

APPRENTICESHIP LEVY AND QUALIFICATIONS REPORT

Summary report of Apprenticeship Levy utilisation and
apprenticeship qualifications at 31st July 2022

Including the Apprenticeship Data Publication for the reporting
period: 1st April 2021 – 31st March 2022

Apprenticeship Data Publication

3a

For the reporting period 1st April 2021 – 31st March 2022

Figure	Data Publication Information	Outcome					Total
		17/18	18/19	19/20	20/21	2021/22	2017 - 2022
Figure A:	The number of employees whose employment in the Trust began in the reporting period.	188	144	223	195	405	1155
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	26	28	18	24	103
Figure C:	The number of employees employed in the Trust at the end of the period. (i.e. 31 st March 2020)	1011	1070	1150	1206	1239	1200
Figure D:	The number of staff completing apprenticeship qualifications who work for the Trust at the end of the period.	7	30	52	56	53	53
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%	18.06%	12.56%	9.23%	5.93%	8.92%
Figure F:	Figure D expressed as a percentage of figure C.	0.69%	2.80%	4.52%	4.64%	4.28%	4.42%
Figure G:	The number of apprenticeship qualifications being undertaken by staff who worked for the body immediately before that period.	12	7	28	52	56	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 2019)	1026	1011	1070	1150	1206	5463
Figure I:	Figure B expressed as a percentage of figure H (Target 2.3%)	0.68%	2.57%	2.62%	1.57%	1.99%	1.89%



Apprenticeship
Levy and
Qualifications
(2.3% of
workforce)

3 Workforce Learning and Development

3a Apprenticeship Qualifications At 31st July 2022

Apprenticeship Qualifications At 31 st July 2022	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	Total	%age
Number apprenticeships on pause	0	0	0	2	3	0	4	3.70%
number staff left during qualification	1	1	3	1	2	0	8	7.41%
Number stopped qualification	0	5	7	1	1	0	14	12.96%
Number on maternity leave / long term absence	0	1	1	1	0	0	3	2.78%
Number currently still completing their qualification	0	1	3	11	18	6	41	37.96%
Number completed their qualification	6	17	14	1	0	0	38	35.19%
Number external apprenticeships in recruitment at 30th June 2022						2		
Number external apprenticeship in pre-employment at 30th June 2022						0		
Number internal apprenticeships in sign up stage at 30th June 2022						7		
Number internal apprenticeships in discussion phase at 30th June 2022						14		
Number new apprenticeship qualifications commenced during the year	7	25	28	17	24	6	108	
<i>potential apprenticeships in progress</i>	7	25	28	17	24	29	131	
<i>Applications that didn't progress following initial interest</i>	0	7	9	11	6	6	39	29.77%
<i>recruited substantive instead</i>				1			1	
Annual Target: 2.3% of workforce	24	23	25	26	28	28	126	
Percentage of qualifications to national annual target	29.66%	107.51%	113.77%	64.27%	90.13%	21.05%	85.95%	
Trust headcount	1026	1011	1070	1150	1206	1239	5463	
Apprenticeships as a percentage of workforce headcount (2.3% target)	0.68%	2.47%	2.62%	1.48%	2.07%	0.48%	1.98%	

Achievement toward annual target:

- During a review meeting with the Department for Education in February 2022, they were very positive about our growth with apprenticeships and highlighted that during 20/21 our completions demonstrated a Quality approach to supporting our apprentices against a difficult backdrop for apprentices overall. And for 21/22 we demonstrated growth on last year.
- In total, 24 new apprenticeship qualifications commenced during the financial year April 2021 to March 2022, achieving 86.52% of Trusts annual target to date. This included a new cohort of the Management Skills Programme of 14 delegates who commenced in February 2022.
- For 2022/23, 4 x ODP Degree Apprenticeships and 2 X Trainee nursing associates commenced courses in April. In September 1 x Pharmacy Technician Apprentice and 1 x Medical Education Apprentice commence and during October 2 x L6 Chartered Manager Programme, 3 x Trainee Nursing Associates, and 1 x MSc in Digital Technology are due to start. We are also planning the next MSP Cohort of 12 for February 2023, plus 3 other professional development courses. This already totals 29 potential new apprenticeship starts during our next financial year, against our target of 28. There are also several additional opportunities in discussion in the following areas: Health and Social Care L3 / L4, Radiography Apprenticeships, Physiotherapy Degree Apprenticeship, Clinical Coder / Informatics, and a Senior Leaders MBA apprenticeship.



