



NHS EDUCATION FOR SCOTLAND

DEVELOPING THE YOUNG WORKFORCE AND YOUTH
EMPLOYMENT ACTIVITIES IN NHSSCOTLAND

A SCOPING REPORT

March 2018

Contents

1. Introduction

2. Background Information

3. Method

4. Initial Findings

5. Conclusion

6. Next Steps

7. Appendices

1. Introduction

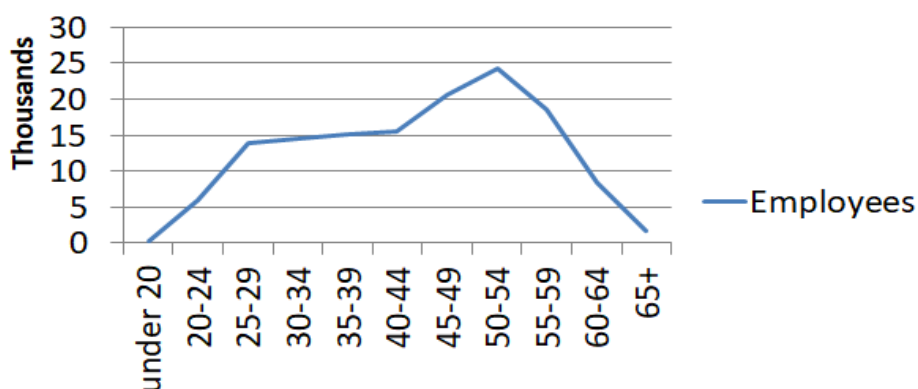
As one of Scotland's major employers, and in the context of an ageing workforce, there is a clear case for developing the young workforce for future roles in health and social care and for providing a wide range of employment opportunities for young people across the organisation.

The aim of this scoping report is to provide a national overview of current youth development and employment activities in each NHSScotland Board. The Scottish Government has set out the vision of a prosperous and fair society where everyone can contribute and share success. A key element of achieving this is how we support young people into employment and this will require a transformational change in how we equip young people for jobs in health and social care so that, whatever their life experience, they have better opportunities.

2. Background information

Workforce demographics

NHSScotland has an ageing workforce and is currently at risk of having high vacancy numbers due to the possibility of a high volume of staff retirement. 38% of NHSScotland staff are aged over 50+ (a 4% rise since 2012). Nursing and Midwifery roles in particular have higher rates of older staff with 1/3 of staff in the 50+ bracket. The largest age group of staff in NHSScotland is 50-54 accounting for 18% of the total workforce (Audit Scotland 2017)¹. Our organisation needs to ensure it is recruiting tactically for the sustainability of the workforce whilst creating a pipeline and widening access for careers for young people. Less than 5% of the current workforce is under 25 years of age and less than 1% are under 19 years of age.



ISD June 17 Total WTE staff 138,931

NHS Education for Scotland (NES) role and partnerships

NES' has a role in supporting Scottish Government, service and stakeholders in the areas of policy and providing resources and expertise to support youth employment activities in

¹ <http://www.audit-scotland.gov.uk/report/nhs-in-scotland-2017>

partnership with NHSScotland Boards to deliver on the recommendations contained in Scottish Government's *Developing the Young Workforce - Scotland's Youth Employment Strategy 2014*².in increasing the number of young people entering the NHS.

NES works with the service and NHS Scotland networks to take this agenda forward, for example, by leading the internal NHSScotland Employability and Apprenticeship Network whose members are key NHSScotland staff from each Board in terms of youth engagement and employment. This Network provides a forum for discussion and for sharing practice on this agenda.

Working with external partners such as Skills Development Scotland (SDS) to develop approaches and liaison with the education sector to network and drive cohesion and joined up approaches NES supports Boards to increase the numbers of young people from disadvantaged groups employed within NHSScotland (see Appendix A).

NES specifically works with third sector organisations e.g. Princes Trust, Barnardo's and Project Search to

- promote the employment of young and the people from disadvantaged groups including care leavers
- address gender issues in employment, including the employment of males into caring roles and females into STEM areas

NES also works with Black and Ethnic Minority Infrastructure in Scotland (Bemis) to increase opportunities for these minority groups.

