

Apprenticeship Policy (HR-046)

Version Number:	2.0
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Name of approving body:	EMT
Date full policy approved:	24 th October 2022
Date Ratified at Trust Board:	November 2022
Next Full Review date:	October 2025

<i>Minor amendments made prior to full review date above (see appended document control sheet for details)</i>	
<i>Date approved by Lead Director:</i>	
<i>Date EMT as approving body notified for information:</i>	

Policies should be accessed via the Trust intranet to ensure the current version is used

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1 Introduction

The Trust is committed to the Apprenticeship agenda and ensuring support of the NHS [Talent for Care](#) and [People Plan 2020/21](#) objectives. It aims to provide high quality Apprenticeships for both new recruits and existing staff, underpinned by strong governance, and will proactively explore opportunities to use Apprenticeships to develop collaborative and innovative working across systems to meet workforce needs.

This policy complies with all Education and Skills Funding Agency (ESFA) Apprenticeship [funding rules](#) and Department for Education (DfE) Apprenticeship rules.

Funds within the Apprenticeship Levy can be used for the delivery of Apprenticeship training and assessment only. Of note, they cannot support an Apprentice's salary.

2 Scope

This policy applies to all Trust Apprenticeship posts and Agenda for Change Band 2 – 4 level vacancies.

3 Aims

This policy outlines the Trust's approach to Apprenticeships as an integral part of the Trust's workforce plans, and aims to ensure:

- ESFA and DfE Apprenticeship rules are adhered to at all times
- Effective use and recoup of the Apprenticeship Levy to support the launch of careers and career development within the Trust
- The Trust has regard for the Public Body Apprenticeship Target
- Delivery of high quality Apprenticeships
- Fair remuneration of Apprentices

4 Duties (roles and responsibilities)

The Chief Executive is accountable to the Trust Board for ensuring Trust-wide compliance with policy.

The Executive Directors are responsible for ensuring Trust-wide policy implementation.

Directorate Managers and Heads of Service are responsible to the Executive Team for ensuring policy implementation.

Managers must adhere to the responsibilities listed in the respective apprenticeship agreement and commitment statement.

Staff are responsible for complying with the policy.

Workforce & Organisational Development Team:-

- Maintain an up-to-date and relevant policy
- Provide guidance to staff and Candidates regarding the Trust's apprenticeship pathways.
- Benchmark perspective providers and manage provider relations to ensure agreed levels of service are being received.

- Administer the HTFT levy digital account system (DAS) and ensure public data reports are completed in accordance with service requirements.
- Ensure apprenticeship agreements and commitment statements are completed prior to enrolment onto the respective apprenticeship and stored securely.
- Report to the board on Trust apprenticeship performance.
- Champion the apprenticeship agenda for the workforce of the Trust.

5 Definitions

'Apprenticeship' refers to an "approved English Apprenticeship" as outlined in the [2009 Act](#). The term Apprenticeship is legally protected and can only be used to describe a statutory Apprenticeship ([Enterprise Act 2016](#)). An Apprenticeship is a genuine job, with an accompanying skills development programme; the individual must be completing an approved Apprenticeship Standard. 6 hours the Apprentice's time weekly must be spent 'off – the job'.

'Off the job' training is defined by ESFA apprenticeship [funding rules](#) as:

"...a statutory requirement for an English apprenticeship. It is training which is received by the apprentice, during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the approved apprenticeship referenced in the apprenticeship 14 agreement. By normal working hours we mean the hours for which the apprentice would normally be paid, excluding overtime".

Appendix 1 outlines what 'off the job' training includes.

'Apprenticeship Standards' outline the elements an Apprentice must achieve in order to complete an Apprenticeship. This includes Functional Skills (such as English, Maths and ICT requirements). These 'Apprenticeship Standards' have been designed by groups of employers (known as Trailblazer Groups).

A 'new recruit Apprentice' describes an individual who has applied and been appointed to an Apprenticeship post. This could include an existing member of staff applying for such a post.

An 'existing post holder Apprentice' refers to a member of staff who is both eligible (see section 6), and is undertaking an Apprenticeship in their existing post to support their development. They were not initially appointed to an Apprenticeship post and have not been appointed to a new post to undertake their Apprenticeship.

6 Apprenticeship eligibility

An individual must be:

- Training for a new job role, or
- Training in an existing job role, but require significant new knowledge and skills.

An individual may undertake an Apprenticeship at a higher level than a qualification they already hold, including a previous Apprenticeship. They can also undertake an Apprenticeship at the same or lower level than a qualification they already hold, if the Apprenticeship will enable the individual to acquire substantial new skills, and it can be evidenced that the content of the training is materially different from any prior qualification or a previous Apprenticeship.

