

Healthcare Horizons

Pre-Employability Training Programme

NHS apprenticeships for local
people aged **16 to 29**

Healthcare Horizons

Public Health

Barts Health NHS Trust

healthcareers.project@bartshealth.nhs.uk



Overview

The Healthcare Horizons (HH) programme is a core part of the Public Health Team's vision of addressing health inequalities in East London. By filling lower-banded apprenticeship vacancies in the Trust with local people, we can support the development of a workforce that represents the local community and its needs, and can therefore contribute to service improvement.

Eligibility criteria:

- Aged 16-29 years old
- Lived in the UK/EU for the past 3 years or over
- Have good GCSEs in Maths and English (A*-C) or equivalent
- Live in Newham, Hackney, Waltham Forest or Tower Hamlets
- Out of education at the point of application

Apprenticeships:

- **Business Administration** - Level 2 & 3 (on-going)
- **Healthcare Assistant/Healthcare Support Worker** - Level 2 & 3 (from September 2019)
- **Nursing Degree Apprenticeship** (to be confirmed)

Candidates that meet the requirements of the programme and complete training will have access to all ring-fenced apprenticeships made available in the Trust.



The Process

Submit CV to

healthcareers.project@bartshealth.nhs.uk (please add your current address and cohort number for availability purposes)



Information Day (including Functional Skills Assessment in Maths and English)



Interview



Training



Talent Pool

Apprenticeship vacancies will be sent out for candidates in the talent pool to apply for

Note: Talent pool candidates can apply for apprenticeships regardless of whether they take the work placement or not



Optional work placement



Further information

Selection criteria:

- **Level 1 in Maths & English**
 - Candidates will sit a functional skills (FS) assessment in Maths and English on our information day
 - For those who do not pass the test, we can refer you to a partner who can help you achieve Level 1 in both Maths and English
- **Interview**
 - Our team will interview those who pass the FS test for competency and interest in our NHS apprenticeship roles

Training:

A mandatory two-week training programme will be provided for up to 20 candidates per cohort, with an intake of 10-12 cohorts until the end of 2020.

See below for a few of the topics that will be covered in the training:

- **‘Introduction to Health’** programme, including: Barts NHS Health Trust visions and values, writing supporting statements, presentation and interview skills and equality and diversity
- Working towards an **accredited Level 2 qualification** in Common Health Conditions, and several **interactive motivational workshops**



Post-training

Talent Pool:

- The opportunity to access the talent pool will be made available only to candidates who successfully complete the full two-week training programme
- Talent pool candidates will be able to apply for all band 2-4 ring-fenced apprenticeship opportunities in the Trust

Advertising process for Band 2 and 3 apprenticeships:

The Recruitment and Selection Policy states that the Recruiting Manager (RM) or Recruitment Team (RT) will advertise a job for a week internally in the first instance. Both internal and Talent Pool candidates will have the opportunity to apply for the post during this period.

If there are no successful applicants from the internal/Talent Pool, the RM/RT can re-advertise the job externally for 2 weeks.



Post-training

Work Placement:

- An optional, unpaid 4-week placement is offered to provide successful candidates with experience working in an NHS Trust to improve the chances of securing an apprenticeship vacancy
- Whilst on the work placement, candidates remain part of the talent pool, and can therefore continue applying for apprenticeship vacancies
- Placement days/hours are subject to agreement between the manager and the candidate (minimum of 25 hours a week)

- Documentation needed before a placement commences:
 - Pre-employment checks and clearances
 - Agreement and Attendance Record provided by the HH team
 - Candidates will read and sign Confidentiality, Data Protection, and Information Governance documents
 - Managers will receive CVs of potential placement candidates and will invite them for an informal interview/conversation

- Placements are of great benefit to all parties:
 - Candidates will develop invaluable experience within the Trust, increasing their chances of being considered for lower banded apprenticeship vacancies
 - A placement participant can provide a manager with support for a 4-week period (minimum), aiding the needs of patient care and service delivery



Level 2 & 3 Business Administration



The **majority** of our vacancies will come under BA apprenticeships, typical duties of an administrator include:

- Filing
- Room booking
- Accessing and utilising IT services
- Processing patient records
- Preparing business documents and presentations

