

# Apprenticeship Policy

## 1 Quick Reference Guide

- This Policy applies to all apprenticeships organised by Salisbury NHS Foundation Trust
- Definition of an Apprenticeship and Key Requirements and how to apply for an Apprenticeship with the Trust
- Guidance for People Managers in how to effectively manage apprenticeships

## 2 Introduction and Purpose

- Our ability to deliver an outstanding patient experience every time is reliant on creating an environment where we can attract future workforce to the Trust by raising awareness of the vast range of jobs and careers available and providing skills development for existing staff members.
- We believe that creating apprenticeships across the Trust is critical, as apprenticeships are our workforce of the future, contributing to increased productivity, staff retention and a highly skilled and motivated workforce.
- We will ensure that we provide safe and valuable experience for anyone on an apprenticeship whilst at the same time ensuring the privacy, dignity and confidentiality of patient and staff information.
- Our aim is to provide a fair, equitable and transparent process for all apprenticeships ensuring we will comply with NHS guidance and legislation and key objectives and mandates set out in *Health Education England National Strategic Frameworks, Talent for Care and Widening Participation*. Further details can be found here: <https://www.hee.nhs.uk/our-work/talent-care-widening-participation>

Version No.	Updated by	Updated on	Description of changes
1.0	Head of Education and Apprenticeships	July 2022	OD&P Policy and Procedure review including <ul style="list-style-type: none"><li>- Changes in apprenticeship time</li><li>- Ending an apprenticeship will be in accordance with individual contracts of employment</li></ul>

## 3 Eligibility

This policy and procedure applies to current employees engaged on a contract of employment who undertake an apprenticeship with the Trust and apprentices recruited on a fixed term contract. It excludes agency, contractor, Bank and volunteer colleagues.

## 4 Scope

This policy and procedure extends to all employees undertaking an apprenticeship with the Trust.

## 5 What is an Apprenticeship?

An apprenticeship is defined as a real job where you learn, gain experience, and get paid for the work you are undertaking, all while studying for a formal qualification. You are regarded as an employee with a contract of employment and holiday leave. At the end of your apprenticeship, you will have the right skills and knowledge needed for your chosen career.

Apprentices can be new or current employees.

The table below explains the key terms used in this policy.

<b>Apprenticeship – Definitions</b>																
<b>Apprentice</b>	<ul style="list-style-type: none"> <li>• Applicants must be aged 16 or over</li> <li>• Must combine work with studying to gain skills and knowledge in a specific job</li> <li>• Available to new or existing employees</li> <li>• Must work with experienced employees</li> <li>• Learn job specific skills and study during the working week</li> <li>• Will undertake a recognised apprenticeship standard delivered by an approved training provider</li> <li>• Will gain technical knowledge, practical experience and wider skills needed for immediate and future careers</li> <li>• Gained through a mixture of learning on the job - both formally and informally in a real work environment</li> </ul>															
<b>Apprenticeship Standards</b>	<ul style="list-style-type: none"> <li>• Shows what an apprentice will be assessed against i.e., skills, knowledge and understanding required of them in the job role</li> <li>• Standards are developed by employer groups known as “trailblazers”</li> <li>• Standards are continually being developed and approved</li> </ul>															
<b>Apprenticeships</b>	<ul style="list-style-type: none"> <li>• Available in most job sectors and across a wide range of roles</li> <li>• Is a genuine job with an accompanying skills development programme</li> <li>• Must last for at least one year and up to five years depending on the level of studying</li> </ul> <p>There are four difference levels of apprenticeship:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Level</th> <th style="text-align: left;">Equivalent Educational Level</th> </tr> </thead> <tbody> <tr> <td>Intermediate</td> <td>2</td> <td>5 GCSE passes at Grade 9-4 (A*-C)</td> </tr> <tr> <td>Advanced</td> <td>3</td> <td>2 A level passes/ Level 3 Diploma/ International Baccalaureate</td> </tr> <tr> <td>Higher</td> <td>4,5,6,7</td> <td>Foundation Degree and above</td> </tr> <tr> <td>Degree</td> <td>6 and 7, 8</td> <td>Bachelor’s or master’s degree PHD</td> </tr> </tbody> </table>	Name	Level	Equivalent Educational Level	Intermediate	2	5 GCSE passes at Grade 9-4 (A*-C)	Advanced	3	2 A level passes/ Level 3 Diploma/ International Baccalaureate	Higher	4,5,6,7	Foundation Degree and above	Degree	6 and 7, 8	Bachelor’s or master’s degree PHD
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<b>Gateway</b>	<ul style="list-style-type: none"> <li>• This takes place before the EPA (End Point Assessment), can start</li> <li>• The employer and training provider will review the apprentice’s knowledge, skills, and behaviours to see if they have met the minimum requirements set out in the apprenticeship standards and are ready to take the assessment</li> </ul> <p>To meet the minimum requirements set out in the apprenticeship standards, they need to:</p> <ul style="list-style-type: none"> <li>• Display occupational competency</li> <li>• Have evidence of, or pass functional skills in English and Maths</li> <li>• Complete mandatory training</li> <li>• Take any qualifications set out in the standard</li> </ul>															

