

# Hampshire Hospitals NHS Foundation Trust Healthcare Support Worker Apprenticeships



GROW is the name of Hampshire Hospitals NHS Foundation Trust (HHFT) in-house apprenticeships – ‘grow yourself, your knowledge, skills and opportunities’.

An apprenticeship is a genuine job with an accompanying work-based training programme designed around the needs of the Trust, which leads to a nationally recognised apprenticeship qualification.

Our skilled assessors are hands-on and work in partnership with managers to support learning in the workplace.

## Being recruited as an apprentice healthcare support worker

If you do not have an equivalent level 3 qualification, you will be recruited as an apprentice on a two year fixed term apprenticeship contract. This will give you a great opportunity to gain the technical knowledge, practical experience and wider skills you need for your immediate Healthcare Support role and for your future career. You will gain this through a wide mix of learning in the workplace, Off-the-Job training and the opportunity to practise new skills in a real work environment.



The apprenticeship training is made up of mandatory units which cover core competencies, and optional units that allow the opportunity to tailor learning to your needs, interests and reflect the context of your work. It will include competencies aligned with health and wellbeing, duty of care and candour, safeguarding, equality and diversity, person centred care, treatment and support, communication, personal, people and quality improvement and health, safety and security.

This apprenticeship is fully funded as part of your employment contract. Once you have successfully completed the apprenticeship, you will be offered a permanent, substantive post. You will also have grown in confidence and skills in your role which will directly benefit your care for patients and support your team.

## Am I eligible to become an apprentice?

You are eligible for an apprenticeship if you:

- Either have a UK passport or have lived in the European Economic Area for the past three years
- Don't have an equivalent or higher level qualification in the same subject area
- Are employed for 30 hours or more per week (although apprenticeships are extended to allow for slightly shorter working weeks).

For more information, contact: [apprenticeships@hhft.nhs.uk](mailto:apprenticeships@hhft.nhs.uk) or visit <https://hampshirehospitalscareers.co.uk/trainings/apprenticeships/1>

## What's in it for me?

We offer bespoke apprenticeship programmes tailored to meet your needs and aspirations, with e-learning and state-of-the-art simulation suites for more realistic training opportunities. Our apprentices are well supported throughout the programme and you will be assigned one of our assessors who will meet with you at least once a month throughout the programme to help you to learn new skills and knowledge.

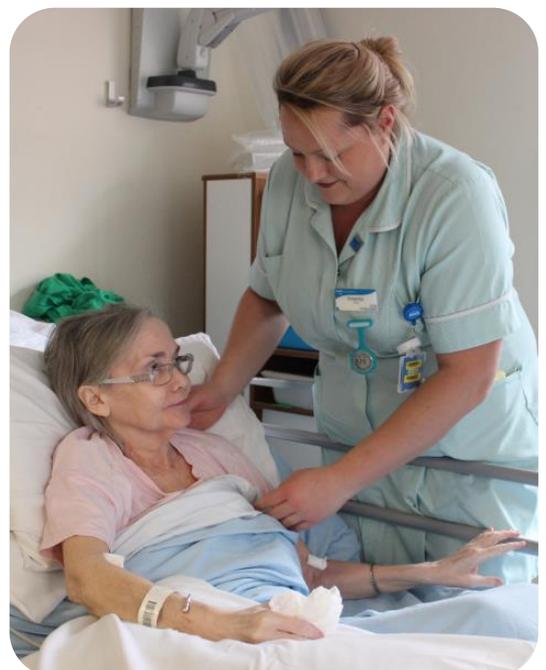
HHFT apprenticeships are unique and provide an exciting pathway to further career opportunities, such as senior healthcare support worker roles, or more advanced apprenticeships like nurse associate or nursing.

## Which apprenticeship will I be doing?

Our 18-21 month **Senior Healthcare Support Worker Level 3** apprenticeship includes a Level 3 Diploma in Healthcare. This builds on the Care Certificate (you will complete this at the start if you do not already have this). You will develop advanced healthcare support skills supported by underpinning knowledge and research. This apprenticeship includes supporting you to achieve Level 2 in Maths and English if you do not already have GCSE or equivalent certificates in these.

Our **Healthcare Support Worker Level 2** apprenticeship is a stepping stone to the Level 3. This is a 12-15 month programme with a focus on the core skills and knowledge to be a confident and competent Healthcare Support Worker, including the Care Certificate. If you struggle with Maths and English we will also support you to achieve these to Level 1.

One of our Apprenticeship Team will contact you to talk to you about the transferrable and relevant skills and knowledge you bring, and to discuss which level of apprenticeship is right for you. Whether you enrol onto the level 2 or 3 apprenticeship, this will give you a great opportunity to gain the technical knowledge, practical experience and wider skills you need for your immediate Healthcare Support role and for your future career.



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## What happens if I already have a Level 3 Healthcare qualification?



Once you are selected, we will look at any certificates you have gained in equivalent qualifications. If these exempt you from our apprenticeship programme, you will be offered a substantive contract. You will still participate in initial training and induction over the first few weeks of your employment to learn about your specific role and the ways of working in this Trust.

Where previous qualifications are similar but not a direct match, it may be that your apprenticeship is shortened slightly to take into account your prior learning.

## My apprenticeship

An apprenticeship is more than a training programme. Over 12-18 months, you will be part of a group doing work-based training and study, and putting this into practice in your job. For 20% of your working week you will be learning something new by completing assignments, observing or practising new skills and collecting examples of the skills and knowledge you are developing for your portfolio.

