



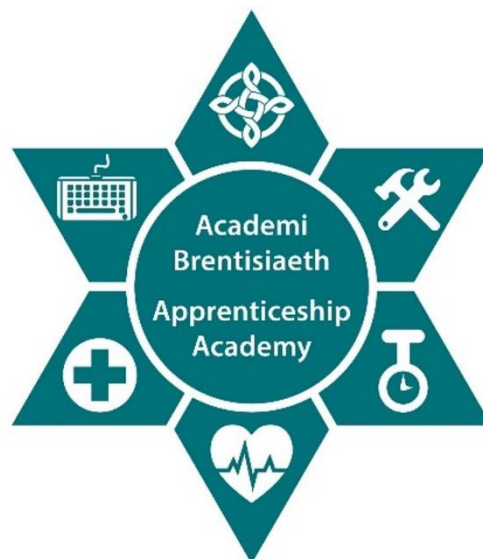
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Hywel Dda
University Health Board

Health Care Apprenticeship Guide

Apprenticeship Academy 2023

Hywel Dda University Health Board



apprenticeship.academy@wales.nhs.uk

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Meet the Team!

CLAIRE
Future Workforce Programme Manager

ANDY
Apprentice Programme Co-ordinator

NICOLA
Apprenticeship Academy Officer

BETH
Joint Apprenticeship Officer

FFION
Apprenticeship Academy Administration Officer

EMMA
Apprenticeship Academy Administration Assistant

LUCY
Glangwili General Hospital Engagement Officer

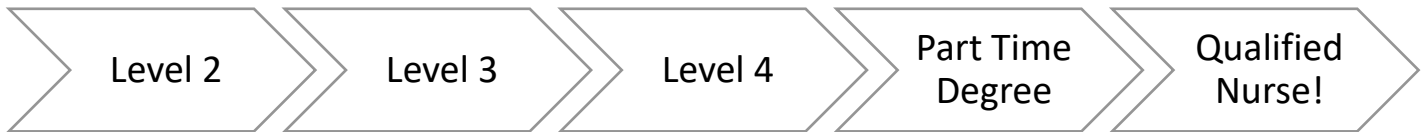
KAT
Prince Philip Hospital Engagement Officer

JO
Withybush General Hospital Engagement Officer

PAULINA
Bronglais General Hospital Engagement Officer

What is a Health Care Apprenticeship?

- An apprenticeship is a **paid job**, with hands-on experience in clinical settings with a salary, and the chance to train and gain qualifications while you work
- You are treated just like all other employees, with a contract of employment, a **real wage** and holiday leave
- You are given appropriate **responsibilities**, including managing infection control, communicating with patients, and supporting staff on the ward
- You will spend at least 20% (equivalent to 1 day a week) of your time completing off-the-job training, either at college or at university
- You will train to be fully **competent** and within 7 years – you could be a registered nurse!



How will I study as a Health Care Apprentice?

In apprenticeships, this is called ‘**off-the-job training**’ and should equate to at least 20% of your time. You will have designated time each week towards your off-the-job-training during your working hours. This is from 1 day a week to 3 days a week depending on the level of study. All Health Care Apprentices are enrolled with Pembrokeshire College to study their Level 2 and Level 3 qualification. During this time, you will have one study day per week where you will attend college. Your assessor will set you work and assignments to complete to meet the competencies of the qualification. By the time you are working towards your degree, you will have three days per week at university to study, the remaining two days will be on your clinical placement.

What does the programme involve and how long does it take?

- A comprehensive month-long induction which will prepare you for your apprenticeship programme
- You will be supported by a placement practice supervisor
- Real responsibilities on your placement to support patient care
- Engagement Officers are on site to support with any queries you may have
- At least 20% off-the-job-training designated time
- College mentor to support your academic studies
- Academy days to build confidence, skills, and knowledge

The Health Care Apprentice Programme takes 7 years to complete. With the apprenticeship route you are working and studying – earning whilst learning, so it can take a bit longer to complete than the traditional route.

