

**NHS**  
**APPRENTICESHIPS**

---

WORKING WITH  
YOU, FOR YOU

**» APPRENTICESHIPS HELP TO ADDRESS THE SKILLS SHORTAGES IN THE UK, RAISE THE STANDARD OF CARE AND IMPROVE PRODUCTIVITY.**


---

**» TORBAY AND SOUTH DEVON NHS FOUNDATION TRUST**

T : 01803 656659  
E : [suzannehubbard@nhs.net](mailto:suzannehubbard@nhs.net)  
W : [www.torbayandsouthdevon.nhs.uk](http://www.torbayandsouthdevon.nhs.uk)

## **» CONTENTS**

<b>INTRODUCTION</b>	<b>5</b>
<b>BECOMING AN APPRENTICE</b>	<b>6-7</b>
• ROUTES INTO APPRENTICESHIPS AND WORK	7
• UNDERSTANDING HIGHER APPRENTICESHIPS	7
<b>QUALITY TRAINING</b>	<b>8-9</b>
• BENEFITS FOR EMPLOYERS	8
• BENEFITS FOR THE LEARNER	9
<b>HOW TO BECOME A NURSE</b>	<b>10-11</b>
<b>HOW TO BECOME AN ASSISTANT PRACTITIONER</b>	<b>12-13</b>
<b>FAQS</b>	<b>14</b>
<b>USING THE DIGITAL ACCOUNT</b>	<b>15</b>
<b>MYTHS</b>	<b>16</b>
<b>TESTIMONIALS</b>	<b>18-19</b>



## APPRENTICESHIPS NEED TO BE MORE RIGOROUS AND RESPONSIVE

---

### 2020 VISION

## INTRODUCTION

The 2020 vision sets out the government's plan for raising productivity and training a highly skilled workforce through an increase in the quality and quantity of apprenticeships in England. It is hoped that increasing the quality and quantity of apprenticeships will help to address skills shortages in the workforce that cause the productivity of the UK to lag behind over other countries.

---

#### Building the long term Apprenticeship System

Government recognises that to deliver a genuinely world-class apprenticeship programme, long-term governance arrangements are required to support employers to uphold the high quality of apprenticeship standards. As a result a new independent body, The Institute for Apprenticeships, has been established to regulate the quality of apprenticeships and set caps on the level of funding available for individual standards. It is fundamental to government apprenticeship reforms that employers have the freedom to choose who delivers their training and end-point assessment services.

#### What do the reforms mean for employers?

The government believed that apprenticeships needed to be more rigorous and responsive to the needs of employers, and set out four principles that would underpin all future apprenticeships.

- ▶ An apprenticeship will be a job in a skilled occupation
- ▶ An apprentice will require substantial and sustained training, lasting a minimum of 12 months
- ▶ An apprenticeship will lead to full competency in an occupation
- ▶ Apprenticeships will develop transferable skills, including maths and English

#### Funding arrangements – paying the levy

From 6th April 2017 all employers with a pay bill over £3 million each year will pay the apprenticeship levy to HMRC through Pay as You Earn (PAYE) process.

They can access this money through the Apprenticeship Service and it can only be used for apprenticeship training and development in their own organisation. If they don't use the levy funds within two years, it goes back to the government. If they use their entire levy and want to train more apprentices, they'll pay for them using the same model as an SME (Small, Medium Enterprise). Employers control where they spend their apprenticeships funding.

#### The Apprenticeship Service

The Digital Apprenticeship Service is a new online portal that allows employers to choose and pay for the apprenticeship training and assessment they require. It includes the 'Find an Apprenticeship Provider Tool' with details of nearby education providers. It will show which apprenticeships the provider offers as well as performance data, so that employers can make informed decisions when negotiating funding and contributions with local providers. Email [DAS@bis.gsi.gov.uk](mailto:DAS@bis.gsi.gov.uk).

## NHS APPRENTICESHIPS

# BECOMING AN APPRENTICE

\_\_\_\_\_ If you are aged 16 or over and want on-the-job training, then an apprenticeship could be for you. Paid apprenticeships aren't just for school leavers – there are plenty of adult apprenticeships too. You can even become an apprentice if you have been working for a company for a period of time.