Have a look at the Institute for Apprenticeships website where you can get to know and understand the requirements and assessment criteria of both levels of Healthcare Support apprenticeships.

When you finish the programme and have submitted your assignments, you will have an End Point Assessment which includes a professional discussion about your portfolio, a multiple choice test and an observation in practice. Assuming you are successful, you will be awarded a nationally recognised certificate (including the diploma for the Level 3 apprenticeship).

## Functional skills

A key part of the apprenticeship is to improve and stretch your functional skills in Maths and English. At the start of your programme, everyone will complete an initial assessment to see how much support you may need. We will then offer additional taught sessions, online resources and access to the relevant exams if you don't already have certificates. Your manager will allow you time to attend any functional skills training you may need.



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## What is Off-the-Job Training?

Apprenticeship funding requires that 20% of your working week must be spent as 'Off-the-Job' training, which is time spent learning something new. It can include:

- Scheduled study days
- Online learning e.g. webinars, e-learning
- Simulations/role play
- Training of new equipment where relevant to the apprenticeship criteria.
- Being shown a new skill by a member of staff (shadowing/observing others)
- Learning new skills in your supernumerary period (usually 2 weeks for Healthcare Support Worker)
- Applying knowledge that you have learnt to practice (developing skills)
- Learning support from assessor
- One-to-one learning with your assessor, manager or experienced colleague
- Reflecting on tasks and what you have learnt
- Dedicated time spent writing assignments sent through the e-portfolio
- Projects
- Working in other departments within the Trust, including short placements



It doesn't need to be the same amount of time each week and it can be broken up over the week. It just needs to equate to 20% over the duration of the apprenticeship. Be aware that Off-the-Job training does not include progress reviews, functional skills development or any training which takes place outside your normal working hours.

It is a good idea to note down every time you do something that counts as Off-the-Job training.

### Contact us

If you would like to find out more, please contact:

**[apprenticeships@hhft.nhs.uk](mailto:apprenticeships@hhft.nhs.uk)**

or call **01962 828971**

One of our team will be happy to answer your questions or arrange for someone to come and meet you and your manager in your workplace

## Frequently Asked Questions

### **Do I have to be under 24 to do an apprenticeship?**

No, commonly apprentices are younger as apprenticeships are seen as an alternative to university. However, there is no upper age limited for apprenticeships. In fact, it is becoming common practice now for employers to train up existing members of staff through the apprenticeship route to help further their career development. We have apprentices of all ages on our programmes.

### **What kind of contract will I be on and what will I be paid?**

You will be placed on an apprenticeship fixed term contract. As an apprentice you have the same employment terms and conditions as a substantive member of staff. The only difference is that you will need to successfully complete your apprenticeship to be offered a substantive contract. You will be paid at an NHS Agenda for Change, Band 2 salary.

### **Will I get a permanent job at the end of my apprenticeship?**

Yes, upon successful completion of the programme your manager will move you into a permanent role and a substantive contract of employment.

### **Are there a minimum number of hours I must work?**

As an apprentice you would normally be working at least a 30-hour week and no more than 40 hours. We do however accept apprentices onto programme who work 23 hours once further discussions and assessments have taken place to ensure that the clinical areas can support your study requirements and off the job time.

### **What happens if I need to reduce my hours?**

You can discuss this with your assessor and a risk assessment will need to be completed by the Apprenticeship Team and your manager. If this is agreed, your apprenticeship will be extended pro rata (you will need to work at least 23 hours to remain on programme)

### **Will my manager support my off the job hours?**

Yes. Both you and your employing line manager will sign an apprenticeship agreement before you are enrolled onto your programme to ensure that they are aware of your off the job requirements. You will be rostered for 15 hours a month to complete your academic work, with additional time spent within your clinical setting gaining new knowledge and skills.

### **Will I get a band 3 job when I complete my apprenticeship?**

Completing the Level 3 apprenticeship does not necessarily guarantee a Band 3 job, it does however, provide you with the knowledge and skills to apply for a Band 3 vacancy.

### **I want to be a nurse; will this apprenticeship help me achieve that goal?**

A Level 3 SHCSW apprenticeship programme will provide you with the pre-requisite qualification and functional skills needed to be eligible for a nursing programme. HHFT offers a nursing apprenticeship, and you would be welcome to apply once you complete your level 3 apprenticeship.

### **What if I need to take a break from my studies?**

If you need to take some time out from your apprenticeship (e.g. due to personal circumstances, significantly impacting your learning), you can discuss this with your assessor, and they can put you on a break in learning. When you are ready, you can return to studies and pick up where you left off. This will likely add to the overall duration of your apprenticeship.

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**What happens if I fail behind with my work?**

Your assessor will support you whilst on programme, however, should you fall behind with your academic work then your assessor may need to agree a personal action plan and follow the academic disciplinary procedure. This is an agreement between you and your assessor outlining the support you need and some milestones you will need to achieve within an agreed timeframe. There are three stages to the disciplinary process giving you ample time and opportunities to get back on track, however you may be permanently excluded from the apprenticeship programme if you fail a stage three.

**What happens if I can't complete my apprenticeship?**

Your assessor will support you with your learning and ensure an individualised programme. If you can't complete your apprenticeship, then you will be withdrawn from the programme. This could result in the termination of your employment.