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Apprenticeship Data Publication

Reporting Period: 1st April 2017 – 31st March 2018

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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 1st April 2017 to 31st March 2018.

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 Trust's 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 1st April 2017 – 31st March 2018.

The information required is:

Figure	Information Required	Outcome
Figure A:	The number of employees whose employment in the Trust began in the reporting period.	188
Figure B:	The number of staff who commenced apprenticeship qualifications in the Trust in the period and whose apprenticeship agreements also began in that period.	7
Figure C:	The number of employees employed in the Trust at the end of the period. (i.e. 31 st March 2018)	1011
Figure D:	The number of staff completing apprenticeship qualifications who work for the Trust at the end of the period.	7
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:		
Figure E:	Figure B expressed as a percentage of figure A.	3.72%
Figure F:	Figure D expressed as a percentage of figure C.	0.69%
Figure G:	The number of apprenticeship qualifications being undertaken by staff who worked for the body immediately before that period.	12
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:		
Figure H:	Headcount on the day before the first day of each reporting period in the target period (i.e. 31 st march 2017)	1026
Figure I:	Figure B expressed as a percentage of figure H	0.68%

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 31st March 2017 the Trusts headcount was 1026. The Trusts Apprenticeship target (2.3% of headcount) for the reporting period 1st April 2017 to 31st March 2018 was therefore 23.

The Trusts apprenticeship numbers for the period were seven, equalling 0.68%, which is 30% of the national target.

Actions taken to meet the apprenticeship target;

The Trusts Career Development and Apprenticeship Strategy was developed and agreed during 2017, the aims and outcomes of which are detailed below.

Aims and outcomes of the strategy:

- Develop a fair, consistent and equitable approach to our apprenticeship offering, to the allocation and utilisation of the levy, to enable achievement of the national Targets.
- 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.

Metrics by March 2020:

- Improve Staff survey outcomes in relation to access to training and development opportunities
- Achieve / exceed government targets and make effective use of the levy
- Improved morale and performance and with a visible pipeline of talent for the Trust.
- Utilisation of the levy, and financial benefit

Steady progress has been made towards delivering these aims since then. A summary of actions taken to date is listed below:

- ✓ 7 new apprenticeship qualifications commenced during April 2017 – March 2018.
- ✓ Designed and consulted on the Guiding Principles for the implementation of career development frameworks and apprenticeship qualifications.
- ✓ All band 2/3/4 vacancies are ratified for potential recruitment to apprenticeship roles
- ✓ New Competitive apprenticeship salary rates agreed by executive committee and implemented.
- ✓ The Trust is working with the Birmingham and Solihull apprenticeship federation (a subgroup of the LWAB) in developing processes around procurement, contracts and working with colleges and HEIs on the development of the new apprenticeship standards, with the potential to introduce rotational apprenticeships.
- ✓ Outline plan for career development frameworks created, and leading the project stream with BSol Apprenticeship Federation, with £20k funding to support development
- ✓ 8 new apprenticeship qualifications commenced since 1st April 2018 and 6 new apprenticeships in progress, 4 in recruitment phase and 2 awaiting line manager review. (1.38% of headcount, 60% of target for 2018/19)
- ✓ 72% of current apprenticeship levy allocated to staff / courses During learning at work week promoted career development opportunities and apprenticeship qualification to staff and line managers
- ✓ Briefings and engagement with Divisional teams, estates and facilities, Nursing, theatres, therapies, IT, strategy and comms, finance, where all have or are adapting their workforce models to integrate apprenticeship opportunities
- ✓ Apprenticeship levy governance process received executive committee sign off.
- ✓ Draft intranet page live providing information and links to frameworks

Additional information to explain why the target was not achieved, including the current challenges and risks to delivery:

- 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
- Staff 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.

How the Trust is planning to achieve future targets:

- Improved workforce planning and small cohorts of apprenticeships for HCAs, Nursing, Theatres and Physiotherapy.
- Salary costs and back-fill costs could restrict opportunities.
- Working across the STP to develop Apprenticeships and demonstrate pathways.

Summary:

In the 18 months since the introduction of the apprenticeship levy, the Trust has worked hard to define an apprenticeship strategy. It has developed and implemented robust internal processes and procedures, and engaged with staff and managers to build awareness and influence future staffing models. The Trust has also worked collaboratively with the Birmingham and Solihull Apprenticeship Federation, planning and developing system wide solutions to ensure an effective return on the levy investment.

This work has laid a strong foundation for the Future, and is on track to achieve future targets. In the first 6 months of the 2018/2019 reporting period, the Trust has already secured 12 apprenticeship qualifications for new and existing staff. This is already achieving over 60% of the national target.

David Richardson

Head of Education and Training

21st September 2018

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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Delivering apprenticeships for Health & Social Care in Birmingham & Solihull