Apprenticeships cover a wide range of careers, and are respected and in demand from employers. The training can give you the skills you need to start your career – or boost your skill set if you are already in work. Many people don't realise that you can use apprenticeships to develop leadership and management expertise too.

Apprentices learn on the job which means you will be working for an employer getting real-world training. Therefore, you will gain the skills needed for that job role while getting paid – including holiday pay. You will have to do off-the-job training too.

Apprenticeships are a minimum of 30 hours per week however, the training duration can be doubled to reduce the weekly hours to 16.

### Apprenticeships cover many different industries including:

- BSc Nursing
- Nursing Associate
- Physicians Associate
- Social Worker
- Administration
- Customer Service
- Health & Social Care up to BSc (Hons)
- Engineering
- CMI Management & Leadership
- Level 7 Masters in Leadership & Management
- Digital & Technology Solutions BSc (Hons)
- Team Leading
- Cleaning
- IT
- Project Management
- Human Resources
- Marketing
- and many more.

## QUALIFICATIONS GAINED THROUGH APPRENTICESHIPS

Type of Apprenticeship	Level	Equivalent Education Level
Intermediate	2	Five GCSE Passes at grades A*– C
Advanced	3	A-Level Pass
Higher	4, 5	Higher Education Certificate/Diploma or Foundation Degree
Degree	6, 7	Bachelor's or Master's Degree

## ROUTES INTO APPRENTICESHIPS AND WORK

Since degree apprenticeships are a growing part of the apprenticeships offer, it is important that young people are able to access guidance on these in the same way they do for the rest of the higher education offer. To facilitate this, the Skills Funding Agency is working with UCAS to put in place information and guidance on [ucas.com](https://ucas.com).

The Government also remains committed to making apprenticeships accessible to people of all backgrounds and particularly want to address any barriers faced by groups including women, care leavers, people from black, Asian and minority ethnic (BAME) backgrounds and people with special educational needs and disabilities (SEND).

## UNDERSTANDING HIGHER APPRENTICESHIPS

Higher Apprenticeships are available at levels 4 to 7 and can take between one and five years to complete. The arrangements for study can vary depending on the needs of the employer, but typically they include release from work, either on a day-a-week basis, or block of time.

The degrees earned via an apprenticeship are awarded by universities and set at an equivalent standard to those gained using the full-time academic route.

Degree level apprenticeships can appeal to people who may not have seen university as a viable option, and attract talented candidates into professional roles they would not have otherwise considered. These apprenticeships may help to improve talent retention for employers, and to achieve goals around diversity, social mobility and widening participation.

## APPLYING FOR AN APPRENTICESHIP

### How do I find an apprenticeship with Torbay and South Devon NHS Foundation Trust?

All of our apprenticeships are advertised on NHS jobs. Visit [www.jobs.nhs.uk](https://www.jobs.nhs.uk) and enter Torbay or Torquay into the postcode / location search bar.

A screen will appear with a list of jobs. From here you can filter the results by ticking bands 2 & 3 in the 'AfC Pay Band' section on the left. All of our apprenticeships will be advertised here. To find out more or apply for a position simply click the job title and apply by clicking the 'Apply for this job' button on the right.

Once you have clicked 'Apply for this job', you can create a new account or log into an existing account. After completing your application form you will be able to save the application for future use.

## DEGREE APPRENTICESHIPS QUALITY TRAINING

\_\_\_\_\_ To help improve apprenticeship outcomes and drive up quality, it is now mandatory for apprenticeships to:

- ▶ Last a minimum of 18 months, regardless of age or prior experience.
- ▶ Include 20% off-the-job training, which can be either on, or off site.
- ▶ Apprentices will be assessed at the end of the programme, culminating with the End Point Assessment.
- ▶ Assessment will have a synoptic element enabling certification of full competency across the standard, grades include: Pass, Merit and Distinction.

