NHS
Kernow
Clinical Commissioning Group

Apprenticeship policy

Date approved: 9 July 2021

This policy was adopted by NHS Cornwall and Isles of Scilly Integrated Care Board (ICB) on 1 July 2022.

We are working to change the branding on our policies and to make sure they are accessible.

We intend to complete this work by 1 April 2023. While this work is underway, all references to NHS Kernow, the CCG and related structures should be taken to relate to the ICB.

This policy may not be suitable for users of assistive technology. If you use assistive technology (such as a screen reader) and need a version of this document in a more accessible format, please email ciosicb.corporategovernance@nhs.net. Please tell us what format you need. It will help us if you say what assistive technology you use.

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2	7 August 2019	Vicky Grochowalksi	Addition to in relation to pay rates after the first year of an apprenticeship
3	1 March 2021	Tricia Phillips and Jo Tomlinson	Policy updated to accessible format; addition added that recruitment of apprentices will not normally replace substantive positions.

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1. Introduction

NHS Kernow Clinical Commissioning Group (NHS Kernow) recognises that apprenticeships are an integral part of our wider workforce plans. Apprenticeships are nationally recognised training programmes that give people the chance to earn as they learn. They are open to people of all ages from the age of 16 and to existing colleagues of NHS Kernow who are entitled to apply for an apprenticeship programme.

Apprenticeships take 1 to 4 years to complete depending on their level and can be accessed either as dedicated apprenticeship roles, or as working apprenticeships providing training for those in agenda for change roles.

2. Policies referred to in this document

- Recruitment guidance
- Child protection policy and procedure.
- External learning guidance.

3. Purpose

The aim of this policy is to improve access to and take up of a wide range of apprenticeships for new and existing colleagues.

This document also aims to ensure that apprentices are recruited and treated fairly within the workplace, recognising that some may be under the age of 18 and therefore recognising NHS Kernow's safeguarding responsibilities to these individuals, and ensuring that apprentices have a focused career pathway.

This policy applies to all colleagues of NHS Kernow. All colleagues are eligible to enrol on an apprenticeship whether they are new recruits or existing colleagues wanting to develop within their current role or embark on a new career.

To apply for an apprenticeship a person must be:

- 16 or over
- living in England
- not in full time education

4. Definitions

IRIS

IRIS is the place where people and organisational development (POD) documents are available to colleagues.

5. Responsibilities

Board members and senior managers

- Recognise and value the role of apprentices within NHS Kernow.

Managers

- Consider the recruitment of apprentices when possible.
- Ensure that recruitment targets set in workforce plans are being met.
- Follow the agreed process for the recruitment of apprentices.
- Liaise with the POD team throughout the process.
- Alert and discuss any concerns with the progress or performance of the apprentice.
- Ensure that the apprentice is released for training.
- Ensure appropriate time, support, and supervision to complete their studies.
- Support the apprentice to gain employment within the NHS.

The manager should ensure that the apprentice is supported in the workplace, ensuring they are not subject to any discrimination or workplace bullying. This will include ensuring the team are aware of the role of the apprentice and the implications this may have for the team. The manager may assign a mentor for the apprentice or may act as the mentor themselves.

The manager must also be mindful that a young person under the age of 18 years and those under the age of 24 years, who have left care, are safeguarded under the Children's Act 2004. The Cornwall and Isles of Scilly Healthcare Organisation's child protection and safeguarding website provides full details of the trust's obligation to protect those who fall into this category. It should also be noted that a young person will need the support and supervision to develop the work skills and behaviours that are required for the role.

Young people, due to limited life experiences, are particularly vulnerable to emotional upset and risk of injury. They may:

- find particular situations and environments challenging
- encounter unfamiliar risks from the jobs they will be doing and from the environment
- lack experience or maturity or may be unaware of how to raise concerns
- not have reached physical maturity and therefore lack the strength demanded

The manager should therefore ensure that any concerns or disclosures of suspected abuse are escalated in line with the above NHS Kernow's policy.