3	Workforce Learning and Development
3a	Apprenticeship Numbers to target

Actual Apprenticeship Numbers Against Annual Target 2017 - 2022



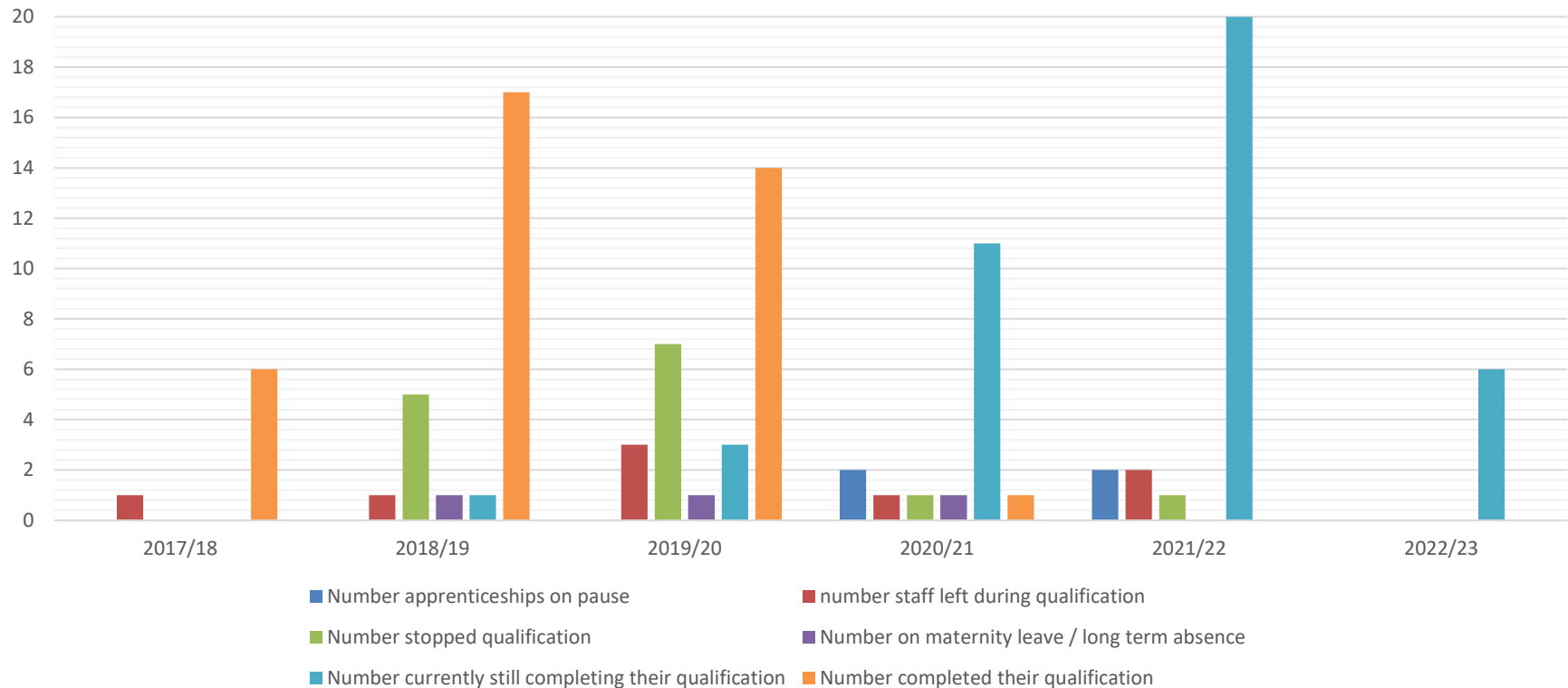
Achievement toward annual target:

- This graph shows the number of new apprenticeship qualifications commenced in the year against the annual target for that year. The impact of the pandemic on apprenticeship numbers can be clearly seen during 20/21, and a positive increase back to our target levels in the years following.



