

Pre-Employment / Apprenticeship Programmes and Partnerships with Colleges

Guidance for Employers



Navigation page

- [Intention/Introduction](#)
- [Partnership](#)
- [Pathway examples](#)
- [Nursing pathway example in detail](#)
- [Employer based examples](#)
- [Healthcare Support Worker recruitment](#)
- [Quick links](#)

Please note, this guidance is a first step into helping employers with recruitment. We want to keep building on it, if you would like to contribute any links, resources or case studies please email Healthcare.Trailblazer@skillsforhealth.org.uk

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Introduction

Recruitment can seem daunting, but it doesn't have to be. This guidance for employers has been designed to help create a streamlined recruitment process for college students into health & care careers.

Building on existing good practice to develop a 'base offer' to nursing and wider health care careers at national policy level, which supports a more seamless transition for the college student linking directly into NHS and health & care career pathways. This can be further enhanced through the implementation of T-Levels.

Context

Colleges play a leading role in upskilling, reskilling, and recruiting the NHS workforce and are embedded in their communities. Many young adults having completed Level 2 and 3 courses; which have included work placement, in 2019/20 are now seeking to move into employment. Their first opportunity to join the NHS workforce is often on a 'staff bank' as an Healthcare Assistant (HCA) as a first step, and often while they are still completing their programme, during holiday periods, – (e.g. BTech students, undergraduate students) or directly into an HCA post on completion. Some of them fully intend to go onto university and commence further training, and some are not ready and need support to further develop their readiness for their next move.

In many local systems there exists successful robust partnerships between colleges and the local health & care employers developing and sharing local innovation – which we suggest could be replicated at scale. Students are volunteering for the local NHS Trusts and care homes too. This illustrates that colleges are natural partners for developing skills across health and social care careers and should be a first port of call for health and social care recruiting and training.



Colleges are logical partners in the recruitment process, with support from their local health & care organisations, providing a supply of young people into employment within the sector and ensuring there is appropriate information, advice and guidance, and direct connection to employment opportunities.

What are we doing?

HEE are establishing a strategic partnership with the national representative body – The Association of Colleges which we see an opportunity to recognise the importance of the colleges in recruiting the future workforce, and support and further develop the current regional relationships in place.

The intention behind this includes:

- Reviewing how to involve colleges in the workforce needs for the future (clinical and non-clinical);
- Supporting college education partners at system/ICS and Place level, to have better understanding of skills needs and employment opportunities;
- Developing a clearer view of the skills needed in workforce plans at local and national level to influence the programmes on offer at the college;
- Developing and promoting health & care career pathways to local people;
- Improved careers advice and IAG (information, advice and guidance) supported by NHS careers specialists and ambassadors from local organisations;
- Recruitment processes developed and delivered in partnership (at organisation or system level) with guaranteed interviews, aimed at local people on college programmes.



We recognise at organisation and system level there are many instances of this kind of partnership; our proposition is that we develop the models to best support spread and optimise the opportunity of recruiting students more seamlessly from college programmes. This guidance is an invitation to contribute and take part in developing the strategic partnership with colleges.