The individual must:

- Start their Apprenticeship *after* the last Friday in June of the academic year in which they have their 16th birthday. The age of the Apprentice on the day they start their Apprenticeship is used for all other age-based eligibility criteria.

- Be able to complete the Apprenticeship within the time they have available (the minimum Apprenticeship duration and 'typical' Apprenticeship duration defined in the appropriate Standard will be used to guide this).
- Not be enrolled on another Apprenticeship at the same time as any new Apprenticeship they start.
- Spend at least 50% of their working hours in England over the duration of the Apprenticeship.
- Have the right to work in England.
- Be one of the following:
 - o a citizen of a country within the European Economic Area (EEA) (including other countries determined within the EEA or those with bilateral agreements), or have the right of abode in the UK, and have been ordinarily resident in the EEA (including other countries determined within the EEA or those with bilateral agreements), for at least the previous three years on the first day of learning
 - o a non-EEA citizen with permission from the UK government to live in the UK, (not for educational purposes) and have been ordinarily resident in the UK for at least the previous three years before the start of learning

7 Additional apprenticeship conditions (statutory or ESFA/DfE rules)

Apprentices cannot contribute financially to the direct cost of learning or assessment for any element of their Apprenticeship. No study leave bonding can be put in place for learning as part of the Apprenticeship Standard. Of note, Apprentices cannot use a student loan to pay for their Apprenticeship. Study leave bonding for study not connected to achievement of the Apprenticeship Standard is permitted.

An Apprenticeship Agreement (Appendix 2) as defined by the defined by the [Apprenticeships, Skills, Children and Learning Act 2009](#) (as amended by the [Enterprise Act 2016](#)) and the [Apprenticeships \(Miscellaneous Provisions\) Regulations 2017](#) and a Commitment Statement (Appendix 3) must be in place with all Apprentices.

For new recruit Apprentices the Apprenticeship Agreement (Appendix 2) and Commitment Statement (Appendix 3) will be included as part of their offer letter pack were possible; they must be in place before the individual starts their Apprenticeship.

Existing post holder Apprentices must complete the Apprenticeship Agreement (Appendix 2) and Commitment Statement (Appendix 3) before undertaking their Apprenticeship. These will be stored within the Learner Information folder held by Learning and Development. External Training Providers will also require a copy of both documents.

An Apprenticeship must be a minimum of one year, though specific Standards may mandate greater minimum durations. Minimum durations are based on Apprentices working 30 hour weeks on average; the one year minimum must still be complied with if the Apprentice works more than 30 hours per week on average. If the Apprentice works fewer than 30 hours per week (including any temporary reduction in hours) the minimum period must be extended on a pro – rata basis using the following formula:

- $(12 \times 30) / \text{average weekly hours} = \text{new minimum duration in months.}$

- In circumstances whereby an Apprentice's average weekly hours are below 30 hours, either at the point of recruitment or reduced, following agreement of both the line manager and Apprentice, a risk assessment (Appendix 4) must be conducted to ensure the Apprentice can still meet all the needs of their Apprenticeship. There must be evidence of why the agreed working pattern is needed.
- In circumstances where the Apprenticeship post is advertised at less than 30 hours per week on average, candidates must be made aware of the contents of the risk assessment before formally accepting an offer. They will be required to sign the risk assessment before commencing employment with the Trust.
- Where an Apprentice is required to take a 'break in learning' (defined as 4 or more consecutive weeks), this break must be excluded from calculating the minimum duration. A 'break in learning' requires the Apprentice to confirm they intend to return to their Apprenticeship and they must not have left the employment of the Trust. Managers should follow the guidance set out in Appendix 5 when arranging a 'break in learning'.
- Records of learning and agreed weekly hours, including off the job training must be maintained by the Apprentice and Training Provider.

Those under 18 in Apprenticeship posts are classed as a 'Young Person' in law. As such there are additional requirements under the [Working Time Directive \(WTD\)](#). A risk assessment must be completed before a young person commences an Apprenticeship.

The Trust will support Apprentices to achieve the English and Maths requirements as outlined in the appropriate Apprenticeship Standard.

All Apprentices will receive an Initial Assessment in line with ESFA requirements prior to starting an apprenticeship. The Initial Assessment will be overseen by Learning and Development but led by the agreed Training Provider with support from the Apprentice's line manager.

