

# APPRENTICESHIP POLICY

## March 2018

Authorship:	HR Lead, eMBED			
Committee Approved:	Senior Management Team			
Approved date:	March 2018			
Review Date:	March 2022			
	Relevant	Screening	Full / Completed	Outcome
Equality Impact Assessment	Yes	Yes	No	<i>No Issues Identified</i>
Sustainability Impact Assessment	Yes		Yes	<i>No Issues Identified</i>
Privacy Impact Assessment	No	No	No	<i>Not Relevant</i>
Bribery Checklist	Yes		Yes	<i>No Issues Identified</i>
Target Audience:	All CCG Staff			
Policy Reference No:	SCRCCG P604			
Version Number:	V.2			
Publication/Distribution	Website	Email Staff		Others (i.e. SBC)
	Yes	Yes		No

The on-line version is the only version that is maintained. Any printed copies should, therefore, be viewed as 'uncontrolled' and as such may not necessarily contain the latest updates and amendments.

# POLICY AMENDMENTS

Amendments to the Policy will be issued from time to time. A new amendment history will be issued with each change.

New Version Number	Issued by	Nature of Amendment	Approved by & Date	Date on website
DRAFT	SRCCG	Draft policy for CCG	Senior Management Team	
DRAFT	SRCCG	Draft policy for CCG	JTUPF	28/01/15
Final	SRCCG	Final Policy for CCG	Senior Management Team	17/02/15
Final	SRCCG	Final approval	Governing Body	25/03/15
V1.1	SRCCG	Reviewed in line with GDPR requirements	SMT	09/04/18
V1.1	SRCCG	Amended replacing CS with eMBED	SMT	09/04/18

# Approval Record

Applicable <input checked="" type="checkbox"/>	Committee / Group	Consultation / Information/ Ratification	Date taken to group	Date last Approved
<input type="checkbox"/>	Audit and Governance Committee	Choose an item.		
<input type="checkbox"/>	Business Committee	Choose an item.		
<input type="checkbox"/>	Communications and Engagement Committee	Choose an item.		
<input type="checkbox"/>	Council of Clinical Representatives	Choose an item.		
<input type="checkbox"/>	Finance and Contracting Committee	Choose an item.		
<input checked="" type="checkbox"/>	Governing Body	Ratification	25/3/15	25/3/15
<input type="checkbox"/>	Primary Care Co-Commissioning	Choose an item.		
<input type="checkbox"/>	Quality and Performance Committee	Choose an item.		
<input type="checkbox"/>	Remuneration Committee	Choose an item.		
<input checked="" type="checkbox"/>	Senior Management Team	Ratification	9/4/18	
<input type="checkbox"/>	All Employees	Choose an item.		
<input type="checkbox"/>	Yorkshire and Humber Social Partnership Forum	Choose an item.		
<input type="checkbox"/>	Other	Choose an item.		

**Note: A new policy only needs to be ratified by the appropriate Committee (and the Governing Body if new) and for information only to the other committees after consultation.**

Policies should follow the following ratification process. The delegated committee for ratification is specified in Section 11.

Version control should also be managed as outlined below where x = current version number and y = the new version number.

Consultation and Ratification Process	Version Number
Reviewed policies should be circulated to staff for comment prior to ratification	V x.1
HR policies and policy changes directly impacting on staff should be sent to the Social Partnership Forum for Union consultation prior to ratification	V x.2
Reviews and minor amends should be ratified by the delegated Committee	V x.3
All new policies and policies where significant changes have been made should be ratified by the delegated Committee and Governing Body	V x.4
Ratified policy is circulated and published (if appropriate) on the website	V y.0

# Contents

1	INTRODUCTION.....	5
2	ENGAGEMENT.....	5
3	IMPACT ANALYSES .....	5
	Bribery Act 2010.....	5
4	SCOPE.....	6
5	POLICY PURPOSE AND AIMS.....	6
6	DEFINITIONS.....	7
	Apprenticeships .....	7
7	ROLES, RESPONSIBILITIES AND DUTIES.....	7
	Line Manager .....	7
	Mentor .....	8
	Apprentice .....	8
	Confidentiality .....	8
	eMBED Workforce Team .....	8
8	IMPLEMENTATION .....	9
9	TRAINING AND AWARENESS .....	9
10	MONITORING AND AUDIT .....	9
11	POLICY REVIEW .....	9
12	REFERENCES.....	9
13	ASSOCIATED DOCUMENTATION.....	9
14	APPENDICES.....	10

