

**Joint Policy for Cumbria Partnership Foundation Trust & North Cumbria
University Hospital NHS Trust**

Policy Title: W,N&E Cumbria Apprenticeships

Reference	POLWOR/001
Version	1.0
Date Ratified	May 2018
Next Review Date	May 2020
Accountable Director	Workforce & OD
Policy Author	STP Apprenticeship Strategy Implementation Group

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Policy On A Page

SUMMARY & AIM

What is this policy for?

This policy document sets out expectations for all staff with regard to Apprenticeships & should be read in conjunction with organisational 'Apprenticeship Guidelines for Managers' where appropriate

KEY REQUIREMENTS

What do I need to follow?

Managers should consider whether an apprenticeship would be an appropriate option when recruiting.

An apprenticeship must be offered for a real job.

A registered training provider must be sourced through the organisation's apprenticeship leads

Managers must ensure the apprentice is released to attend 'off the job' training as part of their contracted hours (20% or 1 day per week as required as part of the apprenticeship training)

The apprentice must complete an End Point Assessment (unless their programme is an integrated one)

If there are any issues that arise during the apprenticeship training, managers must discuss with the apprentice's mentor and inform the lead for apprenticeship programmes in the organisation who will support & advise.

TARGET AUDIENCE:

All staff involved with undertaking, supporting or managing apprenticeships / apprentices

TRAINING:

None

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1. SCOPE

The W,N&E Cumbria Apprenticeship Strategy was approved by Health Education England (NWE) and all partner organisations (April 2017) and the W,N&E Cumbria Apprenticeship Strategy Implementation Group established to deliver the identified 'aims'. This policy has been developed by the Strategy Implementation Group with the purpose of standardising our approach with partners across Health and Social Care.

This policy applies to all staff within Cumbria Partnership Foundation Trust (CPFT) and North Cumbria University Hospitals Trust (NCUHT). This policy should be read in conjunction with the NHS Staff Council Guidelines and organisational Apprenticeship Guidelines for Managers where relevant.

2. INTRODUCTION

The government is committed to increasing the growth of apprenticeships as an option for developing skills and employment opportunities. There has been a major change in apprenticeship national policy which aims to increase the number of apprenticeship starts to 3 million by 2020 (English Apprenticeships: Our 2020 Vision, Executive Summary).

WN&E Cumbria needs a workforce that is fit for the future and able to meet the needs of patients both today and tomorrow. Essential to this is the provision of good quality learning and development opportunities that involve staff and provide them with the knowledge, skills, values and behaviours to support safe and high quality compassionate care.

3. STATEMENT OF INTENT:

The purpose of this policy is to

- Highlight the benefits of apprenticeships in growing our own workforce and providing development opportunities as part of our workforce planning across WN&E Cumbria.
- Define 'an apprenticeship'
- Confirm the roles and responsibilities of all those involved in apprenticeships
- Standardise the terms and conditions of apprenticeship in line with national practice to ensure equity and collaboration and prevent competition between health organisations across Cumbria
- Standardise the process of recruiting and support of apprenticeships in the workplace between Health organisations across Cumbria
- Support managers and the organisations in maximising the use of the levy and meeting the public sector targets.
- Support the implementation of the W,N&E Cumbria Apprenticeship Strategy

4. DEFINITION OF AN APPRENTICE

- The apprentice must be employed in a real job. They may be an existing employee or a new recruit.
- The apprentice must work towards achieving an agreed standard or framework
- The apprenticeship training must last at least 12 months.
- The apprentice must spend at least 20% of their time on off-the-job training.

Note: The range of apprenticeship levels are outlined in Appendix 1

5. APPRENTICESHIP STANDARDS

An apprentice works towards achieving an ‘apprenticeship standard’ which defines what an apprentice will be doing and the skills required of them by job role. Standards are developed by employer groups known as ‘trailblazers’ and are being developed and approved regularly for different subject areas and at levels of study.

Please follow the link for more information:
<https://www.gov.uk/government/collections/apprenticeship-standards>

<https://haso.skillsforhealth.org.uk/standards/>

An up to date list of apprenticeship standards approved and in development can be found via the Institute of Apprenticeships website:
<https://www.instituteforapprenticeships.org/apprenticeship-standards/>

Professional leads, service managers and leads are encouraged to become involved with the development of a ‘trailblazer’ as an expert in their area. If you would like to be involved in the development of an apprenticeship standard or “trailblazer” or see what is currently under development then please follow this link:

<http://www.skillsforhealth.org.uk/aahealthcare-trailblazersaa>

If managers become involved with a trailblazer they are requested to inform their organisation’s apprenticeship lead.