NES' 2017/2018 activities in this area include

- Promoting engagement with, and contribution to, DYW regional groups
- Supporting the establishment, development and consolidation of partnerships and links between Boards and schools/colleges
- Increasing the number of apprenticeship opportunities in Boards through partnership working across Boards

Apprenticeship Levy

All UK employers with annual salary bills of more than £3 million now pay an Apprenticeship Levy. In December 2016, Scottish Government announced the £221m of levy funding received over 2017/18 would be used to support skills, training and employment in Scotland including

² <http://www.gov.scot/Publications/2014/12/7750>

- continue to expand the number of Modern Apprenticeship, Graduate Level Apprenticeships and Foundation Apprenticeships
- support measures to tackle unemployment issues and challenge inequalities and under-representation in the labour market of people who face barriers to education, training or employment
- continue with the development of Developing the Young Workforce (DYW) Regional Groups and the delivery of employment-focused college provision for young people

3. Method

In order to collate a range of information from 22 territorial and national boards, NES undertook research using the methods below:

Method	Activities
Desktop research	NES conducted desktop research into NHSScotland workforce statistics, strategic drivers such as national policies and NHSScotland Board documentation. We reviewed SDS guidance documents and information on www.apprenticeship.scot
Survey by questionnaire (Appendix C)	To scope the current picture, a survey was conducted by engaging with key staff in the 22 NHSScotland territorial and national Boards. Information about Apprenticeship activity, current and future plans and current initiatives around developing the young workforce was captured. Indicators measured included <ul style="list-style-type: none"> - Current frameworks across the apprenticeship family being used in each board - Planned development within each Board - Developing the Young Workforce activities - Youth Employability programmes
Face-to-face interviews	Visits were made to 13 Boards to source further information and discuss future plans

The overall purpose was to gather information from Boards to create a national baseline of current youth engagement and employment activity.

Each Board was asked about:

1. Board infrastructure/staffing to support the youth engagement and employment agenda
2. Any relevant Board strategies or policies around youth engagement/youth employment
3. Apprenticeship programmes
4. School/college engagement activities including
 - work placements and work experience

- internships
- careers events
- school/college visits
- workplace tours/visits
- mentoring school/college pupils
- supporting delivery of the curriculum in schools/colleges
- developing skills for applications or interviews
- teacher education
- employability programmes
- membership of regional DYW groups
- any specific school/college partnership(s)

Limitations

It is important to note that the respondents were answering open ended questions and consequently not every organisation answered in the same format. Some had different understandings of what to include in each section. Both the survey questions and varied responses returned are subject to interpretation. Moreover, some might be undertaking activities without recording them or did not include/ mention them in the survey; this does not necessarily mean that it was not undertaken.

Also, it is important to consider that different organisations are at different points in terms of implementing youth employment strategies. Some organisations might have hired more young employees in previous years than others and find it more difficult to identify more posts available for the younger age group.

4 . Initial Findings

The initial findings on Apprenticeship programmes and school/college engagement activities from the research are summarised below.

BOARD INFRASTRUCTURE

Most Boards have staffing to support the youth engagement/employment agenda, usually one member of staff per Board. However, most staff are leading on this as one of their areas of responsibility.

BOARD YOUTH ENGAGEMENT AND/OR EMPLOYMENT STRATEGIES

Some Boards have local strategies or policies to promote youth employment.

APPRENTICESHIP PROGRAMMES

Foundation Apprenticeships (introduced 2017)

Currently, 2 Boards have engaged with Foundation Apprenticeship (FA) programmes with a total of 6 Foundation Apprentices, and are currently piloting or have implemented these programmes. The frameworks being used are Social Services & Healthcare and Business Skills. Currently, 2 Boards are in communication with local colleges in respect of engaging with FA programmes in the next academic year.

Modern Apprenticeships

16 (72%) of Boards use a range of Modern Apprenticeship (MA) frameworks including

Framework title	SCQF Level
Healthcare Support (clinical) – Physiotherapy/Prosthetics & Orthotics	6 & 7
Healthcare Support (non-clinical)	6
Construction Building– Painter, Joiner	6
Engineering–Electrical & Mechanical Maintenance	6 & 7
Plumbing	7
Business Administration	6
Accounting	6
Procurement	7
Occupational Health & Safety Practice	6 & 7
Social Services & Healthcare	6
Dental Nursing	7
Social Services (Children & Young People)	6 & 7
IT & Telecoms	6
Digital Applications	6
Creative & Digital Media	7
Pharmacy	6
Life Sciences & the Related Science Industries	6 & 7
Hospitality – Housekeeping/ Food & Beverage Service/Professional Cookery	5, 6 & 7

The Scottish Government has set a national target of 30,000 Modern Apprentices by 2020. A specific target was set for NHSScotland for 500 Modern Apprentices by August 2017 – when the figure of 410 was achieved.

Currently, there are 366 MA's working in NHS Scotland with plans for a further 120 confirmed for the coming year with a few Boards still working on opportunities.

Graduate Apprenticeships (introduced 2017)

Currently 3 Boards have staff completing Graduate Apprenticeship (GA) programmes with a further 4 Boards planning to recruit in the coming year.

SCHOOL/COLLEGE ENGAGEMENT ACTIVITIES

The majority of Boards currently undertake youth engagement initiatives including

- providing opportunities to young people, particularly from disadvantaged and minority groups, by facilitating access to competency based education and training programmes
- working in partnership with key health, social care and education agencies such as local schools, colleges, social work departments, Skills Development Scotland and Job Centre Plus
- providing/supporting work placements
- producing or further developing youth employment strategies to support succession planning and increase future opportunities
- partnering and providing advice for schools/colleges in terms of NHSScotland career opportunities
- creating local websites to encourage and facilitate recruitment
- the majority of Boards are represented on DYW regional groups

Full descriptions of school/college engagement activities is contained in Appendix B.