3	Workforce Learning and Development
3a	Apprenticeship Numbers to target

Apprenticeship progress 2017 - 2022 (at 15th August 2022)



Progress in their qualifications:

- This table details to progress each employee is making with their apprenticeship qualification from the year they commenced their courses.
- It again highlights a high number of employees who commences their qualification in 2018 or 2019, withdrew from their course during the pandemic, due to the challenges of working, and completing qualifications during that time.
- It also highlights the high number of completions, and also the low number of leavers compared to the total number completing qualifications. Only 7.14% of those completing qualifications have left during their course. This is more than 10% lower than the current staff turnover.

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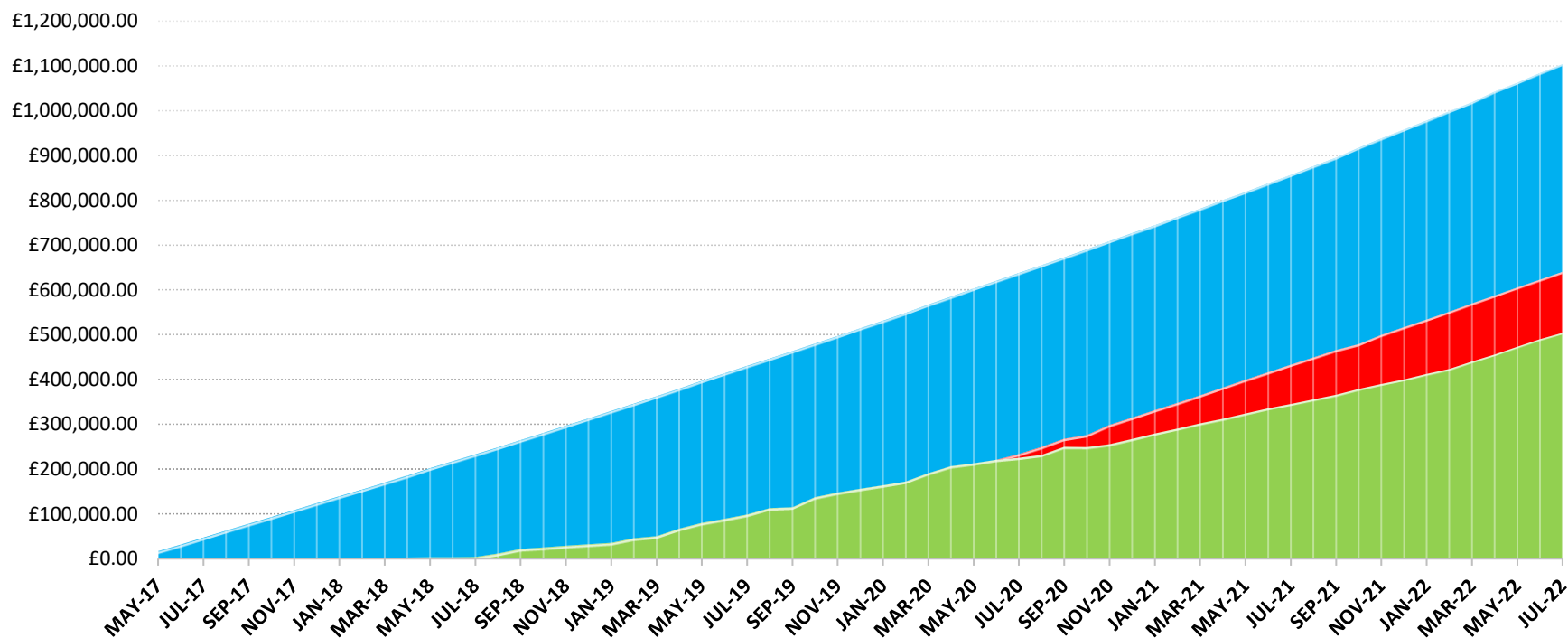
Workforce Learning and Development