6. APPRENTICESHIP TRAINING PROVIDERS

Training providers need to be approved to deliver Apprenticeship programmes by ESFA (Education and Skills funding Agency) and will then be placed on the national register.

In order that employer(s) commission the most appropriate apprenticeship training for the learner and the service and also represents the best value for money, each organisation has a single point of contact for procuring and contracting of apprenticeship training programmes (see appendix 2 for the key contacts for each organisation).

A single point of contact ensures that the apprenticeship levy funding is allocated in accordance with national funding rules and regulations and is aligned and allocated to organisational and workforce priorities in a fair and equitable way.

Note: Managers **must not** contract directly with education providers to ensure the correct process is followed and avoid training costs being charged directly to their budget. For further advice contact the apprenticeship lead.

7. ROLES & RESPONSIBILITIES

7.1 Directors

To support apprenticeships as part of 'growing our own' workforce across W,N&E Cumbria through an agreed annual allocation of the apprenticeship levy aligned to workforce plans for organisation(s)

7.2 Care Group / Professional Leads / Divisional Managers / Clinical Leads

- To include and support apprenticeships as a key part of workforce planning solutions for both existing staff and new recruits in their area of responsibility.
- To provide a lead in identifying annual apprenticeship requirements and appropriate delivery models to meet their professional standards. Where appropriate provide guidance on suitable providers to the apprenticeship team.
- Provide a lead role for the identification and development of new roles and get involved in trailblazers for new standards as appropriate, updating the apprenticeship team on developments.
- Collaborate with partners across the system and apprenticeship leads to introduce rotational learning experiences where required (e.g. clinical degrees/ associate nurse) to ensure the apprenticeship training meets professional standards and competencies.

7.3 Service Managers in conjunction with Line Manager / Ward Department Managers (also see organisational Apprenticeship Guidelines for Managers)

- Identify roles in their work area that may be suitable as an apprenticeship as part of workforce planning. Contact the apprenticeship team to discuss appropriate standards and training provider.
- When a vacancy arises, consider if it is suitable as an apprenticeship role and indicate on the relevant (vacancy review) form in each organisation as appropriate.
- Inform the apprenticeship team of vacancies for an apprentice who will advertise within their networks as well as NHS jobs
- Ensure the apprentice is released to attend 'off the job' training as part of their contracted hours (20% or 1 day per week as required as part of the apprenticeship training).
- When recruiting an apprentice:
 - Follow the usual recruitment policy in each organisation as

- appropriate.
- Appoint a line manager and workplace mentor for each apprentice
- Ensure there is a comprehensive local induction
- Work in partnership with the apprenticeship team and the training provider to develop the learning and career frameworks for their apprentice

7.4 Apprentice Line Manager

- Ensure the apprentice is released to attend 'off the job' training as part of their contracted hours (20% or 1 day per week as required as part of the apprenticeship training)
- Provide the practical work experience element of the apprenticeship programmes
- Contribute to the 'sign-off' of the work-based experience component of an apprentice's accreditation
- Ensure regular progress reviews are carried out with the apprentice, the training provider representative, and line manager/ mentor.
- If there are any issues that arise during the apprenticeship training, discuss with the apprentice's mentor, inform the lead for apprenticeship programmes in the organisation who will support & advise
- Ensure Trust employment policies are followed at all times
- Management supervision
- Identify a mentor who will work closely with the apprentice and ensure they receive mentor training.

