued at the recruitment stage.

I agree:

- To fully commit to the apprenticeship, fulfilling all expectations of the programme and the role I'm employed in.
- To always attend work on time.
- To submit all assignments and complete all work given in my placement on time.
- To follow the sick leave policy and notify my manager immediately if I am unable to attend work or a scheduled study/training event.
- To notify my manager and the Apprenticeship team if I intend to withdraw from the course.
- To act in a professional manner at all times, including in my choice of clothing.
- To always act and reflect the ELFT values of We Care, We Respect, We are Inclusive.

By signing below I am committing to and in agreement with the terms outlined about.

Apprenticeship Particulars:

Apprentice name:	
Relevant Apprenticeship framework / Standard and level:	
Start date:	
Estimated completion of learning date:	

Signatories:

Apprentice:		Date:
Employer: Name..... Job title.....		Date: