

Example Template to help partners create an Apprenticeship Strategy

Apprenticeship Strategy - 2017 – 2020

Introduction and background

National Drivers

- Introduction to apprenticeship levy
- Why the change – 3 million apprentices by 2020 – government led
- Public sector target
- HEE Talent for Care and Widening Participation – Get In, Get On, Go Further
- Change from apprenticeship frameworks to apprenticeship standards
- National Healthcare Strategies, i.e. Mental Health, etc
- Apprenticeship governing bodies

Apprenticeship Vision – Trust led

- Culture shift/change with regards to apprenticeships
- Board Level – Champion – i.e. Director of Workforce Development
- Short term and long term apprenticeship aims
- Future workforce planning/succession planning
- Clinical/Non-clinical apprenticeships
- Working with our partners and wider trusts
- Apprenticeship pathways applicable to trust (intermediate, advanced and higher level apprenticeships)
- Maximising apprenticeship levy
 - 0.5% total pay bill
 - How the levy is spent
 - Growing and sustaining apprenticeships within the organisation
- Identifying skills gaps and aligning with potential apprenticeship routes.
- Providing pathways for staff requiring development outside of their area of expertise
- Commitment to development of all grades (providing opportunities for all)

Apprentice Recruitment

- New apprenticeship vacancies
- Conversion of vacant jobs into potential apprenticeship opportunities
- Succession Planning and up-skilling existing staff
- How often we recruit (i.e. once a year, throughout the year or on a roll on roll off basis)
- How many we recruit and in what areas

Scoping out Apprenticeship Standards for trust

- Available Apprenticeship Standards
- Standards being developed
- New Trailblazers

- Mapping out career pathways for all roles, including senior management and execs

Training Provision

- Identify approved training providers via DAS
- Decide on criteria for choosing training provider(s) (specialist qualification, support available, expertise, cost, how many providers are required)
- Service Level Agreements/Contracts agreed with training providers
- End Point Assessments
- Models of delivery

Communications and Marketing Plan

- Marketing apprenticeship programmes
- Engaging with local schools and colleges: -
Health Futures UTC, Schools, colleges, recruitment fairs
- Utilisation of social media and websites

Support In House

- Working and engaging with service lines; identifying suitable apprenticeship programmes
- Finding placements and identifying realistic numbers of apprentices to take on
- Aligning policies to include apprentice specific information
- Guidance and support for apprentices and managers
- In house assessments
- Identification of internal/external resources
- Support workforce to support apprentices within their role (mentoring)

Reporting

- Levy spend
- DAS
- Internal reporting
- KPI – how do we measure the success of our apprenticeship programmes, i.e. less bank staff, qualified workforce, cost saving, etc.
- Costs

Funding

- Apprenticeship Levy
- Apprentice pay structures
- Funding rules of apprenticeship levy (i.e. what the levy can and can't be used for)

Communications – Internal and External

- National Apprenticeship Week
- Engaging with internal staff including service heads
- Engaging with schools and colleges

- HEE
- Social Media Promotion including #NHSYes

Success Measures

- Demographic data
- Reduction of bank staff?
- Retention and achievement rates
- Destination monitoring

Resources

- DAS
- Apprenticeship toolkit
- Training Providers
- Apprenticeship steering group

Future Developments and Government Initiatives

- Keep up to date with new standards of development and incorporate into apprenticeship strategy
- Monitoring of rule changes and new initiatives