### The End Point Assessment (EPA)

The new end-point assessment (EPA) is one of the biggest changes in the new apprenticeship reforms.

Instead of being assessed continually throughout their course, all apprentices will now have to complete an end-point assessment to complete their qualification. The EPA is designed to test whether each apprentice has gained the skills, knowledge and behaviours outlined in the standard, and grade each learner according to their performance.



### BENEFITS FOR EMPLOYERS

- ▶ Apprenticeships bring a number of tangible benefits to organisations. They can create skilled and motivated employees and, if used properly, can help to address skill shortages across the workforce.
- ▶ Apprenticeships benefit employers – 75% of employers reported that they improved the quality of their services.
- ▶ Apprenticeships benefit the workforce – 92% of those who completed apprenticeships said their career prospects had improved as a result.
- ▶ Apprenticeships make good business sense – research has shown that apprenticeship programmes deliver a high level of return on investment
- ▶ Training apprentices can be more cost effective than hiring skilled staff and can reduce overall training and recruitment costs.
- ▶ Apprentices tend to be loyal to the organisations that invest in them, improving staff retention rates.



### BENEFITS FOR THE LEARNER

- ▶ Apprentices are employed and earn a wage throughout their programme. They split their time between university study and the workplace.
- ▶ Financial differences for learners are clear; for degree apprenticeships there are no training fees or student loans to pay back.
- ▶ Degrees earned via the apprenticeship route are of an equivalent standard to those taken via the undergraduate route.
- ▶ Apprentices graduate with several years of work experience as well as theoretical knowledge. They also get to work closely with, and learn from, colleagues.
- ▶ The degrees are awarded by universities and the apprentices still get to graduate with a cap and gown.

## » APPRENTICESHIPS CAN BRING A NUMBER OF TANGIBLE BENEFITS TO AN ORGANISATION.





## HOW TO...

# BECOME A REGISTERED NURSE

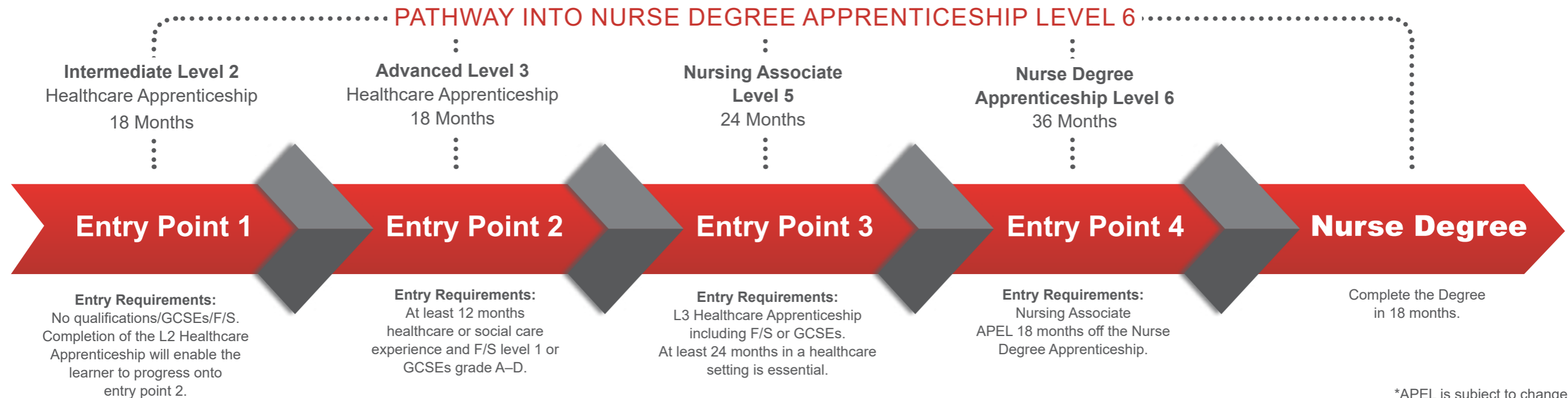
- ▶ Hold an NVQ or level 3 Diploma in Healthcare or an advanced Apprenticeship in Health or Social Care.
- ▶ GCSEs grade A–C in English and maths, or Functional Skills level 2.

