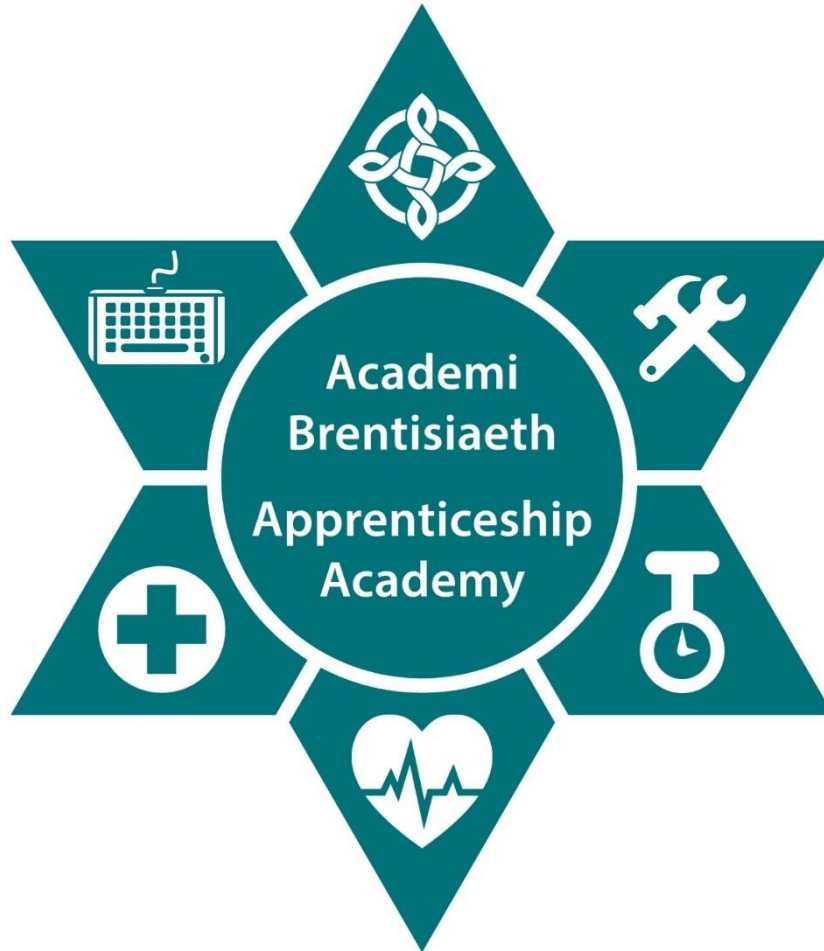




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# Health Care Apprentice Information Pack - 2021

# What is the Health Care Apprenticeship?

Do you want to help and care for people?

Are you ready for a challenge?

Would you love to be a registered nurse but don't feel ready or able to remain in full time education (school, college or university)?

Would you like to learn and earn?

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

The Health Care Apprenticeship Programme is an exciting opportunity that will enable you to train to become a fully registered nurse through work-based learning. You will begin by completing a Foundation Apprenticeship in Health Care Support Services (level 2), progress to an Apprenticeship in Clinical Health Care Support (level 3), before embarking on part-time university education, starting at level 4.



## How is the Health Care Apprentice Programme different to any other apprenticeship programme?

The Health Care Apprenticeship Programme combines many learning programmes into one, which shows that we are committed to providing a direct pathway into nursing. You will not need to reapply for the different qualifications along the way. When you have finished the programme, you will be a qualified registered nurse and will not have had to pay any university fees. You will be learning whilst you are earning the whole time.

**When you have become a registered nurse, you will be expected to remain employed with the Health Board for a minimum of two years.**

<b>Course title</b>	<b>Start date</b>	<b>End date</b>	<b>Wage</b>
Level 2 Foundation Apprenticeship in Health Care Support Services	September 2021	September 2022	National Minimum Apprenticeship Wage
Level 3 Apprenticeship Clinical Health Care Support	September 2022	March 2024	£14,799 per annum, increasing to £15,865 after 6 months*
Level 4 Certificate in Health Care	March 2024	March 2026	£16,910 per annum, increasing to £18,118 after 12 months*
BSc in Adult General Nursing (Degree)	March 2026	December 2028	£19,737 per annum, leading to £24,907 once qualified

**\*Wages based on successful completion of competencies.**

**\*National Minimum Wage rates apply. Rates of pay correct as of Dec 2020.**

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

## **What does the Health Care Apprenticeship Programme involve?**

- A comprehensive induction which will prepare you for your placements within the Health Board
- You will be supported by a workplace mentor
- You will have the equivalent of a day a week 'off-the-job training' to develop your learning in the first year
- 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 in confidence and experience

# What will I be doing in each stage?

Within the first year, you will complete four rotational placements in the following areas:

<b>Rotational area</b>	<b>Purpose and expected learning outcomes</b>
Healthcare	<p>Working alongside registered nurses and other health care professionals, this will give you an insight into care at an introductory level, involving working with a mentor within patient areas, preparing to deliver care to patients.</p>
Domestics/ food service support/ Portering	<p>This role will allow you to become familiar with the layout of the hospital, as well as the standards expected within a healthcare environment.</p> <p>You will interact with patients and develop your communication skills, whilst displaying the qualities needed to become a nurse of the future.</p> <p>It will provide an insight into how support services play an important role in patient care, through providing a hygienic environment. As nutrition and hydration is a vital part of patient care, this provides an insight into food service, the 'All Wales Menu', dietary requirements and reporting processes.</p>
Patient focussed administration	<p>This role will allow you to become familiar with the administrative systems within a healthcare environment.</p> <p>Exposure will be given to recording processes and the need for confidentiality and respect of patient information.</p> <p>You will interact with patients and develop your oral communication skills, whilst developing your resilience when dealing with patients and staff.</p> <p>The placement will provide an insight into various IT systems, giving experience in communicating through emails, telephone and face to face. This gives a</p>

	holistic experience, developing the nurses of the future.
Therapies	<p>This role will give you the opportunity to work with therapists, carrying out various tasks within the service. Examples include supporting with preparing for a clinic, manufacture of orthotics and preparation of equipment.</p> <p>You will gain an awareness of multi-disciplinary teams and how different services work together to provide all round patient care.</p> <p>In addition, this will allow you to understand the different roles within therapies and how they are divided into different areas of specialism. Your time may be spent with podiatry, occupational therapy, speech and language, physiotherapy or dietetics.</p>

### **Examples of placements are as follows:**

#### **Health care apprentice placement duties**

- Meet and greet new patients and their families to the ward
- Support hygiene activity for patients; cleaning teeth/brushing hair
- Prepare bed areas for new admissions
- Clear bed areas post discharge
- Getting equipment ready and clearing away after use
- Assist with food and drinks, cutting up food, filling jug/ glasses, opening packets (no feeding patients)
- Assist patients with completing menu order
- Escort patients to X-Ray/ other department if they have no infusion or other medical devices

#### **Health care apprentice speech & language placement duties**

- Compiling case notes for acute and community teams
- Producing communication books for patients
- Supporting training, preparing resources and equipment
- Supporting the Acute Therapy Team on the wards by thickening drinks/ getting food ready for swallowing assessments
- Carrying out therapy programmes written by therapists including conversation practice and interaction with patients, picture matching, reading newspapers, puzzles and games
- Sending out mail shots e.g. sending information to nursing homes relating to training

- Support with group work e.g. Parkinson's Disease groups – as part of the 8 weeks Multi-Disciplinary Team (MDT) programme
- Helping practitioners, demonstrating and supporting within group activities
- Shadowing community team on visits e.g. nursing homes

### **Health care apprentice podiatry placement duties**

- Meet and greet patients
- Remove shoes and socks
- Assist in open access/ foot at risk clinics with dressings for patients
- Assist nail surgery
- Input patient details on computer
- Orthotic lab work, computer and simple manufacturing
- Clinics; checking and ordering stock
- Learn aseptic techniques
- Support empowering patient programme/ health education
- Assist an orthotist
- Learn foot care (cutting of simple nails) and health promotion to patients

### **Health care apprentice facilities placement duties**

- Learning about how the kitchen works
- How dietary needs are catered for
- Awareness of the All Wales Menu
- Understanding waste
- Understanding the roles involved in producing patient meals
- Plating up in the kitchen
- Changing water jugs regularly
- Taking patients menu order
- Hosting the tea trolley
- Cleaning of ward areas
- Deep cleaning
- Helping to conduct the patient feedback project
- Plating up on ward and giving out meals
- Understanding the importance of reporting of patient food not being eaten
- Plating up of food is done on the wards or centrally in the kitchen.

After you have successfully completed the year, the remaining time you will be working to develop within the role of a health care assistant, whilst continuing with your learning. This is detailed as follows:

# Programme Overview

## **Level 2 Foundation Apprenticeship (12 months)**

Individuals will complete the following and attend college one day per week:

- Apprenticeship Induction (one day by the college)
- Weekly tutorials
- Progress review every 61 days
- Four placement rotations
- Manual Handling Passport
- E-learning Modules
- Welsh in the Workplace
- Study Skills
- Basic Food Hygiene
- Support with any learning needs
- Mentor Support and access to welfare officers (including housing, financial, well-being)
- Planned training for clinical information patient systems

Apprenticeship consists of the following qualifications:

- Level 2 Certificate in Health Care Support Services
- BTEC Level 2 Award in Employment and Personal Learning Skills in Health
- Application of Number Essential Skill Level 1
- Communication Essential Skill Level 1

## **Level 3 Apprenticeship Clinical Health Care Support**

Individuals will complete the following:

- Diploma Level 3 in Clinical Health Care
- Application of Number Essential Skill Level 2
- Communication Essential Skill Level 2
- Attendance at Clinical Induction Update Training

## **Level 4 Certificate in Health Care**

### **Year 1 - Part 1 - Modules 1 & 2**

Each module has 7 days based in a classroom, so 14 in total for the first part, with portfolios, assignments, and a small exam needed to be passed in order to meet the university's requirements.