Apprenticeship Pathways into Careers

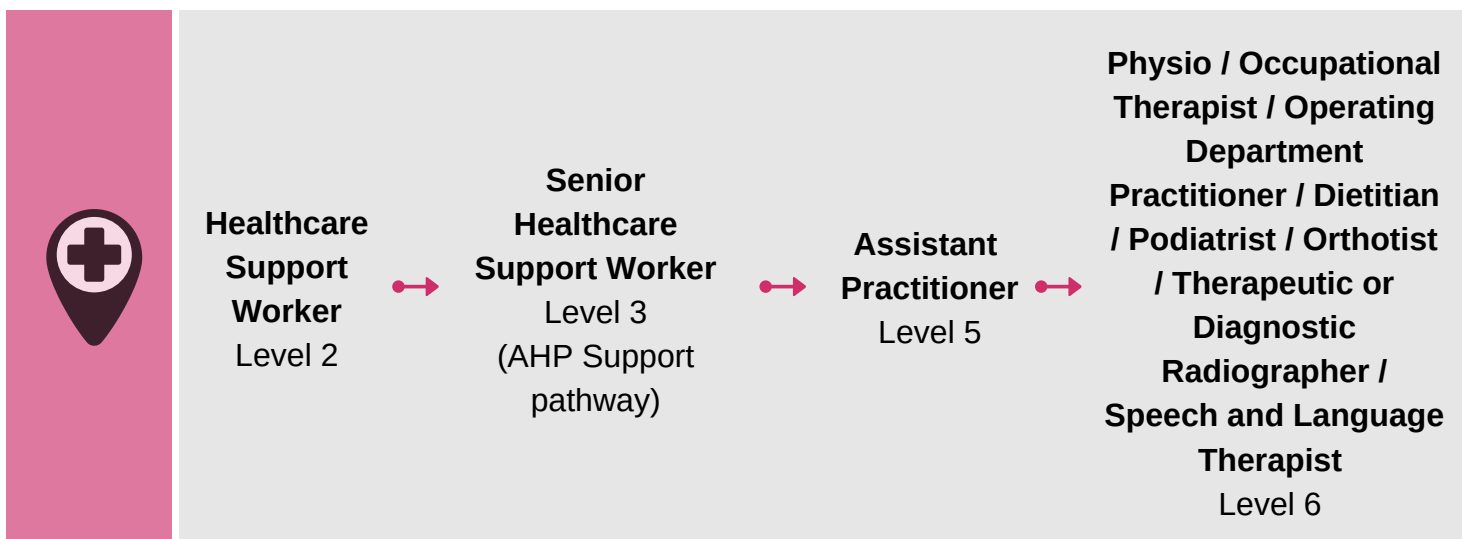
Examples

Everybody's journey is different due to the different qualifications and experience they hold. This may mean that they can skip a level or that they need to achieve additional academic qualifications prior to applying. Career routes in the health sector are so varied therefore the examples below are for illustration only and ultimately is up to the employer which apprenticeships they offer. People may enter healthcare at different levels depending on their prior qualifications and experience.