7.5 Mentor

- Mentors should undertake appropriate training to prepare them for supporting learners in the workplace and to meet their professional requirements for educating learners (where appropriate)
- Familiarise self with the planned role of the new apprenticeship and expectations of the manager and the team, contact the Apprenticeship team for support if required
- Be involved with the planning and delivery of the induction period for the apprentice
- Spend time to understand the individual learning requirements and support needed for each new apprentice
- Become familiar with the learning outcomes of the relevant standard and level of study. Liaise with the apprenticeship team for support
- Provide the first point of contact for the apprentice for all issues
- Provide regular support and mentorship for the apprentice
- Support the apprentice to achieve the learning outcomes identified in the standard.
- Participate in regular progress reviews with the apprentice and the training provider representative.
- If there are any issues that arise during the apprenticeship training, discuss with the apprentice's line manager and inform the apprenticeship lead for the organisation, who will support & advise

7.6 Education and Learning Lead / Strategic Apprenticeship Leads

- Act as delegated lead on behalf of the organisation for procurement, the digital apprenticeship service account holder and co-ordinator of contracting with preferred provider
- Provide organisational strategic overview, direction and project planning for the apprenticeship team and operational lead
- Work with workforce leads to develop apprenticeships as a realistic option for 'growing our own' workforce, staff development and new roles
- Work with service, professional and workforce leads to identify the organisational annual allocation of the Apprenticeship Levy to meet business needs and workforce plans
- Develop and maintain relationships with providers of apprenticeship training
- Contribute to the implementation of the W,N&E Cumbria apprenticeship strategy
- Provide regular organisational and W,N&E Cumbria system-wide updates / reporting as outlined in the agreed governance process
- Contribute to the reporting of progress to meeting organisational targets of annual apprenticeship new starts and maximising the use of the Apprenticeship Levy to regulators and HEE.

7.7 Apprenticeship Team

- Support managers in identifying appropriate standards and training providers for roles they have identified in their work area that may be suitable as an apprenticeship as part of their workforce planning process.
- Promoting, collating and managing 'expressions of interest' in apprenticeship roles submitted by services/managers
- Support and advise managers in implementing the apprenticeship policy
- Support managers during the recruitment process by contributing to the interview panel where appropriate
- Responsible for procuring and contracting with Education & Learning service leads and training providers
- Provide managers and mentors with advice on the learning elements of apprenticeships
- Inform leads of any developments to national and existing frameworks / standards that may affect the delivery or funding of apprenticeships
- Liaise with the training providers and provide support and guidance to the manager when an apprentice may not be able to complete part of their academic or work-based components
- Ensure that each apprentice has a departmental mentor
- Develop and implement a communication plan that promotes the value of apprenticeships in 'growing our own' workforce and to 'think apprentice' whenever a vacancy occurs
- Track and record the progress of each apprentice on digital apprenticeship service (DAS) & National Apprenticeship Monitoring (Health Education England)
- Quality assure each apprenticeship position within the Trust for training and support purposes

7.8 The Apprentice

- Adhere to their job description and Trust policies and procedures highlighted in their induction and act in accordance with Trust's stated Values and Code of Conduct as per job description
- Attend all timetabled classes and work placements regularly and on time and notify their line manager and tutor/assessor if unable to attend class or work
- Complete assignments and other evidence in a timely fashion in relation to training provider requirements for completing the academic elements of the apprenticeship as per the apprenticeship agreement
- Meet the assessment or examination requirements at the agreed level set out in their apprenticeship
- If there are any issues that arise during the apprenticeship training, discuss with the mentor in the first instance or the manager and inform the apprenticeship team who will support & advise.
- Meet the requirements set out in the apprenticeship agreement and commitment statement (with provider & employer)

7.9 Finance lead for apprenticeships

- To provide advice and information on national and local guidance for procurement and relevant frameworks
- To provide support and information on access to digital apprenticeship service (DAS)
- To provide regular updates on the current state of Levy funding, reports and modelling of organisational annual and projected spending as required.

7.10 Recruitment team

- Liaise directly with managers who are recruiting apprentices and follow the normal recruitment processes including advertising on NHS Jobs.

8. APPRENTICESHIP PAY & CONDITIONS

Apprenticeships in the NHS – NHS Staff Council Guidance

<http://www.nhsemployers.org/news/2017/07/apprenticeships-in-the-nhs-staff-council-guidance>

This guidance has been agreed by the NHS Staff Council to support employers and local partnerships in considering the options available to them in relation to pay and conditions of apprentices in the NHS. It should be considered together with any relevant apprenticeship policy guidance and/or statutory requirement.

W,N&E Cumbria partner organisations agree to adopting this guidance and approach to pay and conditions for apprenticeships.

- Existing employees undertaking an apprenticeship will remain on their current salary (see section 24 of NHS Staff Council Guidance)
- Vacancy suitable for an apprentice will follow Agenda for Change Annex 21 or the apprenticeship wage subject to the job description.