**Option 1:** Undertake the Nursing Associate Foundation Degree (2 year course) 3x3 rotations required per year. Provides up to **18 months** APEL (Accreditation of Prior Experience and Learning) off the Nurse Degree Apprenticeship.

**Option 2:** Undertake the Assistant Practitioner Foundation Degree (FdSc) (**2 year course**) **during term time only**. No rotations required. You will qualify as a Band 4 Assistant Practitioner. Provides **12 months** APEL off the Nurse Degree Apprenticeship.

## FAQS

- ▶ I am a domestic worker and hold GCSEs grade A–C in English and maths. I have one year experience working in health and social care and want to become a Nurse. **Join entry point 2.**
- ▶ I work in administration and hold GCSEs grade A–C in English and maths. I do not have any healthcare experience. **Join entry point 1.**
- ▶ I am a school leaver and I hold GCSEs grade A–C in English and maths. I have had one years experience working in healthcare and want to become a Nurse. **Join entry point 2.**
- ▶ I used to work in healthcare and I achieved my NVQ level 3 and my functional skills level 2. I have not worked for two years. **Join entry point 3.** You will need a refresher prior to starting the course and an assessment of your current skills and knowledge will be required. We call this the VARCS rule. Is the evidence valid, authentic, reliable, current and sufficient?
- ▶ I hold a BTEC in Health & Social Care, I have achieved my GCSEs Grade A–C and I want to become a Nurse. **Join entry point 2.**



## HOW TO...

# BECOME AN ASSISTANT PRACTITIONER

I want to become an Assistant Practitioner but I may wish to become a Registered Nurse in the future; what do I need to do?

- ▶ Hold an NVQ or level 3 Diploma in Healthcare or an advanced Apprenticeship in Health or Social Care.
- ▶ GCSEs grade A–C in English and maths or Functional Skills level 2.

You can then choose the Higher Apprenticeship or the Foundation Degree for the Assistant Practitioner.

This is a dual qualification that comprises of a FdSc and Higher Apprenticeship for the Assistant Practitioner. The difference between the two is as follows:

**The foundation degree** delivers an additional 40 credits of clinical skills being – Long Term Health Conditions and Caring for the Deteriorating Patient. **Provides 12 months APEL off the nurse degree apprenticeship.**

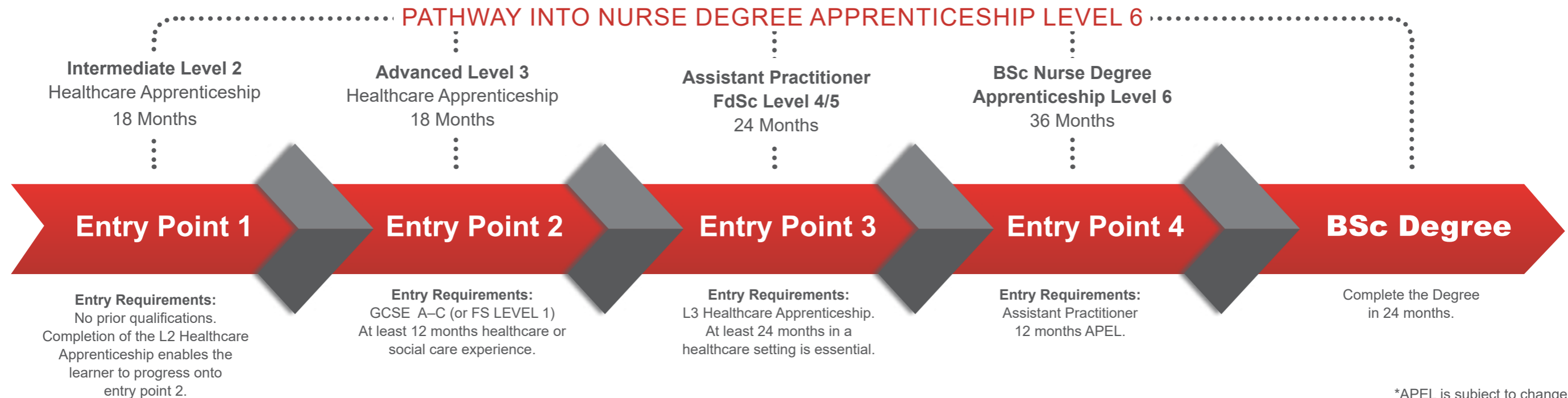
Duration of course – 2 years term time only and requires 1–2 study days per week.