All Apprentices must have a Learner Information Pack which will be held and maintained centrally by Learning and Development. This collection of documents includes evidence of the Apprentice's eligibility for their Apprenticeship and ensures that the Trust complies with DfE and ESFA rules.

8 Apprenticeship status

Unless specified within their contract of employment or within this policy, all trust policies and procedures apply to apprentices as they would to any other employee.

9 Choosing a training provider and end point assessment organisation

The Learning and Development Department (usually the Apprenticeship Lead) oversees the selection of all Training Providers, this is to ensure compliance with [Public Contracts Regulations 2015](#) and appropriate use of the Apprenticeship Levy funding available via the Trust's Digital Account.

10 Apprenticeship recruitment requirements (applies to bands 2 - 4 only)

In meeting the statutory requirement to 'have regard' for the public body apprenticeship

target, the trust executive team have determined recruitment rules for bands 2 – 4 vacancies.

It is expected that all Agenda for Change Band 2 - 4 posts will be appointed as Apprenticeships with a permanent role at the successful completion of the Apprenticeship. To protect this aspiration only the following exemptions apply:

There is not an appropriate apprenticeship available for the vacancy, note specialist roles may require generic apprenticeship training programmes due to the generalist approach taken nationally to the development of apprenticeship standards. To be classed as available, there must be a registered training provider able to commence the potential apprentice within approximately 3 months of the vacancy being submitted.

There is not a permanent role available on completion of the apprenticeship, the vacancy being recruited to must have a minimum contract length of 6 months longer than the typical apprenticeship programme duration as outlined in the standard or it can be confirmed that another role that fits with apprenticeship standard studied would be available.

Any area whereby professional staffing leads (heads of department /directorate managers) deem:

The area to be inappropriate for an inexperienced member of staff (even when well supervised) or

It is appropriate to enforce a maximum number of on programme new recruit Apprentices in any one area.

A role designed primarily or to significantly cover nights whereby supervision and learning opportunities would be significantly reduced, or a role designed to be a lone worker, or carry out a significant amount of their duties in the absence of other colleagues or supervision. Of note, managers should consider an apprentice's progress and available support before rostering them at night.

Following an unsuccessful attempt to recruit an Apprentice to a specific vacancy, the next advert for that specific vacancy only may be advertised as being for either an Apprentice or non-Apprentice.

11 Apprenticeship backfill rules (applies to bands 2 – 4 only)

Apprentices have a requirement to spend a minimum of 6 hours per week off the job learning. In order to limit service impact, full salary will be allocated for Apprentice roles and the difference can be used for any backfill that is necessary. It is expected that backfill will usually be achieved through the use of bank cover, or a more affordable alternative.

12 Apprenticeship remuneration structure

For Apprentices training into Agenda for Change Band 5 plus posts, Apprenticeship remuneration will make use of the terms and flexibilities within the NHS Terms and Conditions of Service handbook; remuneration depending on the level and duration of the Apprenticeship programme, as well as the Agenda for Change Band level of the post the Apprentice is training for.

For new recruit Apprentices training into Band 1 – 4 roles, the following basic pay applies:

Apprenticeship Role Description	Basic Pay Scale Description	On completion of Apprenticeship
Apprentice appointed to a vacancy, training into Agenda for Change Pay Band 2.	Paid the National Living Wage	Band 2
Apprentice appointed to a vacancy, training into Agenda for Change Pay Band 3.	Paid Band 2, progressing through increment as per NHS Terms & Conditions.	Band 3
Apprentice appointed to a vacancy, training into Agenda for Change Pay Band 4.	Paid Band 3, progressing through increment as per NHS Terms & Conditions.	Band 4

For new recruit Apprentices training into Bands 2 – 4 roles, enhancement rates will be as outlined in the NHS Terms and Conditions of Service Handbook. The rate paid based on the Band they are being paid, as opposed to the role they are training for. Those training into Band 2 posts receiving the National Living Wage will receive Band 2 enhancement rates.

On successful completion of the apprenticeship programme employees will move to the base salary of the vacancy in which they have been appointed and then progress through increments as per NHS Terms & Conditions.

For existing post holder Apprentices their remuneration will be as it was before they undertook the Apprenticeship. Existing staff would become a 'new recruit' Apprentice should they apply for an alternative Apprenticeship post within the Trust. In this circumstance Apprenticeship remuneration applies. There is no pay protection.

13 Recruitment of existing apprentices into non-apprenticeship posts

A manager recruiting into a non - apprenticeship post should only consider shortlisting an application from a current apprentice where the application clearly meets all essential criteria for the post. Where apprenticeship experience is being relied upon, that experience should only be considered where the apprenticeship has or will be completed before the non – apprenticeship post commences.