<https://www.gov.uk/national-minimum-wage-rates>

- Employers must pay apprentices for the time spent in training or studying whether they are at work (in a supernumerary role, shadowing, observing) or off the job studying (20% off the job requirement as required in apprenticeship training).
- Apprentices must be offered the same conditions as other employees working at similar grades or in similar roles within an organisation. This includes: travel, paid holidays, sick pay, any benefits you offer such as childcare voucher schemes, other support such as coaching or mentoring (see section 11 of NHS Staff Council Guidance).
- Where existing employees are required by the Trust to undertake apprenticeships as part of their ongoing learning & development they would normally remain on their current pay, terms and conditions for the duration of the programme. An example of an exception to this is the new associate nurse apprenticeship training role which will be paid at a band 3 in line with national guidance.
- On completion of the Apprenticeship the employee will return to their substantive post but will be eligible to apply for (relevant) roles, as they become available which could be anywhere across the Trust. Because the Trust has funded the training it is expected that the employee will remain employed within the Trust for at least 24 months, following completion of the apprenticeship.
- In the event that an employee does not complete the apprenticeship they will return to their substantive role unless explicitly agreed otherwise

Existing employees undertaking apprenticeships - examples

	Type of development		
	CPD in existing role	Training for a new role which is at the same band as employees current pay band	Training for a new role which is banded higher than the employees current pay band
Impact on terms and conditions	No change Continue to receive increments	Secondment Continue to receive increments	Secondment Paid higher band in line with national guidance.
Example	Band 2/3 HCA – undertaking Health apprenticeship level 3	Band 3 HCA – undertaking a Trainee Nursing Associate apprenticeship	Band 2 HCA – undertaking a Trainee Nursing Associate Apprenticeship Band 3

As stated the Skills Funding Agency Apprenticeship Guidelines https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/605004/EMPLOYER_RULES_V2_FINAL.pdf

Apprentices undertaking CPD will be issued with:

- A document that clearly outlines the terms, conditions and expectations between the learner and the organisation (example appendix 3) and a Learner & Manager agreement that clearly outlines the expectations of both the learner and the manager in regard to the apprenticeship training (appendix 4).

New recruits will be issued with:

-
- Appointment letter generated by the normal recruitment process stating employment terms and conditions of the apprenticeship role.
 - The learner & manager agreement that clearly outlines the expectations of both the learner and the manager in regard to the apprenticeship training (appendix 4).
 - If the apprenticeship is achieved before the end of the fixed term contact the apprentice will remain in post until the end of the contract, consolidating their skills. They will also be support to apply for appropriate posts within the Trusts.

It is recommended that all new apprenticeship roles are fixed term for the length of the apprenticeship training to ensure that the learner completes the apprenticeship training place as commissioned. It also allows both the learner and the manager to confirm that the training is appropriate for the learner and can be completed to the standard required in the time allowed.

9. IF ISSUES ARISE – FOR EXAMPLE.

- **Apprentice does not progress as expected** – If the apprentice is falling behind with their apprenticeship this will be identified as part of the review process with the training provider, line manager and apprentice. If progress is still not achieved the manager should discuss this with the apprenticeship team and Human Resources and initiate the Trusts capability policy.
- **Apprentice misconduct** – If there is an allegation of misconduct involving an apprentice then the manager must contact Human Resources and investigate and take appropriate action as per the Trusts disciplinary policy. The apprenticeship team must be informed.
- **Apprentice withdraws** – Following discussions with the training provider, the mentor, the manager and the apprenticeship team, if it is still appropriate for the apprentice to withdraw it is essential that the apprenticeship team is informed as soon as possible. Further discussions will need to take place with all parties in order to confirm all details including putting a hold on the apprenticeship funding which is paid monthly to the provider.
- **Change of mentor** – If the identified mentor changes, leaves the organisation or moves workplace the Practice Education Facilitator must be informed if the apprenticeship is a clinical role. With regards to non-clinical apprenticeships it is the responsibility of the manager to arrange a new mentor.
- **Issues with the apprentice provider** – Any issues with regards to the delivery of the apprenticeship programme must be reported to the Apprenticeship Team to investigate and act upon as required.
- **Apprentice fails End Point Assessment (EPA)** – The apprentice will be expected to complete an EPA as part of the apprenticeship Standard to ensure that all funding is drawn down and that the apprenticeship training is passed and completed. This assessment will normally take place right at the end of their training unless the apprenticeship is being delivered as an integrated programme. If the apprentice fails the EPA they will need to

receive further training from the provider and undertake a second EPA. If the apprentice continues to fail despite additional training and support to achieve the line manager may resort to the organisation's capability policy.