	<ul style="list-style-type: none"> <li>• Meet the minimum duration for the apprenticeship training</li> </ul>
<b>End Point Assessment (EPA)</b>	<ul style="list-style-type: none"> <li>• The End Point Assessment (EPA), tests the knowledge, skills, and behaviours an apprentice has gained during their training</li> <li>• There is an EPA unique for each standard</li> <li>• EPA demonstrates the competence of an apprentice in their role and is valued by current and future employers</li> <li>• Only approved EPA Officers (ETOA) can carry out assessments as set out in the assessment plan</li> <li>• Future plans of the EPA can be found on the Institute website - Institute for Apprenticeships and Technical Education</li> </ul>
<b>Training Provider (TP)</b>	<ul style="list-style-type: none"> <li>• An organisation registered on the Register of Apprenticeship Training Providers (RoATP)</li> <li>• Must have a contract with the Employer to provide training for one or more apprentices</li> <li>• Jointly responsible with employer for keeping the apprentice on track with their structured learning to help ensure the apprentice can sit their EPA on the planned date</li> </ul> <p>The training provider will also:</p> <ul style="list-style-type: none"> <li>• prompt the employer to select an EPAO early on, (training providers may do this on the employer's behalf where the employer has given permission)</li> <li>• agree a proposed gateway date with the employer at the beginning of the apprenticeship (or at least three months in advance of gateway) – considering any prior learning or additional needs of the apprentice</li> <li>• plan in dates for completing the required mandatory qualifications in advance of gateway</li> <li>• hold regular reviews with the apprentice to assess their progress against the assessment plan – this way the apprentice can be passed through gateway at the right time</li> <li>• familiarise the apprentice with the EPA assessment components and grade requirements</li> <li>• hold regular reviews with the employer to update them about the apprentice's progress and development needs</li> <li>• ensure that there is time for the apprentice to use any preparatory and practice materials provided by the EPAO</li> <li>• inform the EPAO as early as possible if the apprentice will need reasonable adjustments to be made during the EPA</li> <li>• provide appropriate on-programme training and assessment (including English and Maths), to ensure each apprentice meets the required skills and knowledge level of their apprenticeship</li> <li>• keep all parties (apprentice, employee and EPAO) up to date on any changes to gateway review and EPA dates</li> </ul>
<b>Functional Skills</b>	<ul style="list-style-type: none"> <li>• This is a mandatory component of the apprenticeship and is dictated by the apprenticeship standards being undertaken</li> </ul> <p>These include English, Maths, and ICT</p> <ul style="list-style-type: none"> <li>• Intermediate Apprenticeships at Level 1</li> </ul>

	<ul style="list-style-type: none"> <li>Advanced and Higher Apprenticeships at Level 2</li> </ul>
<b>Off the Job Training</b>	<ul style="list-style-type: none"> <li>Is a requirement for all apprenticeship to receive government funding</li> <li>Funding is at risk of being withdrawn if the structured learning time is not provided</li> <li>Funding for training would need to be found from within the division in these circumstances if the apprenticeship is to continue</li> </ul> <p>The official definition can be found here: - <a href="#">Education and Skills Funding Agency</a> with a further explanation found in <a href="#">Appendix A - Apprenticeship Agreement</a>, and <a href="#">Appendix B - Change of Circumstance</a></p>

