



Black Country Partnership **NHS**  
NHS Foundation Trust

# Apprenticeships



A guide to **Apprenticeships** at  
Black Country Partnership  
NHS Foundation Trust





# Introduction

## Welcome to Black Country Partnership NHS Foundation Trust Apprenticeship Information Guide

Black Country Partnership NHS Foundation Trust is a major provider of mental health, learning disability and community healthcare services for people of all ages in the Black Country.

### The Trust provides:

- mental health and specialist learning disability services to people of all ages in Sandwell and Wolverhampton.
- specialist learning disability services in Walsall, Wolverhampton and Dudley.
- community healthcare services for children, young people and families in Dudley.

There are over **2000 staff** working at the Trust. Staff carry out a wide range of roles, working together to provide integrated care and support to all those using our services.

### Visions and values

#### The Trust Vision is:

Our community: you matter, we care

#### Supported through our Trust Vision Statement:

To work with local communities to improve health and well being for everyone

#### Trust Values

- Empowerment
- Integrity
- Compassion and Kindness
- Honesty and Transparency
- Dignity and Respect





# About Apprenticeships

**The Trust is committed to providing opportunities to develop both existing staff and local people, through apprenticeships**

## **What is an apprenticeship?**

An apprenticeship provides opportunity to gain a recognised vocational qualification, and develop key skills, whilst receiving payment for employment. This includes gaining valuable work-based experience, to support with future job applications / career opportunities and exposure to the NHS and the wide range of roles and career opportunities.

## **What will I gain from being an Apprentice?**

- **hands on experience of working for the NHS**
- **a recognised vocational qualification**
- **learn job-specific skills**
- **earn a wage**
- **work alongside experienced staff**

## **How do I apply for an Apprenticeship vacancy?**

Our apprentice opportunities are advertised on the National Apprenticeship website: [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk).  
This website is where you can make your application online.





**“My apprenticeship has helped me gain confidence and experience needed to become a part of the NHS and develop my career.”**





# Apprenticeship roles

**Apprenticeships are available in a wide variety of roles throughout the healthcare sector from clinical to non-clinical roles in areas such as:**

- Business administration
- Estates
- Finance
- Healthcare support services in adult, older adult mental healthcare and learning disability services
- Information and communication
- Patient experience

## **Who are apprenticeships for?**

The focus of apprenticeships is about equipping you with new skills and learning needed for job roles for future progression and employment. Apprenticeships provide you with the learning to gain relevant skills and knowledge while helping improve future career prospects.

To apply, you will need to be:

- Over 16 years of age
- Living in England
- Not in full-time education

## **How long do apprenticeships last?**

The length of apprenticeships depends on the entry level. The minimum duration is 12 months and can go up to 4 years.





# Frequently Asked Questions

## If I become an apprentice, what support will I receive?

Throughout your apprenticeship you will have support from various people. When on work placement you will be supported by a manager/supervisor.

Throughout your apprenticeship qualification you will be supported with your learning by Sandwell and West Birmingham Hospital who are your learning provider. You will also be appointed an assessor who will support you in your work placement to gather evidence and build a portfolio.

At the end of your 12-month placement you will be given dedicated support to assist you in finding full time employment within the NHS.

## What does the Trust expect from an apprentice?

If you are appointed as an apprentice within the Trust we expect you to:

- follow the Trust visions and values
- have a good attitude, such as being helpful, polite and punctual
- have a healthy approach to challenges
- be committed in completing the qualification provided by the Trust
- communicate with your line manager about any issues as soon as they come up

## Do I have to pay National Insurance?

Yes. If you are over 16, you will have to pay tax and National Insurance on your income.





**“Being an apprentice has helped improve my communication skills. I think it's a brilliant opportunity for a career in care.”**





**“Doing this apprenticeship has helped me find my career path. I would recommend it to anyone as no day is ever the same!”**







# Apprenticeship Scheme

## What is an apprenticeship Scheme?

An apprenticeship scheme is the course content. The module style of delivery enables you to achieve milestones throughout the apprenticeship.

All apprenticeship schemes are linked to specific job roles, reflecting learner and employer needs. Most of the training is on-the-job allowing you to be hands-on and gain vast amounts of valuable work experience.

### An apprenticeship scheme includes:

- A nationally recognised vocational qualification
- Functional skills, such as working in teams, problem solving, literacy and numeracy, communication and new technology
- A certificate qualification
- Personal learning and thinking skills
- Employer rights and responsibilities

Next, meet some of our apprentices and learn how their experience of the scheme has helped them succeed within their roles.





# Apprentice Case Studies

## Case Study #1

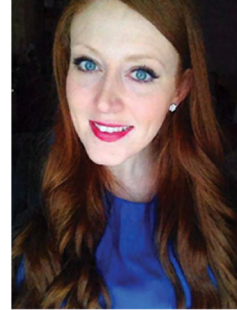
**Name:** Zoe O'Connor

**Position:** Clinical Apprentice

**Location:** Meadow Ward, Penn Hospital

**Start Date:** August 2014

**End Date:** August 2015



## Current Employment status:

Employed full-time at Black Country Partnership NHS Foundation Trust as a Senior Health Care Support Worker at Meadow Ward, Penn Hospital

## Achievements:

- Winner of Health Education England's Clinical Apprentice of the Year, level 2 at their NHS Recognition Awards 2016
- QCF level 2 in Health and Social Care
- Obtaining full-time employment within the Trust

## Quote:

"My advice for anyone starting as an apprentice is don't be afraid to ask questions. Embrace the ability to work a variety of shifts to get full experience of the ward environment at different times. Gaining experience while being paid is a bonus, make the most of the practical learning on offer as it is really beneficial."





## Case Study #2

**Name:** Alice Allen

**Position:** Health Records Clerk Apprentice

**Location:** Hallam Street Hospital

**Start Date:** November 2014

**End Date:** November 2015



### Current Employment status:

Originally employed full-time as a Band 2 Administration Assistant for the North Treatment Team. As of 31st October 2016; Alice will be a Bank 3 Administration Officer for the Health Visitor Team.

### Achievements:

- Winner of the Apprentice of the Year 2015 at BCPFT staff awards
- QCF Level 2 in Business Admin
- Obtaining full time employment within the Trust at Band 2 and working up to a Band 3 post

### Quote:

“When I started my apprenticeship, I was quiet and didn’t realise how much of the world around me I didn’t know about. Since working for the Trust as an apprentice and afterwards, I have learnt so much about people’s struggles and have felt like I have made a real difference, even though I am not a clinician. I have also gained so much confidence and feel that starting an apprenticeship was the best decision I have ever made.”





## For more information

### Email



[apprenticeships@bcpft.nhs.uk](mailto:apprenticeships@bcpft.nhs.uk)

### Websites



[www.apprenticeships.org.uk/](http://www.apprenticeships.org.uk/)  
[www.gov.uk/apply-apprenticeships](http://www.gov.uk/apply-apprenticeships)  
[www.jobs.nhs.uk](http://www.jobs.nhs.uk)

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