14 Training

Managers can access training from the learning & development department enabling greater knowledge and support of good practice relating to this policy and its associated processes.

Appendix 1 - ESFA information of what is classed as 'off the job'

The off-the-job training must be directly relevant to the Apprenticeship Standard and could include the following:

- The teaching of theory (for example: lectures, role playing, simulation exercises, online learning or manufacturer training).
- Practical training: shadowing, mentoring, industry visits and attendance at competitions.
- Learning support and time spent writing assessments/assignments.

Off-the-job training does not include:

- English and maths (up to level 2) which is funded separately
- Progress reviews or on-programme assessment needed for an apprenticeship standard.
- Training which takes place outside the apprentice's normal working hours

Further information is available from the DfE [Apprenticeship off-the-job training policy 2019](#).

Appendix 2 - Apprenticeship Agreement

An apprenticeship agreement must be in place at the start of the apprenticeship. The purpose of the apprenticeship agreement is to identify:

- the apprenticeship standard connected to the apprenticeship;
- the dates during which the apprenticeship is expected to take place; and
- the amount of off the job training that the apprentice is to receive.

Before completing the template, please see the notes and references provided on the following two pages.

Apprenticeship Particulars:

Apprentice name:	
Relevant apprenticeship standard and level:	
Place of work (employer):	

Start date of apprenticeship (see note 3):		End date of apprenticeship (see note 3):	
Start date of practical period (see note 4):		Estimated end date of practical period (see note 4):	
Duration of practical period (see note 4):		Planned amount of off- the-job training (hours) (see notes 9 and 10):	

Signatories:

Apprentice:		Date:
Employer:		Date:

Attached to this document should be a commitment statement. The commitment statement includes what the apprentice, employer and training provider can expect from each other. For example, it will specify the off-the-job training the apprentice will receive.

Apprenticeship Agreement

Notes and references

1. The apprenticeship agreement

The apprenticeship agreement is a statutory requirement for the employment of an apprentice in connection with an approved apprenticeship standard. It forms part of the individual employment arrangements between the apprentice and the employer; it is a contract of service (i.e. a contract of employment) and not a contract of apprenticeship. If all the requirements of section 1 of the Employment Rights Act 1996 are complied with, the apprenticeship agreement can also serve as the written statement of particulars of employment. You are not required to use this template, but the requirements of the legislation as described below must be met when you form your apprenticeship agreement.

2. Why an apprenticeship agreement is required

The Apprenticeships, Skills, Children and Learning Act 2009 (ASCLA) introduced the requirement for an apprenticeship agreement to be in place when engaging an apprentice under a statutory apprenticeship. The requirements for an apprenticeship agreement can be found in section A1 of ASCLA and the Apprenticeships (Miscellaneous Provisions) Regulations 2017.

3. When the apprenticeship agreement must be in place

An apprenticeship agreement must be in place when an individual starts a statutory apprenticeship programme and should remain in place throughout the apprenticeship. The end date is when the end-point assessment is due to be completed.

4. The 'practical period'

The practical period is the period for which an apprentice is expected to work and receive training under an approved English apprenticeship agreement. The practical period does not include the end-point assessment. For the purpose of meeting the Education and Skills Funding Agency funding requirements, the practical period start date set out in the apprenticeship agreement must match the practical period start date in the commitment statement and the start date in the Individual Learner Record.

5. In certain circumstances, an apprenticeship can be completed without an apprenticeship agreement being in place

To *commence* a statutory apprenticeship (when an individual starts their apprenticeship programme) it is a legal requirement that an apprenticeship agreement be in place. The two circumstances in which an apprentice can complete a statutory apprenticeship without an apprenticeship agreement are where (i) they are holding office as an apprentice police constable, or as an apprentice minister of a religious organisation; or (ii) where they have been made redundant with less than six months of their apprenticeship's practical period left to run (see regulation 6 of the Apprenticeships (Miscellaneous Provisions) Regulations 2017).

6. Who needs to sign the apprenticeship agreement?

The employer and the apprentice need to sign the agreement – it is an agreement between these two parties only. Training providers sign a separate commitment statement which outlines the planned content and schedule for training, what is expected of and offered by the employer, provider and the apprentice, and how to resolve queries or complaints.

7. What you need to do with the signed agreement

You (the employer) must keep the agreement for the duration of the apprenticeship and give a copy to the apprentice and the training provider.

