# EMPLOYABILITY POLICY
# (ED2)

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|---|---|---|---|
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| **Author:** | Apprenticeship and Widening Participation Manager | | |
| **Directorate:** | Education | | |
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| **Links or overlaps with other policies:** | | | |
| Diversity and Inclusion Policy (ED1) | | | |
| Apprenticeship Policy (H44) | | | |
| Volunteer Policy (H10) | | | |
| Work Experience Policy (H68) | | | |
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**Amendment History**

| Issue | Status | Date | Reason for Change | Authorised |
|---|---|---|---|---|
| v1.0 | | January 2014 | New policy | |
| v1.1 | | September 2014 | Process changes | |
| v1.2 | | December 2014 | Staff Side recommendations | |
| V1.3 | | January 2019 | Minor Updates | |
| | | | | |

**If you need assistance communicating with us, or require information in an alternative format, please contact the Diversity and Inclusion team on 01803 656607.**

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# 1 Policy Statement

1.1 Torbay and South Devon NHS Foundation Trust is committed to promoting a culture that actively values difference and recognises that people from different backgrounds and experiences bring valuable contributions and enhance the way we work.

1.2 The Trust aims to be an inclusive organisation, where diversity is valued, respected, and built upon, with the ability to recruit and retain a diverse workforce that reflects the community it serves.

# 2 Aims and objectives

2.1 This policy aims to pro-actively support individuals who may otherwise struggle to find work by tackling barriers of securing suitable employment.

2.2 The aim of this policy is to set out the practical considerations for the delivery of employability programmes and work placements. This policy will outline the organisation's opportunities for structured learning and work placements which aim to nurture and support individual interests in pursuing a career in the NHS.

2.3 This policy, together with the Employability Strategy, facilitates the Trust's compliance with the NHS Equality Delivery System, with specific reference to Goal 3: A Representative and Supported Workforce. Furthermore, the Employability Strategy is congruent with Health Education England's Talent for Care and Widening Participation Strategies.

# 3 Diversity and Inclusion Statement

3.1 The Trust is committed to preventing discrimination, valuing diversity and achieving equality of opportunity. No person (staff, patient or public) will receive less favourable treatment on the grounds of the nine protected characteristics (as governed by the Equality Act 2010): sexual orientation; gender; age; gender re-assignment; pregnancy and maternity; disability; religion or belief; race; marriage and civil partnership. In addition to these nine, the Trust will not discriminate on the grounds of domestic circumstances, social-economic status, political affiliation or trade union membership.

# 4 Background

## 4.1 Context

4.1.1 The NHS has been asked to play its part in addressing the current economic situation, particularly in terms of employment issues, both for young people entering work and for older people who may wish

to re-train as a consequence of job loss – or where current employment has difficulty in being sustained.

4.1.2 The Employability Hub is a central component of the delivery framework to co-ordinate service delivery, identify gaps, manage progression and monitor performance. The Hub is managed by Torbay and South Devon NHS Foundation Trust who take the lead on managing the Employability Strategy. Its success will depend on the strength of the wider partnerships' and working relationships with key stakeholders.

4.1.3 Employability has the potential to transform our future workforce through the development of skills, knowledge and personal attributes. As such, the individual becomes more likely to gain suitable employment and be successful in their chosen occupations. This should benefit themselves, the workforce, the community and the local economy.

4.1.4 As the largest employer in the area, the Trust is committed to using the resources available to it for the benefit of the whole community, and ensures that nobody is excluded, discriminated against or left behind. The Employability Hub does just that: as a vehicle for delivering the Employability Strategy, it utilises the benefits of a large employer to offer work placements/ training to disadvantaged groups[1] within our community. Its aim is to develop and enhance their skills and confidence and as a result, they are better equipped to find sustainable employment. The proposal of the Employability Strategy therefore fitted within the existing culture, adding social value and also supporting the Trusts' wider plan.

## 4.2 Our Vision

4.2.1 Our vision is to be an inclusive organisation which recognises staff as its most valuable asset. We aspire to support a diverse and highly-skilled workforce and remain always mindful that our success has a direct impact on building an organisation fit for the future whilst reducing the inequalities of health of our local population.

## 5 Work Placements and Internships

5.1 Work Placements are usually unpaid placements lasting up to 12 weeks where individuals are immersed into the work environment. They become an integral part of the team and subsequent delivery of services for the duration of their placement.

[1] Disadvantaged groups refer to people that can face discrimination and social exclusion. These groups include, but are not limited to, people with disabilities, people who are homeless, ex-offenders, and those with substance misuse issues.