10. PROCESS FOR MONITORING COMPLIANCE

The process for monitoring compliance with the effectiveness of this policy is as follows:

Aspect being monitored	Monitoring Methodology	Reporting		
		Presented by	Committee	Frequency
What	How	Who	Where	How often
Annual New apprenticeship starts	National target reporting	Apprenticeship lead	Tbc for relevant organisation	Annual
Number of End Point assessments / completed apprenticeships	EPA outcomes	Apprenticeship lead	Tbc for relevant organisation	Annual
Feedback, students, mentors, managers, providers	PARE tool/ local questionnaire	PEF's	Tbc for relevant organisation	Annual
Apprentice stories/case studies	Stories/case studies	Apprenticeship team	Tbc for relevant organisation	Annual

Wherever the above monitoring has identified deficiencies, the following must be in place:

- Action plan
- Progress of action plan monitored by the *name of relevant committee* minutes
- Risks will be considered for inclusion in the appropriate risk registers

11. REFERENCES:

Managers Guidelines – Recruiting and Supporting an Apprentice in your team (CPFT 2018)

NHS Staff Council Guidelines – Apprenticeships in the NHS

<http://www.nhsemployers.org/news/2017/07/apprenticeships-in-the-nhs-staff-council-guidance>

Skills Funding Agency – Apprenticeship funding: rules and guidance for employers May 2017 to March 2018 (Version 2)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/605004/EMPLOYER_RULES_V2_FINAL.pdf

English Apprenticeships: Our 2020 Vision Executive Summary

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484209/BIS-15-651-english-apprenticeships-our-2020-vision-executive-summary.pdf

A system wide Apprenticeship strategy for West, North & East Cumbria 2017 – 2020

HEE Quality Framework 2017-18

https://www.rcpe.ac.uk/sites/default/files/files/hee_quality-framework.pdf

HEE Quality Framework 2017 – 18 Standards

https://www.hee.nhs.uk/sites/default/files/documents/HEE%20Quality%20Framework%20Standards%202017_18.pdf

HEE Quality Framework 2017 – 18 Handbook

<https://hee.nhs.uk/sites/default/files/documents/HEE%20Quality%20Handbook.pdf>

HEE/The National Skills Academy – Health Quality Principles for NHS Apprenticeships

12. ASSOCIATED DOCUMENTATION:

List any Trust policies (hyperlinked to the relevant policies on the policies web page) and procedures that link to this policy.

- *Managers Guidelines – Recruiting & Supporting an Apprentice in your team*

13 Approving Committee Responsibilities:

The Chair of the approving committee will ensure the policy approval is documented in the final section of the Checklist for Policy Changes. The committee will agree the approval of the final draft of the policy.

14. ABBREVIATIONS / DEFINITION OF TERMS USED

Keep lists in alphabetical order

ABBREVIATION	DEFINITION

TERM USED	DEFINITION

APPENDIX 1 - APPRENTICESHIP LEVELS

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

APPENDIX 2 - KEY CONTACTS

Cumbria Partnership NHS Foundation Trust

Toni Hall, Education & Learning Manager, toni.hall@cumbria.nhs.uk Tel: 07771701079

Suzan Hunter, Apprenticeship Lead, suzan.hunter@cumbria.nhs.uk Tel: 07795476632

Karen Dutton, Clinical Apprenticeship Lead, Karen.dutton@cumbria.nhs.uk Tel: 07881833508

North Cumbria University Hospital NHS Trust

Jean Hill, Learning & Development Manager/Apprenticeship Lead,
Jean.Hill@ncuh.nhs.uk Tel: 01228814828

APPENDIX 3 - CONFIRMATION LETTER - EXAMPLE**Ref:****Date:****(Name)****(Job Title)****(Home address)****(Town)****(Postcode)**Dear **(Name)****(Apprenticeship Title)**

Congratulations in securing a place on the **(name of provider & apprenticeship title)** Apprenticeship which is a full time **(no of years)** year programme funded by Cumbria Partnership's Apprenticeship Levy.