**The higher apprenticeship** delivers the diploma but does not deliver the extra 40 credits for clinical skill; however it is possible to add extra competencies into the course. APEL to be confirmed.

Delivered in the workplace and only requires one study day per week.

## FAQS

- ▶ I am a school leaver and hold GCSEs grade A–C in English and maths and I want to be an assistant practitioner but have had no experience in healthcare. **Join entry point 1.**
- ▶ I am a school leaver and hold A–levels in English and maths and have had 12 months experience in healthcare. **Follow entry point 2.**
- ▶ I am an assistant practitioner and I would like to undertake my degree apprenticeship in nursing. **Join entry point 4.**



## FURTHER INFORMATION AND FAQS



### EMPLOYEES WITH EXISTING QUALIFICATIONS

In a change to previous rules, funds in the online account can now be used to pay for individuals to take an apprenticeship at any level (higher, equal or lower) to a qualification they already hold, if it allows them to acquire substantive new skills.



### ADDITIONAL SUPPORT

An additional £1,000 will be paid to both employees and training providers to help with the additional costs associated with supporting apprentices aged 16–18, care leavers and young adults with additional learning needs. This will come directly from the government and not taken from the employers service account.



### FUNDING TO ASSIST THE TRANSITION

Training providers will receive an extra 20% under transitional arrangements where training is offered to 16-18 year olds, or young people who were formerly in care or who have an Education and Health Care plan, under an existing framework. A separate additional payment will also be made to train young people that come from a disadvantaged background.



### ADDITIONAL LEARNING SUPPORT

Up to £150 a month (plus additional costs based on evidence of need) can be claimed from the government by training providers, where an apprentice requires additional learning support as a result of conditions such as dyslexia, learning difficulties or disabilities.



### SUPPORT FOR ENGLISH AND MATHS TRAINING

Where apprentices need training to gain the minimum standard of level 1 in English and Maths, training providers can claim £471 to deliver each qualification. This will be paid by government direct to training providers and will not be deducted from an employer's account.

## USING THE DIGITAL ACCOUNT

### 01

#### PAYING FOR TRAINING

Payments to apprenticeships training providers are taken automatically from the online account with the costs of the training spread over the lifetime of the apprenticeship. Providers are paid each month in arrears for training that has been delivered, which means employers don't need to cover the entire cost of the training at the start, just the monthly cost of each apprenticeship chosen.

### 03

#### DEFERRED PAYMENTS

Providers supply evidence of the training and assessment activities delivered and they receive 80% of the negotiated price across the period of the apprenticeship. The remaining 20% is held back and not paid until the end-point assessment has been completed.

### 02

#### TRANSFERRING DIGITAL FUNDS

From April 2018, the government plan to allow levy-paying employers to transfer funds to another employer or apprenticeship training agency through the apprenticeship service. Initially up to 10% of the annual value of funds entering the apprenticeship service account will be able to be transferred.

### 04

#### EXPIRY OF FUNDS

Funds will expire 24 months after they enter an employer's account, unless they are spent on apprenticeship training. The apprenticeship service account will work on a first-in, first-out basis, through either payment or expiry. This means that whenever a payment is taken from the account it will automatically use the funds that entered the account first.



## APPRENTICESHIP MYTHS

### ***'We're too busy to look after them'***

► Apprentices may need some additional support, however, if planned right from the outset, you can minimise the impact this has on team resources. Short-term additional support will deliver long-term benefits and help staff feel valued and committed to the organisation.

