

# NHS Estates and Facilities Apprenticeship Challenge 2022 / 2023

## What is the NHS Estates and Facilities Apprenticeship Challenge?

NHS England and Improvement (NHS E/I) and Health Education England (HEE) have collaborated to jointly support the greater use of apprenticeships in Estates and Facilities.

The challenge is to create **1000** apprenticeship starts in Estates and Facilities in 2022/23. This is initially a pilot project with a timeframe from April 2022 – March 2023.

By taking part in the challenge, you will be raising the profile of estates and facilities apprenticeships nationally. You will also be sharing your vacancies with wider stakeholders in your region which will attract a bigger talent pool of applicants.

## The Estates and Facilities Toolkit

To support the challenge a new [Apprenticeship Toolkit](#) specific to Estates and Facilities has been developed.

You can use the toolkit to explore different apprenticeships, find example career pathways, understand how to fund apprenticeships, and develop your team.

## Indeed.com

In addition to the toolkit, you can also access apprenticeship vacancy advert optimisation.

Indeed will be supporting this challenge by advertising all NHS Estate and Facilities Apprenticeships on their website - applicants will be directed back to NHS Jobs.

In addition, Indeed will be hosting a Job Content Workshop designed to share tips and best practices when it comes to job ad writing in an effort to boost Trusts' apprenticeship roles higher up the search results page.

For Trust's wanting further support, Indeed will show them how to leverage their one-click apply feature and sponsorship to reach wider audiences and make it easier for candidates to apply.

In order to take advantage of apprenticeship vacancy optimisation please upload links to your 'live' vacancies to the [vacancy portal here](#)

## Vacancy Snapshot

All the vacancies you upload to the portal will also form a monthly 'Estates and Facilities Vacancy snapshot'; this will be an infographic of all Estates and Facilities apprenticeship adverts that are 'live' on NHS jobs. This snapshot will be promoted regularly via NHS E/I and HEE to all stakeholders including (but not limited to): Indeed.com, schools, colleges, careers advisors, DWP and Local Careers Enterprise-partnerships.

The snapshot will shine a light on Estates and Facilities apprenticeships by creating a "critical mass" of vacancies on NHS jobs that will be actively promoted to inspire interest and applications from existing NHS staff, job seekers, school leavers and career changers.

## How do I get involved in the challenge?

To support the challenge, managers and leaders are asked to:

- Consider apprenticeships within their estates and facilities **workforce plans**
- Utilise apprenticeships for **existing staff** so support with upskilling and retention
- Utilise apprenticeships to **attract new talent** and address workforce shortages
- Use and promote the **Estates and Facilities Apprenticeship Toolkit**
- Let us know about current 'live' vacancies via the **vacancy portal\***
- Engage with the conversation and share your resources, hints, tips and ideas on the NHS Estates and Facilities Workforce **Collaboration Hub**  
[Workforce Hub - NHS Estates Team](#)

If you have any questions or queries about the challenge, you can contact the challenge team [HERE](#)

*\*To take part you will need to have apprenticeship adverts approved and ready to share with us and we will in turn share with Indeed.com and partners. Wholly Owned Subsidiaries are welcome to take part in this challenge.*

# How to take part

The steps below will help you take part in the Estates and Facilities Apprenticeship Challenge 2022/23

## Step 1

Assess your workforce development need: identify the skills gaps of your workforce and their current qualification level relating to their role. Think about any vacancies that could be considered as a future apprentice role

## Step 2

Use the [Estates and Facilities Apprenticeship Toolkit](#) to explore the different apprenticeships you could use in your workforce

## Step 3

Estimate how much salary funding you would need to spend on apprenticeship roles.

**Don't forget to** speak to your organisation's apprenticeship lead who will be able to advise you about the apprenticeship levy which will cover the course costs of the apprenticeship

## Step 4

Choose apprenticeship training and assessments: find a training provider who will offer the right apprenticeship qualification and assess your apprentice over the duration of their qualification.

Browse apprenticeship training and search for local providers at: [Find Apprenticeship Training](#)

## Step 5

Advertise your vacancy as normal. **Don't forget to** share your job adverts with us via the [vacancy portal](#).

Indeed.com will then optimise your adverts for free!

## Step 6

Provide ongoing support for the apprentice/s: including, helping them to adjust to the workplace, nominating a member of the team to be the apprentice's mentor, planning workload to provide the necessary opportunities to complete practical tasks in line with training goals.