Start Date:**Planned End Date:**

The following terms and conditions should be read in conjunction with the learning contract you will sign with the apprenticeship provider and your manager.

Terms and Conditions during Training

There will be no changes to your terms and conditions while you are undertaking the apprenticeship. Your pay will stay the same in line with [Apprenticeships in the NHS - NHS Staff Council](#) Guidance paragraph 24.

Sickness & Absence Reporting

You will need to comply with the Sickness Management Policies of both CPFT and **(provider name)**. During your training if you have a period of sickness you must inform both **(provider name)** and your line manager in accordance with Trust policy.

Annual Leave

Arrangements for annual leave during your training are part of the course programme and academic year.

Travel and other expenses

Travel and expenses should be claimed for in the usual way ensuring you mark the reason as external training.

Progress / Monitoring

Your current line manager will review your progress and ensure that the Trust offers relevant support and monitoring during your apprenticeship. **(Provider name)** will notify CPFT of any matters of concern or disciplinary procedures initiated against you during the training period.

On Completion of Training

On completion of the Apprenticeship, you will return to your substantive post but you will be eligible to apply for (relevant) roles, as they become available which could be anywhere across the Trust. Because the Trust has funded your training it is expected that you will remain employed within the Trust for at least 24 months, following completion of the apprenticeship.

Approach to learning

Apprentices will have a great deal of practical experience which will vary and it is expected that you will adopt an objective and professional approach during your period of study along with high levels of respect for all other course participants. You will have 20% 'off the job' training and at certain points of the programme you will be required to undertake some study in your own time. You will be expected to actively seek help or assistance during the course as appropriate to enable you to progress effectively through this apprenticeship. Any concerns/issues with regard to any aspect of the training should be identified promptly so that solutions can be explored and appropriate support provided.

Documentation

Please ensure that you and your manager complete and sign the apprenticeship agreement, returning a copy to me either by email or post.

I would like to take this opportunity to wish you every success with your training programme.

If you have any problems or queries, please do not hesitate to contact me.

Yours sincerely

(Name)

Apprenticeship Lead

Cc: Manager; HR

APPENDIX 3 - LEARNER & MANAGER AGREEMENT - EXAMPLE

outlines the expectations of both the learner and the manager in regard to the apprenticeship training

(Name of Apprenticeship and Provider)**Learner**

I confirm that I have read and understood the contents of this letter and agree to be bound by these arrangements for the duration of the apprenticeship.

I agree to:

- Complete any initial assessments as appropriate prior to the induction day.
- Draw up an Individual learning plan with my mentor and cooperate with its implementation to ensure I maximise on achieving the apprenticeship
- Produce evidence for my portfolio e.g. reflections / assignments in my own time and supported by the 20% off the job training*.
- Attend all study days as required.
- Complete timely reviews every 8 weeks with the training provider.
- Complete within the specified timeframe of the apprenticeship.
- Inform the Apprenticeship Lead should a change in circumstances, role or department occur.
- Liaise with the Apprenticeship Lead if any problems arise.

Name: **Date:**

Signature:

Manager

I agree to:

- Ensure the learner completes any initial assessments as appropriate prior to the induction day.
- Support and release the learner as required for the duration of the apprenticeship adhering to 20% off the job training*.
- Take an active role in the review process every 8 weeks with the learner and provider.
- Ensure the learner completes the apprenticeship within the specified timeframe.
- Inform the Apprenticeship Lead should a change in circumstances occur or the learner is off sick.
- Liaise with the Apprenticeship Lead promptly should any problems arise.

Name: **Date:**

Signature:

**Off the job training is defined as learning which is undertaken outside the normal day to day working environment and leads towards the achievement of the apprenticeship. This can include training that is delivered at the apprentice's normal place of work but must not be delivered as part of their normal duties. Off the job training must be directly relevant to the apprenticeship and could include: teaching of theory, shadowing, mentoring, learning support and time spent writing assessments / assignments.*

DOCUMENT CONTROL

Equality Impact Assessment Date	02/05/18
Sub-Committee & Approval Date	Joint Partnership Forum – 02/05/2018

History of previous published versions of this document:

Version	Ratified Date	Review Date	Date Published	Disposal Date

Statement of changes made from previous version

Version	Date	Section & Description of change
		•
		•
		•

List of Stakeholders who have reviewed the document

Name	Job Title	Date