8. Information needed in an apprenticeship agreement

The apprenticeship agreement must comply with the requirements as provided in ASCLA. It must:

- provide for the apprentice to work for the employer for reward in an occupation for which a standard has been published by the Institute for Apprenticeships and Technical Education;

- provide for the apprentice to receive training in order to assist the apprentice to achieve the standard in the work done under the agreement;
- specify the apprenticeship's practical period; and
- specify the amount of off-the-job training the apprentice is to receive.

9. Specifying the amount of off-the-job training

This is a requirement of the Apprenticeships (Miscellaneous Provisions) Regulations 2017. Off-the-job training is a critical requirement of apprenticeships and, in order to meet the Education and Skills Funding Agency's funding rules, The minimum off the-job training requirement for a full-time apprentice is 20% of a 30 hour week (even where the apprentice works more than 30 hours per week for an employer); this equates to an average of 6 hours of off-the-job training per week. The minimum requirement for a part-time apprentice remains unchanged (i.e., 20% of their normal working hours over an extended duration). This came in to effect from August 2022.

10. Off-the-job training definition

Off-the-job training is defined as training which is received by the apprentice, during the apprentice's normal working hours, for the purpose of achieving the standard connected to the apprenticeship. It is not on the job training received by the apprentice for the sole purpose of enabling the apprentice to perform the work to which the apprenticeship agreement relates. More information, including examples of off-the-job training, can be found on gov.uk¹.

11. The apprenticeship agreement does not mean a change to existing contracts or terms and conditions

Any apprenticeship entered into before 15 January 2018 (the date the Apprenticeships (Miscellaneous Provisions) Regulations 2017 came into force) will not be affected by the additional requirements that must be set out in an apprenticeship agreement. Any apprenticeship entered into after 15 January 2018 in connection with an apprenticeship standard must satisfy the requirements of the 2017 Regulations.

Appendix 3 - Commitment Statement

This Commitment Statement is a signed agreement between the Apprentice, the Main Provider (which in some circumstances may be the Trust) and the Trust. This will be completed as part of your induction to your Apprenticeship in conjunction with Education and Workforce Development.

If you are aged under 18, a parent or guardian must also counter sign this Commitment Statement for you.

Part 1: Apprenticeship Programme Profile

Name and level of Apprenticeship Standard:	
Start date:	
End date:	
Any key milestone dates and description of milestone:	
End Point Assessment Organisation:	
*Elements of the Programme fully funded by the ESFA e.g. English and Maths	
*Elements of the Programme being funded by non-levy or non Government – Employer co- investment:	

*Note all elements not specifically mentioned above are levy or Government- Employer co-investment funded.

Part 2: Planned content and schedule for eligible training

This must include identification of the different organisations being used for delivery (including functional skills).

[Enter here]

Part 3: The Trust's commitment to you:

The Trust is committed to supporting the delivery of high quality Apprenticeships.

- The Trust will ensure you have the opportunity to:
 - Receive appropriate on the job experiences to allow you to complete your Apprenticeship
 - Work under suitable supervision and have access to mentorship
 - Undertake 6 hours of training off the job and that it is undertaken during work time
 - Follow your planned content and schedule for eligible training as set out in Part 2

- The Trust commits to pay you for the duration of your employment in line with your contract of employment.
- The Trust commits to working with you and the Main Provider to provide you with the best possible Apprenticeship experience.

Part 4: The Main Provider commitment to you:

The Main Provider is committed to the delivery of high quality Apprenticeships and will:

- Work with you and the Trust to provide you with the best possible Apprenticeship experience.
- Ensure the delivery of the most up to date high quality Apprenticeship programme tailored to your learning needs
- Provide access to the highest quality learning materials and tutor support
- *[Enter Main Provider support and guidance available and how to access it]*
- *[Enter Additional commitments at the selected Main Providers request]*
- Ensure any delivery subcontractors commit to all the above.

Part 5: Your commitment to your Apprenticeship

You commit to:

- Complete any work set by your tutor within the planned timeframe to the best of your ability
- Ask for help and support when you need it
- Operate within the Trust’s Professional and Leadership Behaviours at all times.

Part 6: Commitments of all parties

All parties commit to:

- Ensure the smooth running and day to day delivery of the Apprenticeship
- Work together and strive for a high quality Apprenticeship experience for all parties.
-

Part 7: Resolving queries and complaints about your Apprenticeship

7a – General Queries

If you have a query regarding your Apprenticeship please contact:

Contact Type	Contact Name	Telephone number	Email
Main Provider:			
Trust:			

7b – Complaints

If you have a complaint regarding your Apprenticeship education, either regarding on or off the job training please follow the Trust’s Apprenticeship Complaint protocol, appended to this Commitment Statement.