What will I do on placement?

As your apprenticeship progresses, your responsibilities will increase in line with your understanding. In the first year, you could be:

- Communicating with patients, staff, and visitors
- Following Individual Care Plans
- Supporting patients with personal care
- Assisting clinical staff with basic clinical procedures
- Taking basic patient observations
- Prepare beds for new admissions
- Ensuring equipment is ready
- Collecting medication from pharmacy
- Maintaining a safe environment for patients, staff, and visitors

What support is there?

When on placement you will be assigned a **placement Practice Supervisor**. Your practice supervisor is an expert in their field and is ready to support you on placement. They can demonstrate tasks for you so you know the expectation, they will delegate duties to you and can observe you towards your qualification competencies.

In each hospital, there are **Engagement Officers** who work for the Future Workforce Team. The Engagement Officers will visit you on your placement regularly to check in and see how you are doing. If you have any queries, the Engagement Officer can support you with these. Engagement Officers can also signpost you to other services that may be able to help.

The **Apprenticeship Academy** consists of a team who are also here to support you. If you have a query about annual leave, study days or even how to access additional training, they are an email, call or WhatsApp away. The Academy Team can also support you with referrals to health board services such as Occupational Health, Staff Psychological Wellbeing Service, or the Staff Groups.

Whilst studying, you also access the **support of the learning provider**. For example, Pembrokeshire College has a Wellbeing Team, Learning Support Team and an Employment Bureau who can support you with employment related skills. Swansea University is another learning provider who hosts Academic Mentors, an Additional Learning Needs team and staff that can support with study skills such as referencing.

At regular intervals, as an apprentice you will have **Gateway Reviews**. These are checkpoints in your apprenticeship to check you are working at the right standard. The Gateway Reviews are useful in recognising what areas of development you may have. The Apprenticeship Academy are then able to support your development needs appropriately, by putting a robust plan in place. This may include additional training in select areas. Progression on to the next stage of the overall programme is dependent on passing the Gateway Reviews, which considers many factors including your commitment to placement and college, your motivation and dedication.

What are the qualifications and how much will I be paid?

Level of apprenticeship & qualification title	Duration	Salary
Level 2 Diploma in Clinical Healthcare Support in Wales	15 months	6 months National Apprenticeship Wage - £5.28 per hour Post successful Gateway Review at month 6 – increase to Band 2 Annex 21 £15,988 per annum
Level 3 Diploma in Healthcare Support in Wales	15 months	Bottom of Band 2 £20,758 per annum
Level 4 Certificate in Health Care	24 months	Top Band 2 £21,318 per annum
Part Time Degree BSc in Adult General Nursing	2 years 9 months	Top Band 2 £21,318 per annum

* National Minimum Wage rates apply. Rates correct as of March 2023.

** Hywel Dda University Health Board have the right to modify qualifications and timescales based on changes to qualifications, sector requirements or funding.

Why should I choose an apprenticeship with Hywel Dda?

- 1. Job ready** - Through apprenticeships, you will learn the skills and knowledge that your employer feels are the most relevant to your job role, making you more competitive and employable.
- 2. Learn while you earn** - You earn a salary and do not have any fees or debt for training and tuition. This gives apprentices financial independence.
- 3. Gain professional accreditation** – The Health Care Apprenticeship also allow individuals to gain professional accreditation, which is an industry-wide qualification or certificate that demonstrates that you have the experiences, as well as the qualifications, to do that job role. By the end of your Health Care Apprenticeship, you will be a fully qualified, registered nurse!
- 4. Experience** - You have transferable experience and skills, having worked on real projects and tasks in a working environment from day one. You are immediately immersed in your role, learning specific skills.
- 5. Support** -Your support network as an apprentice is vast, with your employer, colleagues, apprentice colleagues, training provider and many other networks providing both personal and professional support.
- 6. Long-term career** - We only take on apprentices to offer them a permanent role at the end of it!
- 7. Hywel Dda is a great employer** – The health boards missions are to put the people at the heart of everything they do, working together to be the best that we can be and striving to deliver and develop excellent services.
- 8. We are an Award-Winning Employer!** – The Apprenticeship Academy won the CIPD Best Apprenticeship Programme in 2023. In 2022, the health board received the Welsh in the Workplace Employers Award. Hywel Dda was also awarded the Gold Employer Recognition Scheme Award in 2021. These are just a few!

