



# KNOWLEDGE | **HUB**

## Apprenticeship Data Publication

**Reporting Period: 1<sup>st</sup> April 2018 – 31<sup>st</sup> March 2019**

**Draft to be published by: 30<sup>th</sup> September 2019**

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## The Apprenticeship Levy, National Apprenticeship Targets and the ROH

The Apprenticeship Levy was introduced in April 2017 to support the delivery of apprenticeship programmes. The Government's ambition is to deliver 3 million new apprenticeships by 2020 in order to develop more employable skills. The levy is funded by an annual contribution of 0.5% of employer's workforce budgets where the annual pay bill is over £3,000,000.00. In addition, public sector organisations have been set an annual apprenticeship start target of 2.3% of the total workforce.

The Royal Orthopaedic Hospital NHS Foundation Trust (ROH) has a levy pot of approximately £180,000.00 each year and an apprenticeship target of 23 for the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019.

This levy is to be utilised to support the training of staff through the new Apprenticeships standards. These standards range from Level 2 through to Level 7, with the higher apprenticeship levels being on equal footing to degrees and postgraduate qualifications. These qualifications can be used to educate and develop new and existing staff. Traditionally apprenticeships have been used at the ROH to support individuals who are seeking experience in the NHS at the start of their career or by staff in pay bands 1-3 as part of their development. The introduction of the levy has primarily enabled the Trust to provide career development opportunities through apprenticeship qualification for its existing workforce and supports its planning of future workforce requirements.

In 2016, the Trust was awarded the Apprenticeship Employer Champion of the Year, and Small Apprenticeship Employer of the Year for its engagement with apprenticeships. The introduction of the new National Apprenticeship levy from April 2017 provided the Trust with an ideal opportunity to continue to build on its level of success in this arena.

Public bodies in scope of the apprenticeship targets are required to provide an annual return of two parts, detailing amongst other things their progress towards the target, to the Department of Education. Bodies in scope are required to publish Section 1: Data Publication and the Trust will publish this via this report on the Trust's intranet and internet websites. Section 2: the Apprenticeship Activity Return does not have to be published however the Trust has decided to also publish this information as part of the report.

## Return Section 1 - Data Publication

The Data Publication includes several figures which will enable the Government, the public and wider stakeholders to understand the Trusts headcount and the number of staff undertaking apprenticeship qualifications employed in the Trust, and then use that information to assess the progress the Trust has made towards meeting the target. This information is based on the reporting period 1<sup>st</sup> April 2018 – 31<sup>st</sup> March 2019.

The information required is:

Figure	Information Required	Outcome 2017/18	Outcome 2018/19
<b>Figure A:</b>	The number of employees whose employment in the Trust began in the reporting period.	<b>188</b>	<b>144</b>
<b>Figure B:</b>	The number of staff who commenced apprenticeship qualifications in the Trust in the period and whose apprenticeship agreements also began in that period.	<b>7</b>	<b>26</b>
<b>Figure C:</b>	The number of employees employed in the Trust at the end of the period. (i.e. 31 <sup>st</sup> March 2019)	<b>1011</b>	<b>1070</b>
<b>Figure D:</b>	The number of staff completing apprenticeship qualifications who work for the Trust at the end of the period.	<b>7</b>	<b>30</b>
The Trust is also required to provide two percentages in order to give context to the other figures. These percentages do not reflect the progress a public body has made towards the target:			
<b>Figure E:</b>	Figure B expressed as a percentage of figure A.	<b>3.72%</b>	<b>18.06%</b>
<b>Figure F:</b>	Figure D expressed as a percentage of figure C.	<b>0.69%</b>	<b>2.80%</b>
<b>Figure G:</b>	The number of apprenticeship qualifications being undertaken by staff who worked for the body immediately before that period.	<b>12</b>	<b>7</b>
In addition, the Apprenticeship Activity Return (Return Section 2) requires public bodies to send the following figures, which will help identify their progress towards meeting the target, to the Department for Education. Public bodies could also consider providing these figures in the Data Publication:			
<b>Figure H:</b>	Headcount on the day before the first day of each reporting period in the target period (i.e. 31 <sup>st</sup> march 2018)	<b>1026</b>	<b>1011</b>
<b>Figure I:</b>	Figure B expressed as a percentage of figure H	<b>0.68%</b>	<b>2.57%</b>

## Return Section 2 - Apprenticeship Activity Return

The Apprenticeship Activity Return includes both information on the Trusts progress against the apprenticeship target and information to assess actions taken towards, and challenges faced in meeting the targets. On 31<sup>st</sup> March 2018 the Trusts headcount was 1011. The Trusts Apprenticeship target (2.3% of headcount) for the reporting period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019 was therefore 23. The Trusts apprenticeship numbers for the period were 26, equalling 2.57%, which is 111.74% of the national target. This is an increase from the 2017/18 return of 7 apprentices, at 0.68%, and exceeds the national target.

### **Actions taken to meet the apprenticeship target;**

The Trust Apprenticeship Strategy 2018 – 2020 was agreed and signed off in March 2018.