The Main Provider of your off the job training also has a complaints procedure identified below:

[Enter selected Main Provider’s process for managing complaints or text of: The Trust is your Main Provider in its capacity as an Employer Provider, please use the Trust’s Apprenticeship Complaints Procedure]

7c – Apprenticeship Helpline

All parties can make use of the Apprenticeship Helpline if they have any queries, concerns or complaints. Contact information as below:

nationalhelpdesk@apprenticeships.gov.uk Telephone: 0800 015 0400
(8am to 10pm, 7 days a week)

Part 8 – Signing the commitment

Signing this Commitment Statement evidences each party’s commitment to its contents.

8a – Trust commitment

Print Name:	
Designation:	
Signature	
Date:	

8B – Main Provider commitment

Print Name:	
Designation:	
Signature	
Date:	

8C – Apprentice commitment

Print Name:	
Designation:	
Signature	
Date:	

8D – Parent/Guardian commitment (for Apprentices u18 only)

As the parent/guardian of the Apprentice I am supportive of the Apprentice signing this Commitment Statement:

Print Name:	
Relationship to Apprentice:	
Signature:	
Date:	

Appendix 4 - Risk Assessment for part time apprenticeship posts

Please complete the below and attach for a new Apprenticeship post of less than 30 hours on average per week.

Part 3 must be completed with, or be signed off by Learning and Development.

Part 1 – General Information

- For new recruit Apprenticeships please complete section 1a and 1c
- For existing post holder Apprenticeships please complete 1b and 1c

1a – new recruit apprentice vacancy/post profile

Agenda for Change Band Apprentice training into (Band will be on completion of Apprenticeship):	
Job Title of post training into (would be on completion of Apprenticeship):	

1b – Existing post holder Apprentice profile

Current Agenda for Change Band:	
Current Job Title:	

1c - Working hours and programme information

Proposed WTE:	
Proposed average weekly hours:	
Minimum Apprenticeship duration as per Standard:	
Proposed pro-rata minimum Apprenticeship duration :	
Apprenticeship Standard name and level:	

Part 2 – Service rationale for a post of less than 30 hours a week on average
(Does not require completion if an employee request for reduced hours)

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Part 3 – Impact on Learning

3a – Impact on Learning (on the job)

Can the Apprentice's on the job learning requirements be met within the Trust:	(Yes/No)
Evidence supporting response to above:	

3b – Impact on learning (off the job)

Is there a Registered Training Provider available to the Trust that can accommodate the necessary off the job requirements, ensure regular learning and take the learner to completion of their Apprenticeship programme:	(Yes/No)
Evidence supporting response to above:	

Part 4 – Manager and Education & Workforce Development Authorisation

Following this risk assessment, can an Apprenticeship of the defined durations within Part 1c be supported?	(Yes/No)
---	----------

4a – Line Manager Authorisation

Print Name:	
Payroll Number:	
Designation:	
Signature	
Date:	

4b – Education and Workforce Development Authorisation

Print Name:	
Payroll Number:	
Designation:	
Signature	
Date:	