5. Conclusion

The research indicates that there is a range of youth engagement and employment activity across NHSScotland Boards. The research provides multiple examples of youth engagement and employment initiatives which could be shared and promoted, across the service and more widely.

In most Boards, one or two staff, support youth engagement and employment activities. However, the research indicates that there is inconsistency in staffing in Boards (in terms of ratio to total workforce numbers). A few NHSScotland Boards have youth employment/employability strategies and policies in place.

Most Boards run well-established and successful Modern Apprenticeship programmes, across a range of frameworks. A number of Boards are not currently employing any Modern Apprentices. Very few Boards are offering Foundation and Graduate Apprenticeships. However, these were introduced in 2017 and some Boards have indicated interest in piloting these programmes.

All territorial Boards have partnerships with local schools, the majority having specific relationships with named schools and responding to requests from others. These partnerships involve a range of activities e.g. careers events, teacher education and workplace visits for pupils/students. Two of the eight national Boards have partnerships with named schools. In general, there is more youth engagement activity undertaken in territorial Boards, regardless of size of Board, than in the national Boards.

The research shows that almost all Board support youth engagement and employment programmes – there is potential for Boards to work together to support this agenda on a partnership or regional basis.

6. Next Steps

This scoping study provides the current 'landscape' in youth engagement and employment in NHSScotland. It will be shared with internal and external stakeholders, including the partners named in Appendix A.

Feedback received will inform a future NHS Education for Scotland action plan to support Boards further with youth engagement and employment approaches and activities.

Lorraine Scott (Specialist Lead – Youth Employment, NES)

March 2018

APPENDIX A: NHS EDUCATION FOR SCOTLAND (NES) KEY PARTNERS

Internal partners

- **NHS Learning & Development Leads** provide information on workforce development needs and local developments
- The **NHSScotland Employability & Apprenticeship Network** provides a forum for discussion of national policy and approaches to youth employment

External partners

- **Health Workforce and Strategic Change Directorate** produces national policy
- **Skills Development Scotland (SDS)** oversees the development of national youth employment programmes, including Apprenticeships, and offers advice on delivery, sustainability and funding. It works with Scottish Government to provide strategic infrastructure including the Scottish Apprenticeship Advisory Board (SAAB)
- **Scottish Qualifications Authority (SQA)** oversees most of the qualifications embedded within Foundation and Modern Apprenticeship frameworks
- **College Development Network** supports the college sector
- **Third sector organisations** including The Prince's Trust and Project Search which support employment from disadvantaged and minority groups.

APPENDIX B APPRENTICESHIP PROGRAMMES AND SCHOOL/COLLEGE ENGAGEMENT ACTIVITIES – SUMMARY BY BOARD

Responses are arranged by region as follows:

NORTH REGION BOARDS

- NHS Grampian
- NHS Highland
- NHS Orkney
- NHS Shetland
- NHS Tayside
- NHS Western Isles

WEST REGION BOARDS

- NHS Ayrshire and Arran
- NHS Dumfries & Galloway
- NHS Forth Valley
- NHS Lanarkshire
- NHS Greater Glasgow & Clyde

EAST REGION BOARDS

- NHS Fife
- NHS Lothian
- NHS Borders

NATIONAL BOARDS

APPENDIX C

Survey results verbatim

NORTH REGION

NHS GRAMPIAN

Total workforce* = 12035

Board infrastructure:

Learning and Development Manager/Apprenticeship programmes lead, supported by one Band 4 administrator, part-time in addition to main role.

Current Apprenticeship programmes

Foundation		Modern		Graduate	
Social Services and Healthcare	3	Electrical Maintenance	5	IT Management for Business	8
Business Skills	1	Mechanical Maintenance	5		
		Accounting	1		
		Business Administration	3		
		Healthcare Support (clinical) Prosthetics & Orthotics	2		
		Hospitality – Professional Cookery	2		
		Healthcare Support (clinical)	3		
		Healthcare Support (non clinical)	1		
		Digital Application & Support	4		
		Total in training	26		

Planning to recruitment more Modern and Graduate Apprentices in 2018.

School/college engagement activities

NHS Grampian has engaged with agencies such as PROJECT Search, SHMU, Local Authorities etc, for work placements for young people, clients, interns etc. NHS Grampian is also about to commence a training programme in partnership with The Prince's Trust in April 2018. Furthermore, links have been made between NHS Grampian and HMP Grampian to support young offenders post release, as a potential career pathway with opportunities within a range of NHS service areas.

Normally work experience for school pupils is for a maximum of 3 days per week, although this can vary depending on the specific course requirements, e.g. some college courses require a min of 60 hrs (1 day per week over 10 weeks).