People and organisational development

- Work closely with directorate and line managers to identify apprenticeship roles.

- Assist managers with ongoing support with the recruitment of apprentices.
- Assist managers with identifying suitable learning and development opportunities.
- Identify and commission apprenticeship standards with external training providers.
- Track, monitor and manage compliance of those on apprenticeship programmes.
- Take appropriate action to maximise retention and success rates.
- Promote the value and benefit of recruiting apprentices.
- Ensure that managers and colleagues are informed of all opportunities.
- Offer information, advice, and guidance to colleagues prior to an apprenticeship.

6. Policy statement

NHS Kernow recognises the importance of helping new and existing colleagues to develop their skills and gain qualifications via apprenticeships.

We will work in partnership with other NHS organisations and training providers to promote learning in the workplace.

NHS Kernow will review vacancies as part of our vacancy management process which could potentially increase the number of apprentices in line with our workforce strategy. Recruitment of apprentices will not normally replace substantive positions as they are for a fixed time period and are on lower rates of pay.

Apprenticeships will promote diversity in our workforce and shows NHS Kernow's commitment to equal opportunities and fairness in employment.

This policy supports and fulfils the key objectives and mandates set out in health education England national strategic framework, talent for care and widening participation, a copy of which can be accessed via the Health Education England website.

7. Procedure

When you are ready to hire an apprentice there are a few key steps you need to take:

- choose apprenticeship training to suit an identified job role
- find and select an organisation that offers training for that apprenticeship
- check what funding is available to cover training costs
- check the apprenticeship levy from an NHS point of view
- check government guidelines
- advertise your apprenticeship
- select your apprentice

Advertising the apprenticeship maybe free via the training organisation. Find apprenticeship training for your apprentice.

The process for the recruitment of apprentices should ensure that:

- the contracted hours for the post are at least 30 hours per week
- the role will receive the level of supervision and mentoring required
- there is an appropriate apprenticeship standard that fits the role
- the apprentice is recruited in line with the recruitment policy
- the opportunities for existing colleagues as part of their development are recognised

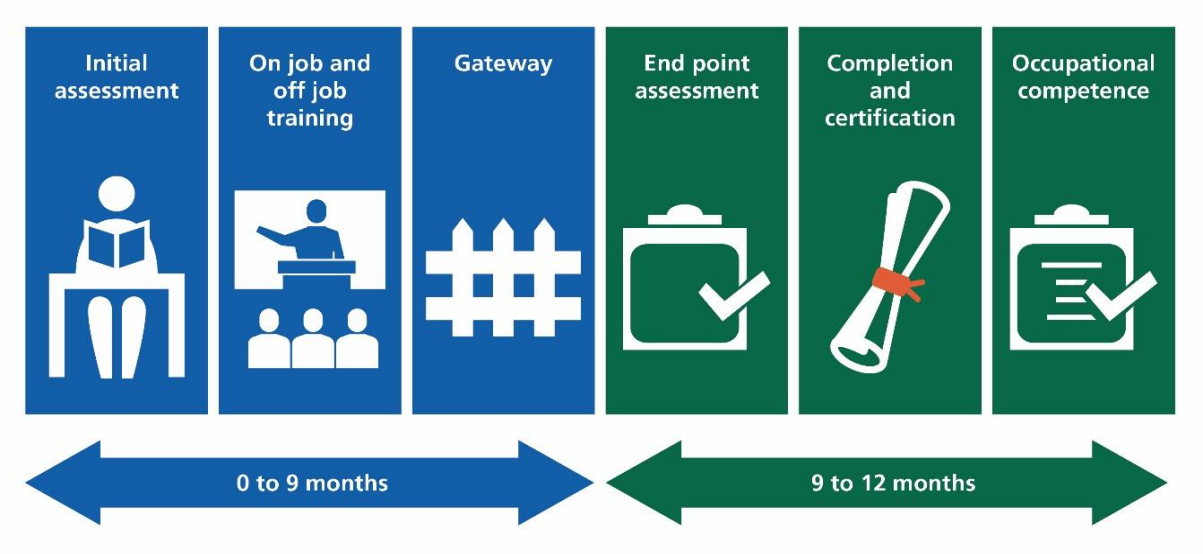
The manager should liaise with the POD team throughout the recruitment process to:

- complete the application for apprenticeship training
- inform start and end dates of the apprenticeship contract
- identify the appropriate apprenticeship and modules with the training provider
- ensure the apprenticeship is advertised via national apprenticeship service
- ensure the apprenticeship is advertised via NHS Jobs

8. Apprenticeship standards

Groups of employers (trailblazers) are working together to design new world class apprenticeship standards that respond to the needs of their industries.
The standards show what an apprentice will be doing, and the skills required of them, by job role. Apprenticeship standards will be matched to job roles within NHS Kernow.

9. Apprenticeship journey



Prior to colleagues commencing an apprenticeship a contracting and cost agreement should be undertaken with the apprenticeship provider.

The apprenticeship provider will check that the individual has the correct level of English and maths (key skills) at the initial assessment and will provide further training for the individual to ensure the correct standards are reached during the apprenticeship. This will result in additional training off the job normally at a local college. 20% of the training will be completed off job by the provider. At the gateway stage, normally around 9 months, the employer and provider will decide if the apprentice is ready for the end point assessment which is a professional discussion with an independent assessor (not the provider).

On passing the end point assessment and completion of the 12 months' work experience the apprenticeship will be complete. However, an additional 3 months of service is required for assessment.

10. Pay and conditions

New colleagues joining NHS Kernow in an apprentice role will have a written fixed term contract of employment and will be subject to the same policies and procedures of any other colleagues. The contract may vary for those under 18 years of age. The duration of the apprenticeship will be specified, usually 15 months, and the end of the apprenticeship will be confirmed on their contract. As the apprentice nears the end of their contractual programme there will be opportunities at key stages to discuss future development and career progression within the NHS.

Their rate is normally paid at 75% of the bottom point of agenda for change, for example £18,005 times 75% equals £13,503.75. For apprenticeships which last longer than 12 months, you should ensure pay meets the apprentice national minimum wage after they have completed their first year; this varies according to their age. For apprentices aged 19 or over, you should ensure that pay meets apprentice national minimum wage from the outset.

Where an existing colleague commences a working apprenticeship, they will remain on their current pay and job banding.

11. Study time

Adequate paid study time will be agreed with the line manager which will include those training elements which will be delivered in either the workplace or at an external location by the learning provider as part of the approved programme. This will include meetings with representatives of the learning provider and any skills assessment. Apprentices should also be encouraged to develop new skills and take advantage of any relevant in-house training. There is an expectation that the apprentice will need to complete some study in their own time.

12. Reviews and supervision

Work objectives and development will be reviewed monthly by the line manager in line with NHS Kernow's performance policy and appraisal guidance.
Any problems need to be identified at an early stage to enable appropriate support strategies to be implemented. It is the responsibility of the learning provider to inform the line manager of progress and any problem areas.

13. Progression

Upon completion of the majority of required training, those in apprentice roles will be encouraged to apply for suitable vacancies during their temporary contract. If the apprentice role develops to an established post within NHS Kernow the substantive pay grade will be subject to job matching where appropriate and appointment to the role will be consistent with NHS Kernow's recruitment guidance.

Support will be offered to complete any outstanding qualification, or the start date of the new role phased or delayed subject to operational requirements.

14. End of apprenticeship

Apprentices on a fixed term contract will be offered an exit interview at the end of the contract.

15. Existing colleague undertaking apprenticeship standards

Apprenticeships are available for all colleagues regardless of age, banding or role and thus should, where possible, be viewed as the preferred learning and development solution for colleagues. Apprenticeships meet the development needs of colleagues wishing to further develop within their roles or those seeking promotion and a change in role. Apprenticeships are particularly appropriate when new roles are being developed.