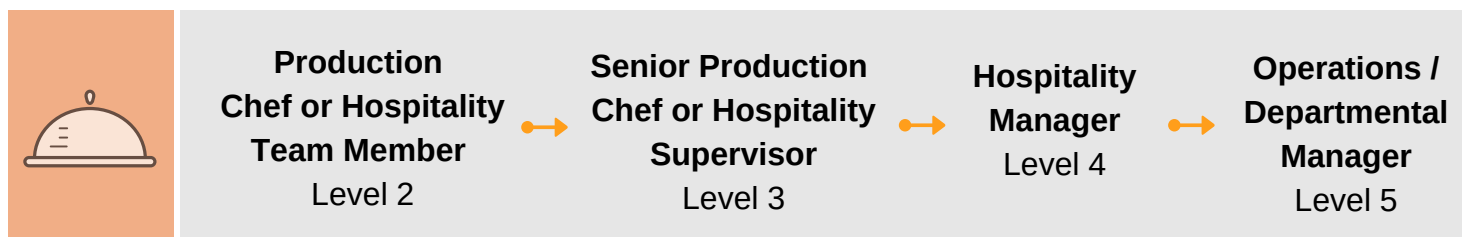
Nursing



Allied Health Professions



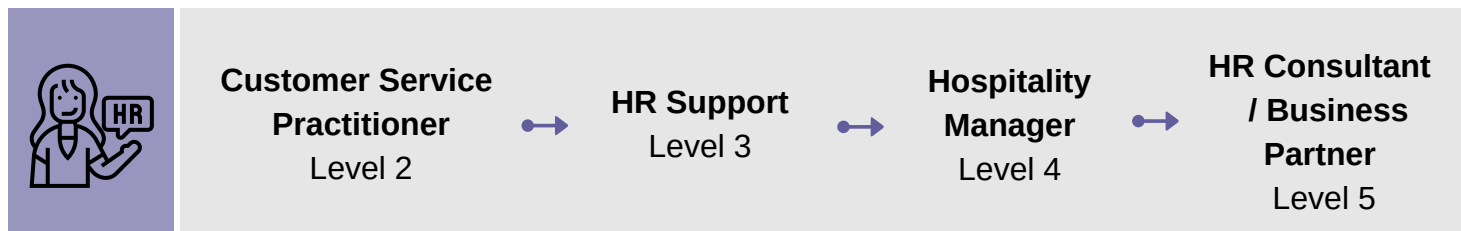
Catering and Hospitality



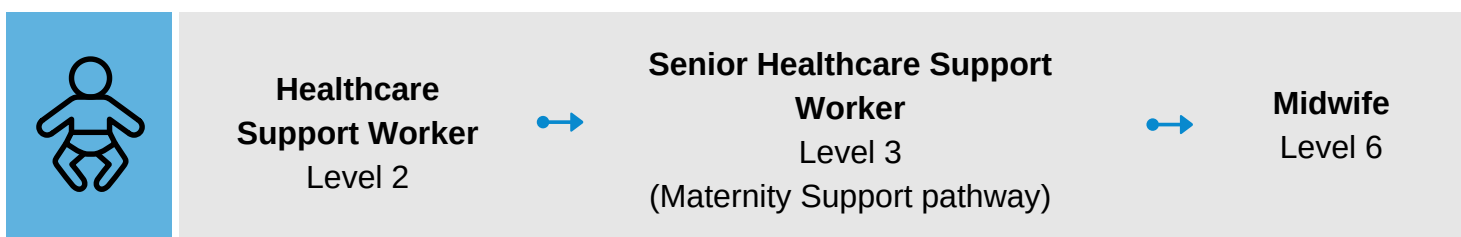
Apprenticeship Pathways into Careers

Examples

Human Resources



Maternity



Paramedic

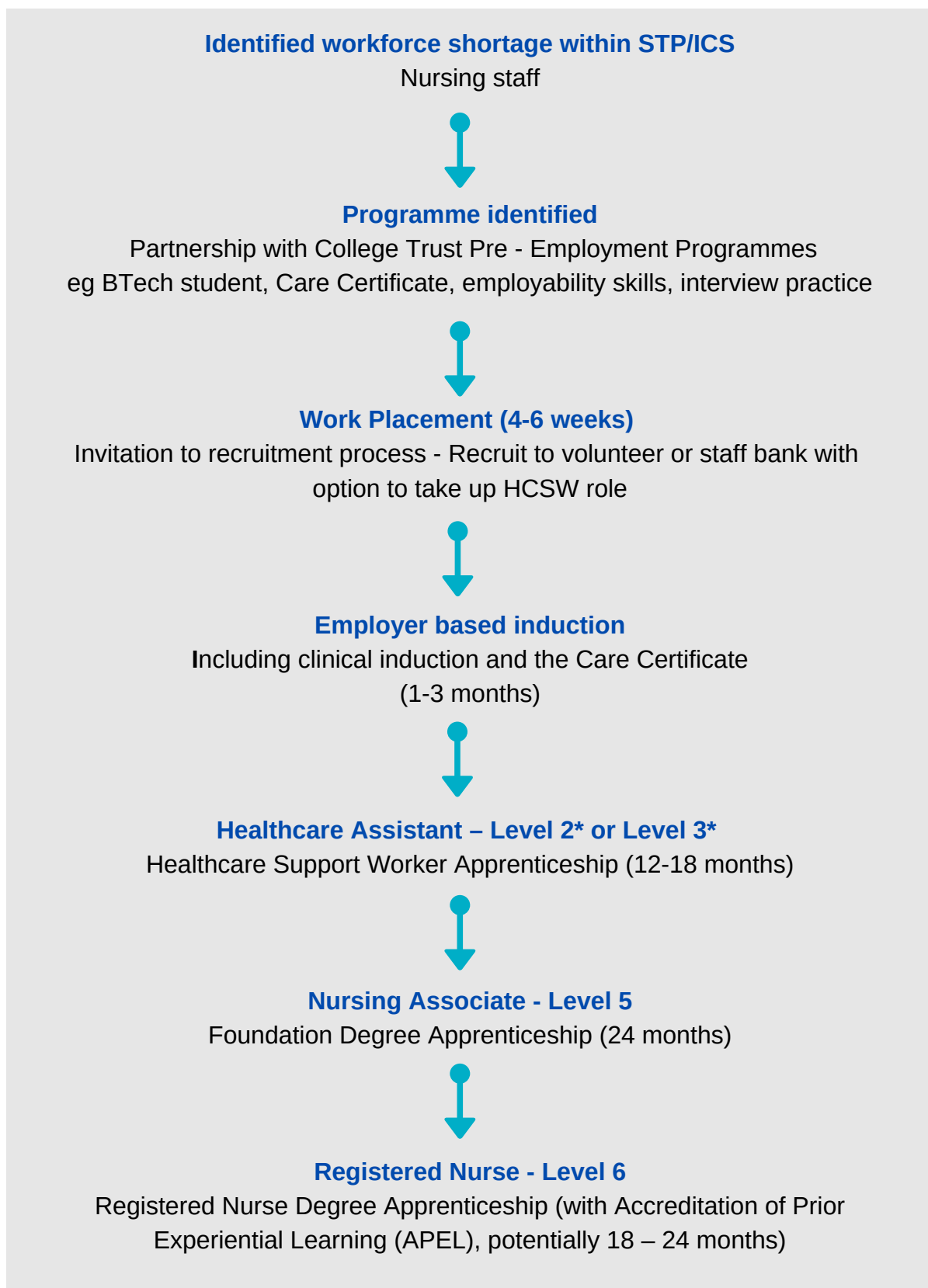


Administration



Example Pathway

Nursing in detail



* Depending on prior learning and qualifications eg numeracy and literacy requirement

Real examples of how employers put the pathways into practice

Nursing in detail

Cornwall Partnership NHS Foundation Trust

Both CFT & Royal Cornwall Hospital run a Care Academy where the students get placement and can then apply to the flexi/bank at the end of the placement. BTech students access placement via the Care Academy, including work experience and volunteering and will in future include T-Levels.

Bradford Teaching Hospitals NHS Foundation Trust

Pre-employment programmes for 19 – 24 age group with the jobcentres / colleges. Example activities are - days work experience (observation), employability skills, interview techniques, applying for a job online, application form completion, highlighting skills on a CV – mock interviews, recognising and filling in skills gaps.

Hull University Teaching Hospitals NHS Trust

Link into local organisations to reach those who may not traditionally think of the NHS for an apprenticeship. 'Young Health Champions' are volunteers that come into the Trust, many of which have come from hard to reach areas (they may, for example, have been part of the Cat Zero project). They link in with the Young Health Champions (volunteer service) when recruiting apprentices.

South Tyneside and Sunderland NHS Foundation Trust