Work experience placements depend on the areas being requested. During the time- period 1/01/16 – 8/03/17 130 placements were accommodated.

In the Moray area, work continues with Leonard Cheshire Disability, a leading charity supporting disabled people by providing work experience.

NHS Grampian offers Nursing 'Summer School' which runs for approximately 52 days each year across Aberdeen and Moray. This 5 day 'Summer School' Programme has run since 2007 for pupils and young people who intend to follow a career in N&M, it is run in conjunction with Robert Gordon University- this model has also been adopted for the Occupational Therapy service.

NHS Grampian runs career events (including the annual/regional event at Aberdeen Exhibition & Conference Centre). Every effort is made to attend the larger events organised throughout Moray/Aberdeenshire & Aberdeen City areas, dependant on the frequency and times of the events.

There is no dedicated resource allocated for these events, they are usually coordinated by the recruitment team. Representation at these career events normally includes a range of professionals- e.g. Nursing, Midwifery, AHP's, HR, L&D including a 'real' Apprentice.

A 'Doctors at Work' programme is also delivered. This is a programme for pupils or undergraduates wishing to apply for a chosen career in medicine and includes shadowing senior clinicians and being given an overview of NHS Grampian over 1 week. This programme was developed for this coming year, has been re-designed over three days and is currently over-subscribed with additional courses being organised to meet demand. Both Grampian's recruitment 2020 strategy and Strategic Plan for MA's, continue to build on the overall opportunities and our commitment to youth employment opportunities and initiatives. Part of Grampian's Strategic Plan will be a review of our current Vacancy Management Process, taking consideration where future vacancies may be replaced by the recruitment of young persons (where appropriate).

In line with the work carried out by their 2 DYW working groups, talks are delivered at secondary schools where time and resource allow.

Over the past few years, NHS Grampian has developed resources in which they signpost schools and colleges in conjunction with the 'national resources'. These include specific websites for Doctors at Work, Work Experiences and both clinical and non-clinical careers video/s.

Some services have adopted an approach of workplace tours where they have been unable to accommodate specific 'work experience' placements due to staffing issues or the high number of requests received, for example, within Dietetics.

The Board engages with schools and colleges, helping them with pupils who require support in CV preparation, mock interviews, completing application forms, etc.

Every opportunity is taken to assist teachers to understand the skills and values the NHS are looking for. The team strive to create awareness amongst groups like DYW, etc, about NHS career opportunities. This information is passed on to pupils and students who may have a range of academic abilities, knowledge and skills. NHS Grampian always promotes occupational pathways that do not necessarily focus on clinical services.

NHS Grampian currently engages with 37 secondary schools across 3 local authorities, 3 Private schools (1 in Moray and 2 in Aberdeen), North East Scotland College (Fraserburgh & Aberdeen), Moray College (Elgin), The Robert Gordon University, Aberdeen, The University of Aberdeen and Stirling.

This list highlights the main educational establishments that they are linked into, but they also have a range of training providers who are not schools/colleges/universities, responsible for the delivery of training programmes such as MA's, etc. They are also linking with the National Career Academy programme to prepare students for the world of work. This model focuses on aligning students to employers through master classes, mentoring, workplace visits and internships.

NHS Grampian is currently working to raise awareness of 'Our Family Firm' and its Corporate Parenting responsibilities. This involves working closely with colleagues in Public Health, with a particular focus on promoting career opportunities for children from disadvantaged backgrounds and children in care.

NHS HIGHLAND

Total workforce* = 8191

Board infrastructure:

Recruitment Manager in addition to main role, medical education colleague runs the Doctor at Work programme.

Current Apprenticeship programmes

<u>Foundation</u>		<u>Modern</u>		<u>Graduate</u>	
		Procurement	1		
		Engineering	1		
		Total	2		

Exploring plans for more apprenticeship opportunities

School/college engagement activities

NHS Highland provides 25 work placements within Radiography, Oncology, Speech and Language, Physio, Dental, Administration, Estates, Portering, Pharmacy and Maternity. These placements are generally 1 day a week over a period of time, but this can vary.

Last year 143 individuals benefited from doing work experience within Radiography, Oncology, Speech and Language, Physio, Dental, Administration, Estates, Portering, Pharmacy, Mental Health, Labs, Orthotics, Occupational Therapy and Maternity normally over a 1 week but this can vary.

Seven internships are offered over the holiday periods within Nursing, Pharmacy, Labs, Audiology, Portering and Radiography.

There are 2 annual external career events that they attend, attendance is in excess of 100 pupils.

Workplace tours take place for Doctors at work and similar events for clinical work.

NHS Highland currently facilitates developing skills for applications and mock interviews for students annually through medical education

NHS Highland assist teachers' understanding the types of skills and values the NHS is looking for through DYW meetings.

They regularly meet with University of Highlands and Islands, Inverness College and all schools in Highland Council region through the DYP, as well as the Highland Council School Liaison Officer.

