

Learning, Education & Development

What's available to you?

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Why use apprenticeships?

Apprenticeships can be used to:

- Offer development to existing employees (helping them to potentially advance in the CCG or elsewhere in the NHS)
- Expand a team with an apprentice that wasn't originally in the team structure *(subject to the usual CCG approvals process PLUS the apprenticeship levy fund only covers the training costs not the salary costs)*
- Turn an existing post into an apprenticeship **and** offer a development opportunity *(to note, applicants won't all necessarily be younger persons whilst apprenticeships can be offered at all levels)*
- Help people to train for and fill those 'hard to fill' vacancies
- Succession plan

General Apprenticeship Information

- Covers a wide range of professions, subjects and specialist areas at different levels
- Level 2/GCSE to Level 7/Masters are available
- Takes 12 months or even up to 4 years to complete (*the time limit to complete depends on the apprenticeship*)
- Funding is available via the CCG, other NHS organisations or even a private sector business (*a levy transfer is used if the CCG runs out of funds*)
- Apprenticeship Standards website [click here](#)

What apprenticeships are on offer?

- Audit & Quality (Levels 4 & 7)
- Business Administration (Level 3)
- Coaching & Mentoring (Levels 3 & 5)
- Commissioning (Level 5)
- Customer Services (Levels 2 & 3)
- Data & Information Management (Levels 3, 4 & 7)
- Finance & Accountancy (Levels 3, 4 & 7)
- Human Resources (Levels 3, 5 & 7)
- Leadership & Management (Levels 3, 5 & 7)
- Learning & Development (Levels 3 & 5)
- Pharmacy (Levels 2, 3 & 7)
- Procurement (Levels 3 & 4)
- Project Management (Level 4)
- Research (Level 7)
- Service Improvement (Levels 3, 4, 5 and 6)
- Systems Thinking (Level 7)

There are numerous apprenticeships CCG employees may be interested in completing so it is worth searching the Apprentice Standards website by [clicking here](#)

Leadership & Management Courses/Apprenticeships on Offer

- [Level 2](#) Qualification - **The Principles of Team Leading** can be completed by anyone and is **free** (6-8 weeks course) [Vocationally related qualification or VRQ] - see slide 26 for more information
- [Level 3](#) Apprenticeship - **Team Leader & Supervisor** (12 months) [ILM or CMI qualification & standards]
- [Level 5](#) Apprenticeship - **Operations & Departmental Manager** (30 months) [ILM or CMI qualification & standards]
- [Level 7](#) Apprenticeship - **Senior Leader** (24 months) [No qualification, standards only]

Please contact Julie Fellows, OD Manager (julie.fellows2@nhs.net) if you are interested in undertaking one of the above apprenticeships

The 4 hurdles (maybe a 5th) to undertaking an apprenticeship

1. Must be contracted for **30 hours** as a minimum if an **entry level apprentice** but not if already employed by the CCG (the provider must still be able to accommodate a part-time apprentice)
2. Funding (*but not really as things stand*)
3. Experiences are needed to meet the standards and complete the apprenticeship (*these are absolutely critical*)
4. 20% of contracted time is needed to undertake the apprenticeship (*but this commitment isn't quite what it seems*). To note, this links to the End Point Assessment (**EPA**) so must be evidenced
5. Too many employees, all at the same time, from one team may not be able to logically undertake an apprenticeship (links to No.3 above)

Government Incentive Payments for taking on Entry Level Apprentices

£2,000 for **under** 25 year olds

£1,500 for **over** 25 year olds

(until the 31st January 2021)

£1,000 **extra** for 16 to 18 year olds

<https://www.gov.uk/guidance/incentive-payments-for-hiring-a-new-apprentice>

Must be a newly recruited apprentice to qualify for these incentives

Lead for CCG Apprenticeships

Contact Julie Fellows, OD Manager
(julie.fellows2@nhs.net) if you or someone from
your team is interested in undertaking an
apprenticeship

CCG L&D Webinar Series (from Nov 2020 to Oct 2021)

These will cover ...