► Mentoring or supervising apprentices also provides a development opportunity for existing staff. Time given to support apprentices in the initial stages will reap rewards later on and help apprentices get up to speed more quickly. All new employees, regardless of whether or not they are an apprentice, require an induction and all staff should receive training and development suitable for the role.

### ***'They'll spend too much time away from the workplace'***

► The Government requires that all apprentices have 20% off the job training. This can include all mandatory training, online training, and any other extra training/attending events etc. All Apprentices must be allowed to have study time to undertake their qualification. For a full-time employee this equates to 1 day each week, and is pro-rata for a part time apprentice. This can be planned to take account of organisational needs.

### ***'Young people can't get a disclosure and barring service (DBS) check if they are under 18 years old'***

► To ascertain whether a DBS check is required for an apprentice, you should carry out a risk assessment as you would for another member of NHS staff. DBS checks can be obtained from the age of 16, although sometimes

young people may struggle to provide the required evidence of identity (e.g. passport, driving licence, bank account).

► Adequate support should be provided to the apprentice, this should not exclusively fall to those with line management responsibility, but also to staff who have the appropriate skills and qualities to support an apprentice in their new role. It can be an invaluable opportunity for an existing member of staff to develop new mentoring skills.

### ***'The Employer needs to be able to guarantee a job at the end of an apprenticeship'***

► All apprentices should be employed for the duration of the apprenticeship and the standard selected for the apprenticeship should be role specific. Their employment can be either on a fixed-term or permanent basis.

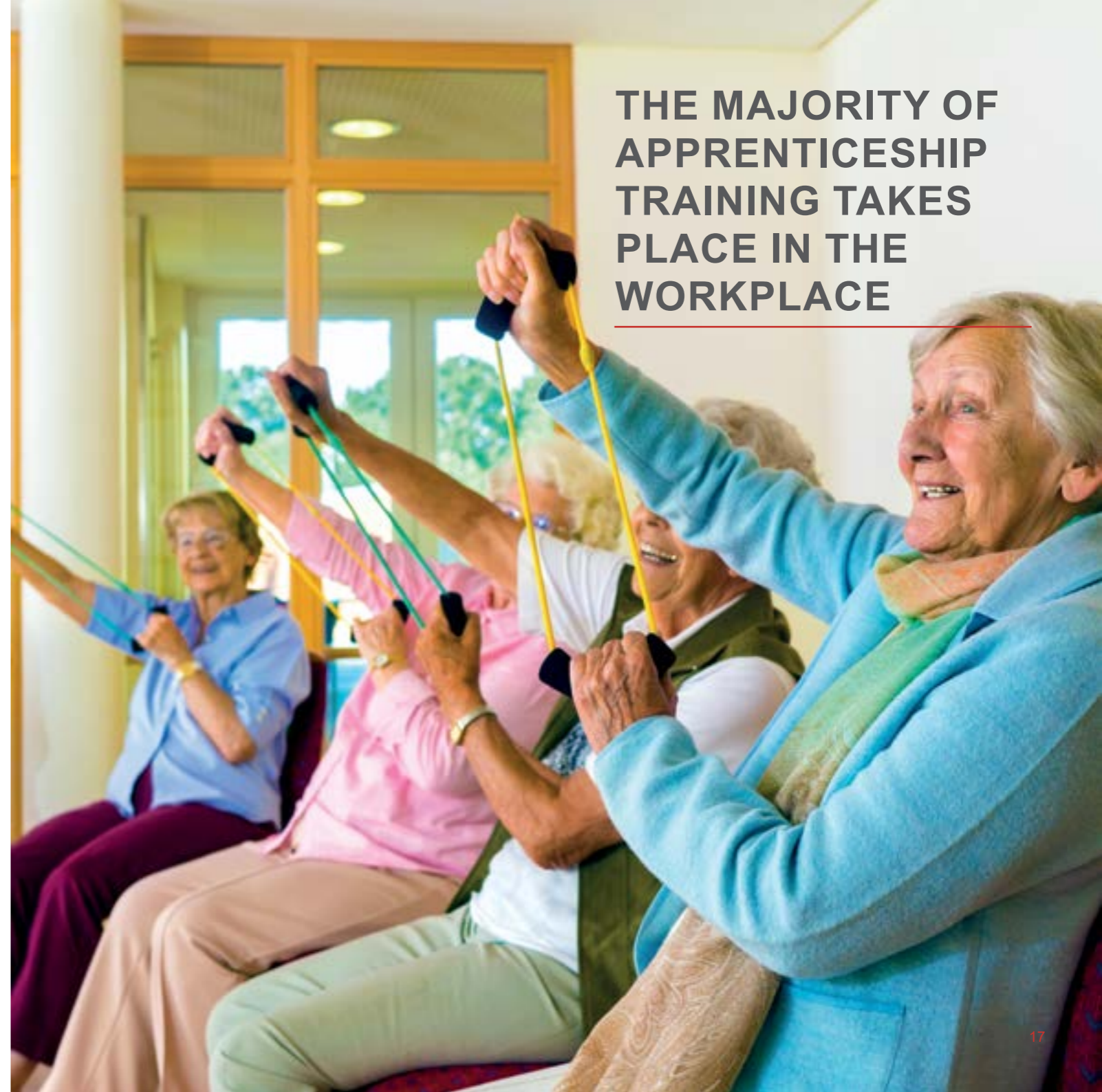
► It is mandatory for apprenticeships to last a minimum of 18 months, regardless of age or prior experience, and include some off the job training, which can be delivered either on, or off site.