Part 5 – Apprentice declarations

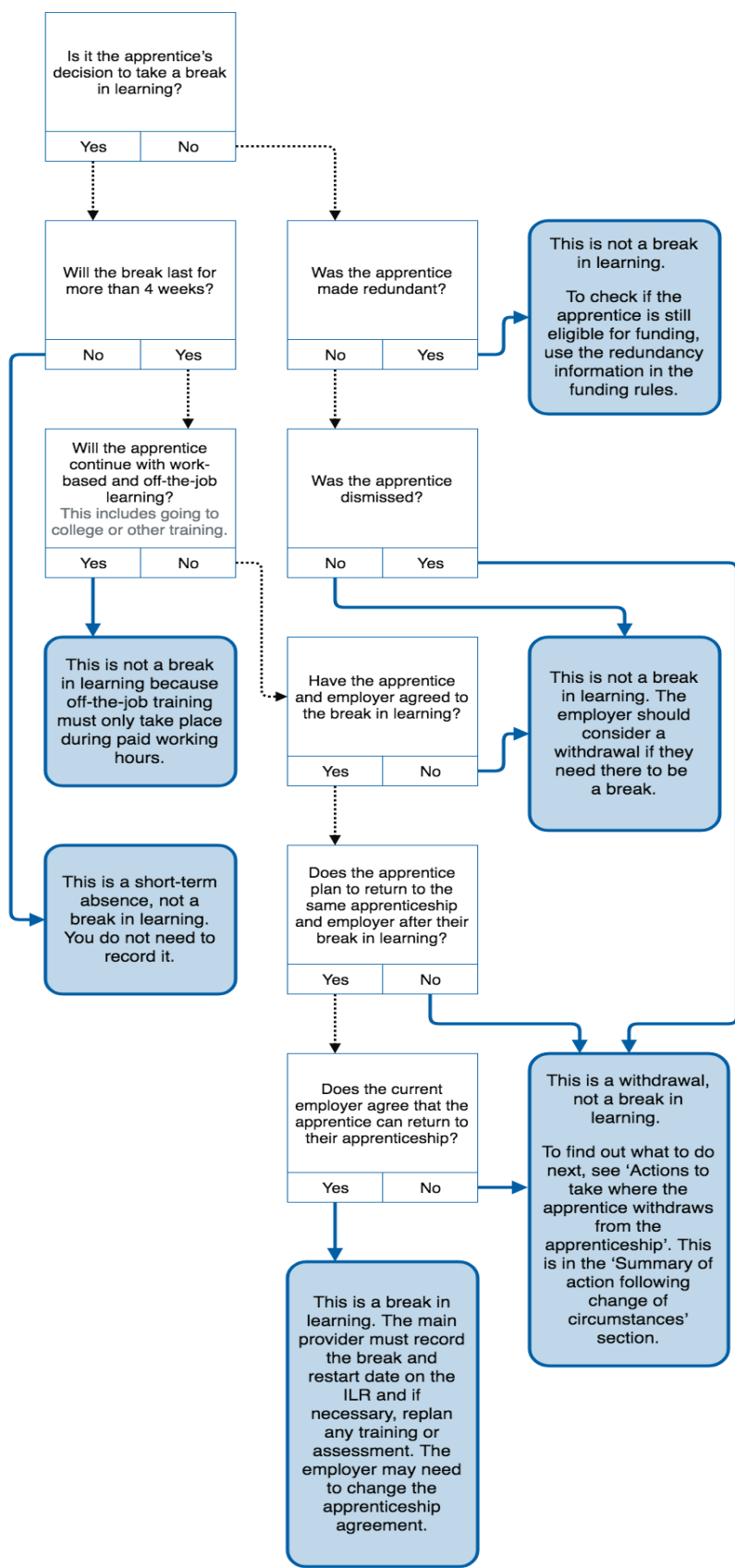
The Apprentice or Apprenticeship applicant must sign as appropriate next to one declaration only.

In circumstances whereby this risk assessment identifies that a post cannot be advertised as an Apprenticeship, there is no requirement for this section to be completed.

Declaration	Signature
Before accepting this post I have been made aware that this risk assessment has been conducted, it has been explained to me and I am satisfied I will be supported to achieve my Apprenticeship on pro-rata basis.	
As an existing member of staff wishing to undertake an Apprenticeship in my current role I have been made aware that this risk assessment has been conducted. It has been explained to me and I am satisfied that I will be supported to achieve my Apprenticeship on a pro-rata basis.	
As an existing member of staff wishing to undertake an Apprenticeship in my current role I have been made aware that this risk assessment has been conducted. It has been explained to me why my Apprenticeship programme cannot be supported.	
Following my flexible working request I have been made aware that this risk assessment has been conducted. It has been explained to me and I am satisfied I will be supported to achieve my Apprenticeship on a pro-rata basis.	
Following my flexible working request I have been made aware that this risk assessment has been conducted. It has been explained to me why my Apprenticeship programme cannot be supported.	

Print Name:	
Payroll number if available:	
Date of signature:	

Appendix 5: Break in learning flow chart



Appendix 6 - Document Control Sheet

This document control sheet, when presented to an approving committee, must be completed in full to provide assurance to the approving committee.

Document Type	Policy - Apprenticeship Policy		
Document Purpose	This policy aims to provide high quality Apprenticeships for both new recruits and existing staff, underpinned by strong governance, and will proactively explore opportunities to use Apprenticeships to develop collaborative and innovative working across systems to meet workforce needs.		
Consultation / Peer Review:	Date:	Group/Individual	
<i>List in right hand columns consultation groups and dates</i>	11 Feb 2021	Pete Cook	
	16 Feb 2021	Workforce and OD wider management team	
	25 March 2021	TCNC Meeting	
Approving Committee:	EMT	Date of Approval:	24/11/22
Ratified at:	Board	Date of Ratification:	30/11/22
Training Needs Analysis: <i>(please indicate training required and the timescale for providing assurance to the approving committee that this has been delivered)</i>	None required	Financial Resource Impact	
Equality Impact Assessment undertaken?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/> Rationale:
Publication and Dissemination	Intranet <input checked="" type="checkbox"/>	Internet <input type="checkbox"/>	Staff Email <input type="checkbox"/>
Master version held by:	Author <input checked="" type="checkbox"/>	HealthAssure <input type="checkbox"/>	
Implementation:	<i>Describe implementation plans below - to be delivered by the author:</i>		
Monitoring and Compliance:			

