



New Workforce Models – Keeping You Informed Edition 7

Your Guide to **SWeET** **S**trategic **W**orkforce **E**ducation and **T**raining

This edition of the 'Keeping You Informed' bulletin concentrates on apprentices, apprenticeships and the Apprenticeship Levy, explaining why it's such an important resource for this hospital.

The Apprenticeship Scheme: Hayley Watts – Apprentice Champion



"It's important not to confuse apprentices with apprenticeships as we offer both. Apprentices are often classified as a traditional school leaver, though they are open to all aged 16+. We've recruited to a number of Apprentice positions including Health Care Assistant, Theatres, Phlebotomy, Occupational Therapy, Physiotherapy, IT and HR. We have a wide range of apprentices that suits a number of different skills and abilities.

"Apprenticeships are different, essentially a qualification that is predominantly practice based and open to any staff member. In example is our Assistant Practitioners who are doing an apprenticeship and the qualification can be of any level right up to Master's level. Some college and university courses have been converted to become apprenticeships and this number is increasing on almost a daily basis.

"For most apprenticeships most of the course content will be delivered at work, working on their own practical development, minimising the time away from the clinical environment. There has also been a shift away from institutions determining the content of courses with employers having more input. This works well for everyone as the apprenticeship and qualification is tailor made to what the employer needs. It's this side of things that makes apprenticeships such a viable option for our workforce; it allows our staff to learn on the job whilst providing a better skilled workforce to care for our patients."

The Apprenticeship Levy – Hayley Watts

"The Apprenticeship Levy is a government tax on all organisations with a wage bill of more than £3million. It means that 0.5% of the total wage bill ends up in a pot which we can access to help cover the costs of training for apprenticeships. If you don't use it then you lose it which is why it acts as an incentive to offer apprenticeships to your workforce.

"The levy was introduced from May 2016 so it's still early days and, as a result, some of the regulations about how you can use it are changing. There's still a lot of work to do and we've been working closely with the procurement team to work out when we can and can't access that pot. There is a national target for those benefitting from the levy which is 2.3% of the workforce, around 90 members of staff for the Royal, so we've got work to do to look at how we maximise the money available to us. We've got a specific section of the staff Intranet with more information which you can read by clicking here."

The Our Apprentices – A Valuable Part of the Team



The Trust has worked very hard to ensure that opportunities are available across the hospital to offer a wide range of roles to suit all characteristics. The purpose of an apprentice role is to introduce that individual to work life whilst performing a function within the hospital. Leaders of services across the hospital have been highly supportive and the role of an apprentice has become increasingly valuable with many achieving permanent positions at the end of their apprenticeships.

Ellie Varley (left), who is based in Pharmacy, and Sarah Hazeldine from the Research team were both recently recognised at the Royal's own Apprenticeship awards. They were also put forward for the regional award and have been shortlisted for the ceremony which will take place on 16th May 2017.

Ellie completed her Pharmacy apprenticeship in 2016 and has secured a permanent job at The Royal. She said, "You really have to put hard work into an apprenticeship but it's worth it for the opportunities that open up afterwards. It's completely different from classroom learning and gets you used to what it's like having a career. It's not just the responsibilities of the job, it's about your responsibilities,

getting here on time, working with and dealing with other people. It's another way of learning a skill and it's really paid off for me with a full time job doing something that I enjoy."

