

<b>DOCUMENT CONTROL</b>	
<b>Title:</b>	<b>Apprenticeship Policy</b>
<b>Version:</b>	<b>1</b>
<b>Reference Number:</b>	<b>HR057</b>
<b>Scope:</b>	
This policy applies to all apprentices and managers in the Trust.	
<b>Purpose:</b>	
The purpose of this document is to describe the support and processes relating to Apprentices.	
<b>Requirement for Policy</b>	
National Apprenticeship Programme through the Enterprise Bill	
<b>Keywords:</b>	
Apprenticeship Policy	
<b>Supersedes:</b>	
New Policy	
<b>Description of Amendment(s):</b>	
N/A	
<b>Owner:</b>	
HRBP Corporate Services – Clare Marshall, Unions	
<b>Accountability:</b>	
<ul style="list-style-type: none"> <li>• Director of Workforce &amp; OD</li> <li>• Executive Director of Operation</li> </ul>	
<b>Individual(s) &amp; group(s) involved in the Development:</b>	
This document has been developed in collaboration with the following interested parties: <ul style="list-style-type: none"> <li>• Staff Side</li> <li>• HR Business Partners</li> </ul>	
<b>Individual(s) &amp; group(s) involved in the Consultation:</b>	
The document has been circulated for consultation and comments have been taken into consideration and the document amended accordingly: <ul style="list-style-type: none"> <li>• All Staff</li> </ul>	

<b>Equality Impact Analysis:</b>	
<b>Date approved:</b>	6 <sup>th</sup> of December 2018
<b>Reference:</b>	HR017- EIA057
<b>Freedom of Information Exemption Assessment:</b>	
<b>Date approved:</b>	20 <sup>th</sup> February 2019
<b>Reference:</b>	POL2018-100
<b>Information Governance Assessment:</b>	
<b>Date approved:</b>	20 <sup>th</sup> February 2019
<b>Reference:</b>	POL2018-100
<b>JNCC:</b>	
<b>Date Presented to Committee:</b>	14 <sup>th</sup> February 2019
<b>Presented by:</b>	Emily Seville
<b>Date Approved by Committee:</b>	14 <sup>th</sup> February 2019
<b>Policy Panel:</b>	
<b>Date Presented to Panel:</b>	25 <sup>th</sup> February 2019
<b>Presented by:</b>	Clare Marshall
<b>Date Approved by Panel:</b>	25 <sup>th</sup> February 2019
<b>Policy Management Team tasks:</b>	
<b>Date uploaded to Trust's intranet:</b>	28 <sup>th</sup> February 2019
<b>Date uploaded to Trust's internet site:</b>	28 <sup>th</sup> February 2019
<b>Review:</b>	
<b>Next review date:</b>	February 2022
<b>Responsibility of:</b>	HRBP Corporate Services
<b>Other Trust documentation to which this policy relates (and when appropriate should be read in conjunction with):</b>	
CL122	Safeguarding
HR024	Dress Code
HR028	Work Experience Policy
HR035	Working Time Directive
HR028	Work Experience Policy

<b>Policy Associated Documents:</b>	
<b>Other external documentation/resources to which this policy relates:</b>	
	Agenda For Change Terms and Conditions
	European Working Time Directive
<b>CQC Regulations</b>	
<b>This policy supports the following CQC regulations:</b>	
Regulation 18	Staffing
Regulation 19	Fit and proper persons employed

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## **1. INTRODUCTION**

The Government has continued to prioritise the National Apprenticeship Programme through the Enterprise Bill as a way of raising the skills of the workplace and raising productivity.

The goal is for people to see apprenticeships as a high quality and prestigious path to successful careers, and for these opportunities to be available across all sectors of the economy.

The Government is committed to having 3 million apprentices in England by 2020.

Historically Apprenticeships have been seen as opportunities for young people. The Apprenticeship Reforms now include all age apprentices. The programme is not as dependent upon previous qualifications in the same way as previously. For example new guidelines would enable someone who has a degree in engineering to still undertake a Level 2 Apprenticeship in Health care.

## **2. PURPOSE**

The purpose is to improve access to, and take up of, a wider range of Apprenticeship training programmes, which meets both the current and future workforce needs.