Work closely with the Health and Social Care Diploma students, aspiring nurses/health professionals undertaking insight education activities and team working exercises to illustrate team working in the NHS then interview the students for a work placement in the Trust. Links to "Young Volunteers" role during their 2nd year on the BTech Diploma. To help prepare them for the world of healthcare work. Supported by visits to colleges to talk to a wider range of students about apprenticeship opportunities on offer.

Frimley Health NHS Foundation Trust

Trust based Career's Centre with dedicated roles that links to colleges and an apprenticeship strategy that targets local people into employment. Established partnerships with schools and colleges for work experience and links into pre employment activities, preparation for work and joining apprenticeships.

Real examples of how employers put the pathways into practice

Nursing in detail

Bristol, North Somerset, South Gloucestershire

Working with the Prince's Trust, Traineeship providers and colleges to construct a pathway for students below L2 to enter the system in a smooth and informed transition including - delivering the Care Certificate as part of the Traineeship programme and this will be open to T-levels as well. Planned for T-levels, Traineeships and Transition year college engagement to develop a talent pool of young people who will be supported through the application process using the Prince's Trust Your Hired Live programme. This includes pre-employment training, developing functional skills materials which can be used by 16 to 55 year olds as part of a pre-employment course aimed at adults. Starting to build a video catalogue of pre-employment strategies to utilise while applying for roles in Health and Social Care.

