

<b>Report to:</b>	<b>Trust Board</b>	<b>Date: 7 March 2019</b>
<b>Report from:</b>	<b>Oonagh Monkhouse, Director of Workforce and OD</b> <b>Josie Rudman, Chief Nurse</b>	
<b>Principal Objective/ Strategy and Title</b>	WORKFORCE: Update on the implementation of apprenticeships across the Trust.	
<b>Board Assurance Framework Entries</b>	Workforce: <ul style="list-style-type: none"> <li>• Staff Engagement</li> <li>• Staff Retention</li> <li>• Staff Development</li> </ul>	
<b>Regulatory Requirement</b>	Well Led	
<b>Equality Considerations</b>	Consistency of application of people policies and procedures	
<b>Key Risks</b>	None	
<b>For:</b>	Noting and discussion as necessary	

## 1. Purpose

- 1.1 To update the Board on progress with implementing apprenticeships across the Trust in order to address skills gaps, provide career pathways and ensure that we maximise the investment made via the apprenticeship levy.

## 2. What is an apprenticeship?

- 2.1 An apprenticeship is a job which incorporates skills development, technical knowledge and practical experience, through a work-based training programme. They are available to anyone over the age of 16 and enable learners to demonstrate their competence while gaining a recognised qualification and earning a wage.
- 2.2 The minimum duration for an apprenticeship is 12 months. On completion of the programme, an apprentice should remain with their employer where a job opportunity continues to exist. Where this is not possible, they must be supported to seek alternative opportunities.
- 2.3 All apprentices have to be given time during work hours to complete their apprenticeship equating to a minimum of 20% off the job learning. This learning could be a range of activities that develops the skills, knowledge or behaviours needed for the apprenticeship and does not necessarily mean time out of the work place. The learning could mean working on a new project for example. However, this commitment to training time has been a barrier for some departments starting new apprentices.

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2.4 Apprentices must be paid for time spent training or studying for a relevant qualification, whether this is at work or attending a college/ training organisation. The current minimum wage rate for an apprentice is £3.70 per hour and applies to those under 19 years old, and those aged 19 and over who are in their first year. Those aged 19 or over who have completed their first year must be paid at the national minimum wage rate. Pay levels above the statutory wage floor are for employers and workers to agree. The National Staff Council is in negotiation to agree a pay framework for the NHS but it proving difficult to reach agreement. Currently the pay arrangements vary between employers.

2.5 There are a range of apprenticeship levels that lead to different qualifications, and they typically take between one and four years to complete. The table below shows how apprenticeship levels compare to other types of qualifications.

Apprenticeship level	Level descriptor	Equivalent qualification
Level 1		Five GCSEs graded D-G
Level 2	Intermediate level apprenticeship	Five GCSEs grades A*-C NVQ level 2 Key skills level 2 BTEC first diploma and certificate
Level 3	Advanced level apprenticeship	Two A/AS levels (any grade) NVQ level 3 Key skills level 3 BTEC Diplomas, Certificates and Awards
Level 4	Higher level apprenticeship	Certificate of higher education (first year of bachelor's degree) NVQ L4
Level 5	Higher level apprenticeship	Diploma of higher education Foundation degree (second year of bachelor's degree)
Level 6	Degree level apprenticeship	Bachelor's degree
Level 7	Degree level apprenticeship	Master's degree

### 3. Apprenticeship Levy

3.1 Since April 2017, employers with a pay bill over £3 million pay an apprenticeship levy of 0.5% of their annual pay bill and then access funds through an online account to spend on apprenticeship training. We cannot use the Levy to pay for apprentice salaries and organisational support costs associated with running and an Apprenticeship programme. From May 2018, employers can transfer up to 10 per cent of the value of their annual levy fund to another employer to support its delivery

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of apprenticeships. From April 2019, this will increase, and employers will be able to transfer up to 25 per cent of their annual levy fund.