Gaining a relevant apprenticeship can be stipulated as part of the job description or, alternatively, can be identified through the personal developmental review process.

The application process for existing colleagues to undertake an apprenticeship can be found at appendix 2.

Colleagues and their line manager will be required to sign an external learning contract and agree to:

- attend all the required training
- complete assessment plans within the required time scale
- complete the apprenticeship within the time scale set

Release for training will be negotiated with the manager in line with the external learning policy.

Colleagues who are supported to undertake training of greater than 15 hours are expected to demonstrate a level of commitment to NHS healthcare in Cornwall and the Isles of Scilly and to utilise the skills and knowledge they have obtained. Therefore, colleagues are expected to remain in post for a period of 12 months following completion of their paid study leave.

16. Keeping records

All stages of this procedure should be recorded and retained in the colleagues' personal file.

17. Implementation plans and monitoring effectiveness

The guidance notes will be reviewed by staff voice and the unions and then all colleagues will be informed that a new guidance is available on the document library and IRIS.

Training will be incorporated into the relevant existing management training

The POD team will monitor number of apprenticeships.

18. Update and review

This policy will be reviewed every 3 years or following a change to legislation.

Appendix 1: Apprenticeship standards

This list is not exhaustive, further information can be obtained here.

IT related standards include:

- IT user level 2 and 3
- IT application specialist level 2
- IT professional competence level 2 and 3

Accountancy related standards include:

- accountancy level 2 and 3
- accountancy level 2, 3 and 4
- professional accountant level 7

People and organisational development (POD) related standards include:

- HR and POD consultant or partner level 5
- HR and POD support level 3

Team leader related standards include:

- team leading level 2
- team leader and supervisory management level 3

Other related standards include:

- operational or department management level 4 and 5
- operational delivery officer level 3
- data analyst level 4
- customer service level 2 and 3
- creative and digital media level 3
- associate project manager level 4
- nurse (registered nurse degree) level 6
- chartered manager degree apprenticeship level 6
- public sector commercial professional level 4
- business administration level 3 and 4

Appendix 2: Apprentice recruitment checklist for managers

Checklist	Completed?	Comments
Identify potential for apprentice role.	☐	
Confirm funding for post.	☐	
Identify role and draft job description (use job description exemplars).	☐	
Is the post at least 30 hours per week?	☐	
Is there potential of permanent position at end of apprenticeship?	☐	
Is there adequate supervision and support for in-house training?	☐	
Does this role link with workforce business planning?	☐	
Liaise with POD team to source appropriate apprenticeship and training provider.	☐	
Complete request to recruit.	☐	
Inform the POD team when post is authorised for advertising and provide details.	☐	
Organise appropriate values-based selection activity.	☐	
Liaise with training provider to organise apprenticeship induction date.	☐	

Appendix 3: Equality impact assessment

Name of policy or service to be assessed: Apprenticeship policy
Department or section: People and organisational development
Date of assessment: 18 February 2021
Person(s) responsible for the assessment: Tricia Phillips
Is this a new or existing policy? New

Aims, objectives and purpose

Describe the aims, objectives, and purpose of the policy.

The aim of this policy is to improve access to and take up a wide range of apprenticeships for new and existing colleagues.

Who is intended to benefit from this policy, and in what way?

All colleagues and new apprentices.

What outcomes are wanted from this policy?

An effective use of apprentices.

What factors or forces could contribute and detract from the outcomes?

Ability to recruit new apprentices.

Who are the main stakeholders in relation to the policy?

Managers and apprentices

Who implements the policy, and who is responsible for the policy?

People and organisational development.

Differential impacts

Perspective of race, nationality and/or ethnic origin

Does this have a positive or negative impact on black, Asian and minority ethnic (BAME)?

None.

How will any negative impact be mitigated?

Not applicable.