<b>Apprenticeship – Definitions (cont.)</b>	
<b>Apprenticeship Levy</b>	<p>The Trust are bound by the Education and Skills Funding Agency (the ESFA, an executive agency of the Department for Education). Funding rules for Apprenticeships under the Apprenticeship Employer Agreement are signed with them. The employer agreement is with the Secretary of State for Education acting through the ESFA), and includes these rules: -</p> <ul style="list-style-type: none"> <li>The rules contained in the ESFA form part of the standard terms and conditions for the use of the apprenticeship service to access funding for apprenticeships training through an employer’s apprenticeship service account.</li> <li>The Apprenticeship Levy was introduced in April 2017 and is a Levy on UK employers to fund new apprenticeships.</li> <li>Employers who have a pay bill of over £3 million will be required to pay into the levy. The rate will be set at 0.5% of the employer pay bill (based on numbers of staff paying national insurance contributions) which will be collected monthly via PAYE. This is then topped up by 10% from the government.</li> <li>The Levy will be available to cover the full costs of the delivery of training and will be paid directly to the Training Provider from the National Apprenticeship Service.</li> <li>If an apprentice fails their first attempt at EPA, first resits will be covered by the Training Provider as part of our contract with them. The cost of subsequent resits will need to be covered by the department as per the Apprenticeship Agreement. Apprentices cannot be made to pay for resits, but the Trust can determine how many resits they will support. At that point the apprentice will need to choose whether to continue their apprenticeship (and self-fund the EPA) or stop their apprenticeship.</li> <li>The Apprenticeship Levy cannot be used to fund any travel, accommodation or resource requirements needed for the completion of the apprenticeship.</li> </ul>

	<ul style="list-style-type: none"> <li>• The levy is designed to stimulate productivity growth in the UK through increasing training particularly in key skills to meet current and future demand. Experience shows apprenticeships also deliver higher productivity, stay for longer with their employer and have higher overall levels of satisfaction compared to those who have not undertaken an apprenticeship.</li> <li>• <b>The National Apprenticeship Service:</b> the government portal where Levy is held and accessed so that employers can use this to manage their apprentices, payments, and training providers.</li> <li>• <b>Sun Setting/ Expired Funds:</b> Currently funds will be backdated to April 2017, when the apprenticeship levy started, after which funds will be backdated for a maximum of 24 months. Funds not used will expire 24 months after they enter the Trusts DAS account. For example, funds entering the Trust's account in September 2019 will expire in September 2021 if unused. Therefore, the amount of fund that has expired is known as Sun Setting. Once it leaves the employers account, it cannot be retracted, hence the terms "use it or lose it".</li> <li>• <b>Levy Transfer:</b> Large employers who pay the apprenticeship levy can use the fund for their own needs but can also allocate up to 25% of their levy fund to contribute to the cost of delivering apprenticeship programmes in smaller companies. This process is called Levy Transfer. BSW Partnership have an MOU in place to enable the transfer of Levy from one organisation to another across the BSW region to enable the use of Levy by organisations who do not pay the Levy, or who have used all their Levy, so that these funds can continue to be used for the benefit of the healthcare system and our patients</li> </ul>
<p><b>Workforce Planning</b></p>	<ul style="list-style-type: none"> <li>• Apprenticeships should be included with in the Trusts workforce planning to ensure as an organisation we have current and future access to funding through the apprenticeship levy to develop the workforce.</li> <li>• Workplace planning should identify current and future staffing needs by exploring the use of apprenticeships helping to reduce costs within the recruitment and retention of our current workforce. There is also an element of continual analysis of workforce effectiveness and implementing the necessary measures, to ensure the workforce remains efficient.</li> <li>• Our workforce planning should provide a vehicle for departments to think ahead and consider options for training or developing existing staff members into new roles, filling posts in advance, or introducing new services. Equally, apprenticeships could assist with workforce planning to highlight areas where re-training may be required as current work demands change.</li> </ul>
<p><b>Pay and Conditions - General requirements</b></p>	<ul style="list-style-type: none"> <li>• Apprenticeships are to support progression into genuine job roles and must not be created purely for the purposes of the apprenticeship programme.</li> <li>• The minimum duration for an apprenticeship is 12 months (24 months in Northern Ireland) and the apprentice must spend at least 6 working hours</li> </ul>

