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