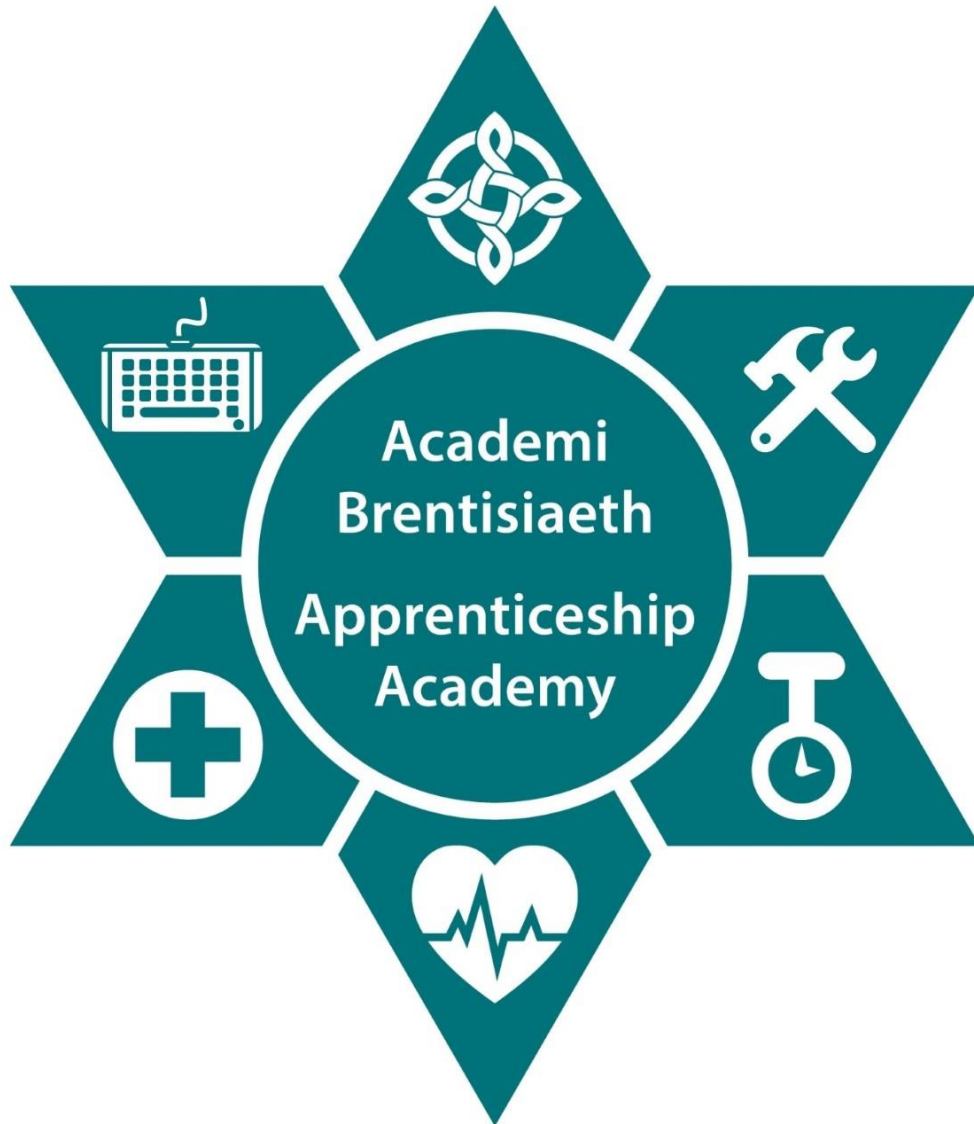




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University Health Board



## Corporate Governance Apprentice Information Pack 2021

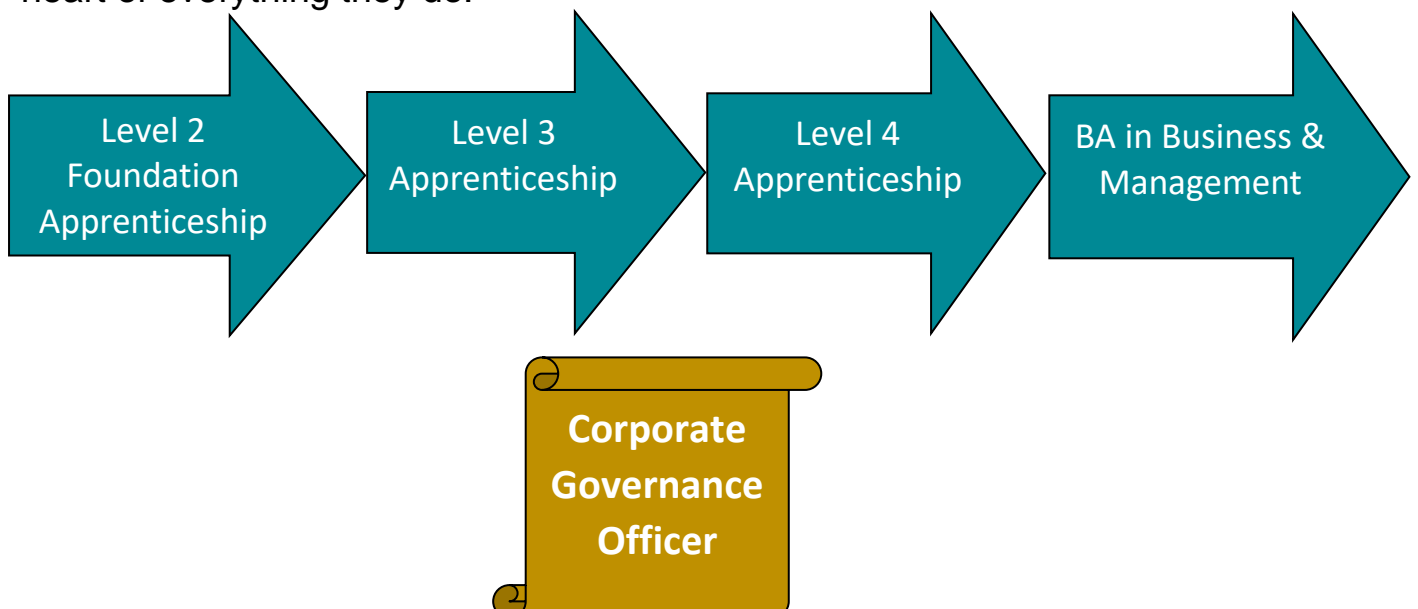
# What is a Corporate Governance Apprentice?

- ✓ Do you want to be part of a team that helps Hywel Dda, to be the best it can be and support it to be safer, more sustainable and effective?
- ✓ Are you ready for a challenge?
- ✓ Would you love to be in a job where you will be in contact with senior leaders across the Health Board and key people?
- ✓ Would you like to learn and earn?

If you answered yes to all of these questions, then this could be the role for you!

The Corporate Governance Team supports the organisation to ensure that it is doing the right things, in the right way, for the right people - in a manner that upholds the values set for the Welsh Public Sector. Good governance matters and is the cornerstone of any good business. High-performing and successful organisations benefit from the effort they put into their governance, risk management and strategic control. Our role is to support the decision-makers of the organisation to achieve its goals, manage its risks, assure compliance with legislation/ standards and fulfil its accountability to its stakeholders (e.g. patients, the local population, regulators, government) by being open, fair and transparent in its decision-making.

We are looking for articulate, ambitious applicants with a high level of personal integrity, who would want to develop a career in the growing specialty of corporate governance. The successful candidate would need to be able to passionately embrace all the values of the Health Board, as this will be at the heart of everything they do.



The Corporate Governance Apprenticeship Programme is an exciting opportunity that will enable you to train to become a valued member of the Corporate Governance Team through work-based learning. You will begin by completing a Foundation Apprenticeship in Business Administration (level 2), progress to an Apprenticeship in Business Administration (level 3) and a Higher Apprenticeship in Project Management (level 4), before embarking on part-time university education.