<p><b>for apprenticeships</b></p>	<p>per week on off-the-job training and be allowed to complete the apprenticeship within their working hours.</p> <ul style="list-style-type: none"> <li>• The statutory minimum wage provisions provide for a statutory minimum rate for apprentices who are aged under 19, or who are 19 or over and in the first year of the apprenticeship.</li> <li>• Taking part in an apprenticeship should be considered part of the individual's contracted role, with an apprenticeship agreement and addendum to contract signed prior to commencing the apprenticeship, (<a href="#">APPENDIX A - Change of Circumstance</a>). Any failure to meet the requirements of the apprenticeship programme should be considered in line with the Performance Management Policy</li> </ul>
<p><b>Employment of apprentices – Agenda for Change</b></p>	<ul style="list-style-type: none"> <li>• Apprenticeships for job roles within the scope of the Agenda for Change agreement will normally be employed on contracts incorporating the NHS Terms and Conditions of Service Handbook.</li> <li>• This NHS Staff Council guidance will assist employers to achieve compliance with the legal and contractual obligations for apprentices arising from NHS Terms and Conditions of Service and associated equal pay requirements.</li> </ul> <p>Government guidance (England) states all apprentices: Must be offered the same conditions as other employees working at similar grades or in similar roles within an organisation. This includes:</p> <ul style="list-style-type: none"> <li>• paid holidays</li> <li>• sick pay</li> <li>• any benefits i.e., childcare voucher schemes</li> <li>• any support such as coaching or mentoring</li> </ul>
<p><b>Approaches to Pay</b></p>	<p><b>Existing employees</b></p> <ul style="list-style-type: none"> <li>• Where existing employees are required to undertake apprenticeships as part of their ongoing learning and development, they should not be financially disadvantaged and therefore they should normally remain on their current pay, terms, and conditions for the duration of the programme.</li> <li>• Some employees may choose voluntarily to apply for an apprenticeship programme within the same organisation to support a career change. The pay arrangements for such situations are a matter for local agreement, subject to equality requirements and expressed transparently as part of agreed apprenticeship policies.</li> <li>• Where an existing employee is released to undertake an apprenticeship in a different occupation/area, the employee should remain in that area where a job opportunity continues to exist.</li> </ul> <p><b>New Starters</b></p> <ul style="list-style-type: none"> <li>• Newly recruited apprentices will be offered a fixed-term contract for the duration of the apprenticeship, including EPA time. Where an apprentice is filling a permanent vacancy then a permanent contract</li> </ul>

	<p>would be considered appropriate. Any performance or competence issues can be dealt with under normal procedures.</p> <ul style="list-style-type: none"> <li>• Where fixed-term contracts are used, these should be flexible enough to allow for extensions, e.g., to cover maternity absence</li> </ul> <p><b>Pay Scales</b></p> <p>Not all apprenticeship will have a pay uplift on successful completion. This will be highlighted at the start of the apprenticeship. For those apprenticeships that involve an uplift, they must have an up-to-date Job Description that reflects the lower banding at the start of the apprenticeship and what the banding will be on successful completion</p> <p><b>Examples:</b></p> <p>Example 1- Band 2 HCA, can complete their level 2 and go on to a level 3 apprenticeship without change of band.</p> <p>Example 2 – Band 3 HCA going onto as a Training Nursing Associate would only be accepted on the apprenticeship if Job Description is in place before they start.</p> <ul style="list-style-type: none"> <li>• The NHS Terms and Conditions of Service Handbook Annex 21, sets out the options for the pay and banding of trainees. Budget holders will still have the right to pay the apprentice outside of these pay conditions providing the minimum requirements are being met but must seek advice from their HRBP. Where apprentices are recruited as a cohort, standardised pay scales will be agreed in advance</li> </ul>
<b>Apprenticeship and redundancy</b>	<ul style="list-style-type: none"> <li>• In cases whereby an Apprentice is to be made redundant, this will be managed in accordance with individual contracts of employment and where appropriate the Trust’s Organisational Change Policy.</li> </ul>

## 6 Apprenticeships – Key Requirements

If you are interested in applying for an apprenticeship with the Trust, you should make an expression of interest with your manager. Your manager will in the first instance discuss your interest with the Head of Education an Apprenticeships an confirm how an application can be progressed if you wish to do so.