This will be achieved by:

- An increase in the range of apprenticeships that is available within the Trust.
- Improving the awareness of the value of Apprenticeship training.
- Improving availability of materials to support information, advice and guidance about Apprenticeships within the Trust.
- Strengthening partnerships between GM wide employers, training providers, unions and other relevant professions in order to develop plans which are appropriate to the needs of all and linked to the delivery of high quality services to patients.

## **3. RESPONSIBILITIES, ACCOUNTABILITIES AND DUTIES**

### Workforce and the Clinical and Professional Education Team

- On an annual basis as dictated by the numbers in the workforce set the annual DBU targets for the recruitment of apprentices.
- Use intelligence gathered from Trust strategic, business and people plans to identify where hard to fill posts might benefit from re-engineering to support apprenticeships.
- Liaise with local training provides to identify apprenticeship courses and delivery models that best meet the needs of the Trust.
- Ensure high quality provision, advising on providers that are specialised in particular fields, and will check and ensure they are part of the Greater Manchester Shared Business Solutions Procurement Framework. The team will negotiate and sign the Service Level Agreement (SLA) with the provider on behalf of the Trust.

- Liaise with the providers to ensure Learner Agreements are completed for each learner, and will input and manage the digital Apprenticeship Service (DAS) to action payments.
- Support managers to identify posts which are suitable for conversion to apprenticeship.
- Provide ongoing advice and support to managers whilst they have an apprentice.
- Provide a consultation service to staff, managers and strategic groups to support workforce planning around the apprenticeship agenda, considering both recruitment into vacancies and the skill development of existing staff.
- Meet with the apprentices on a regular basis at information sharing sessions.
- Share information, advice and guidance pertinent to the development and implementation of any new apprenticeship standards and will signpost staff and managers to existing approved standards that are available.
- Monitor and evaluate apprenticeship programmes within the Trust.
- Provide advice, guidance and support to managers where apprentices are failing to achieve.
- Provide accurate and timely advice to managers and employees to ensure the policy is appropriately utilised across the Trust.
- Maintain the Apprenticeship section of the intranet and produce a regular Trust wide newsletter.

#### Apprentices have:

- Responsibilities as set out in their contract of employment and the agreement between them, the Trust and the Training Provider.
- A duty to take reasonable care of themselves and others and should not place either themselves or others at risk.
- Responsibility for their general presentation, appearance and personal hygiene and have a responsibility to consider how their appearance may be perceived by others.

#### Apprentices will:

- Commit to the timeframe of their apprenticeship programme.
- Be subject to all pre-employment checks including DBS checks where appropriate.
- Be managed in line with Trust policies and procedures and will be required to adhere to them.
- 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.
- Engage and participate in their learning journey to successfully complete their apprenticeship and End Point Assessment.
- Complete assignments and other work in a timely fashion in relation to training provider requirements for completing the academic element of their apprenticeship.

#### Managers are responsible for:

- Working in partnership with Workforce and OD to identify which vacancies are suitable for apprenticeships.
- Work in partnership with L&D to identify a suitable training provider and level of apprenticeship.

- Ensuring that the post is authorised through Trust vacancy management process.
- Ensuring that all vacancies are recruited through TRAC – see the TRAC flowchart available on the Intranet.
- Ensuring that all profiling and information required is sent to L&D as requested and required.
- Ensuring that Apprentices receive appropriate on the job support

Managers must:

- Notify recruitment of the apprentices start date.
- Inform payroll of apprentice starters and leavers.
- Ensure release for off job training (not including CCS).
- Work in partnership with Workforce and OD to develop learning and career frameworks for apprentices.
- Alert and discuss with the Trust Apprenticeship Lead should an apprentice be unable to complete any of the academic or work-based components of an apprenticeship programme.
- Seek advice from their HRBP/AHRBP if there is any competence, performance or other issues that arise during the apprenticeship contract
- Liaise with the Trust Education Team to ensure that the apprentice receives appropriate training and work-related support. Information relating to details about the frequency of review meetings and feedback requirements can be found in the SLA between the provider and the Trust.
- Ensure that protected time is managed to support the apprentice with vocational curriculum in house – National guidance outlines the 20% off the job element of the apprenticeship which must be part of the working hours. For example, a member of staff working a 37.5 hour week must be given 7.5 of those hours in learning time.
- Ensure that time is built into the person supporting the apprentice to ably provide them with on the job learning and support.