NHS ORKNEY

Total workforce* = 514

Board infrastructure:

OD Advisor supported by Head of OD and Learning.

Current Apprenticeship programmes

<u>Foundation</u>		<u>Modern</u>		<u>Graduate</u>	
Business Skills	2	Healthcare Support (Clinical)	5		
		Healthcare Support (non clinical)– decontamination and hotel services	8		
		Total	13		

Future plans are for 8 Modern Apprenticeships and 2 Graduate Apprenticeships in Business Management in the next financial year.

School/college engagement activities

Applications are received for work experience placements across all disciplines and we do our best to place them in the area requested. Placements vary from 1 – 2 sessions in a team to a number of sessions over a number of weeks.

NHS Orkney is attending an event for secondary schools and colleges March18.

The L&D team and HR teams have been to the college to do presentations on how to apply for jobs, highlighting what organisations like the NHS look for in applications. Plans are afoot to include these presentations as part of their careers fayre and to invite schools in to see the NHS in action.

There is a workplace tour planned for business studies students this year.

In addition, the Board works with Employability Orkney to advise people with special needs on employability skills, this is for all age groups.

NHS Orkney works with the 2 local secondary schools and local college as well as RGU.

NHS TAYSIDE

Total workforce* = 11725

Board Infrastructure:

HR Lead; Employability Services supported by Employability services placement co-ordinator. Liaises with development staff within individual Directorates to provide relevant information, recording and support

Current Apprenticeship programmes

<u>Foundation</u>		<u>Modern</u>		<u>Graduate</u>	
	0	Digital Applications	11	IT software	2
		IT & Telecommunications	13		
		Social Work & Healthcare	4		
		Healthcare Support – Clinical Engineering	4		
		Life Sciences the Related Blood Sciences	2		
		Engineering – Medical Physics	2		
		Total in training	36		

Future plans – In 2018/19, opportunities will continue to be identified and explored with Professional Leads and Services Managers to consider where it is viable to introduce Apprentices in accordance with the Directorate Workforce Plans.

· Tayside is exploring delivery of Foundation Apprentices in Care.

- Modern Apprenticeships planned include: - Life Sciences, Professional Application in Care Services and Social Work & Health.
- Further Graduate Apprenticeships will be explored in eHealth

School/college engagement activities

NHS Tayside is working with, and is represented on the board of both Dundee & Angus and Perth & Kinross Developing the Young Workforce teams to address issues for young people specific to those areas, and to promote teacher understanding of the range of professions within the organisation, and the skills looked for in new staff

In NHS Tayside, 6 career events were requested in 16/17 through local councils and Skills Development Scotland, but individual schools still request attendance at their own career events. NHS Tayside will also provide information and support as requested to Dundee & Angus College, and Perth College: UHI, for example, involvement in 'Motivate Me' Developing Skills for applications/mock interviews is provided for individuals on request

School visits and professional presentations to individual schools are given as requested by careers officers and DYW teams, depending on staff and departmental capacity. Workplace tours are not restricted to young people and reflect the wider employability agenda. For example, tours are offered in Blood Sciences/STEM, and include young people on supported placements

During 2016/17, 748 young people accessed career work placements following referrals from local schools and through dental insight placements and a Y4 Medic Insight Day.

Career Ready work placements have been offered in Perth & Kinross, with 2 people having accessed this programme to date, with an Occupational Therapist in the Prevention of Falls Service. The programme is presently under review.

Internships during the holiday period are individually arranged and influenced by departmental capacity.

NHS Tayside continues to support the delivery of the Nursing curriculum through the College of Nursing, linking with the University of Dundee and local Colleges.

EMPLOYABILITY

NHS Tayside offers well established employability programmes with no age restriction. These programmes have been running for 12 years and involve robust partnership working with local colleges on a 32-week programme, working towards SVQ2 Social Work and Healthcare. There are also SVQ 2 programmes in Business and Administration.

NHS Tayside also works closely with Dundee City Council to provide placement or work experience opportunities for Looked After Young people.

A pilot programme for Princes Trust is planned for March 2018.

NHS SHETLAND

Total workforce* =556

Board infrastructure:

Staff Development Manager and Senior HR Advisor in addition to their main role.

Current Apprenticeship programmes

<u>Foundation</u>		<u>Modern</u>		<u>Graduate</u>	
		Plumbing	1		

Future plans - 1 MA Engineering – Electrical Maintenance

School/college engagement activities

Work experience is offered on an ad hoc basis for duration of 1 week per person

Internships 1-6 per year in medical education areas

They attend career events and do formal talks to groups in schools annually.

NHS Shetland has mentored pupils interested in medical careers.

Our local school that we work with is Anderson High School

NHS Western Isles

Total workforce* = 821

Board infrastructure:

Head of HR and Workforce Development Support Officer in addition to their main roles.