## How is the Corporate Governance Programme different to other apprenticeship programmes?

The Corporate Governance Apprenticeship Programme combines a number of learning programmes into one, providing a direct pathway to becoming a Corporate Governance Officer. It will allow you to gain a broad range of experiences, learning whilst you are earning the whole time.

| Programme Outline for the Corporate Governance Apprentice Programme |                |                |                   |         |   |
|---|----------------|----------------|-------------------|---------|---|
| Level 2 Foundation Apprenticeship in Business Administration        | Sep21 to Sep22 |                |                   |         | National Minimum Apprenticeship Wage                    |
| Level 3 Apprenticeship In Business Administration                   |                | Sep22 to Mar24 |                   |         | £14,799 per annum, increasing to £15,865 after 6 months |
| HND Business and Management   |                |                | Sept24 to July 27 |         | £16,909 per annum, rising to £18,117 per Annum          |
| Corporate Governance Officer  |                |                |                   | July 27 | Band 5 £24,907  |

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

\*Rates of pay correct as of December 2020.

## What does the Corporate Governance Apprenticeship Programme involve?

- A comprehensive induction which will prepare you for your role within the Health Board
- You will have 'off-the-job training' to develop your learning
- You will have a mentor from the college
- You will attend workshops where you will have the opportunity to discuss and share ideas
- You will work towards vocational qualifications, building the levels as you grow
- You will have the opportunity to shadow members of the Corporate Governance Team as part of the induction process
- You will be assigned a workplace mentor, who will support you and help develop your skills throughout your programme