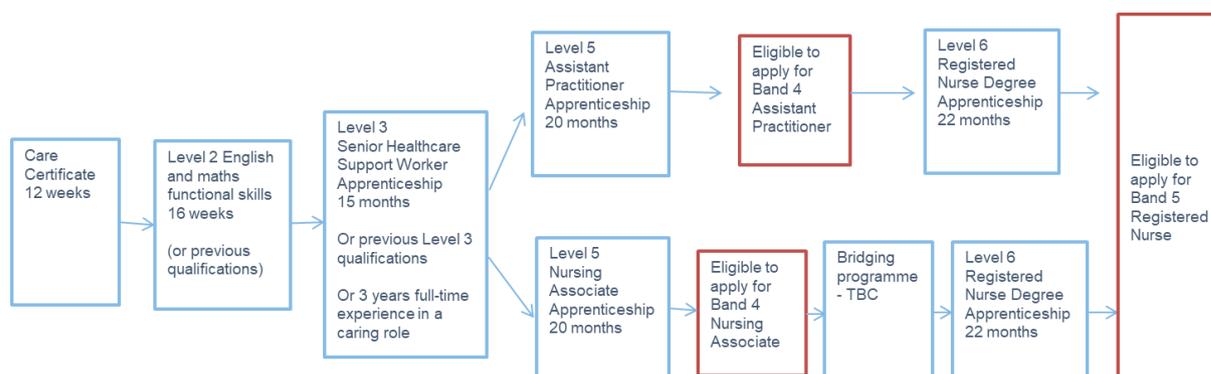
The cost of the levy for Royal Papworth is £325,353 per annum. The government adds a 10% top-up which creates our digital apprenticeship fund. The money is available in the digital account for 48 months after which it expires and is reclaimed by the government.

- 3.2 We are required to follow a procurement processes to commission Apprenticeship Training. Training Providers to date have been procured through NHS SBS direct award scheme.
- 3.3 The public sector apprenticeship target is to have 2.3% of the workforce undertaking apprenticeships which sets our target at 40 new apprenticeship starts per year. In 2017/2018 we had 23 staff undertaking apprenticeships and in 2018/2019 we have had 13 new starts.
- 3.4 In 2017/18 we spent £12,185 on apprenticeship training of an apprenticeship pot of £357,718. In 2018/2019 so far we have spent £92,255 of an apprenticeship pot of £346,499. Nationally 8% of apprenticeship levy funds nationally was spent in the first 10 months of the scheme in 2017/18 (from an Open University report). Across the Cambridge and Peterborough STP only 13% of Levy funds have been spent. The main concerns being raised across the NHS regarding the levy are that it is a complicated system, the limited range of suitable apprenticeships that are finalised for use and the requirement for the 20% off the job training which makes it difficult to financially support apprenticeships.

**4. Apprenticeships at Royal Papworth**

**4.1 Nursing career pathway**

The flow chart below details the nursing apprenticeship pathway which would take a member of staff new to care from entry level through to qualifying as a Registered Nurse. We support staff on each level of the pathway.



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4.2 We are currently offering the following apprenticeship opportunities:

*Senior Healthcare Support Worker:* In November 2017 nine Healthcare Support Workers started the Level 3 Senior Healthcare Support Worker apprenticeship. We plan to run a second cohort of this apprenticeship after the hospital move.

*Assistant Practitioners:* In January 2018 seven Healthcare Support Workers started the Assistant Practitioner Apprenticeship with Anglia Ruskin University. The aim is that these apprentices will go on to study the Registered Nurse top-up degree apprenticeship and become registered nurses in 2022.

*Nursing Associates:* We have planned to recruit 20 Nursing Associate apprentices over 2 years with support from the charity for funding to backfill apprentices while they are in training. To date eight are in training with Anglia Ruskin University. Nursing Associates have wider training than Assistant Practitioners as the role is more generic. The Nursing Associates will spend 36 weeks of a 20 month training programme in external placements.

*Registered Nurse top-up degree:* In April 2018 two Assistant Practitioners started the Registered Nurse degree top-up apprenticeship which is a 22 month programme. These were staff members who had already completed a Foundation Degree in nursing. At the end of this apprenticeship they will be qualified nurses.