Current Apprenticeship programmes

<u>Foundation</u>		<u>Modern</u>		<u>Graduate</u>	
	0		0		0

Future plans – MA's planned are 1 Social Services and Healthcare

School/college engagement activities

NHS Western Isles has offered 7 work placements over the past year. These include Physiotherapy, Radiology, Pharmacy and Maternity. This entails 1 afternoon/day a week over 6-8 weeks.

33 work experience placements have been facilitated in the past year- nursing, allied health professions, works and stores. The duration of work experience facilitated is 1 week long.

They have attended a careers event in the Nicholson Institute and have been invited to 1 in Sir E Scott School. Unfortunately, they were unable to attend. There is a Public event in November. HR & Professional staff will be involved and there will be over 200 attendees

School visits are conducted as and when invited.

A request was made for a nursery to have a tour recently, these types of requests are accommodated when received.

NHS Western Isles developed leaflets with guidance on application forms and interview processes. These are discussed at school and career events.

They have contact with the local Education Department and Guidance/Principal teachers at the schools, this allows them to assist teachers understanding of the type of skills and values the NHS are looking for.

The Board works with The Nicholson Institute, Sir E Scott School, Sgoil Lionacleit and UHI.

WEST REGION

NHS AYRSHIRE & ARRAN

Total workforce* = 8810

Board infrastructure:

Learning and Development Manager in addition to main role and Employability Advisor.

Current Apprenticeship programmes

<u>Foundation</u>		<u>Modern</u>		<u>Graduate</u>	
		Dental Nursing	30		-
		IT & Telecommunications	3		-
		Business and Administration	2		
		Horticulture	1		
		Total in training	36		

Future plans – NHS Ayrshire and Arran have planned Modern Apprenticeships in Dental Nursing – 15 new students into 1st year (altogether 1st and 2nd year students circa 30) HCSW Clinical- 2 and non-clinical- 3. They also offer 5 SCQF 7 for over 25yr olds In Healthcare Support – clinical

School/college engagement activities

Work experience is facilitated by another department, 66 placements were accommodated in the last year.

NHS Ayrshire and Arran offer an Internship programme, they recognise the need to support the transition into employment and to maximise the opportunity to build on the clinical

experience gained by nurses and midwives during the pre-registration programme, by giving them the opportunity to consolidate and expand their clinical experience.

They have attended at least 12 overview career events at local schools in last 12 months.

NHS Ayrshire and Arran offer mock interviews, recruitment and selection training delivered on a regular basis at local schools and colleges, there is a monthly programme for this.

They offer Youth contract work experience placements to unemployed young people. These last for 8 weeks, offering your people new skills gained and developed.

Schools they work with include Loudon Academy, Kyle Academy, Ayrshire College, UH Crosshouse, St Joseph's Academy, UWS, Auchenhavie Academy, Prestwick Academy, Doon Academy, Greenwood Academy.

NHS Ayrshire and Arran offer Ayrshire College work placements for employability training and work placements to students. They have a Project Search programme. In addition, they also work with Community Payback. They also facilitate Volunteer Peer/worker Placements.

NHS DUMFRIES & GALLOWAY

Total workforce* = 3450

Board infrastructure: Vocational Learning Manager (part-time) in addition to main role.

Current Apprenticeship programmes

<u>Foundation</u>		<u>Modern</u>		<u>Graduate</u>	
	0		0		0

Future plans: They have reviewed their MA process and have applied to provide at least 10 places to Young People in Dumfries and Galloway focusing on clinical services. They intend to achieve this by recruiting to HCSW vacancies in acute and community services where appropriate.

School/college engagement activities

Board is working with the local authority to support Project Search in Dumfries they are working with the local authority to support Project Search in Dumfries and Galloway by providing placements to young people in their final rotation this year and we hope to develop our links with the project over 2018/2019

They are supporting 30 Young People through our "so you want to be a doctor" project connecting them up with access to clinical skills practice (simulation) and hearing from doctors about joining the profession.

They are holding a Nursing career event and work experience programme at the end of the year for all D&G schools and planning for a multi career event and experience programme for 2019.

This Board is also working with NHS staff and young people from D&G to develop a volunteering programme for young people to provide support and assistance to people with dementia using health and social care services

NHS D&G are working with DYW in the chamber of commerce to support Young People in Dumfries and Galloway by offering Ad hoc support to programmes.

They are becoming a STEM ambassador to support young peoples' engagement with our laboratory services, radiology services and medical physics teams.

NHS D&G provides information and raise awareness of the range of NHS careers available to Young People at careers events, these events are attended by staff who have children at the particular school as a way of encouraging connections between schools and services.

Currently they have a young person from the GCIL Equality Academy working with them for the next 2 years.

Over the past 12 months, the HB has provided approximately 51 work experience placements to young people. These were a mixture of 1 day, 1 week and 4 placements longer than 1 week. These included Medical, Radiology, School Nursing, Health & Wellbeing, Public Health, Occupational Therapy and Short term Augmented Re-ablement Service.

