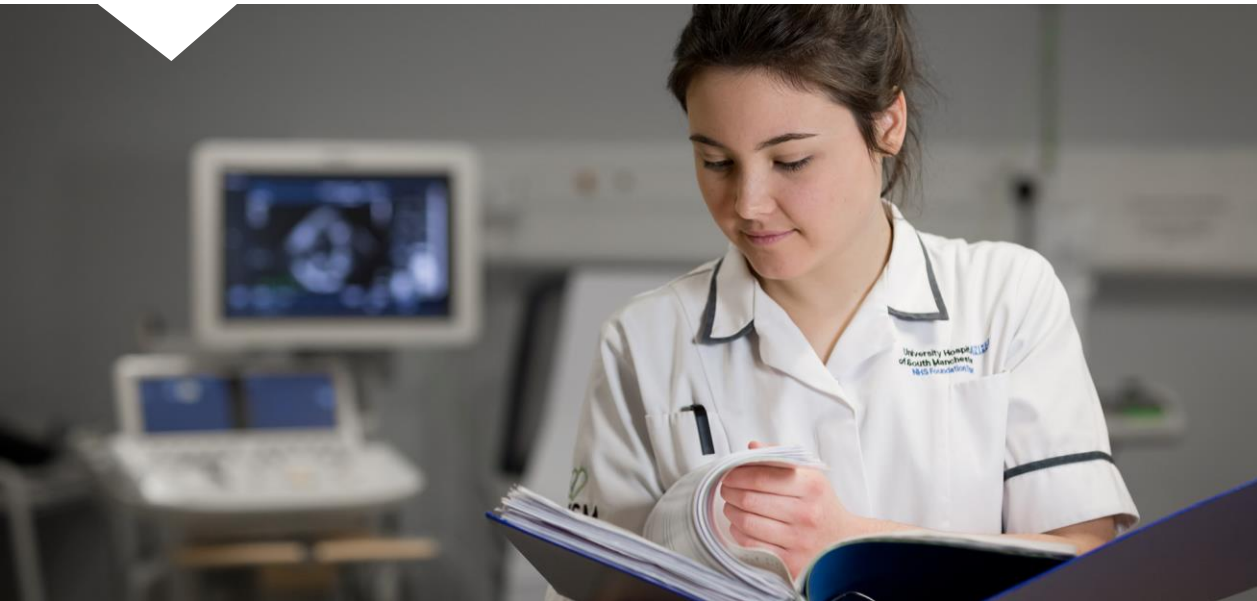


Apprenticeships in the NHS



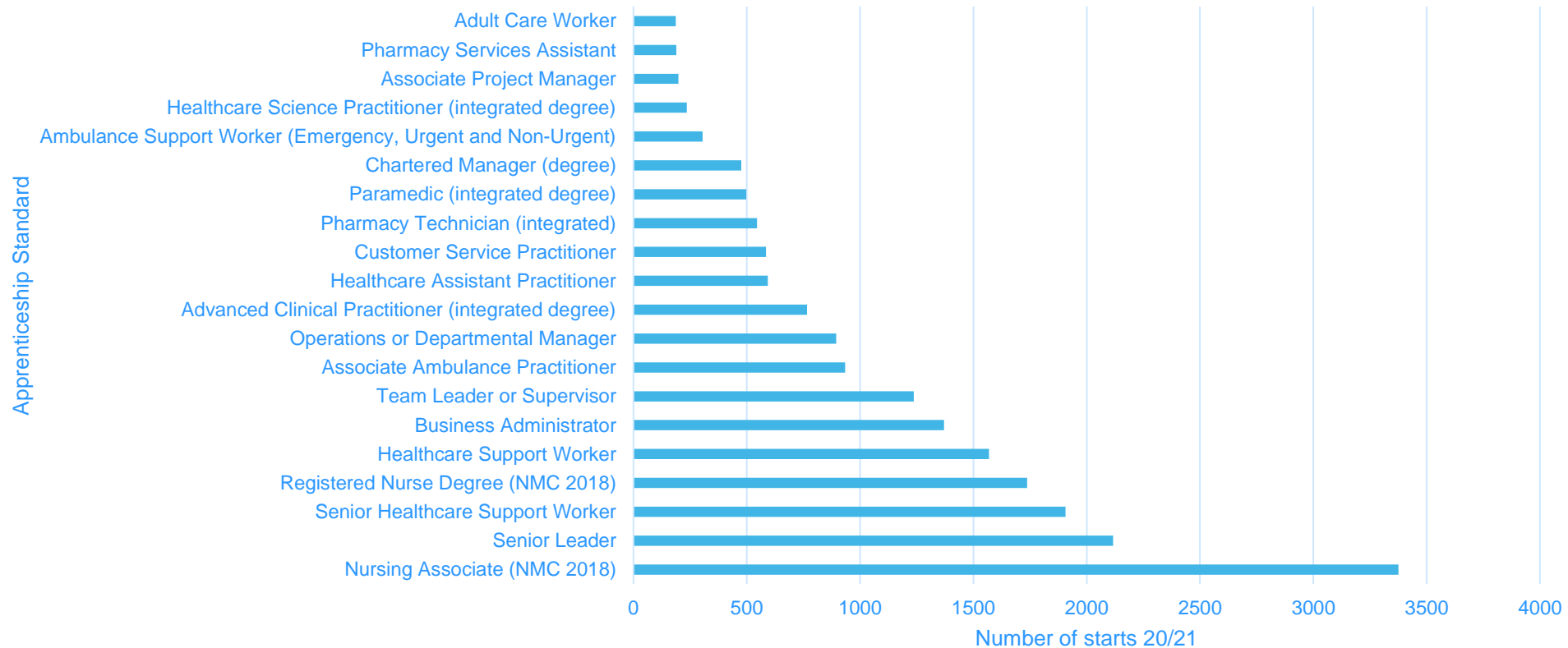
[@NHS_HealthEdEng](#)