Somerset NHS Foundation Trust

They work with Somerset Care and Somerset County Council to provide work experience, Care Certificate and additional pastoral support to small groups of post-16 students care leavers. The programme was put together late 2019. This group is intended to enter the workforce in HCA or social care assistant roles. They will be looking at using T-Level students for supply as part of the Nursing Programme later this year and will use.

South Tees Hospitals NHS Foundation Trust

An employability programme called 'Prospect' whose clients come into the Trust for approximately 12 weeks (30 hours per week) with support with pre-employment activities such as interviewing. On the course everyone gets an apprenticeship suitability interview.

Leeds and York Partnership NHS Foundation Trust

College provider is integral to recruitment process for HCSW and Nursing Associate programmes, including being involved in interview panels and values-based scenario assessments. Their feedback and involvement is pivotal in selecting candidates for the apprenticeship against the Leeds Way Values. Also work in partnership with local charities to support staff in their pre-employment programmes.

**Derby Teaching
Hospitals NHS
Foundation Trust**

They use the Care Certificate, it's part of their key rotational H&SC apprenticeship – part of a system-wide partnership programme 'Joined up Careers Derbyshire' promoting work experience, pre-employment and apprenticeship programmes in partnership with colleges and wider system partners.

**University
Hospital
Southampton
NHS Foundation
Trust**

Well established college partnerships and pathways into HCSW roles which form the pipeline into Nursing Associate and Registered Nurse apprenticeships. Long standing work experience and pre-employment support for H&SC students at colleges and novel programmes delivered jointly specific to planning for employment preparation and career development.

College Placement to recruitment as Healthcare Support Worker (HCSW)

Insights into how work placements for students can form a 'pipe- line' into employment

Clinical HCSWs fulfil an important role in delivering the fundamentals of holistic care to patients and service users, with practical assistance - for example in relation to personal tasks such as support when eating or helping a patient to maintain a standard of personal hygiene, personal and emotional support to promote patients' health and wellbeing, keeping people safe from harm working in conjunction with, and under direct supervision of health care professionals to enable patients to maintain good health and comfort.

Health Care Support Worker (HCSW) roles in a clinical setting range primarily from Ward Clerk or Receptionist Level 2, Housekeeper Level 2, Health Care Assistant, Senior Health Care Assistant, Assistant Practitioner level 5 and Nursing Associate Level 5.

Many HCSWs remain dedicated and fulfilled in their role and undertake suitable training to reach occupational competence, maintaining and enhancing their skills and alongside their team mates to contribute the team delivery of clinical care. They often become anchor members of the team and offer support not only to their service users but also their colleagues.

The HCSW role is also an ideal starting place for a person who plans to develop their career into one of the clinical regulated professions, e.g. Registered Nurse, Allied Health Professionals, Medical Practitioners, Healthcare Scientists, Adult Care Workers, or into leadership and management roles. Many HCSWs form the talent pipeline for apprenticeships and traditional undergraduate entry into university programmes, having developed the core skills, and basis of understanding of working in a team and the values of the NHS gained from the Care Certificate, vocational and technical training, and workplace practice and assessment, usually via an apprenticeship.

Routes into Employment – employers in partnership with education providers schools and colleges:

- **Work Experience** - HEE Work Experience Toolkit, Fairtrain
- **Volunteering** - via school, college, or local health and care system
- **Industry Placements** - Introduction of T Levels – health and science route from September 2021(Health, healthcare science and science)
- **Supported Internships** - supporting those with additional needs into employment over a minimum of 6 months
- **Traineeships** - developing the knowledge, understanding and skills needed to enable them to progress on to Study Programmes, Apprenticeships or into work
- **Employability Programmes** - Prince's Trust, sector based work academies with Job Centre Plus
- **Apprenticeships** - 150 + apprenticeships at all levels
- **Further Education/ University** - either on employer supported degree level apprenticeship or traditional undergraduate route.

