NHS South Central Apprenticeship Steering Group
Hamble Room, Rivergate House, Newbury
22 July 2009

Present
Adedayo Odubayo (AO), NESC
Antoinette Ackuaku (AA), South Central SHA
Claire Evans (CE), Oxfordshire Apprenticeship Programme
Debbie Wimbleton (DW), Hampshire Community Health Care
Eileen Isted (EI), Business Link South East
Emma Wilton (EW), NESC
Julia Bateman (JB), NESC
Sam Donohue (SD), Oxfordshire Apprenticeship Programme

Apologies
Anita Esser, Southampton University Hospital Trust
Bridget Herniman, Skills for Health
Chris Wintle, Skills for Health
David Slingo, Oxfordshire and Buckinghamshire Mental Health Foundation Trust
Julie Abdalla, Hampshire Community Health Care
Madeleine Watters, National Apprenticeship Service

<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 19.06.09</td>
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<td>2.1</td>
<td>Minutes of the last meeting were agreed as accurate. Copy of the</td>
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<td>minutes to be posted on NESC website.</td>
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<td>3</td>
<td>Matters Arising</td>
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<td>3.1</td>
<td>Job Description for the Apprenticeship Co-ordinator posts has been</td>
<td>EW to up date</td>
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<tr>
<td></td>
<td>finalised and it has been forwarded to the Skills Academy for Health</td>
<td>members.</td>
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<td></td>
<td>for banding.</td>
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<td>3.2</td>
<td>EW thanked Antoinette Ackuaku and Eileen Isted for joining the</td>
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<td></td>
<td>Steering Group following discussions regarding representation at</td>
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<td></td>
<td>previous meetings.</td>
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<td>4</td>
<td>Feedback from Education Providers Meeting</td>
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<td>4.1</td>
<td>JB met with Education Providers on 23 June 2009. 20 Providers were</td>
<td>EI to email details</td>
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<tr>
<td></td>
<td>represented at the meeting.</td>
<td>regarding Windsor Group.</td>
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4.2 Apprenticeship Strategy was discussed and organisations represented at the meeting mentioned types of Apprenticeships their respective organisations can provide. Aims and objectives of the Providers meeting were also discussed and agreed.

4.3 Template has been sent to all Providers represented at the meeting to inform development of a Matrix of Provision across NHS South Central. This will include Frameworks provided, quality marks, cost etc.

4.4 Members felt that disparity may exist between the types and quantities of Frameworks demanded across NHS South Central and the provision available. Information gathered from Providers will be shared across NHS South Central. The next Provider meeting will be held on 28 July at Southern House in Otterbourne.

4.5 The Oxfordshire Apprenticeship Team, in collaboration with FE and HE partners, have identified gaps in Apprenticeship Frameworks to support progression into HE. Specifically around study skills, science and healthcare (specific to clinical pathways). Work is being undertaken with Abingdon and Witney College to develop units of learning, which are OCN accredited, to fill these gaps.

4.6 Members agreed that this information should be passed to Bridget Herniman for consideration at a national level.

5 Feedback from National Apprenticeship Leads Network

5.1 EW informed members that discussions are on going concerning the 25+ Apprenticeship funding. The issue of Age restrictions were also raised and this will be looked into as Apprenticeship roles will be advertised on the NHS Jobs website where it is not possible to discriminate by age of applicants.

5.2 Data monitoring was also discussed and DH is to collect information on a quarterly basis. This will include start date, age group, framework, level, role of Apprentice, new or an existing staff member, banding, funding and completion date.

5.3 Due to the short timescale until the end of the financial year, and to ensure monitoring is accurate, information will be monitored by NESC on a monthly basis. This will be collected from Trusts and PCTs and used to inform the DH monitoring request.

5.4 It was suggested that a template application form for Apprenticeship should be developed for circulation to Trusts/ PCTs. This will reflect information collected in the monitoring process. EW to develop template application form.

5.5 The National Apprenticeship Leads Group met recently to discuss Apprenticeship Training Agencies. These are organisations that can provide Apprenticeship training or serve as an employment agency,
effectively hiring Apprentices to Trusts and PCTs. Interested organisations are currently bidding for funding to establish themselves as Training Agencies. This could be explored further at a future meeting.

6 Feedback from NHS South Central Apprenticeship Event

6.1 JB thanked everyone for their involvement in the Event. 58 delegates from across NHS South Central attended. Presentations and accompanying papers can be found on NESC website, see [http://www.nesc.nhs.uk/primary_areas/healthcare_workforce/widening_participation/apprenticeships.aspx](http://www.nesc.nhs.uk/primary_areas/healthcare_workforce/widening_participation/apprenticeships.aspx)

6.2 Skills for Health are discussing holding a further Apprenticeship Event which will have a national focus. This will be held at the end of the year/beginning of 2010.

7 Collection of Apprenticeship Demand.

7.1 EW presented a draft copy of the Apprenticeship demand letter for member’s comments. EW is to send letter with a contacts list containing details of all relevant stakeholders. Information to be sent to WP Leads, HR Directors, L&D Leads in Trusts and PCTs across the region.

7.2 Trusts / PCTs are to return information by 27 August 2009 to enable NESC to inform NAS of Apprenticeship numbers for 2009/10.

8 Financial Model

8.1 The financial model paper was agreed. This will be sent alongside the demand letter going out to the Trusts/ PCTs. Funding from NESC for 2009/10 will be paid as follows:

- Level 2 Apprenticeship will be paid at the rate of £3,000 per apprentice. 70% on registration and 30% on completion.
- Level 3 Apprenticeship will be paid at the rate of £4,000 per apprentice. 70% on registration and 30% on completion.
- Engineering Apprenticeship will be paid at the rate of £8000 per apprentice. 70% on registration and 30% successful completion of second yr.

8.2 The difficulty faced in carrying funds over from one financial year to the next was identified as a potential challenge. This needs to be agreed by individual Trusts/PCTs.

9 Communications Protocol

9.1 JB provided an overview of the draft communication protocol. The aim of which is to clarify the roles of each stakeholder involved in the Apprenticeship agenda. Once finalised, this will be available on the NESC website.

10 Agree next steps and priorities

10.1 The following next steps and priorities were agreed:

- Identify potential Skills Gaps in frameworks and progression routes
- Develop template application form to assist collection of Apprenticeship information.
- Circulate Apprenticeship demand and funding letters.
- JB to email Trusts and PCT regarding the task and finish groups.

11 Dates for future meetings

| 11.1 | The next meeting will be held on 20 August 2009, 10:30 – 13:00 hrs, Thame Room, Rivergate House, Newbury. RG14 2PZ |