[#TalentForCare](#)

NHS Apprenticeships 20/21

- In 2020/21 there were starts on 178 different apprenticeship standards across the NHS and over 23,300 apprentices started training across the NHS in England

Top 20 NHS apprenticeships 2020-21



Apprenticeship Career Pathways - Examples



NURSING PATHWAY

Healthcare Support Worker – Level 2

Senior Healthcare Support worker - Level 3

Nursing Associate – Level 5

Registered Nurse – Level 6

Advanced Clinical Practitioner – Level 7



CATERING/ HOSPITALITY PATHWAY

Production Chef Level 2 or Hospitality Team Member – Level 2

Senior Production Chef – Level 3 or Hospitality Supervisor - Level 3

Hospitality Manager – Level 4

Department Manager – Level 5



ALLIED HEALTH PROFESSIONAL PATHWAY

Healthcare Support Worker - Level 2
Senior Healthcare Support worker - Level 3

AHP Support pathway

Assistant Practitioner – Level 5

Physio / OT/ ODP/ Dietitian / Podiatrist / Orthotist / Therapeutic or Diagnostic Radiographer / Speech and Language Therapist – Level 6

Advanced Clinical Practitioner – Level 7



HUMAN RESOURCES PATHWAY

Customer Service Practitioner – Level 2

HR Support – Level 3

Hospitality Manager – Level 4

HR Consultant / Business Partner – Level 5



PARAMEDIC PATHWAY

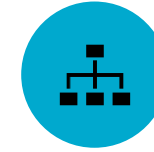
Healthcare Support Worker – Level 2

Ambulance Support Worker- Level 3

Associate Ambulance Practitioner – Level 5

Paramedic - Level 6

Advanced Clinical Practitioner – Level 7



ADMINISTRATION PATHWAY

Customer Service Practitioner – Level 2

Business Administrator – Level 3

Department Manager – Level 5

Chartered Manager – Level 6

Senior Leader - Level 7



MATERNITY PATHWAY

Healthcare Support Worker – Level 2

Senior Healthcare Support worker - Level 3

Maternity Support pathway

Midwife – Level 6

Advanced Clinical Practitioner – Level 7

What is an Apprenticeship?

- A programme of work based study to develop knowledge, skills and behaviours
- Combination of theoretical knowledge and competency based assessment
- Nationally accredited qualification
- Mixture of “on-the-job” and “off-the-job” training
- Related to a job role

Find the apprenticeship standard related to the job role you want here: <https://www.instituteforapprenticeships.org/apprenticeship-standards/>



Why use an Apprenticeship?

