

## Your guide to employing an Apprentice

As an organisation we are actively recruiting young people directly into Apprentice roles. Whilst this offers young people a great opportunity into work you may be unclear of the process in the recruitment and management of an Apprentice. This guide will provide you with some of the information required to make a decision on whether an Apprentice is right for your team.

What roles are suitable for an Apprentice?	<p>A role has to align to an Academic Framework, there are many different frameworks. However the ones most commonly used at GWHNHSFT are</p> <ul style="list-style-type: none"> <li>• Business &amp; Administration</li> <li>• Customer Service</li> <li>• Health &amp; Social Care</li> <li>• Accountancy</li> </ul> <p>If you have a band 2 job role that you think would be perfect for an Apprentice but doesn't align to any of the above Frameworks please get in touch and we can see if an alternative framework is available that matches the job role.</p>
What age will the Apprentice be?	16-24 year old
What is the recruitment process?	<p>You would need to follow Trust procedure with recruitment of an Apprentice. So would need to go via RAP &amp; VRP. They require an apprentice JD (a generic one is available from the Academy). The Academy can support with facilitating in the recruitment via an assessment day as normal 1:1 interviews are less productive with this group of staff due to their lack of work and life experience. Job offers are still subject to post interview procedures e.g. references</p>
Are Apprentices employed at certain times of the year?	<p>No, they are roll on and roll off programmes so can start employment anytime throughout the 12 months of the year.</p> <p>The only current exception at level 2 is the accountancy framework due to college attendance.</p>
What contract are they employed on?	12 month fixed term for a minimum of 30 hours per week
What are the study commitments?	<p>With the following apprenticeships;</p> <ul style="list-style-type: none"> <li>• Business &amp; Administration</li> </ul>

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	<ul style="list-style-type: none"> <li>• Customer Service</li> <li>• Health &amp; Social Care</li> </ul> <p>The student will have a work based assessor and all assessment will be carried out in the workplace. There is no need to attend college. However there is an expectation that they have 2-3 hours per week (or 1 day per month) for study and to spend time with their assessor.</p> <p>Occasionally some apprenticeships such as Accountancy will require 1 day a week at the college.</p> <p>In addition the Academy provides a ½ day development day per month for all apprentices as a peer group.</p>
How much will it cost to employ an apprentice?	<p>£125.00 per week + monthly bus pass + £500 incentive on completion. (Approx £8,500 per year)</p> <p>Currently all training fees are paid for by the training provider if accessed via the Academy. However if a manager chooses to approach a training provider not currently in contract with the Academy then that manager will be liable for any training fees.</p>
What are the limitations in an apprentice role?	<p>In administration roles the only restriction is that 16 &amp; 17 year olds are not permitted to lone work, so must be in the sight of an adult at all times.</p> <p>In clinical roles there may be more restrictions for 16 &amp; 17 year olds, these are currently being explored.</p> <p>A young persons risk assessment is required for all 16 &amp; 17 year olds</p>
How does an Apprentice role differ from a band 2 role?	<p>There is very little difference between a band 2 and an Apprentice. (For restrictions see above). Some young people may need support in the transition from school to work but in our experience this has been very minimal. The Academy provides access to an Apprenticeship Coordinator for all Apprentices and managers. The training provider will liaise with both the manager and coordinator to discuss progress and concerns. The Apprentice must be</p>

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	<p>managed the same as all other employees and subject to the same policies and procedures.</p> <p>There is an expectation that each Apprentice is given a project to undertake during the 12 months to aid development and provide more variety to the role.</p>
What happens at the end of the Apprenticeship?	<p>After 12 months of nurturing and supporting this young person the aim is to provide them with a band 2 position in the Trust and commence a level 3 qualification. This may not be in the department that they have worked as an Apprentice but in a similar role within the Trust. They will need to apply for any band 2 regardless of whether it is in the same or a different department.</p>
What if I have further questions?	<p>For further advice and support please contact Nicola Green, Training &amp; Development Lead for the Wider Workforce <a href="mailto:Nicola.green@gwh.nhs.uk">Nicola.green@gwh.nhs.uk</a> 01793 604442</p>

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