- (1) Personal Effectiveness** *(for all employees)*
- (2) Leadership & Management Development** *(for line managers and aspiring line managers)*

These are mostly 1 hour in length

The **HR&OD Booking System** is available via the [OD intranet pages](#). You can book webinars and cancel a pre-booked place. Webinar links will be automatically emailed to you

HR Line Manager Training Sessions

(linked to HR Policy and Process)

These sessions are delivered by HR and offered periodically throughout the year as 4 x 1 hour webinars (*1. managing a remote workforce, 2. agreeing and recording leave & managing sickness absence, 3. performance management and 4. getting it right for new starters*)

Look out for new dates in the Staff News and also search for these on the HR&OD Booking System (on the [OD intranet pages](#))

These are useful as a refresher or for new CCG line managers (*includes those who are acting-up, newly promoted or appointed, temporary or seconded*). *Aspiring line managers are also welcome*

Please contact robert.tredwell@nhs.net if you require more information

The CCG Middle Management Development Programme

This will be rolled out in the near future
(no dates agreed as yet)

This is for middle managers but can also include
aspiring middle managers

A variety of different interventions will be
offered

The OD Team's Coaching Offer

For all **AfC pay bands**, if you have a **coaching** need in relation to resilience, priorities or time to think email julie.fellows2@nhs.net or robert.tredwell@nhs.net

There is also a group coaching offer via MSTeams to develop strategies and techniques in relation to resilience

If you are an **AfC pay band 5 or below** and feel that you would benefit from being coached email either julie.fellows2@nhs.net or robert.tredwell@nhs.net

The OD Team's Mentoring Offer

(all AfC pay bands)

If you'd like the OD Team to help you find a mentor please contact julie.fellows2@nhs.net or robert.tredwell@nhs.net

Midlands Leadership & LLL Team

Free Coaching & Mentoring Offer

To note, a database of coaches and a database of mentors is being set up at the moment so not all coaches and mentors have registered ... but they will !!

Just click on the relevant link below:

[To search for a coach](#)

[To search for a mentor](#)

If you feel that you are suitably qualified and/or experienced to coach/mentor get in touch with the NHS Leadership Academy (by clicking on the relevant link above for more information)

NHS & Social Care Leaders

Free Coaching & Mentoring Offer

Click here for more information:

<https://people.nhs.uk/support-for-leaders/coaching-and-mentoring-for-leaders/>

This coaching and mentoring is aimed at those leading or managing employees during the Covid crisis

COVID-19 Coaching Offer

You can access 1-2-1 virtual support in the following areas from Arden & GEM:

- **Mental health first aid** - support and guidance when feeling under pressure
- **Financial well-being** - support on a range of finance issues from pensions, tax, wills and investments etc.

[Click here](#) for the financial well-being booking form

To arrange either of the above email agcsu.wellbeing@nhs.net

NHS Leadership Academy Courses

The [Edward Jenner Course](#) is **on-line** and *free* to complete. This can be completed in as little as 6 weeks or 35 hours at your own pace

To note, this programme leads to an **NHS Leadership Academy Award in Leadership Foundations**

Nearly all **national** programmes/interventions are on-hold due to Covid

Mary Seacole (*Local*)

This is re-starting in **December 2020** with a new virtual format

More dates are coming soon for the next cohort

This takes **6 months** to complete

There is a cost of **£150 per person**

To apply you will need the support of your line manager as well
as for the costs to be covered by your directorate

Completion of an [LED funding application form](#) is required

For more information contact robert.tredwell@nhs.net

Stepping-Up (*Local*)

Leadership Development Programme for aspiring Black, Asian and Minority Ethnic employees (Bands 4-6)

Going virtual from **April 2021 onwards**

No dates agreed as yet for further cohorts

Places for CCG employees are fully funded

Look out for new dates and more information in the Staff News

NHS Graduate Management Training Scheme

Are you interested in applying to the NHS Graduate Management Training Scheme for the next intake?