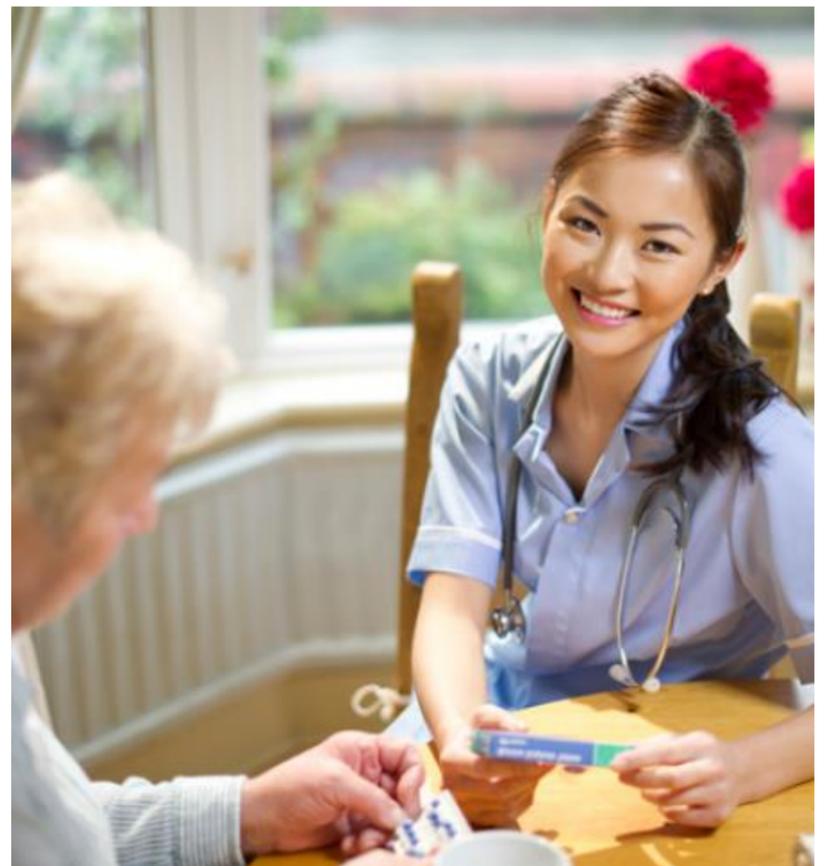
Please note: if you are successful in securing an apprenticeship vacancy, the specific duties may be different to the examples set out here.



Level 2 & 3 Healthcare Support Worker/Assistant

Typical duties of a HCA/HCSW include:

- Sterilising medical equipment
- Washing and dressing patients
- Serving meals and feeding patients
- Talking to patients
- Maintaining patient records
- Taking patients temperatures, pulse, respiration and weight



Once completed, it is possible to apply for a Trainee Nursing Associate (TNA) apprenticeship internally in the Trust.

Please note: if you are successful in securing a vacancy, the specific duties may be different to these examples set out here.



Nursing Degree Apprenticeship

- Likely to be available from September 2019, but still to be confirmed
- Nursing degree apprentices will work and study towards a level 6 nursing degree
- An alternative path to becoming a degree registered nurse in 4 years
- Entry requirements are still being confirmed, but these will be additional to the Functional Skills and interview assessments within the programme



Candidates who are interested in the programme and want to attend an information day will need to send an **updated CV** with their current postcode, a specified cohort number (see last page), any previous work experience, and/or their academic background, to:

healthcareers.project@bartshealth.nhs.uk

Any questions? Get in touch

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Healthcare Horizons Team

Public Health

Royal London Hospital



	INFORMATION DAY	INTERVIEWS	TRAINING
COHORT 1	30 th April 2019 09:15-12:15	6 th – 10 th May 2019	13 th -24 th May 2019
COHORT 2	3 rd June 2019 13:00-16:00	10 th – 14 th June 2019	17 th -28 th June 2019
COHORT 3	26 th July 2019 09:15-12:15	29 th July – 2 nd August 2019	5 th -16 th August 2019
COHORT 4	week commencing 9 th September 2019 (exact date and time to be confirmed)	16 th – 20 th September 2019	23 rd September-4 th October 2019
COHORT 5	week commencing 28 th October 2019 (exact date and time to be confirmed)	4 th – 8 th November 2019	11 th -22 nd November 2019

Please specify which cohort number you can attend on your CV. You must be free for the information day, at least one day in the interview week and the full 2 weeks of training (Mon-Fri).