Over the past year, should a school request someone to come to one of their Parents nights/career evenings someone has gone from NHS Dumfries and Galloway HR/OD.

NHS GREATER GLASGOW & CLYDE

Total workforce* = 34000

Board infrastructure:

Workforce Employability Lead and Workforce Employability Officer

Current Apprenticeship programmes

<u>Foundation</u>		<u>Modern</u>		<u>Graduate</u>	
		Engineering	16		
		Plumbing	2		
		Accounting	2		
		Business Administration	15		

		Occupational Health & Safety Practice	22		
		Healthcare Support (clinical)	16		
		Healthcare Support (non clinical)	3		
		Procurement	1		
		IT & Telecoms	1		
		Life Sciences & Related Science Industries	4		
		Pharmacy	3		
		Social Services (Children & Young People)	3		
		Total in training	88		

Foundation Apprenticeships – Agreement to support Business Skills & Engineering Systems Frameworks (placements in 2018/19) and Social Service & healthcare (speakers, industry challenges etc)

Future plans; while there are no imminent plans for large scale recruitment to the MA programme (while the latest cohort settles in) NHS GGC continues to promote NHS apprenticeship at community events and we will be attending a number of events during Scottish Apprenticeship Week.

Ongoing MA Recruitment

Following 3 large intakes of trainees, via a centrally co-ordinated project plan, NHS GGC will be scoping out plans to mainstream apprenticeship recruitment through a redesign of the vacancy management process. In the interim, any service identifying suitable vacancies for apprenticeships will be supported by the Workforce Employability Team to recruit trainees.

School/college engagement activities

NHS GG&C have accommodated 458 senior school pupil placements since July 2017. A new physiotherapy placement programme is also established providing monthly intake dates for pupils. New Laboratory medicine programme is planned for September 2018 onwards. They are also developing activity to establish new placements/careers insight programmes for AHP roles, medicine, nursing and midwifery in 2018.

Since October 2017 they have attended 27 schools events, including two x 2 day STEM festival events (one in Glasgow and one in DYW West area). Events are hosted by the Workforce Employability Team with support from trainees and colleagues from services across the organisation. They are also supporting a pilot of careers education in Renfrewshire primary schools – one day event at the end of February to test this out. The Workforce Employability Team attends as many school events as possible, where diary commitments allow. If dates cannot be accommodated the team endeavour to identify colleagues who can attend the events. The Team will be hosting an event for female school

pupils as part of International Women’s Day on 8th March by hosting a tour of STEM based services and introductions to women working in STEM job roles with NHS GGC.

To date they have supported two intakes of Princes Trust students with 19 of the 25 participants offered employment in GGC. No date for another intake has been agreed at this time but they will work with PT to ensure any clients are aware of any forthcoming NHS GGC opportunities. They are currently supporting the development of the Get Into Healthcare Model with colleagues in Lothian and A&A.

NHS GGC have been working with partner agencies that support unemployed people to find work (including young people) to increase their awareness of NHS vacancies, core skills, recruitment process etc. Employability and careers advisors have been invited to attend these sessions. Three have been held to date with additional offers of similar events for school teachers in the DYW West Region.

Two careers awareness events held for college students on care programmes have taken place, similar offers are made to all colleges to support students to understand the NHS opportunities and pathways into these. Two awareness/guidance sessions held for trainees on care programmes with Jobs & Business Glasgow (employability partner). Four advice and guidance sessions held at Jobcentre Plus centres in last six months. Three awareness and guidance sessions held for long term unemployed people living in the North of Glasgow via the Time for a Change Programme with Rosemount Learning Centre. Advice and guidance sessions cover different types of vacancies available, entry criteria, application form guidance, interview preparation, core skills etc

NHS FORTH VALLEY

Total workforce* = 5369

Board infrastructure:

HR Manager for Staff Governance in addition to main role

Current Apprenticeship programmes

<u>Foundation</u>		<u>Modern</u>		<u>Graduate</u>	
		Business & Administration	13		
		Engineering – Electrical Maintenance	1		

Future plans – exploring further Modern Apprenticeship opportunities in Business and Administration.

School/college engagement activities

NHS Forth Valley currently offer work experience to local schools. 68 pupils took part in work experience placements in 2016 across all areas of the organisation. These were all week- long placements.

Attend various careers events. In 2017, NHS Forth Valley has attended 7 schools, 1 college and a job fayre organised by their local MSP. HR attends these events.

NHS Forth Valley gave a presentation to a local primary school – 2 x P7 classes- during their “World of Work” week.

Developing Skills for applications/mock interviews has been facilitated once in 2017.

Assisting teachers understanding the type of skills and values the NHS are looking for is facilitated the same time as attending careers events

NHS Forth Valley currently runs a pilot programme within estates departments for 6 trainees.