The Aims and outcomes of the strategy are as follows:

- Develop a fair, consistent and equitable approach to our apprenticeship offering and to the allocation and utilisation of the levy
- Provide clear and transparent career development routes for admin and clerical and clinical roles
- Review and revise workforce models and plans to support the achievement of the Trust Strategy
- Agree attractive and competitive salary and benefits package to attract and retain talent, offering apprenticeship opportunities with roles at the end of their course.

During the reporting period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019 the following actions / approaches have been delivered:

- ✓ *Awareness events and information for line managers and staff on apprenticeship opportunities and how to integrate new roles into departments*
- ✓ *The Trusts Guiding Principles to apprenticeships was defined and published in September 2018*
- ✓ *Implemented Changes to the workforce modelling, e.g. all Band 1-3 vacancies are converted into apprenticeship opportunities where feasible, new staffing models and roles have been signed up to including Trainee Nurse Associates and Theatre Assistant Practitioner Apprenticeships.*
- ✓ *Continuing to support the Apprenticeship federation to develop a product which provides clear and transparent career development routes for admin and clerical and clinical roles*
- ✓ *Developed a strong working relationship with partner Trusts as part of the Birmingham and Solihull Apprenticeship Federation, and with local HEI's as apprenticeship qualification providers.*
- ✓ *Implemented a revised competitive salary and benefits package for direct recruited apprenticeships.*

The impact of all these actions during the reporting period has meant that the Trust will have enabled 26 staff to commence apprenticeship qualifications, exceeding our nationally set target of 23. (This figure nearly quadruples our 2017/18 figure of 7). Of the 26 apprenticeships, 4 were externally recruited Level 2 / 3 Business Administration apprentices, 14 were our Management Skills

Programme candidates who are undertaking a Level 3 Team Leader / Supervisor apprenticeship qualification and 8 were a range of career development apprenticeship qualifications for existing staff.

***Additional information to explain the current challenges and risks to delivery:***

- In relation to the Trainee Nursing Associate and Theatre Assistant Practitioner apprenticeships, there is a requirement to support potential candidates with the achievement of their Maths and English functional skills qualification. This requires an additional 6 months training before the candidate can apply for these apprenticeships.
- Providers going bust – transfer apprentices to alternative providers – slowing process and completion of qualification – motivation of the learner. Source new providers there takes times...
- Time taken for colleges and universities to develop their approaches and offerings of suitable apprenticeship frameworks
- Availability of apprenticeship programmes and approval of standards, in particular higher level, higher cost apprenticeships.
- Complexity of procurement of apprenticeships
- Accommodating the 20% off job training requirement for apprenticeship qualifications
- Developing robust future workforce models to introduce new and emerging apprenticeship opportunities.
- Challenges around high levels of part time staff who don't work the required hours for eligibility for an apprenticeship
- Cost of back fill of some apprenticeship programmes e.g. Nursing associates and nursing degree
- Commitment at operational level to having apprenticeships against the back drop of financial constraints and cost improvement schemes
- Safe staffing levels, as a teaching hospital consideration to ratio of permanent staff, who are mentoring and training as well as providing patient care, to students and apprentices on wards / departments.

***Action being taken to meet future apprenticeship targets;***

- Recruitment of bands 1 -4 considered as Apprenticeship recruitment opportunities with an AfC banded role opportunity upon successful completion of the Apprenticeship.
- Setting and reviewing workforce targets; breaking targets down to team level and holding Managers to account.
- Workforce planning and consideration of volume apprenticeships, i.e. Business Administration, Theatre Assistant Practitioners, Nurse Associate, Physiotherapy, IT, Project Management prioritised for further consideration during the next 6 months.
- Demonstrating career paths and opportunities, promoting Apprenticeships to existing staff to support personal and professional development.
- Aligning Level 3 Team Leader / Supervisor apprenticeship to our inhouse management skills programme.
- Working across the STP to develop Apprenticeships and demonstrate pathways.

**Summary:**

During the reporting period, the Trust has made significant progress on its apprenticeship strategy, and we are very proud of the number of apprenticeship qualifications provided.

The future of our apprenticeship strategy is looking bright with proposals to introduce up to 40 apprenticeship opportunities during the next reporting period. These will include Trainee Nursing Associates, Theatre Assistant Practitioners, and delegates for the next cohort of our management skills programme plus future career development opportunities for our existing staff.

The Trust will continue its work with the Birmingham and Solihull Apprenticeship Federation, leading on the “career development on a page” frameworks, developing a web platform that enables individuals to review the career web of career development stages, and the opportunities and requirements to move between each. This will be available for all staff later in the year.

**David Richardson**  
**Head of Education and Training**  
**7<sup>th</sup> August 2019**

**Staff Experience and OD Committee agreement:**  
**25<sup>th</sup> September 2019**

**For further information regarding Career Development opportunities please contact the Training and Development Team, review the Career Development opportunities page on the intranet, or visit the Team in the Knowledge Hub.**

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