## **Year 2 - Part 2 - Modules 3, 4 & 5**

Three classroom-based days in the university, and then the rest is completed via work-based learning. This means that the health care assistant will need to be motivated to complete research on their own time, but will have access to the full resources from the partner university.

## **BSc in Adult General Nursing (Degree)**

With a part-time degree, you will be a student at a university for three days a week, but will continue working as health care support worker within the Health Board for the remaining two days if you work full time in your current ward/ area. Health Education and Improvement Wales (HEIW) fully fund the fees for the part-time degree, and you are expected to remain within the Health Board for 2 years following registration as a nurse.

## **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 2021
- You must have lived in the UK/EEA for the last three years
- You must be able to demonstrate kindness and compassion and a passion for helping others
- You must be able to demonstrate a willingness to work hard
- You must not hold a full Level 3 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 Health Care Apprenticeship Programme



## How do I apply?

We are looking to recruit 40 Health Care Apprentices across our three counties. We will be hosting information events in each county on the following dates:

- 23<sup>rd</sup> February (Virtual) 18:30
- 24<sup>th</sup> February (Virtual) 18:30
- 25<sup>th</sup> February (Virtual) 18:30

Please remember to book your place to attend an information event via [ApprenticeshipAcademy.HDD@wales.nhs.uk](mailto:ApprenticeshipAcademy.HDD@wales.nhs.uk)

The vacancies will clearly state the county/area they relate to. The dates from which you can apply for these vacancies are as follows:

- Ceredigion - Monday 1<sup>st</sup> March 2021
- Pembrokeshire – Monday 8<sup>th</sup> March 2021
- Carmarthenshire – Monday 15<sup>th</sup> March 2021

If you would like to apply for the Health Care Apprenticeship opportunity, please visit the NHS Jobs website or our Hywel Dda University Health Board 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 as we will be asking for some specific questions to be answered.

Then, complete the application form and submit!

**Good Luck!**

**Please take care to apply for the vacancy in the locality you wish to work in.**

## What happens next?

Once the closing date has passed, if you are successfully shortlisted, you will be invited to attend an assessment day in your county. This will be a fun day and give you the chance to meet us as well as get to know more information about the programme. You will need to bring a packed lunch and drinks with you for this day.

The assessment days will be:

- Ceredigion - Saturday 10<sup>th</sup> April 2021 9am to 4.30pm
- Pembrokeshire – Saturday 17<sup>th</sup> April 2021 9am to 4.30pm
- Carmarthenshire – Saturday 24<sup>th</sup> April 2021 9am to 4.30pm

## What documents do you need to bring to the assessment day?

To ensure we can deliver an efficient and safe recruitment process all those invited to attend the assessment day will be asked to bring the following documentation. Please read this carefully:

- Proof of the right to work in the UK
- Proof of identity
- You will also need to provide evidence for the DBS (Disclosure and Barring Service) check

Specific information regarding documentation required is available in the vacancy advert on the NHS Jobs website or our Hywel Dda University Health Board website:

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

## When will I receive feedback?

Everyone who attends the assessment day will be invited to attend a feedback day, where we will discuss the outcome of the assessment day with you. These dates are:

- Ceredigion – Wednesday 28<sup>th</sup> April 2021
- Pembrokeshire – Tuesday 4<sup>th</sup> May 2021
- Carmarthenshire – Monday 10<sup>th</sup> May 2021

If you are successfully recruited, you will start your employment as a Healthcare Apprentice with Hywel Dda University Health Board in September 2021. 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.

## Key Dates

	Ceredigion	Pembrokeshire	Carmarthenshire
Advert live	01 <sup>st</sup> March 2021	08 <sup>th</sup> March 2021	15 <sup>th</sup> March 2021
Closing date	14 <sup>th</sup> March 2021	21 <sup>st</sup> March 2021	28 <sup>th</sup> March 2021
Shortlist date	15 <sup>th</sup> March 2021	22 <sup>nd</sup> March 2021	29 <sup>th</sup> March 2021
Selection day	10 <sup>th</sup> April 2021	17 <sup>th</sup> April 2021	24 <sup>th</sup> April 2021
Feedback day	28 <sup>th</sup> April 2021	04 <sup>th</sup> May 2021	10 <sup>th</sup> May 2021
Start date	20 <sup>th</sup> September 2021	6 <sup>th</sup> September 2021	13 <sup>th</sup> September 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 great first step into a career in the NHS
- Apprenticeships combine practical training with paid employment ('learn while you earn')
- An opportunity to work alongside experienced staff to support you and help gain the practical skills you need
- You gain nationally recognised qualifications, with no tuition fees
- 27 days paid holiday a year, plus additional public holidays
- Holiday entitlement increases with service
- A potential first step to professional training (e.g. nurse, engineer)
- 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 require any further information please contact:

For qualifications or apprenticeship queries, please contact the  
Apprenticeship Academy at:

[apprenticeship.academy@wales.nhs.uk](mailto:apprenticeship.academy@wales.nhs.uk) or phone 07971480755