Document Change History:			
Version Number/Name of procedural document this supersedes	Type of Change i.e. Review/Legislation	Date	Details of Change and approving group or Executive Lead (if done outside of the formal revision process)
1.3	Review	12/02/2021	Rewrite of policy to align with Trust, and wider NHS, strategy and needs.
1.4	Review	25/3/21	Amended to say a risk assessment must be completed for all young persons before the Apprenticeship starts.
2.0	Review	24/11/22	National apprenticeship wage replaced with National living wage for recruited apprentices to substantial B2 roles. Update 'time to learn' as it's now reduced from 20% minimum to 6 hours minimum per working week in line with gov standards introduced in Aug 2022. Approved at EMT 24 th October 2022 and ratified at Trust Board (30/11/22).

Appendix 7 - Equality Impact Assessment (EIA)

For strategies, policies, procedures, processes, guidelines, protocols, tenders, services

1. Document or process or service name: Apprenticeship Policy
2. EIA reviewer (name, job title, base and contact details): John Duncan, Equality, Diversity and Inclusion Workforce Lead, Learning Centre, Trust HQ
3. Is it a policy, strategy, procedure, process, tender, service or other? Policy

Main Aims of the Document, Process or Service

To outline the Trusts commitment to provide high quality Apprenticeships for both new recruits and existing staff, underpinned by strong governance, and will proactively explore opportunities to use Apprenticeships to develop collaborative and innovative working across systems to meet workforce needs.

Please indicate in the table that follows whether the document or process has the potential to impact adversely, intentionally or unwittingly on the equality target groups contained in the pro forma

<p>Equality Target Group</p> <ol style="list-style-type: none"> 1. Age 2. Disability 3. Sex 4. Marriage/Civil Partnership 5. Pregnancy/Maternity 6. Race 7. Religion/Belief 8. Sexual Orientation 9. Gender re-assignment 	<p>Is the document or process likely to have a potential or actual differential impact with regards to the equality target groups listed?</p> <p>Equality Impact Score Low = Little or No evidence or concern (Green) Medium = some evidence or concern (Amber) High = significant evidence or concern (Red)</p>	<p>How have you arrived at the equality impact score?</p> <ol style="list-style-type: none"> a) who have you consulted with b) what have they said c) what information or data have you used d) where are the gaps in your analysis e) how will your document/process or service promote equality and diversity good practice
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Equality Target Group	Definitions	Equality Impact Score	Evidence to support Equality Impact Score
Age	Including specific ages and age groups: Older people Young people Children Early years	Low	There is no evidence that this protected characteristic will be negatively affected by the implementation of this policy
Disability	Where the impairment has a substantial and long term adverse effect on the ability of the person to carry out their day to day activities: Sensory Physical Learning Mental health (including cancer, HIV, multiple sclerosis)	Low	There is no evidence that this protected characteristic will be negatively affected by the implementation of this policy
Sex	Men/Male Women/Female	Low	There is no evidence that this protected characteristic will be negatively affected by the implementation of this policy
Marriage/Civil Partnership		Low	There is no evidence that this protected characteristic will be negatively affected by the implementation of this policy
Pregnancy/ Maternity		Low	There is no evidence that this protected characteristic will be negatively affected by the implementation of this policy
Race	Colour Nationality	Low	There is no evidence that this protected characteristic will be

	Ethnic/national origins		negatively affected by the implementation of this policy
Religion or Belief	All religions Including lack of religion or belief and where belief includes any religious or philosophical belief	Low	There is no evidence that this protected characteristic will be negatively affected by the implementation of this policy
Sexual Orientation	Lesbian Gay Men Bisexual	Low	There is no evidence that this protected characteristic will be negatively affected by the implementation of this policy
Gender reassignment	Where people are proposing to undergo, or have undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attribute of sex	Low	There is no evidence that this protected characteristic will be negatively affected by the implementation of this policy

Summary

Please describe the main points/actions arising from your assessment that supports your decision above: No Actions arising.	
EIA Reviewer: Pete Cook	
Date completed: November 2022	Signature: P Cook