- All necessary paperwork must be submitted and approved prior to the commencement of an apprenticeship
- Any changes to conditions i.e., move to a higher band, checks need to be carried out to ensure there is capacity within the budget before a member of staff undertakes an apprenticeship
- All internal applicants must be up to date with their Statutory and Mandatory training before the apprenticeship starts and throughout
- All apprenticeships will be managed in line with existing policies and procedures of the Trust

- All apprenticeships will form part of an individual's employment and subject to the same requirements in respect to appraisal or performance management
- All apprentices must consent to information being shared about them between the Training Provider, the Apprenticeship Team, and the Line Manager
- Recruitment of apprentices will be in line with the Trust's policy on Equality and Inclusion and Human Rights
- Apprentices will be supported longer term in their career opportunities specifically when the apprenticeship has ended, encouraging them to apply for a suitable vacant position
- There is an expectation that following the completion of the apprenticeship, a member of staff will remain in the employment of Salisbury NHS Trust for two years.

## 7 Guidance for People Managers

### 7.1 Benefits

Your role is integral in helping us achieve our ambition to make our organisation a truly outstanding place in which we adopt an "Apprentice First" approach to recruitment of all our vacancies and when undertaking workforce design or consideration of any Training Needs Analysis, so that the role of an apprentice can be considered. For this to happen, we know that all our people and those who undertake apprenticeships with us need to feel valued and respected.

The benefits of this are:

- promoting the Trust as an outstanding organisation and place to gain work experience, which in the longer term will significantly improve our ability to attract and retain people in a competitive employment market
- a more inclusive and more knowledgeable future workforce who will deliver high quality work
- increased awareness of the range of jobs and careers available within both the Trust and the wider NHS
- commitment to assist any apprentice with the support of the line manager and training provider, who may be struggling with any aspect of their apprenticeship i.e., if the apprentice fails to consistently meet the criteria set out in the competencies of the relevant academic framework.

### 7.2 Your Responsibilities as a Line Manager

As a People Manager you are responsible for creating an environment where the apprentice can gain valuable work experience of healthcare, and for demonstrating the benefits of working for the NHS and developing future careers in the Trust. You should, identify roles in your area that may be suitable as an apprenticeship and should discuss the appropriate standards with the Head of Education and Apprenticeships ([Appendix C - Apprenticeship Process Map](#) and [Appendix D - Recruitment Process Map](#)).

You should ensure that any member of staff considering the apprenticeship route is up to date with their Statutory and Mandatory Training and encourage them to complete this as without this it is not possible to start the apprenticeship.

You will provide support and encouragement to your apprentice to ensure they are meeting the demands of the apprenticeship programme by ensuring the appropriate release time is achieved via their assessments, set training, examinations and structured learning time within the specified timescale. This includes reasonable time within the working week for the apprentice and assessor to undergo assessments, a minimum of once a month.

You will need to monitor the progress of your apprentice and take part in any meetings or discussions with your apprentice or the training provider in a timely manner and to "sign off" the work-based experience component of the apprentice's accreditation. If there are any concerns about the progress of your apprentice or their assessment, then you should address these at the earliest opportunity with the Apprenticeship Lead. You should inform the Apprenticeship Team if there are



any changes to the employment of your apprentice i.e., change of department, line manager change, resignation, or redeployment.

### **7.3 Your Role as an Apprentice**

As an apprentice within the Trust, you are responsible for ensuring you are up to date with your Statutory and Mandatory Training before you start the apprenticeship. This applies throughout the apprenticeship. This does not apply to new starters to the Trust, (Fixed Term Contract). You should ensure that you attend all timetabled study days and work placements on time, completing assignments and other evidence within agreed timescales as specified by the training provider, including the structured learning time in conjunction with your line manager. You should participate in regular meetings with your line manager and the training provider (at least every three months), to monitor and review your progress against set targets within the apprenticeship. If you are not able to meet any deadline, due to illness or some other reason, then you should let your line manager, or the training provider know as soon as possible. If extensions or Breaks in Learning (BIL), are required, then please discuss these with your line manager, the training provider and the Apprenticeship Team in advance and get their agreement. Help, support, and advice is available from several resources, so please reach out if you are struggling at any point, or if you have any concerns about the programme or its contents.