5.2 Internships offer a similar unpaid work placement for an extended period of up to 12 months. Internships will combine a work placement with a learning opportunity. Individuals on internships are likely to undertake further education, training or qualifications in addition to their work placement. The level of study is tailored to the needs of each individual.

5.3 Work Placements and Internships are available through the Employability Hub's 'Step Programme' and 'Aspire' which actively support disadvantaged groups to enhance their employability.

5.4 Individuals seeking extended work placements or Internships are referred into the Hub via existing partnerships with local Supported Employment Agencies.

## 5 Work Experience

6.1 Work Experience placements are usually much shorter (typically between one day and 5 days). Work Experience offers an opportunity for individuals to sample the work environment and/or their chosen career. In this case, individuals are supernumerary and undertake observation-only placements. Individuals on Work Experience programmes must not undertake work duties.

6.2 No department would be asked to facilitate a placement for more than two candidates at any time unless otherwise agreed. All placements are at the discretion of the receiving department and are therefore, not guaranteed.

6.3 The Trust is committed to supporting all education providers across the Torbay and South Devon locality (approx. 38). Students in education 16+ are eligible for work experience within the Trust.

6.4 In order to manage demand for opportunities fairly and consistently, a robust referrals process has been implemented and shared with all relevant education providers. Adults seeking Work Experience opportunities can self-refer and will be considered on a case-by-case basis.

## 6 Progression

### 7.1 Traineeships

7.1.1 A Traineeship is an education and training programme with work experience that is focused on giving people the skills and experience that employers are looking for. At its core are work preparation training, English and Maths for those who need it, and a high quality work placement. Traineeships support businesses to help develop the next generation of employees, equipping people

with the skills required in the labour market. Traineeships help to prepare people to secure an apprenticeship or job.

**7.2 Apprenticeships**

7.2.2 Apprenticeships present an opportunity by combining on the job training with study (usually one day a week) meaning individuals can earn while they learn. An apprenticeship offers an individual the opportunity to gain experience and a qualification while you work, and whilst earning a salary – some apprenticeships may even lead to a degree.

7.2.3 It usually takes between one and four years to complete an apprenticeship (depending on level). Apprenticeships are available across a wide range of professions.

## 7 Roles and Responsibilities

8.1 This policy applies to all managers and leaders within the Trust who are involved in service development, workforce planning and recruitment. Managers and leaders must be aware of the positive action which should be taken to support individuals from disadvantaged backgrounds to find suitable employment.

8.2 It is the responsibility of everyone within the Trust to actively identify possible placement opportunities. Furthermore, all staff must value and respect the different experiences of individuals on work placements. Staff must act in accordance with the Diversity and Inclusion Policy (ED1), the Acceptable Behaviour Policy (H4) and the Trust values.

8.3 The Trust's Chief Executive Officers have overall responsibility for ensuring the Trust complies with the Equality Act 2010 and that all policies and practices do not discriminate on these grounds. Directors at the Trust have a particular duty to ensure that none of the staff they are responsible for are subjected to disadvantage.

## 8 Inclusive Recruitment

9.1 Candidates from the Employability Hub will be given an opportunity to secure suitable employment where possible. If a suitable vacancy occurs within the organisations whilst the candidate is in placement, they will be supported to apply internally. Furthermore, where a candidate is eligible to apply for an apprenticeship opportunity, they will be allocated a unique reference number and be considered under the guaranteed interview scheme. The recruitment and retention of diverse talent is critical to provide personal, fair and diverse services as well as promote the value of inclusion.

9.2 The Trust remains committed to the protection of existing staff who are 'at risk' or being considered for redeployment. Redeployment candidates will be given priority of job opportunities prior to the employability or any other inclusive recruitment strategy.

9.3 The capacity to take 'positive action' is a requirement of the Equality Act 2010 – where employers take steps to reduce disadvantage that protected characteristic groups may face in recruitment. The Trust will use positive action to support people from diverse backgrounds to develop employability skills and therefore improve the likelihood of them securing employment. This is a key outcome for the employability strategy.

## 9 Training and Awareness

10.1 Advice and support will be provided by the Employability team to support staff and managers in adhering to this policy and their understanding of dealing with employability issues.

10.2 The Employability team will raise awareness of this policy through manager briefing sessions, the publication of information on ICON and to advise staff of changes to the policy through the staff bulletin and ratification processes.

## 10 Contact Details

11.1 Any queries regarding this policy should be directed to the Directorate of Education:

Email: tsdft.employabillity@nhs.net
Phone: 01803 656607

Email: tsdft.workexperience@nhs.net
Phone: 01803 656668

## 11 Monitoring, Audit and Review Procedures

12.1 This policy will be monitored and audited on a regular basis. A full review will take place every two years by the Directorate of Education unless legislative changes determine otherwise.