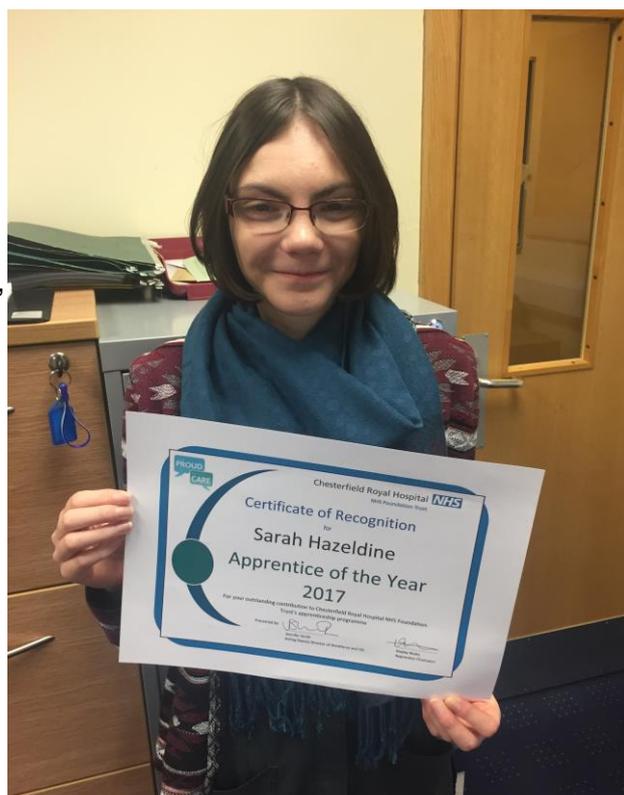
Martin Shepherd, Head of Medicines Management said: "The apprenticeship initiative plays a vital role in supporting the training of pharmacy technicians who undertake such important work in the safe and effective management of medicines for patients cared for by the hospital. The enthusiasm, energy and dedication of the young people who we have trained, and are currently training with us, is very encouraging and serves as inspiration to all members of the pharmacy team."

Sarah (below, right) was on a short term contract with her previous employer before discovering the apprenticeship scheme, starting at the Royal in June 2014. Her time was split between the Human Resources Support Office and the Education Centre teams before she moved to the Research team in October 2014, completing her apprenticeship in August 2015.

She said: "I started my Level 3 BTEC in Business Administration in January 2016 and am due to finish that in July this year. I really enjoy it here with the Research team and would love to stay if they'll have me. With apprenticeships you get the best of both worlds, the experience of working whilst continuing to learn and develop, and I would urge anybody thinking of undertaking an apprenticeship to give it a go."

Hayley Watts, Apprenticeship Champion, said, 'We're delighted for Sarah and Ellie and remain very keen on supporting our local community and helping people to start their careers in healthcare here with us at The Royal. We've always supported apprentices and our managers are only too aware of the benefits that welcoming a new individual with fresh ideas and skills can bring'.

It's an incredible achievement for both Ellie and Sarah and everybody at the Royal wishes them the very best of luck.



Apprentices – With the Support of...



Michelle Day, Practice Learning Support Coordinator (Far Left)

“I’m delighted to have been involved with Sarah, who has been a credit to this Trust, and a number of other apprentices who have been supported by the Education Centre. It makes me proud to have been in a position to help them to turn this kind of opportunity into something solid in terms of their career. For example one of our apprentices, Sarah Taylor, is now an established part of the facilities team whilst Chloe Hardy is another who joined as a Business Administration Apprentice and went on to become an ODP.

“It has also helped me in my career by developing my supervisory skills and I was subsequently offered a post with and joined the Centre for Practice Learning Team. This means that I provide support to our student nurses in practice, who will hopefully go on to join the CRH team permanently.

Elaine Woodhall-Windle, Administration and Education Centre Manager (Above, Right)

“I’ve been involved in the Apprentice Scheme since the turn of the decade when we were involved in the Bolsover scheme. For me it’s an exciting challenge and it’s been wonderful to see people coming in who don’t necessarily know anything about being in the workplace and watch them develop to, in some cases, become permanent and valuable members of our workforce.

“We get some people here who just need direction, they might join as an apprentice in one department and their work will touch on another department that is more suited to their skills and interests. There are so many careers within the NHS and the apprentice scheme is like a shop window for some of the youngsters we recruit. We can help, not only to make them employable, but also set them on the path to choosing one of those careers.

Elaine is pictured with her certificate of ‘Special Recognition for Contributions to the Apprenticeship Programme’ whilst Michelle is shown with her ‘Apprentice Mentor/Supervisor of the Year Award’.

The Royal’s Apprentice Recognition Awards

Apprentice of the Year: Sarah Hazeldine, Research Team

Past Apprentice of the Year: Ellie Varley, Pharmacy

Apprentice Mentor/Supervisor of the Year: Michelle Day

Special Recognition for Contributions to the Apprenticeship Programme: Elaine Woodhall-Windle

Contact for Further Information

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