- Provide career development and upskilling for existing staff and new recruits
- Leads to a better skilled, more qualified workforce, therefore better patient care
- Training is paid for by the apprenticeship levy
- Apprenticeships have been designed by employers to map to job roles
- You can have a greater say in how training is delivered
- Apprentices are more likely to become long term members of staff
- A chance to 'grow your own' workforce

Responsibilities of the employer

As the employer of an apprentice you will need to:

- Ensure the apprentice has a suitable contract that covers the duration of their programme
- Pay the apprentice at least apprenticeship minimum wage - [click here for details](#)
- Allow the apprentice time to complete their programme of study, and allow them access to opportunities to enable them to develop through their job role
- Liaise with the apprentice's training provider on a regular basis
- Provide a suitable mentor
- Ideally have a job role for them to progress to upon completion

Steps to establishing an apprenticeship

- Identify an apprenticeship standard
- Agree a training provider to deliver
- Use Salisbury DPS contracts to ensure you are protected by standard NHS contracts – don't use training provider issued contracts! Contact Simon.Dennis@nhs.net for support)
- Decide between co-investment (you pay 5% contribution of the fees, government pays 95%) or levy transfer (another organisation pays 100% of the fees for you)
- Establish funding for the post and associated resourcing – salary cost, backfill, mentor time etc.
- Check for any HEE funding or government incentives (ask james.orpin-wright@hee.nhs.uk for further details)
- Recruit the apprentice
- Set up a DAS account to register the apprentice with support from training provider (and set up levy transfer if applicable)
- Support them throughout their apprenticeship to successful conclusion

Creating a Digital Apprenticeship Service account

- All apprentices need to be registered on a Digital Apprenticeship Service (DAS) account from 1st April 2021.
- You manage your apprentices through this account, in partnership with the training provider. This is their official record, which tracks payment, any breaks in learning and completion.
- If you agree a levy transfer, this account is where you will connecting with the transferring employer to receive funds.
- Create your account here: <https://accounts.manage-apprenticeships.service.gov.uk/service/index>
- Access a playlist of ESFA support and guidance videos on DAS accounts, including how to set one up, how to add an apprentice and how to connect with other employers to receive levy transfer here: https://www.youtube.com/playlist?list=PLMNvQX_aIOux3SdHgg3lw8D8dPrVHbMY7

Co-investment vs Levy Transfer

- Non-levy paying organisations must now reserve funds to receive government co-investment. In this case, you will be asked to pay 5% of the levy (tuition) costs and the government will automatically pay 95%. You will be billed by the training provider.
- Levy Transfer is an alternative option. Another, large employer can agree to transfer you the funds to pay 100% of the levy costs. This will be set up on your DAS account.
- Most ICSs have levy transfer arrangements set up internally – check with your ICS Training Hub lead, or your ICS apprenticeship lead.
- HEE (james.orpin-wright@hee.nhs.uk) can support you within your ICS if required, or seek external funding if your ICS cannot support.
- Resource to support Primary Care with apprenticeships, including information around funding:

<https://haso.skillsforhealth.org.uk/wp-content/uploads/2020/07/2020.07.08-Apprenticeships-in-Primary-Care-v3.pdf>

Off the Job Training

Apprenticeships contain a requirement for 20% Off the Job Training. However, this does not mean that you will lose your apprentice for one day a week. Off the Job Training could be:

Participating in online forums relevant to their role and industry	Individual study time, whether this is to complete coursework or review modules
Being mentored by a senior colleague who is in a role that they aspire to	Attending webinars on key industry topics
Training sessions e.g. Manual Handling or First Aid	Workplace 1:1 performance reviews
Attending industry shows (particularly where they might be able to watch presentations or seminars)	Attending industry-related competitions
Visits to other businesses or different business units to see how they work	Role playing or simulating of workplace situations
Completing project work	Preparing for assessments
Completing e-learning modules	Internal Learning & Development sessions that relate to their apprenticeship
Delivering a mentoring session to another colleague	Face-to-face tutor-led delivery/coaching sessions
Completing a reflective account	Researching tasks to gain new knowledge of the industry
Shadowing a colleague's role and writing a reflection and lessons learnt report	Group learning sessions - learning new skills and sharing ideas with colleagues

HEE is here to support you on your apprenticeship journey. Your regional relationship manager is your first point of contact, and can help you with everything from understand apprenticeship to procuring provision to establishing apprenticeships in your organisation as part of your long term workforce strategy.