Mentors will:

- Oversee the work based learning and care of the apprentice

Managing Directors have:

- Overall responsibility for ensuring that their DBU meets its annual targets for the recruitment of apprentices.

Chief Executive has:

- Overarching responsibility for ensuring that this policy is applied consistently and fairly across the Trust.

#### **4. DEFINITION**

Apprentice – A person who is learning a trade from a skilled employer, having agreed to work for a fixed period at an agreed rate of pay.

An apprenticeship is an approach to training a new generation of practitioners with on-the-job training and accompanying study. Most of the Apprentices training is done while working for an employer who helps the apprentices learn their profession. Apprenticeships typically last between 1 and 4 years.

## 5. LEVELS OF APPRENTICESHIP AND CRITERIA FOR APPLYING

The levels of apprenticeship and their equivalency are as follows:

Name	Level	Equivalent Education Level
Intermediate	2	5 GCSE passes A* to C
Advanced	3	2 A Level Passes
Higher	4,5,6 and 7	Foundation Degree and above
Degree	6 and 7	Bachelors or Master's degree

To commence an apprenticeship applicants must be:

- 16 years of age or over
- Living in England
- Not in full time education

Apprenticeships are a minimum of one year and one day.

Qualifying from an apprenticeship does not automatically lead to a job, but does give you a qualification to support you in progressing your career.

Must have functional skills in Level 2 English and Maths or GCSE Grade A-C

## 6. THE APPRENTICESHIP LEVY

In July 2015 the Chancellor announced that the Government would introduce a levy on employers to fund apprenticeships.

The apprenticeship levy will be collected from employers across the UK from April 2017, through the Pay As You Earn (PAYE) system administered by HMRC. This levy applies to both the private and public sectors.

The levy is set at 0.5% of the Trust pay bill. The Trust will receive an allowance of £15,000 to offset against its levy payment.

This levy **may only be used** to fund the training of the apprentice.

## 7. WORK PLACEMENTS

Opportunities may exist for services to plan trainee programmes and work experience placements that could lead in to apprenticeship vacancies and plans. Further details can be found in the Work Experience Policy, HR028 available on the Trust intranet.

## **8. STATEMENT OF EMPLOYMENT PARTICULARS AND CONDITIONS**

The Approved English Apprenticeship Agreement is an adaptation of the Statement of Particulars sent to employees. Included in this adapted statement of particulars is the apprenticeship agreement. Clause 12 of this statement of particulars must be completed providing details of the standard for the particular apprenticeship. **An Apprenticeship cannot be completed without the completion of this clause.**

Apprentices in the Trust should work no more than 37.5 hours per week and the average minimum working week is 30 hours per week. However, where an Apprentice works less than 30 hours per week the duration of the training will be extended relative to the part time hours. Monitoring by external assessors will take place to ensure that there is no reduction in the quality of the course as a result of the reduced hours.

Apprentices will receive and be required work to the same conditions as other employees of the Trust.

Apprentices may undertake Bank work for the Trust however, shifts must not be accepted during the designated 20% study time which is required to complete the apprenticeship.

## **9. RISK ASESMENTS**

Risk assessments should be undertaken as required or needed.

## **10. IDENTIFYING POSTS AS SUITABLE FOR APPRENTICES**

As posts become vacant and normal analysis of the vacancy takes place, consideration should be given to whether the post is suitable for an apprenticeship.

Rolling Apprenticeship – Where a post is identified as having a high attrition rate consideration can be given to conversion to a rolling apprenticeship. A rolling apprenticeship is where a post that is traditionally seen as a springboard to promotion is filled only by apprentices who are expected to progress at the end of the apprenticeship to suitable employment.

Where there is a post that could be identified as a potential development opportunity and a suitable apprenticeship can be sourced this could be offered either to new starters or to existing employees of the Trust who are promoted.

## **11. RATES OF PAY**

The rate of pay for an apprentice should not be less than the national minimum wage, however there will be a number of apprentices created in the Trust which require the use of Annexe 21 of the Agenda for Change Terms and Conditions. Details of the rates of pay per band under Annexe 21 can be found on the apprenticeship page of the intranet.

All apprentice job descriptions should be submitted to an AfC Panel.