## 1 INTRODUCTION

- 1.1 NHS Scarborough and Ryedale Clinical Commissioning Group (the CCG) recognise that apprentices are key to growing the workforce for the future and apprentices add immense value to the services provided.
- 1.2 Apprenticeships offer an opportunity for an individual to work within an organisation, gaining invaluable experience, whilst studying for a qualification.
- 1.3 The CCG will work in partnership with local education and training providers in an aim to embed an apprentice management scheme ensuring that our apprenticeship placements are standardised and compliant with legislation and best practice.
- 1.4 The Apprenticeship Programme is a combination of paid work and study to gain recognised industry qualifications. Apprentices will work alongside qualified and experienced staff to gain the confidence and work skills essential to support the quality of services demanded throughout the CCG, and build apprentices' work experience in readiness for seeking substantive employment.
- 1.5 This policy sets out how the CCG will place and support apprentices.
- 1.6 The CCG is committed to ensuring that all personal information is managed in accordance with current data protection legislation, professional codes of practice and records management and confidentiality guidance. More detailed information can be found in the CCGs Data Protection and Confidentiality and related policies and procedures.

## 2 ENGAGEMENT

- Social Partnership Forum/Policy Subgroup.
- CCG Staff via Team meetings, Staff newsletter.
- CCG Senior Management Team

## 3 IMPACT ANALYSES

- 3.1 The following impact assessments have been completed in respect of this policy:
  - Data Protection Impact Assessment – No issues identified
  - Equality Impact Assessment – No issues identified
  - Sustainability Impact Assessment.- No issues identified
- 3.2 These assessments are recorded in the relevant registers and available to view on the CCG website.

### **Bribery Act 2010**

- 3.3 The Bribery Act is relevant to this policy. Under the Bribery Act it is a criminal offence to:
  - Bribe another person by offering, promising or giving a financial or other advantage to induce them to perform improperly a relevant function or activity, or as a reward for already having done so; and

- Be bribed by another person by requesting, agreeing to receive or accepting a financial or other advantage with the intention that a relevant function or activity would then be performed improperly, or as a reward for having already done so.

**3.4** These offences can be committed directly or by and through a third person and other related policies and documentation (as detailed on the CCG website) when considering whether to offer or accept gifts and hospitality and/or other incentives.

**3.5** Anyone with concerns or reasonably held suspicions about potentially fraudulent activity or practice should refer to the Local Anti-Fraud and Corruption Policy and contact the Local Counter Fraud Specialist.

**3.6** The CCG follows good NHS business practice as outlined in the Business Conduct Policy and has robust controls in place to prevent bribery. Due consideration has been given to the Bribery Act 2010 in the development (or review, as appropriate) of this policy document and no specific risks were identified.

## **4 SCOPE**

**4.1** The scheme applies to all CCG staff, particularly those with line management, supervisory and recruitment responsibilities:

- All employees of the CCG
- CCG Governing Body
- Contracted third parties (including eMBED and agency staff)
- Students and trainees
- Staff on secondment and other staff on placement with the CCG.

## **5 POLICY PURPOSE AND AIMS**

**5.1** The purpose and objectives of this policy are to protect the CCG along with its customers, service users, staff and other stakeholders, as well as the assets of the CCG, whilst ensuring delivery of its strategic and corporate objectives which are:

- To commission high quality services
- To engage patients, carers and other organisations in our planning and decision process
- To ensure value for money
- To be open and honest in our transactions, and accountable to our communities
- To respect our staff and promote a learning environment
- To improve health outcomes

**5.2** To detail the process to follow when recruiting to an apprentice position.

**5.3** Apprentices will be recruited with the support of the Workforce Team at the Yorkshire and Humber Commissioning Support. Apprentice positions will be offered fixed term contracts for the length of their educational qualification. There can be no guarantee however, of substantive employment at the end of an apprenticeship term with the CCG.

- 5.4** Apprentices are employees of the CCG and will be paid at the standard apprentice rate of pay as determined by the government. All other Agenda for Change terms and conditions (excluding pay) will apply.

## **6 DEFINITIONS**

### **Apprenticeships**

- 6.1** An Apprenticeship is a way for young people and adult learners to earn while they learn in a real job, gaining a real qualification and a real future. Hiring apprentices helps businesses to grow their own talent by developing a motivated, skilled and qualified workforce.

## **7 ROLES, RESPONSIBILITIES AND DUTIES**

- 7.1** All apprentices will be assigned a line manager as well as a mentor, who may or may not be the same person.

- 7.2** Below is a brief guide to responsibilities for all involved with the apprentice programme from an employer's perspective;

### **Line Manager**

#### **Training Provider and Recruitment**

- 7.3** The Line Manager is responsible for identifying a training provider for the CCG to work with. In undergoing this process the manager will ensure they are in receipt of all relevant information from the training provider, please refer to Appendix 1 for further guidance.

- 7.4** This information will be discussed with the eMBED HR Team to ensure the successful and efficient recruitment to each apprenticeship opportunity.