Summary of options into employment and career progression for Health and Social care Students

Students will be from year 2 of health and social care vocational BTech courses (17 and 18 year olds) – their placements will all be based in the one role so they get an in depth and real life experience actually delivering the service rather than observing (this will reflect the incoming T Level 'Industry Placements' which vocational BTech students will follow from 2021). Placements for the vocational BTech students will map to the modules they are undertaking within their level 3 qualification. BTech students will not be undertaking personal care for patients or administering medication whilst on this placement.

- Some students may be from year 1 of A-levels studying science A-levels (16 and 17 year old's) – their placements often rotate to give experiences of a range of roles and settings.
- Health and Social Care students (level 3 eg BTech/T-Level, also pre-employment programmes such as Prince's Trust candidates) – seek work experience or industry placement to meet threshold competence and understanding of the employer.
- The employer can invite the student to join the volunteer bank/staff bank depending on age/role interest/practical implications.
- Senior Healthcare Support Worker – 12 Month apprenticeship to reach occupational competence – APEL of prior underpinning knowledge undertaken by NHS L&D Subject Matter Specialist.

- Nursing Associate (NA) – dovetail from work placement into employment and into Talent Pipeline for NA Apprenticeship.
- Could apply straight for Registered Nurse apprenticeship if selected by Trust.
- Registered Nurse traditional undergraduate route.

Process for accessing placements:

- Students are jointly recruited by a college tutor and Trust staff member, young person's risk assessment and all relevant checks are completed such as DBS
- Allocated by Trust staff designated area depending on application and where it is thought most suited
- Completed full Corporate Induction
 1. if they come and work for Trust at the end of the programme they don't have to do again
 2. ensures patients and staff safety, trust values covered, and of course the psychological contract between student and organisation
- Good communications between team and college is paramount
- Visits from tutor into the hospital to meet students in their placement, and support for ward staff – Ward Leader and placement buddy/mentor
 1. Guidance given to ward managers on what the student can and cannot do
 2. Student has a workbook given by the college which they complete
- A meaningful Industry Placement to support the student to become part of the team, develop insight, working ethos and mindset
 1. Industry work placement - Students work minimum of 2 days per week, usually on set days - over longer time period - the 450 hours Sept - June
 2. Work experience 1 day per week over shorter time period
- Students undertake project (small or large) eg infection control and prevention audit activity, health and wellbeing promotion activity which is agreed at the outset with college set learning objectives
- Once in practice and developing skills and confidence – invited to apply for Bank work

Activities vocational and technical Students can be involved with:

- Personal care
- Observations and recording of
- Set up equipment and rooms
- Stock checks & Re-stock
- Admin and paperwork – any documentation would need to be countersigned
- Cleaning

- Other non-competency based tasks

Learners will always have some form of supervision and should not be giving direct patient care independently.

Students on placement DO NOT take part in the following:

- Competency based tasks
- Moving & Handling if under 18 years of age
- Placement Students must wear appropriate uniform and name badge (provided by college whilst on placement), and PPE at all time in line with best practice and Trust policy
- Whilst on placement, learners are able to replicate some tasks that Healthcare Assistants carry out whilst at work under the supervision of a band 2-4 buddy/mentor
- The buddy/mentor does not need to have a formal teaching qualification to be able to do this, but are designated by their manager and the Learning and Development practitioner to undertake this role

If the student is successful on gaining employment after the programme finishes – they have the following options:

- 1.No need to repeat Corporate Induction as they have already done it;
- 2.Attend relevant clinical aspects of the Care Certificate to supplement the underpinning knowledge and theory units that they have already done at college and while on placement;
- 3.This will also include any additional requirements that the trust includes as part of the Care Certificate;
- 4.Potentially the Senior Healthcare Support Worker apprenticeship. Although the T-level is level 3, the apprenticeship will be more in depth, give more grounding and practical experience to reach occupational competence;
- 5.If not the Senior Healthcare Support Worker apprenticeship, they could apply for the Nursing Associate apprenticeship (*recommend this becomes part of the Trust talent planning/apprenticeship strategy.*)



What colleges tell us

About how to gain access to work placements for students

1



"It is often difficult to speak to the right person in an organization such as a Hospital Trust or there may be more than one contact, service changes mean loss of contact."