Fixed term contracts will be offered to new starters to the Trust for the duration of the apprenticeship and whilst every effort will be made to offer a permanent contract at the end of an apprenticeship, this may not always be possible. If a permanent contract cannot be secured at the end of your apprenticeship, then you will be issued notice in accordance with your contract of employment.

### **7.4 The Apprenticeship Team in Education and Learning**

The Apprenticeship Team are responsible for leading and managing the Apprenticeship Programmes and liaising with the line manager during the recruitment and “expressions of interest” process, where you will contribute to the interview panel if necessary. You will work with and support the line manager and training provider to identify the appropriate standards and training providers for roles that may be suitable for apprenticeships as part of any workforce planning process. You will procure the contracts with the training provider in conjunction with BSW STP partners and check the status of the statutory and mandatory training for existing members of staff to ensure their training is up to date. In cases where staff members aren’t compliant, then this will be referred to the line manager and the case put on hold until the next cohort/intake date. You will track and record the progress of each apprentice on Digital Apprenticeship Service (DAS) and National Apprenticeship Monitoring (Health Education England). You will quality assure each apprenticeship for training and support purposes and monitor the uptake and completion of our apprenticeships for national reporting, including Maturity Modelling Apprenticeships reporting and development planning. If any concerns have been identified whereby an apprentice may not be able to complete part of their academic or work-based components, then you should liaise with the training provider and line manager and offer support and guidance as necessary.

### **7.5 Your Role as the Workplace Mentor**

As a Workplace Mentor, you are responsible for the planning and delivery of the induction for the apprentice and be their first point of contact if they need any support or assistance. You will need to understand the individual learning requirements and support needed for each new apprentice and should familiarise yourself with the learning outcomes of the relevant standard and level of study. You should work with the apprentice, their line manager and the training provider to help them achieve the learning outcomes identified in the standard. This will include having regular meetings and discussions with all parties depending on the progress of the apprenticeship. If any concerns arise, then you should inform the line manager and the Apprenticeship Team/Training Provider at the earliest opportunity for support and advice.





## **8 Monitoring Compliance and the effectiveness of this policy**

This will be monitored by the OD&P Directorate. Our People managers are responsible for the implementation of this policy and procedure.

## **9 Equality Impact Assessment**

An equality Impact Assessment has been completed and was presented to the ratifying committee at the time of approval.

## APPENDICIES

Appendix	Description	File
A	Apprenticeship Agreement V5	 Appendix A Apprenticeship Agree  <a href="https://mg.salisbury.nhs.uk/media/3494/appendix-a-apprenticeship-agreement-v5.docx">https://mg.salisbury.nhs.uk/media/3494/appendix-a-apprenticeship-agreement-v5.docx</a>
B	Change of Circumstances Form V1	 Appendix B Change of circumstance V1.dc  <a href="https://mg.salisbury.nhs.uk/media/3495/appendix-b-change-of-circumstance-v1.docx">https://mg.salisbury.nhs.uk/media/3495/appendix-b-change-of-circumstance-v1.docx</a>
C	Apprenticeship Process Map	 Appendix C Apprentice Process M  <a href="https://mg.salisbury.nhs.uk/media/3498/appendix-c-apprentice-process-map.pub">https://mg.salisbury.nhs.uk/media/3498/appendix-c-apprentice-process-map.pub</a>
D	Recruitment Process Map	 Appendix D Recruitment Process I  <a href="https://mg.salisbury.nhs.uk/media/3497/appendix-d-recruitment-process-map.pub">https://mg.salisbury.nhs.uk/media/3497/appendix-d-recruitment-process-map.pub</a>

<b>Post Holder /Author Responsible for Policy:</b>	Head of Education and Apprenticeships
<b>Date Written:</b>	July 2022
<b>Approved By:</b>	JCC September 2022
<b>Ratified by:</b>	OMB September 2022
<b>Next Due for Review:</b>	September 2025
<b>Date Policy effective from:</b>	01 May 2023