#### **Day-to-day Supervision and Management**

- 7.5** Once the apprentice has been recruited the Line Manager is responsible for their overall role and should ensure that they are adequately supported within the workplace. This responsibility will include induction, key contact for educational provider, regular catch ups, assigning work, objective setting, appraisal and developing the apprentice's skills and experience as required.

### **Pay**

- 7.6** Line Managers are responsible for ensuring legislation around apprentice rates of pay is adhered to. Apprentice rates of pay are subject to review on 1st October each year. The apprenticeship rate of pay can be found at the following link:

<https://www.gov.uk/national-minimum-wage-rates>

- 7.7** It is the responsibility of the manager to ensure the appropriate paperwork (HR4 Form) is completed to process any variations to pay, in line with lawful changes.

- 7.8** In some circumstances, apprentice rates of pay are only applicable for the first 12 months of the fixed term contract. If the contract exceeds 12 months it is the line

manager's responsibility to liaise with a HR representative to determine whether an increase in wage is required.

### **Ending the Fixed Term Contract**

- 7.9** Line Managers should also seek advice from eMBED Workforce Team at least 6 weeks prior to the end of the apprentice's fixed term contract to allow the Workforce Team to advise accordingly.

### **Mentor**

- 7.10** It is the responsibility of any colleagues who act as a mentor for the apprentice to meet regularly with the apprentice and discuss any concerns or queries they may have. If this individual is different to the line manager and is not able to resolve any issues directly, it is important that the line manager is aware of any such issues.

### **Apprentice**

- 7.11** It is the responsibility of the apprentice to follow the instructions or guidance given to them by the line manager, asking for clarity if required, follow the policies and procedures of the CCG, ensure that they comply with their job description and consider the health and safety of themselves and others whilst undertaking their role.
- 7.12** Apprentices should ensure they deliver the highest quality work they are able to and work hard to fulfil the requirements to pass their assessments, assignments and qualification.
- 7.13** Apprentices, as with any other employee, are also required to maintain confidentiality and protect the interests of the CCG.

### **Confidentiality**

- 7.14** The CCG is committed to ensuring that all personal information is managed in accordance with current data protection legislation, professional codes of practice and records management and confidentiality guidance. More detailed information can be found in the CCGs Data Protection and Confidentiality and related policies and procedures.
- 7.15** Where personal information is collected for a specific purpose, details of the type of information we hold and how the information is used is described in the CCG's privacy notice, which is on our website.

### **eMBED Workforce Team**

- 7.16** To liaise with the recruiting manager and other relevant CCG staff with regards to wages and funding, reflecting government legislation for payments to apprentices.
- 7.17** The Workforce Team will offer transactional administrative support throughout the recruitment process and will issue a contract of employment. The Workforce Team will also offer advice on how to safely conclude the apprentices fixed term contract arrangements.

## **8 IMPLEMENTATION**

- 8.1** This policy will be communicated to all staff via team meetings, Staff Newsletter and available on the CCG website.
- 8.2** Failure to comply with this policy would be considered to be a breach of the terms and conditions of employment and may result in the matter being treated as a disciplinary offence under the CCG's disciplinary procedure.

## **9 TRAINING AND AWARENESS**

- 9.1** A copy of the policy will be available on the CCG website. Training needs will be identified via the annual appraisal process and training needs analysis.

## **10 MONITORING AND AUDIT**

- 10.1** Line managers are responsible for monitoring individual's compliance with this policy.
- 10.2** The implementation of this policy will be reviewed on an annual basis by the Senior Management Team and reported to the Governing Body.

## **11 POLICY REVIEW**

- 11.1** The policy and procedure will be reviewed at least every three years by the CCG in conjunction with managers, staff and Trade Union representatives if appropriate, with changes made as required and the outcome published. Where review is necessary due to legislative change, this will happen immediately.
- 11.2** The Senior Management Team has delegated responsibility for monitoring and reviewing the policy and will report any concerns to the Governing Body.

## **12 REFERENCES**

- 12.1** For further information please refer to the following reference sources:
- The government recommended apprenticeship website which contains a vast amount of useful information for employers wishing to explore apprenticeship options further. <http://www.apprenticeships.org.uk/employers/steps-to-make-it-happen.aspx>
  - The CIPD has produced this guide as a one-stop-shop for employers looking to offer apprenticeships, whether for the first time or with a view to improving their existing offering. <http://www.cipd.co.uk/publicpolicy/policy-reports/apprenticeships-work.aspx>

## **13 ASSOCIATED DOCUMENTATION**

- Learning and Development Policy
- Statutory and Mandatory Training Policy
- Recruitment and Selection Policy
- Equality Impact Assessment
- Sustainability Impact Assessment

## 14 APPENDICES

- Appendix 1 Management Guidance