# 12. Appendix 1 – *Equality Impact Assessment*

## Rapid Equality Impact Assessment *(for use when writing policies and procedures)*

| | | | | | |
|---|---|---|---|---|---|
| **Policy Title** (and number) | **Employability Policy (ED2)** | | | **Version and Date** | **1.3** |
| **Policy Author** | Equality and Employability Lead | | | | |
| An equality impact assessment (EIA) is a process designed to ensure that a policy, project or scheme does not discriminate or disadvantage people. EIAs also improve and promote equality. Consider the nature and extent of the impact, not the number of people affected. | | | | | |
| **EQUALITY ANALYSIS:** How well do people from protected groups fare in relation to the general population? ***PLEASE NOTE: Any 'Yes' answers may trigger a full EIA and must be referred to the equality leads below*** | | | | | |
| **Is it likely that the policy/procedure could treat people from protected groups less favorably than the general population? (see below)** | | | | | |
| Age | Yes ☐ No X | Disability | Yes ☐ No X | Sexual Orientation | Yes ☐ No X |
| Race | Yes ☐ No X | Gender | Yes ☐ No X | Religion/Belief (non) | Yes ☐ No X |
| Gender Reassignment | Yes ☐ No X | Pregnancy/ Maternity | Yes ☐ No X | Marriage/ Civil Partnership | Yes ☐ No X |
| **Is it likely that the policy/procedure could affect particular 'Inclusion Health' groups less favorably than the general population?** (substance misuse; teenage mums; carers[1]; travellers[2]; homeless[3]; convictions; social isolation[4]; refugees) | | | | | Yes ☐ No X |
| **Please provide details for each protected group where you have indicated 'Yes'.** | | | | | |
| **VISION AND VALUES:** Policies must aim to remove unintentional barriers and promote inclusion | | | | | |
| Is inclusive language[5] used throughout? | | | | | Yes X No☐ |
| Are the services outlined in the policy/procedure fully accessible[6]? | | | | | Yes X No☐ |
| Does the policy/procedure encourage individualised and person-centered care? | | | | | Yes X No☐ |
| Could there be an adverse impact on an individual's independence or autonomy[7]? | | | | | Yes ☐ No X |
| If 'Yes', how will you mitigate this risk to ensure fair and equal access? | | | | | |
| **EXTERNAL FACTORS** | | | | | |
| **Is the policy/procedure a result of national legislation which cannot be modified in any way?** | | | | | Yes ☐ No X |
| **What is the reason for writing this policy?** (Is it a result in a change of legislation/ national research?) | | | | | |
| **To set the context of the Employability Strategy and outline the responsibilities within it. To hold the organisation to account on its Corporate Social Responsibility in relation to its inclusive recruitment practices.** | | | | | |
| **Who was consulted when drafting this policy/procedure? What were the recommendations/suggestions?** | | | | | |
| **All Equality Network Groups (including DAAG/ LGBT/ BME)**<br>**Equality Reference Group**<br>**Staff side** | | | | | |
| **ACTION PLAN:** Please list all actions identified to address any impacts | | | | | |
| **Action** | | | | **Person responsible** | **Completion date** |
| | | | | | |
| | | | | | |
| **AUTHORISATION:**<br>By signing below, I confirm that the named person responsible above is aware of the actions assigned to them | | | | | |
| **Name of person completing the form** | Emma McCluskey | | | **Signature** | |
| **Validated by (line manager)** | Helen Limmer | | | **Signature** | |

**Please contact the Equalities team for guidance:**
For South Devon & Torbay CCG, please call 01803 652476 or email marisa.cockfield@nhs.net
For Torbay and South Devon NHS Trusts, please call 01803 656676 or email pfd.sdhct@nhs.net

**This form should be published with the policy and a signed copy sent to your relevant organisation.**

[1] Consider any additional needs of carers/ parents/ advocates etc, in addition to the service user
[2] Travelers may not be registered with a GP - consider how they may access/ be aware of services available to them
[3] Consider any provisions for those with no fixed abode, particularly relating to impact on discharge
[4] Consider how someone will be aware of (or access) a service if socially or geographically isolated
[5] Language must be relevant and appropriate, for example referring to partners, not husbands or wives
[6] Consider both physical access to services and how information/ communication in available in an accessible format
[7] Example: a telephone-based service may discriminate against people who are d/Deaf. Whilst someone may be able to act on their behalf, this does not promote independence or autonomy