Remember to identify a key contact as first point of call for enquiries from colleges, and let them know if there are changes in personnel, try to build a relationship and perhaps set up a virtual network to stay in touch

2



"We want to support with development and preparation."



Proactively contact colleges to develop and support relevant learning experiences for those on health related programmes, such as Care Certificate. This helps the student, the college and will make induction and on-boarding much more smooth when they come onto placement or into employment.

3



"We want to develop long term relationships with employers."



You will always be welcome to contact colleges to work collaboratively on shared priorities such as designing pre-employment programmes, launching new initiatives such as T Levels.

4



"We want to work in partnership with employers."



Partnership working is welcomed and opportunities to develop programmes that are relevant and support placements and future employment and training opportunities are shared goals of employers and colleges.

5



"We value contributions from the industry experts in speaking to students and supporting educational activity."



This will be at career events and also during teaching sessions. Students prize highly hearing from people doing the jobs they have ambition to do.

6



"We would value employer support for insight sessions."



Colleges often need subject matter experts and people who are able to help deliver introduction to health and care careers sessions, and supporting work experience or placements – you may consider joining the Health Ambassadors networks <https://www.hee.nhs.uk/our-work/health-ambassadors> and it's great teaching experience and you will inspire future generations of health care staff!

Healthcare Support Worker list of Resources

Examples of practical material based on regional best practice to national initiatives

Resource	Overview
<u>Learn Live</u>	In the process of doing a Learn Live Podcast into school assemblies covering Routes into Nursing; including health care assistant, NA and registered nurse. Learn Lives health podcasts viewed by 98,000 people as at November 2019.
<u>East Sussex College Group Work Experience programme</u>	15 places on a 12 week programme to prepare organisations for the implementation of T-level and placement requirements. 2 students go on to be HCSW on the bank at East Sussex Health Care and 1 to be an ODP apprentice. Many of the others going on to further healthcare study.
<u>Trainee Nursing Associate Deployment Workshops</u>	Delivered in local STP areas to promote deployment of TNAs and NAs to health and social care employers. Organisations presented on their own experiences. Powerpoint presentation available.
<u>National Numeracy and Care Certificate</u>	Example of how Sussex Community NHS Foundation Trust has incorporated the numeracy into the Care Certificate and the requirement to record on ESR prior to being able to access further training. Being taught virtually during Co-Vid 19 situation.
<u>Prince's Trust National Programme</u>	<p>National pre-employment programme aimed at bringing 10,000 young people (aged 16-30) into health and social care employment by 2024 includes three programmes:</p> <ul style="list-style-type: none"> • Get Into – 4-6 week pre-employment programme including training and placement, aimed at young people a distance from the job market. This could include NEETs. • Get Started – 1-3 day pre-employment programme including short placement, training and interview session, aimed at young people 'near job ready'. • Mentoring support for up to 6 months into employment for young people on programmes who need this. <p>Further details in overview attached. On Prince's Trust programmes delivered so far under the national programme 33% of those that go into employment go into HCSW roles.</p>

Resource

**Prince's Trust Online
Get Started
Programme**

**Health Education
England Work
Experience Toolkit**

Overview

3 day on-line pre-employment programme including virtual recruitment day bringing 'near job-ready' young people into employment in health and social care. Prince's Trust programme also offers mentoring support for young people up to 6 months into employment, where needed. This is currently an interim programme during the Covid 19 situation.

Teachers and careers advisers are often involved in arranging and improving work experience programmes for students with the NHS. Health Education England has produced a toolkit for schools, colleges and further education institutions as part of its widening participation programme.

Quick links:

- **[Healthcare Apprenticeships Standards Online](#)**
- **[Pathways Tool](#)**
- **[Costing Calculator](#)**
- **[Toolkit](#)**
- **[Case studies](#)**
- **[Care Certificate](#)**
- **[T Levels](#)**
- **[Institute for Apprenticeships and Technical Education](#)**
- **[Register of Apprenticeship Training Providers](#)**
- **[Register of Apprenticeship Assessment Organisations](#)**
- **[Apprenticeship Funding](#)**
- **[Talent for Care](#)**