► Employers do not have to guarantee a job on completion of the apprenticeship if the apprentice is on a fixed-term contract.

### ***'Apprentices need to be employed for a minimum of 30 hours'***

► Employment for Apprentices must be at least 30 hours per week. In a minority of situations where the learner cannot undertake a minimum of 30 hours of employment, the duration of the apprenticeship may be extended and 20% off the job training will be undertaken pro-rata over the extended length of time. However in all cases, the apprentice must be contracted a minimum of 16 hours per week.

## THE MAJORITY OF APPRENTICESHIP TRAINING TAKES PLACE IN THE WORKPLACE





## IN THE WORDS OF SOME OF OUR PREVIOUS APPRENTICES...

## AND OUR EMPLOYERS...



### **TIERNEY LEAVER, BUSINESS ADMIN L2 + L3**

"I was so pleased when I found out I had successfully secured an apprenticeship within the NHS and my experience to date has even exceeded my expectations. I am now in the second year of my apprenticeship and thoroughly enjoy being part of the Torbay and South Devon NHS Foundation Trust and see my future exploring all opportunities available to me within the organisation."



### **CHLOE KNEEBONE, BUSINESS ADMIN L2**

"My apprenticeship has given me so many opportunities and experience, more than I could have ever hoped for. I have been able to build up skills and put them into practice and have also been able to gain qualifications to go alongside the practical experience. I believe it has been a great start to hopefully a promising career in the NHS."



### **MARTIN KING, I.T. MANAGER**

"Our apprentice has developed a good understanding of all aspects related to IT in a healthcare environment. This has led to him securing his first permanent role as a Desktop Operations Technician. This was achieved through interview (Presentation, Skills Test and Q&A) with feedback from the panel reporting that he "stood out from the crowd" during the selection process. He takes responsibility for service desk jobs and works on high level projects within the team."



### **SUZY HUBBARD, APPRENTICESHIP MANAGER**

"It is fantastic when a new apprentice joins our Trust as a complete beginner. To be able to watch them develop throughout the apprenticeship programme is a real privilege. New apprentices bring enthusiasm with them and an eagerness to learn."

Apprenticeships bring huge benefits to our Trust and we value them enormously!"



**TORBAY AND SOUTH DEVON  
NHS FOUNDATION TRUST**

Education and Development,  
Horizon Centre, Torbay Hospital,  
Loves Bridge,  
Torquay,  
TQ2 7AA

P :01803 656659

E :suzannehubbard@nhs.net

W :www.torbayandsouthdevon.nhs.uk

© 2018

E&OE