NHS South Central Apprenticeship Steering Group  
16 March 2010

Present
Chris Wintle (CW), Skills for Health
Eileen Isted (EI), Business Link South East
Emma Wilton (EW), NESC
Ian Weller (IW), NESC
Robert Smith (RS), NESC
Madeleine Watters (MW), National Apprenticeship Service
Ellena Thompson (ET), National Apprenticeship Service
Sam Donohue (SD), Oxfordshire Apprenticeship Programme
Antoinette Ackuaku (AA), South Central SHA
Emma Wilton (EW), NESC
Robert Smith (RS), NESC
Madeleine Watters (MW), National Apprenticeship Service
Ellena Thompson (ET), National Apprenticeship Service
Sam Donohue (SD), Oxfordshire Apprenticeship Programme
Antoinette Ackuaku (AA), South Central SHA
Amy Fedarb (AF), South Central SHA

Apologies
Bridget Herniman (BH), Skills for Health
Camilla Leach (CL), NESC
Claire Evans (CE), Oxfordshire Apprenticeship Programme
Fatima Syed (FS), NESC
Julie Abdalla (JA), Hampshire Community Health Care
Liz Thomas-Wardle (LTW), Oxfordshire & Bucks Mental Health NHS Foundation Trust
Anita Esser (AE) Southampton University Hospitals Trust

<table>
<thead>
<tr>
<th>Number</th>
<th>Item</th>
<th>Action</th>
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<tbody>
<tr>
<td>1</td>
<td>Welcome and Introductions</td>
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<tr>
<td>1.1</td>
<td>Introductions were made and apologies given.</td>
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<td>2</td>
<td>Minutes of Steering Group Meeting on 12.01.10</td>
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<tr>
<td>2.1</td>
<td>Minutes of the Steering Group on 12.01.10 were agreed as an accurate record.</td>
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<td>3</td>
<td>Matters Arising</td>
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<tr>
<td>3.1</td>
<td>On 18 March, Allan Jolly and EW, NESC, will meet Rachel McKellar and Zeena Calla from NAS to review Apprenticeship activity in 2009/10 and discuss demand for 2010/11.</td>
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<tr>
<td>3.2</td>
<td>An updated Communication Protocol is available on the NESC website. This highlights the relationship between, NESC, NAS, Skills for Health and Business Link in relation to the Apprenticeship agenda. Highlighting the role of each stakeholder.</td>
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<td>4</td>
<td>Overview of Apprenticeship Activity, until 28.02.10</td>
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<td>4.1</td>
<td>IW outlined Apprenticeship activity across NHS South Central, until 28.02.10. 227 Apprenticeships have registered, representing 61% of the total anticipated activity for 2009/10. 87% of apprentices are existing members of staff and 13% new starters. 6% of apprentices are</td>
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aged 16 – 18, 29% aged 19 – 24 and 65% are over the age of 25.

4.2 RS and IW are working closely with Trusts and PCTs to facilitate registration of the remaining 150 apprenticeships, before 31 March.

5 Overview of Apprenticeship Demand for 2010/11

5.1 Demand for apprenticeships in 2010/11, as collated from each Trust and PCT, is 652. This is broken down as follows:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>No. of clinical apprenticeships</th>
<th>No. of non-clinical apprenticeships</th>
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<tbody>
<tr>
<td>Quarter 1</td>
<td>105</td>
<td>122</td>
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<tr>
<td>Quarter 2</td>
<td>73</td>
<td>86</td>
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<tr>
<td>Quarter 3</td>
<td>72</td>
<td>77</td>
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<tr>
<td>Quarter 4</td>
<td>35</td>
<td>82</td>
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5.2 A total of 44% of apprenticeships will be clinical and 56% non-clinical. 22% of apprentices will be new to the NHS and 78% will be existing staff members. 2% of apprentices will be aged 16 – 18, 24% aged 19 – 24 and 74% over the age of 25.

5.3 It was acknowledged that challenges exist in employing apprentices under the age of 18 in clinical areas. However this should not be an issue for non-clinical apprenticeships, such as HR or estates and facilities.

5.4 It was reported that Trusts are currently unable to recruit into vacancies, so therefore the ability to recruit new starters is inhibited, which will have an impact on the number of young apprentices employed. Trusts and PCTs are not recruiting, but instead looking at reshaping and retraining their current workforce.