## What will you be doing within your role?

Under supervision, you will complete a number of rotational placements that will complement your training:

| Rotational area                        | Purpose and expected learning outcomes  |
|--|---|
| Executive Personal Assistant (PA) Team | Working alongside members of the Executive PA team will give you an insight into the Health Board, its values and culture. You will work with a mentor to develop your clerical skills whilst providing reception and administrative support to members of the Executive Team and Independent Members.  |
| Correspondence Team                    | This role will further enhance your understanding of the Health Board and its work. You will support the Correspondence Team to respond to letters and requests for information, interacting with all levels of staff across the organisation. This will allow you to become familiar with the Freedom of Information Act (2000) and its importance in the public sector. Openness and transparency is important within the organisation and this will demonstrate how we maintain relationships and build trust. |

|   |   |
|---|---|
| Committee Services Team                 | This role will introduce you to the Board and Committees of the organisation. Working closely with Executive Director Leads and Independent Member Chairs, you will further develop your administrative skills. This will include the preparation, collation and dissemination of Committee papers. You will be trained in taking and transcribing formal minutes and develop formal report writing and project management skills that will support your future career. |
| Assurance and Risk Team                 | This placement will enable you to gain understanding of the Health Board's Risk Management and Assurance Framework. Working with a mentor, you will gain an understanding of risk management processes, including risk assessment.  |
| Corporate Legal Team and Public Affairs | This team is responsible for corporate legal advice, specifically in relation to agreements and contracts with the Health Board. It will allow you to understand the importance of clear legal agreements and have a basic understanding of contract law. In addition, you will have some contact with local politicians.   |

## Programme Overview

### Level 2 Foundation Apprenticeship (12 months)

Individuals will complete the following:

- Apprenticeship Induction (College)
- Corporate Induction
- Team Induction
- Progress review every 61 days
- Mandatory Training E-learning Modules
- Welsh in the Workplace
- Study Skills
- Support with any learning needs
- Mentor Support and access to welfare officers (including housing, financial, well-being)

Apprenticeship consists of the following qualifications:

- Level 2 in Business Administration
- Application of Number Essential Skill Level 1
- Communication Essential Skill Level 1
- Digital Literacy Essential Skill Level 1

### **Level 3 Apprenticeship in Business Administration (18 months)**

Individuals will complete the following:

- Diploma Level 3 Business Administration
- Application of Number Essential Skill Level 2
- Communication Essential Skill Level 2
- Digital Literacy Essential Skill Level 2

### **HND in Business and Management (4 years – Part time)**

- Part time mix of blended learning
- On job learning

## **What are the entry requirements?**

You must:

- Have a passion for fairness, honesty, and openness
- Be aged 16+ in September 2021
- Have lived in the UK/EEA for the last three years
- Have a good standard of literacy and grammar, with attention to detail and accuracy
- Have a willingness to work on own initiative, independently and as part of a team
- Be able to get on well with people at all levels and be able to communicate effectively
- Have experience in the use of IT packages including Microsoft 365, including Word, Excel and Outlook

You must not:

- Hold a Business Administration Level 2 qualification or higher
- Be in any formal government-funded education at the time of starting the Corporate Governance Apprenticeship Programme

## How do I apply?

We are looking to recruit two Corporate Governance Apprentices, who will be based in our Headquarters in Carmarthen.

If you would like to apply for the Corporate Governance Apprenticeship opportunity, please visit the NHS Jobs website or our Hywel Dda website:

<http://www.wales.nhs.uk/sitesplus/862/page/75202>

Make sure you don't miss the closing date and please read the advert carefully. Then, complete the application form and submit!

**Good Luck!**

## What happens next?

Once the closing date has passed, those who are successfully shortlisted will be invited to attend an assessment day. This will be an informal session and give you the chance to meet us as well as get to know more information about the programme and job role.

## When will you receive feedback?

Everyone who attends the assessment day will be notified and given feedback. If you are successful, you will start your employment as a Corporate Governance Apprenticeship with Hywel Dda University Health Board in September 2021.

## What documents do you need to before you can start?

To ensure we can deliver an efficient and safe recruitment process, you will be asked to bring the following documentation (please read this carefully):

- Proof of the right to work in the UK
- Proof of identity
- Provide evidence for a DBS (Disclosure and Barring Service) check

## Key Dates

|                               |
|-------------------------------|
| Advert live: 29 March 2021    |
| Closing date: 11 April 2021   |
| Shortlist date: 12 April 2021 |
| Selection Day: 18 May 2021    |
| Feedback Day: 24 May 2021     |
| Start Date: 22 Sept 2021      |

## Why should you work for us?

Why apply for an apprenticeship in Hywel Dda University Health Board? Here's just some of the reasons why:

- Apprenticeships are a great first step into a career in the NHS
- Apprenticeships combine practical training with paid employment ('earn while you learn')
- You will be working alongside experienced staff to support you and help gain the practical skills you need
- You gain nationally recognised qualifications, with no tuition fees



- We offer 27 days paid holiday a year, plus additional Public Holidays
- Holiday entitlement increases with service
- It's a great experience, working as part of a team, making a real difference

**Invest in your future. Come and join the Hywel Dda family. There's no better place to #TrainWorkLive**

## What should I do if I have a question?

If you would like to know more about the role, please contact Charlotte Beare at:

[Charlotte.beare@wales.nhs.uk](mailto:Charlotte.beare@wales.nhs.uk)

For qualifications or apprenticeship queries, please contact

The Apprenticeship Academy at:

apprenticeship.academy@wales.nhs.uk or phone 07971480755