



## **Apprenticeship Data Publication**

**Reporting Period: 1<sup>st</sup> April 2019 – 31<sup>st</sup> March 2020**

**Draft to be published by 30<sup>th</sup> September 2020**

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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 skills that are more employable. 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 2019 to 31<sup>st</sup> March 2020.

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 that 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 2019 – 31<sup>st</sup> March 2020.

The information required is:

Figure	Information Required	Outcome 2017/18	Outcome 2018/19	Outcome 2019/20
<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>223</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>28</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 2020)	<b>1011</b>	<b>1070</b>	<b>1150</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>	<b>52</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>12.56%</b>
<b>Figure F:</b>	Figure D expressed as a percentage of figure C.	<b>0.69%</b>	<b>2.80%</b>	<b>4.52%</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>	<b>28</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 2019)	<b>1026</b>	<b>1011</b>	<b>1070</b>
<b>Figure I:</b>	Figure B expressed as a percentage of figure H	<b>0.68%</b>	<b>2.57%</b>	<b>2.62%</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 2019, the Trusts headcount was 1070. The Trusts Apprenticeship target (2.3% of headcount) for the reporting period 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020 was therefore 24. The Trusts apprenticeship numbers for the period were 28, equalling 2.62%, which is 116.67% of the national target. This is another increase from the previous two years and exceeds the national target.

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

During the reporting period 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020, the following actions / approaches have been delivered:

- ✓ *Recruitment of bands 2 and 3 considered as Apprenticeship recruitment opportunities with an AfC banded role opportunity upon successful completion of the Apprenticeship.*
- ✓ *Demonstrated clear career paths and opportunities, and promoted Apprenticeships to existing staff to support personal and professional development.*
- ✓ *Aligned Level 3 Team Leader / Supervisor apprenticeship to our in-house management skills programme.*
- ✓ *Worked with the STP as part of the Birmingham and Solihull Apprenticeship Federation to develop Apprenticeships and demonstrate career pathways.*
- ✓ *Reviewed and agreed revised apprenticeship salaries, based on, and improving on national legislation.*

The impact of all these actions during the reporting period has meant that the Trust enabled 28 staff to commence apprenticeship qualifications, exceeding our nationally set target of 23. (This figure quadruples our 2017/18 figure of 7, and is an increase in 2 from the previous year). Of the 28 apprenticeships, 2 were externally recruited Level 2 / 3 Business Administration apprentices, 13 were our Management Skills Programme candidates who are undertaking a Level 3 Team Leader / Supervisor apprenticeship qualification, 8 were new Trainee Nursing Associates, and the remaining 5 were a range of career development apprenticeship qualifications for existing staff, including a diploma in medical administration.

The Trust had set itself an internal target of 40 apprentices during the reporting period 2019/20, which included 12 Trainee Nurse Associates and 10 Theatre Assistant Practitioners. The Trust only appointed 8 TNAs during the reporting period, and no Assistant Theatre Practitioners. This is primarily due to the requirement for potential candidates to have achieved their Maths and English Functional Skills. The Trust has been supporting our internal staff in achieving these qualifications over the last 12 months.

### **Trust Apprenticeship Strategy for 2018 – 2020**

The table below detail the outcomes of the original aims and metrics set for achievement by March 2020

<b>Original Aim / Outcomes / Metric</b>	<b>Actions / outcomes</b>
Develop a fair, consistent and equitable approach to our apprenticeship offering and to the allocation and utilisation of the levy	Guiding Principles for Apprenticeships devised, agreed, and implemented in September 2018. With annual review of content.
Provide clear and transparent career development routes for admin and clerical and clinical roles	Internally promoting and raising awareness of career development routes and apprenticeships in the organisation. Leading the development of a regional online career framework tool – launching in June 2020.
Review and revise workforce models and plans to support the achievement of the Trust Strategy	Implemented the Trainee Nurse Associate role. More work required with directorate managers and Theatre management regarding other opportunities.
Agree attractive and competitive salary and benefits package to attract and retain talent, offering apprenticeship opportunities with roles at the end of their course.	Competitive Apprenticeship Salaries in place. Reviewed and amended annually in line with the Government guidelines.

Improve Staff survey outcomes in relation to access to training and development opportunities	Staff survey outcomes in relation to staff having access to training and development opportunities has increased 15% from 63% in 2018, to 78% in 2019.
Achieve / exceed government targets and make effective use of the levy	Since the implementation of the strategy in March 2018, the Trust has exceeded its national target, and continues to make full use of the levy.

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

- The impact of the COVID-19 pandemic on apprenticeships is still to be fully realised. During March 2020, 18 of our existing apprenticeships were paused, until a later date.
- Some providers are going bust, and we have to transfer apprentices to alternative providers, this slows the process and the completion of qualification, which has a negative impact on the motivation of the learner. Sourcing new providers takes time.
- 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.

***Future activities to meet future apprenticeship targets;***

- 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.
- Working across the STP to develop a regional Careers Hub, promoting apprenticeship opportunities and demonstrate career pathways.
- Creating internal Management Trainee opportunities for a Level 6 Operations Management Apprenticeship.

**Summary:**

During the reporting period, the Trust has continued to make significant progress with its apprenticeship strategy, and we are very proud of the number of apprenticeship qualifications provided.

With the COVID-19 pandemic, 18 of our existing apprenticeship qualifications are currently on hold, awaiting a future re-installment date to be agreed. The Trust will continue to support and encourage apprenticeship opportunities, and will work closely with the training providers to ensure continuation of existing qualifications.

The original ROH Apprenticeship Strategy 2018 -2020, set out a clear plan to introduce and embed apprenticeships within the organisation. The outcomes and trust performance demonstrates the successful implementation of this strategy. During the next reporting period, the Trust will define its future 5-year apprenticeship plan, as part of its Trust wide Knowledge Strategy.

**David Richardson**  
**Head of Education and Training**  
**May 2020**

**Staff Experience and OD Committee agreement:**  
**29<sup>th</sup> July 2020**

**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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