Perspective of sex

Does this have a positive or negative impact on people who identify as male, female or intersex?

None.

How will any negative impact be mitigated?

Not applicable.

Perspective of disability

What is the positive or negative differential impact on people from the perspective of disability?

None.

How will any negative impact be mitigated?

Not applicable.

Perspective of sexual orientation

Does this have a positive or negative impact on people who identify as heterosexual, lesbian, gay, bisexual, pansexual or asexual?

None.

How will any negative impact be mitigated?

Not applicable.

Perspective of age

What is the positive or negative differential impact on people from the perspective of age?

None.

How will any negative impact be mitigated?

Not applicable.

Perspective of religion or belief

What is the positive or negative differential impact on people from the perspective of religion or belief?

None.

How will any negative impact be mitigated?

Not applicable.

Perspective of marriage and civil partnership

What is the positive or negative differential impact on people from the perspective of marriage and civil partnership? This is particularly relevant for employment policies.

None.

How will any negative impact be mitigated?

Not applicable.

Perspective of gender re-assignment

Does this have a positive or negative impact on people who identify as trans or transgender, non-binary, or gender fluid?

None.

How will any negative impact be mitigated?

Not applicable.

Perspective of pregnancy and maternity

Does this have a positive or negative impact on people who are pregnant, breast feeding mothers, or those on maternity leave?

None

How will any negative impact be mitigated?

Not applicable.

Other identified groups

None.

How will any negative impact be mitigated?

Not applicable.

Human rights values

How have the core human rights values of fairness, respect, equality, dignity, and autonomy been considered in the formulation of this policy, service, or strategy?

All considered and link into recruitment and selection policy

Which of the human rights articles does this document impact?

☐ To life
☐ Not to be tortured or treated in an inhuman or degrading way
☐ To liberty and security
☐ To a fair trial
☐ To respect for home and family life, and correspondence
☐ To freedom of thought, conscience, and religion
☐ To freedom of expression
☐ To freedom of assembly and association
☐ To marry and found a family
☐ Not to be discriminated against in relation to the enjoyment of any of the rights contained in the European Convention
☐ To peaceful enjoyment of possessions

What existing evidence (either presumed or otherwise) do you have for this?

Presumed within policy

How will you ensure that those responsible for implementing the policy are aware of the human rights implications and equipped to deal with them?

Included within guidance and appendices.

Public Services (Social Value) Act 2012

NHS Kernow is committed and obliged to fulfil the requirements of the Public Services (Social Value) Act 2012. This Act requires the organisations to consider how services commissioned or procured might improve the economic, social, and environmental wellbeing of an area.

Please describe how this will support and contribute to the local system, wider system, and community.

Please consider:

- The inclusion of small medium size enterprises (SMEs) in the process and supply chain
- Economic – promote skills, tackle worklessness, maintain employment, increase volunteer hours to support the community and promote inclusion
- Social – reduce anti-social behaviour, tackle exclusion by promoting inclusion including to vulnerable groups
- Environmental – support local, reduce congestion.

Describe how the policy contributes towards eliminating discrimination, harassment, and victimisation.

The guidance includes links to other policies that will eliminate these areas.

Describe how the policy contributes towards advancing equality of opportunity.

Apprenticeships are open to any person as long as they are over 16, not in full time education and live in England.

Describe how the policy contributes towards promoting good relations between people with protected characteristics.

Not applicable.

If the differential impacts identified are positive, explain how this policy is legitimate positive action and will improve outcomes, services and/or the working environment for that group of people.

Not applicable.

Explain what amendments have been made to the policy or mitigating actions have been taken, and when they were made.

Not applicable.

If the negative impacts identified have been unable to be mitigated through amendment to the policy or other mitigating actions, explain what your next steps are using the following equality impact assessment action plan.

Not applicable.

Signed (completing officer): Tricia Phillips

Date: 1 February 2021

Signed (head of department or section): Emma Goudge

Date: 1 February 2021