What are the entry requirements?

- You must be a kind, caring person who is passionate about helping others
- You must be aged 16+ in September 2023
- You must have current right to work in the UK and have lived in the UK for 3 years
- You must be able to demonstrate a willingness to work hard
- You must be committed to studying and working simultaneously which requires a high level of dedication
- You must not hold a full Level 3 clinical health related qualification (if you are not sure, please contact us)
- You must not be in any formal government-funded education at the time of starting the Healthcare Apprenticeship Programme

How do I apply?

We are looking to recruit Health Care Apprentices across our three counties. We will be hosting information events on the following dates:

Date	Location	Time
27 th March 2023	Graig Campus, Llanelli	4pm – 7pm
29 th March 2023	Pembrokeshire College	4pm – 7pm
30 th March 2023	Coleg Ceredigion Llanbadarn Campus	2.30-5.30pm

We will also be holding virtual information sessions on the following dates:

Date	Location	Time
5 th April 2023	Online via Teams	10am – 3pm
11 th April 2023		
13 th April 2023		

The live adverts will open for applications on the 27th of March 2023 on the Hywel Dda website.

[Apprenticeship Academy - Hywel Dda University Health Board \(nhs.wales\)](https://www.nhs.uk/healthcare-apprenticeship-academy/)

What happens next?

Please attend one of our information sessions; either in person or virtual to chat to us about this amazing opportunity. Keep an eye out for the live adverts on the 27th of March.

Once this is live you will be able to complete an application form. You will be contacted to notify you of the result of your application, after the closing date. If successful you will be invited to attend an assessment day.

The assessment days will take place towards the end of June, when the exam season is closed.

- [Glangwili General Hospital & Prince Philip Hospital – 22nd June 2023](#)
- [Withybush General Hospital – 27th June 2023](#)
- [Bronglais General Hospital – 29th June 2023](#)

The assessment days are a lot of fun and gives you a chance to get to know the staff and showcase your abilities.

On assessment days, you will need to bring the following:

- [A packed lunch and drinks](#)
- [Proof of identity \(provisional or standard driving license or a passport\)](#)

Everyone who attends the assessment day will be invited to a feedback day – this is where we will discuss the outcome with you. The feedback days will be held in the same location as your assessment day on the following dates:

- [Glangwili General Hospital & Prince Philip Hospital – 11th July 2023](#)
- [Withybush General Hospital – 12th July 2023](#)
- [Bronglais General Hospital – 13th July 2023](#)

This is where you will find out if you have been successful on programme. If you are unsuccessful, there will be support available.

On the feedback day, you will need to bring the following:

- Proof of right to work in the UK (UK/Irish passport valid of expired within past 6 months OR UK/Irish birth certificate with proof of NI number). Non-UK/Irish applicants will need to enquire if they are eligible for apprenticeship funding
- Proof of identity (provisional or standard driving license or a passport)
- Proof of address (bank statement or utility bill statement – must be within the last 3 months, or your driving license if it displays your current address)
- Evidence for a DBS (Disclosure and Barring Service) check (please see: [ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021 - GOV.UK \(www.gov.uk\)](#) for more information)

If you are successful, you will start your employment as a Health Care Apprentice with Hywel Dda University Health Board in September 2023. If you are not successful this time around you will be offered support from us and from your local college, Careers Wales Centre and Job Centre.

If you have any questions, please don't hesitate to contact us – we look forward to meeting you!