5.5 CW discussed the possibility of establishing a Group Training Association (GTA) across NHS South Central. This could possibly be established with European Social Funding. The GTA could employ apprentices and the NHS could offer them placements. This could help to overcome the challenges associated with employment of apprentices aged 16 – 18. A bid could be developed across health, social care, local authorities and the voluntary sector.

6 Apprenticeship Funding Model for 2010/11

6.1 RS presented 3 options for funding apprenticeship demand in 2010/11 (see attached presentation). NESC will not receive any ringfenced funding next financial year from the DH for apprenticeships. Therefore maximum use must be made of available NESC and NAS funding. Work will need to be undertaken in 2010/11 to obtain the best possible value for money. The NESC apprenticeship allocation has yet to be confirmed.

6.2 Option 3 was discussed as a viable option. This involves paying the actual costs of apprenticeship frameworks, up to a specified ceiling. Level 2 apprenticeships would attract a maximum of £2,400 and level 3
apprenticeships would attract a maximum of £3,500. As NAS provides 100% funding for apprenticeship frameworks for 16 – 18 year olds, these would attract a premium of £1,000. This would act as an incentive to employers to recruit young people. This model could support approximately 412 apprenticeships within the current NESC allocation.

to steering group members

7 Use of Future Jobs Fund across NHS South Central

7.1 RS presented information regarding the Future Jobs Fund across NHS South Central (see attached presentation).

7.2 FS and EW have met with two Future Jobs Fund holders, West Berkshire Training Consortium and Oxfordshire County Council. Meetings will be held within the relevant counties with Trusts and PCTs to explore the possibility of the NHS accessing Future Jobs Funding, via successful fund holders. SD would be interested in joining the Oxfordshire meeting.

FS to facilitate meetings between Future Jobs Fund holders and Trusts/PCTs

8 Dental Nurse Apprenticeship Update

8.1 MW explained that NHS South Central Dental Deanery currently deliver a certificate in dental nursing which was designed to meet service need. MW facilitated contact with Skills for Health to explore the certificate being delivered as part of the dental nurse apprenticeship, as the technical certificate. NAS has facilitated a meeting between the Dental Deanery and three providers to explore the possibility of partnership working to deliver this.

8.2 The Dental Deanery will deliver the technical certificate which will be supported via funding from the provider. 16 apprenticeships will be delivered in 2010/11, as a pilot.

8.3 CW mentioned the possibility of aligning provision between the NHS and military.

CW to email MW information.

9 Operational Issues

9.1 A meeting was facilitated by members of the NESC Team with Education and Training Leads within mental health, to discuss development of staff working within bands 1 – 4. The group is particularly interested in exploring how to make the NVQ and apprenticeship at levels 2 and 3 fit for purpose. The focus of the next meeting will be upon development of the Apprenticeship.

IW and RS to update the group regarding the mental health network.

9.2 Relevance of apprenticeship frameworks in general was discussed and the possibility of establishing a task and finish group to explore this in greater depth.

IW and RS to establish framework task and finish group.

10 NHS South Central Marketing Materials

10.1 IW and RS presented the NHS SC apprenticeship marketing materials, which include pop-up stands and a brochure (which is in development). Information regarding apprenticeships have also been included in the
JIF newsletter. The Skills for Health flyer and brochure are used to promote the range of apprenticeship frameworks on offer.

11. **Agree Next Steps and Priorities**

11.1 The following next steps and priorities were agreed:
- Develop and agree apprenticeship funding model for 2010/11
- Confirm NESC apprenticeship allocation to Trusts and PCTs
- Establish task and finish groups to explore establishment of GTA and relevance of frameworks.

<table>
<thead>
<tr>
<th>12</th>
<th>Dates of Next Meeting</th>
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<tr>
<td>12.1</td>
<td>The group decided that future meetings will be held quarterly, following collation of apprenticeship data from Trusts and PCTs. Meeting dates are outlined below:</td>
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<tr>
<td></td>
<td>27 July, 10:00 – 12:30 hrs, Thame Room, Rivergate</td>
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<td>26 October, 10:00 – 12:30 hrs, Loddon Room, Rivergate</td>
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<td>12 January 2011, 10:00 – 12:30 hrs, Lambourn Room, Rivergate</td>
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<td>19 April, 10:00 – 12:30 hrs, Lambourn Room, Rivergate</td>
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