3a

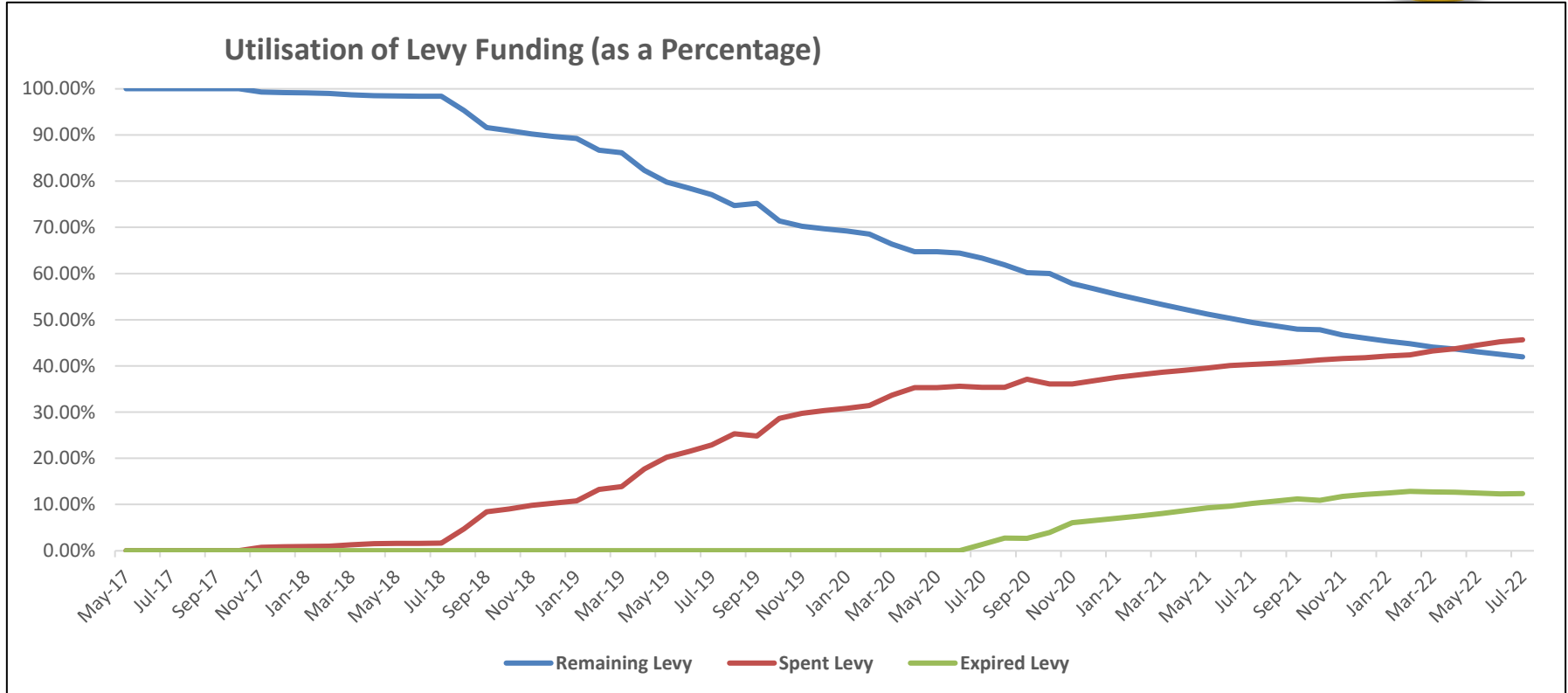
Cumulative Apprenticeship Levy Utilisation

Cummulative Apprenticeship Levy Utilisation (in total £)

■ Spent Levy ■ Expired Levy ■ Remaining Levy Pot



This graph shows the cumulative utilisation of the ROH Apprenticeship Levy funds. At 31st July 2022 the Trust has paid a total of £1,018,819.01 towards the Apprenticeship Levy since its introduction in April 2017. Of this total amount, 45.67% has been accessed by training providers to support apprenticeship qualifications in the Trust, 41.98% remains unutilised and 12.35% has expired. Projections currently show that our planned spend (see details on page 3) will utilise 93.59% of the current funding. To improve the utilisation of the levy, the Trust needs to review its workforce models, and create more apprenticeship opportunities, to increase the monthly levy spend, and reducing the funds within the pot and in turn will reduce the amount of funds expiring.



Following on from the previous page, this graph highlights that the trust has now utilised more of the levy than remains in the levy pot. It shows that the Trust is still losing expired funds (not utilised after 48 months), however as a percentage to the total amount this has remained static at around 12.5% of the total levy since December 2021, demonstrating that we are controlling the expiring funds.

As previously mentioned, we aim to maintain this at this level or lower by maintaining and improving on our target number of apprenticeships each year, utilising more levy ensuring less funding will expire.