## **12. FIXED TERM CONTRACTS**

Where an employee is on a fixed term contract, the employing manager should be aware that an apprenticeship contract overrides a fixed term contract and therefore it may not be appropriate to offer an apprenticeship if the apprenticeship lasts longer than the length of the fixed term contract, i.e. the fixed term contract expires before the end date of the apprenticeship.

## **13. SUPPORTING AN APPRENTICE IN CONTINUED EMPLOYMENT**

When recruiting to an Apprenticeship managers should consider the long term future of the Apprentice. In exceptional circumstances where this is not possible the Apprentice should be supported to find alternative employment in the Trust.

## **14. ICT**

Currently the facility does not exist for Apprentices to use their own IT equipment in the workplace. Any IT equipment required by the Apprentice will be provided by the Trust.

## **15. EMPLOYING YOUNG PEOPLE (AGED 16-18)**

### **Rest Periods**

When employing an individual aged 16 or 17 there are certain limitations that the Trust must comply with.

A younger worker aged 16 or 17 years old must be allowed:

- At least twelve hours of uninterrupted rest within any 24 hour period in which they work.
- A rest break of at least 30 minutes if a shift lasts longer than 4 and a half hours
- At least 48 hours of uninterrupted rest each week

## **16. UNIFORM AND DRESS CODE**

Apprentices will be expected to adhere, where relevant, to the Uniform and Dress Code Policies.

Where an Apprentice is required to wear a uniform in their role they will be provided with a uniform in accordance with current guidance.

## **17. LEAVING AN APPRENTICESHIP PRIOR TO COMPLETION**

Apprentices who fail to complete their course for anything other than exceptional circumstances will not be offered any future opportunities to undertake an Apprenticeship.

## **18. FAILURE TO ATTEND COLLEGE AND COMPLETE ASSIGNMENTS**

Apprentices who fail to complete their assignments or attend their college course for anything other than exceptional circumstances will be managed under the appropriate Trust HR Policy.

## **19. BANK WORK WHILST ON APPRENTICESHIP**

Apprentices are given 20% off the job training time. This time is to study and must not be used as an opportunity to take work from the Trust Bank.

## **20. EQUALITY IMPACT ANALYSIS**

As part of its development, this document was analysed to consider / challenge and address any detrimental impact the policy may have on individuals and or groups protected by the Equality Act 2010. This analysis has been undertaken and recorded using the Trust's analysis tool, and appropriate measures will be taken to remove barriers and advance equality of opportunity in the delivery of this policy / procedure

## **21. FREEDOM OF INFORMATION EXEMPTION ASSESSMENT**

Under the Freedom of Information Act (2000) we are obliged to publish our policies on the Trust's website, unless an exemption from disclosure applies. As part of its development, this policy was assessed to establish if it was suitable for publication under this legislation. The assessment aims to establish if disclosure of the policy could cause prejudice or harm to the Trust, or its staff, patients, or partners. This assessment has been undertaken using the Trust's Freedom of Information Exemption Guide, and will be reviewed upon each policy review.

## **22. INFORMATION GOVERNANCE ASSESSMENT**

This Policy has been analysed to ensure it is compliant with relevant information law and standards as in place at the time of approval, and are consistent with the Trust's interpretation and implementation of information governance components such as data protection, confidentiality, consent, information risk, and records management.

Compliance will be reviewed against any changes to legislation / standards or at the next review of this document.

## **23. SAFEGUARDING**

All staff have a responsibility to promote the welfare of any child, young person or vulnerable adult they come into contact with and in cases where there are safeguarding concerns, to act upon them and protect the individual from harm.

All staff should refer any safeguarding issues to their manager and escalate accordingly in line with the Trust Safeguarding Families Policy and Local Safeguarding Children/Adult Board processes.

## **24. MONITORING**

The effective application of this policy, including adherence to any standards identified within will be subject to monitoring using an appropriate methodology and design, such as clinical audit.

Monitoring will take place on a biannual basis and will be reportable to the Quality Group via the Clinical Effectiveness and Quality Improvement Team.

## **25. REVIEW**

This policy will be reviewed three-yearly unless there is a need to do so prior to this; e.g. change in national guidance.

## **26. REFERENCES**

Freedom of Information Act (2000)

Equality Act 2010