To apply you will need at least a 2:2 degree (or equivalent) and be working as an Agenda for Change Band 3-6

To apply log on at www.nhsgraduates.co.uk

If you have any queries/questions in relation to this information please contact Julie Fellows, OD Manager (julie.fellows2@nhs.net)

NHS Healthcare Leadership Model (360 degree appraisal & *free* self-assessment tool)

If you are a line manager and would like a [360 degree appraisal](#) there is a cost of £48 per person. To note, your line manager will need to approve it's use and the cost will need to be covered by your directorate

Completion of an [LED funding application form](#) is required

To access the *free* self-assessment tool [click here](#)

Equality, Diversity & Inclusion Development Offers

Please [click here](#) to find out more

Free NHIS IT Courses

Microsoft Office E-Learning

If you would like to access a range of Microsoft e-learning courses (*Word, Excel, PowerPoint, Outlook, LinkedIn or Twitter*) from **basic through to advanced levels** email NHISTraining@notts-his.nhs.uk with the following information:

- 1) Full name
- 2) Email address
- 3) Department / team
- 4) Contact number

An account for the **Digital Learning Solutions** will be created by the Training Team at NHIS who will then email your log in details to you

MSTeams Resources

Click on the following link to browse and download MSTeams NHIS hand-outs:

[MSTeams resources](#)

***Free* On-line University Courses (non-accredited) & Non-University Courses**

Don't forget that some of these courses are offered by elite universities so the quality should be excellent

<https://nottscgintranet.notts-his.nhs.uk/od-learning/free-courses-various-topics/>

You can obtain a verified certificate for some of the courses you undertake but there will be a cost to you personally

Free VRQs @ Level 2

Flexible/On-line Vocationally Related Qualification (or VRQs)

The following are just some of the topics that are **free to study** (over a 6 week period) and can lead to a VRQ Certificate at Level 2 (the same level of study as a GCSE):

- The Principles of Team Leading
- Lean Organisational Management Techniques
- Business Improvement Techniques
- Principles of Business Admin
- Customer Service
- Information, Advice or Guidance
- Understanding Data Protection and Data Security
- Digital Skills
- Understanding Safeguarding & Prevent
- Equality & Diversity
- LGBT Inclusion in the Workplace
- Understanding Climate Change and Environmental Awareness

There are other topics that might interest you. Please take a look by [clicking here](#). For Learning Curve contact details [click here](#)

To note, you should only undertake these during your contracted hours if the study relates to your role or even a future NHS role and that the study time has been agreed with your Line Manager. You are of course welcome to study for any of the VRQs in your own time

Improving Functional skills with BKSB

Would you like to improve your **English and/or Mathematics** ability (up to level 2)? This could be for work purposes, in readiness for or whilst completing further study/an apprenticeship

BKSB are offering CCG employees the opportunity to access, completely **free of charge**, an **on-line learning tool until April 2021** (this end date might be extended)

This tool will provide you with **self-directed study** which you will be able to access via a laptop, desktop computer or even a smart phone

To explain, there are **5 stages** to using the on-line learning tool

1. **Initial Assessment** (this takes a snapshot of where you are on your learning journey)
2. **Diagnostic Assessment** (this breaks down your skills and explains where you need to practice)
3. **Access to Learning Resources** (this is tailored to you and helps you build your skills)
4. **Progress Check** (this checks how you are doing)
5. **Exam Practice** (here you can if you want/need to work through mock papers although to note there is no actual exam included as part of this offer)

To request a licence please provide julie.fellows2@nhs.net with the following information:

1. Your work email address
2. First name
3. Last name

You will then receive a **confirmation email** and be able to log in

Team Development Offer

The above is still available to you:

Please [click here](#) for more information

Centrally Recording *Free* External Learning, Education & Development

On an on-going basis please record, all free external LED undertaken via the [HR&OD on-line form](#)

This isn't an approvals process as Line Managers can approve study leave for free LED that relates to the employee's current role/NHS career development plans. As a reminder, up to **10 working days** per annum can be taken for LED purposes

This information is needed for equality, diversity and inclusion
CCG HR/OD statistical returns