*Nursing Apprentice:* In 2019 CCA are piloting a direct entry apprenticeships offering 6 places. The apprentices will undertake a “2 plus 2” model which means that they commence as a Healthcare Support Worker while undertaking the Assistant Practitioner Apprenticeship and when they have achieved this they progress onto the Registered Nurse degree apprenticeship. The cost of the apprenticeships are being met from within existing budgets by using the slippage on vacancies.

*Business Administration:* We offering apprenticeships in Business Administration to Admin and Clerical staff and currently have two staff on a programme.

*Cyber Intrusion Analyst:* We have one member of staff in Digital undertaking the Cyber Intrusion Analyst Apprenticeship. This apprenticeship was used in the recruitment of the post and to provide the knowledge and skills needed for the post.

*Assistant Practitioner – Health and Wellbeing :* A member of the social work department is studying an Assistant Practitioner Apprenticeship with the University of Suffolk through a programme based at Cambridge University Hospitals.

*Clinical Engineering* A member of Technical Support Services has been undertaking a Clinical Engineering Apprenticeship at Cambridge Regional College since February 2016.

## **5. Future opportunities**

- 5.1 In order to maximise our use of the levy and support our strategic objectives relating to recruitment and staff development we need to consider more strategically in the 2020/21 annual workforce planning process the development of apprenticeships across the Trust. There is the opportunity for apprenticeships to provide a pipeline for hard to recruit roles such as nursing, AHPs and scientific roles and also administrative roles in the tight Cambridge labour market. We provide a number of routes for nursing however we have not yet established the financial model for these in a sustainable way. There is a cost pressure for providing apprenticeships in clinical areas created by the need to backfill staff when they are undertaking off the job training and/or placements. There is also the cost of mentoring and supporting apprentices. However these costs need to be balanced against the cost of alternative methods of recruitment for hard to fill roles such as overseas recruitment, use of agency staff and the use of recruitment and retention premiums.
- 5.2 As a relatively small organisation we do not have the volume of numbers to operate some apprenticeships without joining up with other employers. We have joined up with CUH to deliver an apprenticeship for a Social Worker, and this could be a way forward for science based apprenticeships which will be small volume. As previously mentioned there is the option of transferring up to 25% this year of levy funds in the Digital Account to another employer to pay for apprenticeship training costs. We should consider transferring some of our funds to other local NHS employers such as CUH in order to enable the effective operation of some apprenticeships. However all NHS organisations are failing to fully spend their levy so this may not be something that is attractive to potential partners.
- 5.3 Apprenticeships offer the opportunity for existing staff to access professional development at masters level. As funding for CPD has decreased over recent years the apprenticeship levy provides an opportunity to support staff in undertaking masters level apprenticeships. New programmes are being accredited on an ongoing basis. Respiratory Physiology is interested in developing a career pathway for higher level apprenticeships to support recruitment in this specialist area. Cardiac physiology would be interested in apprenticeships at a masters level apprenticeship but at present this is not available.
- 5.4 There is the also the opportunity to use apprenticeships in Leadership and Management to support leadership development in the Trust. This could provide a route for line managers to gain transferable qualifications.
- 5.5 The issue of how apprenticeships are remunerated will need to be resolved in 19/20. We are currently waiting for the national negotiations to conclude. This will either provide a pay framework, although this is looking unlikely at present, or a set of principles for Trusts to work with staff side partners to agree their local framework.

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Pending this we have agreed that for the Nurse Apprenticeship pilot in CCA we will mirror the pay arrangements being applied at CUH for their programme.

## **6. Conclusions and recommendations**

6.1 The Board is asked to note:

- the progress being made to implement the apprenticeship model in order to provide attractive career pathways
- the future opportunities available to the Trust that will be considered in 19/20 by the Education Steering Group
- the inherent issues with the apprenticeship system that will need to be addressed in order to realise the opportunities

**Recommendation:**

**The Board of Directors is requested to note the content of this report.**