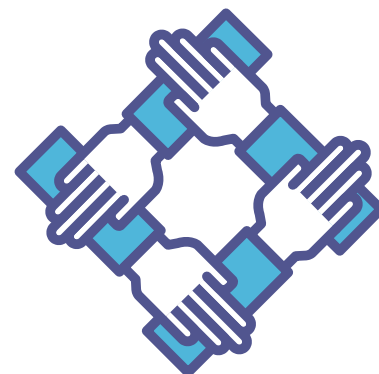


CASE STUDY: NHS SOUTH YORKSHIRE APPRENTICESHIP PLACEMENT AGREEMENT

In the South Yorkshire Region we have a long-established support network for the Apprenticeship Leads of our NHS Trusts to meet, share best practice and collaborate on programmes where possible. In the early days this partnership group was fundamental in setting up the pilot programme for the trainee Nursing Associate (tNA) and worked with all the partners to ensure the placement requirements were met seamlessly for the students.



When the tNA programme became an apprenticeship, the partners collaborated to select a Higher Education training provider, standardise entry criteria and uniforms and to support placements. An initial memorandum of understanding was set up in 2018 to allow movement of apprentices into alternative employers for placement experience, based on their Disclosure & Barring Service (DBS) check and indemnity provided by the employing organisation.

Whilst this memorandum was effective in the most part, there were still some difficulties in the process. Examples of this included - small social care employers couldn't obtain indemnity insurance for their staff whilst on placement elsewhere, or apprentices employed in adult nursing services didn't have an enhanced DBS check for children so couldn't be offered placements with some alternative employers.

As numbers of tNA apprentices increased several concerns became evident including: the time and cost of drawing up honorary contracts for apprentices coming on placement into secondary care, the numbers of out of area requests for placements and the increasing variety of apprenticeships requiring placement outside of the main employer.

In 2021 the partnership group agreed it was time to refresh this memorandum and our Integrated Care System Apprenticeship Project Manager agreed to drive this forward.

CASE STUDY: NHS SOUTH YORKSHIRE APPRENTICESHIP PLACEMENT AGREEMENT

A small task and finish group of employer partners was set up, and the Apprenticeship Project Manager gained the advice and support of a Senior Employment Lawyer at our local Teaching Hospital who offered a common-sense critical view as well as legal oversight of our new planned agreement.

It was crucial that we covered the issues of pre-employment checks, indemnity, and apprentice placement planning and support. We asked partners to check with their legal teams against the following chart which was useful:

Apprentice's employer	Location of apprentice work	Covered by XXFT indemnity insurance?	Why
XXFT	XXFT	Yes	In course of NHS duties / duty of care to NHS patients
XXFT	Another NHS trust	Yes	In course of NHS duties / duty of care to NHS patients
XXFT	Private provider	Yes	In course of NHS duties / duty of care to NHS patients
Private provider	XXFT	Yes	In course of NHS duties / duty of care to NHS patients
Other trust	XXFT	Yes	In course of NHS duties / duty of care to NHS patients

CASE STUDY: NHS SOUTH YORKSHIRE APPRENTICESHIP PLACEMENT AGREEMENT

One of the key cornerstones of this Agreement was that local staff would be prioritised for placements and out of area requests would be considered if they did not jeopardise this. Each NHS employer has a named individual responsible for apprenticeship provision and all placement requests go to them as a named contact.

Our agreement also covers consent and GDPR, uniform provision, hours of work and minimum pay alongside supervision, provision of a positive learning experience for the apprentice and how to escalate and report concerns.

In its final version employers do confirm that they have complied with the NHS recruitment standards, that their apprentices have a new DBS check for adults and children, and they have appropriate indemnity cover in place. The Agreement was taken to our Human Resources Director Group for approval and signatories are expected to be at this level, or at least responsible for Human Resources at their own organisation e.g. Practice Manager in General Practice.

Our first priority was to ensure all our NHS Trust partners had signed the agreement, and all the smaller primary and social care employers with tNA apprentices as these were our largest groups of employers. Our local Universities have been helpful in distributing the Agreement and prompting employers to sign and return it and where problems are known to exist, they have been flagged early. The Project Manager also worked with the local Faculty of Advanced Clinical Practice (ACP) to ensure the agreement was suitable for ACP apprentices.



CASE STUDY: NHS SOUTH YORKSHIRE APPRENTICESHIP PLACEMENT AGREEMENT

Now we are moving forward in using this overarching agreement with a much wider range of clinical and non-clinical apprenticeships including small employers who are also able to request placements in secondary care without the use of honorary contracts for the most part. We have also had requests from out of area and within our local authorities.

It does require some ongoing monitoring and liaison with employers to gain new agreements and relies on good relationships to pick up issues arising, but on the whole employer partners are pleased with the result.

The Apprenticeship Leads Group continue to meet monthly and review matters arising from the Agreement as necessary.

For further information please contact:

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