

Apprenticeship Policy

1 Introduction

An apprenticeship is a job with training. Through an apprenticeship, an apprentice will gain the technical knowledge, practical experience and wider skills and behaviours they need for their immediate job and future career. There is no age limit to becoming an apprentice.

An apprentice learns through formal off-the-job training and the opportunity to practice new skills in a real work environment (on-the-job training).

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 Trust.

It is Trust policy to improve access to, and promote the uptake of, a wider range of apprenticeship training programmes to both meet current and future workforce needs.

This policy applies to all individuals who are recruited into apprenticeship post or for existing staff members undertaking a recognised apprenticeship as a form of Continuous Professional Development (CPD) or part of role development. It sets out our Trust commitment to career development, retention and creates employee value.

The Trust will safeguard apprenticeship opportunities that are accessible to all and to ensure under represented and disadvantaged groups are supported throughout the process.



2 Internal application criteria

Prior to applying, the Trust has the following prerequisites for existing staff:

- Been working within their role for a minimum period of 6 months
- The learning need has been identified during supervision and appraisal
- A review of operational capacity has been made – backfill costs are the responsibility of the department.
- The apprenticeship addresses a key requirement for the team
- Approval and support from the line manager and CDS/Support Service
- All statutory and mandatory training is up to date
- That they satisfy the required educational requirements
- There is a direct correlation across the individual's job role and apprenticeship
- Mathematics and English C - A* grade or equivalent



3 Eligibility

To undertake an apprenticeship an individual must be:

- Training for a new job role or
- They are training in an existing job role, but require significant new knowledge and skill.

An individual can undertake an apprenticeship at a higher level than a qualification they already hold, including previous apprenticeships. They can also undertake an apprenticeship at the same or lower level than a qualification they already hold if the apprenticeship will allow the individual to acquire substantive new skills and it can be evidenced that the content of the training is materially different from any prior qualification or previous apprenticeship.

The individual must:

- Be able to complete the apprenticeship within the timeframe they have available
- Not be enrolled on another apprenticeship at the same time
- Spend at least 50% of their working hours in England over the duration of the apprenticeship
- Have the right to work in England



4 How to recruit an apprentice

When recruiting an apprentice, consideration will need to be given towards existing vacancies and existing budgets.

All newly recruited apprentices will be paid through Agenda for Change and will start at the starting point of the allocated banding. For Trainee Nurse Associate apprentices, they will start their apprenticeship on a Band 3 salary (dependent on existing banding).

All newly recruited apprentices will be recruited to a fixed-term contract (contract length will be dependent on apprenticeship itself). The minimum length is 15 months. Any apprentices needing to undertake Functional Skills qualifications could need an extra 3 months in addition to their existing fixed-term contract.

An apprentice must be on a contract of 16 hours or more. If the apprentice works fewer than 30 hours a week the apprenticeship length must be extended to give the apprentice support in being able to complete their apprenticeship successfully.



The Education and Training department can advise the recruitment process.

5 More reading...

If you still have questions, ask! It is important that this information makes sense to you in your role.

- [Trust apprenticeship webpages](#)
- [Off-the-job training examples](#)
- [Apprenticeship Strategy](#)
- [Apprenticeship Toolkit](#)
- [Functional Skills](#)



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