Relationship Managers

South West	James Orpin-Wright	james.orpin-wright@hee.nhs.uk
South East	Elaine Lancaster	Elaine.Lancaster@hee.nhs.uk
London	Jennie Stone	jennifer.stone@hee.nhs.uk
North East	Fay Lane	Fay.Lane@hee.nhs.uk
North West	Gemma Hall	gemma.hall@hee.nhs.uk
Midlands	Liz Sahu	Liz.Sahu@hee.nhs.uk
East of England	Robert Brooks	rob.brooks@hee.nhs.uk

FAQs

Can an apprentice be part time?

- Theoretically it's possible to work under 30 hours per week and do an apprenticeship. In reality, you need to talk to your training provider.
- 30 hours and above is considered full time, anything below 30 hours is considered part time and the length of your training program is scaled up proportionately. Technically you can go on an apprenticeship whilst on a zero hours contract.
- However, when it comes to higher level apprenticeships, i.e. degrees and masters degrees, most of these apprenticeships are run in cohorts by HEIs. They traditionally don't like to break those cohorts and therefore don't have the capacity to take on part time apprentices because it is difficult to break that cohort structure and provide that training elsewhere.

Can an apprentice have a portfolio role to make up the hours? (so works 30 hours across more than one organisation). Or what if someone in the Training Hub wants to apply for AP apprenticeship but works across the PCN in 7 practices. Who should they put down for apprenticeship funds?

- Yes, that is absolutely possible but to make that work, there needs to be a lead employer. If it's a split between secondary care and primary care, secondary care may be best placed to be the lead employer because the secondary care organisation will be able to access their own levy, but primary care can equally access the apprenticeship via a levy transfer.
- If it's split between different primary care organisations, one will need to be the lead employer who is responsible for the trainees apprenticeship, including the funding and their contract. Best practice would be to have an agreement between the different employers so that they so that everybody is clear who is responsible at each site and the hours that contribute to their apprenticeship.

FAQs

Can an apprentice take a break in career?

- It is possible to take a break in learning on the apprenticeship for up to four weeks without needing to record anything formally in terms of a break in learning. Anything over 4 weeks is classed as a formal break in learning and the apprenticeship is paused. The funding that is paid from the employer to the training provider is also paused.
- A break in learning means the trainee is no longer an apprentice on the program and so cannot undertake work towards the apprenticeship during that time and it's not possible for it to be counted. This will be restarted when the trainee re-joins the program.
- Because of the way that the cohorts work at HEIs, the trainee may need to slot back into the next cohort depending on how much time you've missed. It's really important when you're talking about a break in learning that you discuss with the training provider about how that's going to work.

How many credits can I APL across (50%) for an apprenticeship?

- Apprenticeship standards will allow up to 50% of your credits to be APEL'd, but only if the duration of the apprenticeship will be over 12 months after the APEL, which it will be for an AP course. What can be APEL'd is entirely at the discretion of each education provider

Does the prospective trainees job title need to have 'apprentice' in it?

- No, the job title can say whatever the employer wants and the employer will just need to register the trainee on an apprenticeship program.

FAQs

What is an end point assessment?

- Originally it was an assessment at the end of your apprenticeship that was separate to everything you did and is a check that the trainee is competent at that role. There are a few different ways or different components to an end point assessment such as a written reflection or a multiple choice test. This has changed over the years and now there is a move towards integrated end point assessments, which is where the end point assessment is part of the qualification.

What support will the employer and trainee receive?

- From an employer and HEI perspective there is the apprenticeship team at the HEI that the employer will have more contact with for all of the contractual details.
- The trainee will have access to all of the resources that other students have access to. So where you're with a university, you'll have access to all of their support services, their library, etc...
- From a trainee perspective, they should expect support from their line manager as they have overall responsibility for them to adhere to the apprenticeship contract. When signing up to the apprenticeship, the trainee, employer and HEI will sign a statement or contract setting out the expectations for each party. The trainee should also be allocated a mentor/supervisor. That person may or may not be your line manager, but we work closely with you to make sure that you are putting into practice everything that you're learning with your training provider whilst you're on the job. That is what is called on the job training.
- Anything that is new learning is the responsibility of the training provider. Anything that is embedding that learning is known as on the job training and is the responsibility of both the employer and the HEI.