The Board work with Forth Valley College and have a close working relationship with them. NHS Forth Valley has attended careers events in the majority of Secondary Schools in Forth Valley.

Discussions are taking place with Local Authority and SERCO regarding Princes Trust and Project Search programmes.

NHS LANARKSHIRE

Total workforce* = 10605

Board infrastructure:

Recruitment Manager in addition to main role. Medical education colleagues administer the next generation programme for pupils interested in a career within medicine or allied health professions and colleagues in Learning and Development administer pupil work experience.

Current Apprenticeship programmes

<u>Foundation</u>		<u>Modern</u>		<u>Graduate</u>	
		Business Administration	14	IT Software Development	1
		Life Sciences & Related Science Industries	3	Cyber Security	1
		Engineering – Electrical Maintenance	4		
		Healthcare Support (clinical)	5		
		Healthcare Support (clinical-physio)	2		
		Total in training	28		

Future plans are for a further 16 Modern Apprentices in Business Administration. A further GA in Cyber Security. The Board are currently exploring Foundation Apprenticeships in engineering and IT Hardware.

School/college engagement activities

NHS Lanarkshire currently facilitates 1 week slots in various departments throughout the organisation, with 92 pupils accommodated. NHS Lanarkshire also currently facilitate 2 Medical skills days per year, with 120 spaces available on each. This type of school work experiences is facilitated through colleagues in Medical Education and Learning and Development.

Also they support 1 day 'medical student for a day' simulation which has 25 spaces, as well as a 'Junior Doctor for the day' simulation which has 25 spaces. In addition, there is also a 3 day hospital based work experience programme available.

NHS Lanarkshire currently facilitate two large scale career events per year, one in North Lanarkshire and one in South Lanarkshire. At these events all professions and job families are represented. This gives school pupils an opportunity to see the range of careers on offer in the NHS.

For school pupils interested in medical and AHP careers, there are opportunities to developing Skills for applications/mock interviews at the following annual sessions: June preparing for UKAT, July/Aug UKAT practice, Aug – Plan B, Sept – application process, Oct/Nov – interview process, Nov/Dec – interview practice

NHS Lanarkshire offers a certificate of work readiness in partnership with the New College Lanarkshire.

NHS Lanarkshire currently invites all 48 schools high schools in the area to the bi-annual careers events. We have a relationship with New College Lanarkshire, South Lanarkshire College and Glasgow City College for delivering Modern Apprenticeships and Glasgow Caledonian University for Graduate apprenticeships.

The Project Search programme has been running in Lanarkshire for 8 years now. A very successful Healthcare Support Worker Programme has been running for 12 years in partnership with New College Lanarkshire and Job centre Plus, this programme gives unemployed individuals the opportunity to train and complete placements within NHSL over a 6 week period, on successful completion they join the staff bank as healthcare support workers (4 cohorts of 20 people per year), this is open to everyone including Princes Trust. In addition we have worked with Barnardo's, which resulted in employing a young accommodated youth on a Modern Apprenticeship in Business Administration.

EAST REGION

NHS BORDERS

Total workforce* = 2554

Board infrastructure:

Recruitment Manager and OD Manager in addition to main role

Current Apprenticeship programmes

<u>Foundation</u>		<u>Modern</u>		<u>Graduate</u>	
Have offered places but no uptake		Construction Building – Painter	1		
		Healthcare Support (clinical)	2		
		Healthcare Support (non-clinical)	1		

Future plans NHS Borders are working in partnership with Borders College, hoping to recruit pupils to undertake Social Services & Healthcare Fas. Mas Planned; a further 6.

School/college engagement activities

Currently the only service offering work placements is Medicine, for 1 or 2 days.

As a small Board, NHS Borders currently do not have capacity to support work experience placements – but they will do this moving forward through Foundation Apprenticeships.

NHS Borders attended 9, Training & Professional Development Nursing Team staff – some events were also attended by Clinical staff e.g. Drs, Nurses & Physiotherapists

School visits are facilitated as requested for individual schools & Groups (Local SDS event).

Training & Professional Development is offered, for example, a Nursing & Midwifery taster day was attended by 30 pupils from local schools to meet staff, meet HEI and local College to hear about career paths, be given a taster in Clinical skills and to visit a Hospital. The day evaluated well and will run again next year.

Training & Professional Development Staff have been asked to attend local High Schools to talk about careers in healthcare and Modern Apprenticeships

NHS Borders will be participating in a Building my Skills programme in partnership with ESH Border Contructions for a school in May 2018.

Currently take part in discussions with teachers and Career Advisors in schools to discuss the understanding of the types of skills and values the NHS are looking for.

DYW ran Industry Insight placement for Teachers – this involved the Head Teacher of a local High School attending the District General Hospital to get an overview of how a big organisation runs.

NHS Borders currently work with Borders College – Train to Care/Train to Gain. This is delivered in all Borders Schools

NHS FIFE

Total workforce* = 7222

Board infrastructure:

Recruitment Co-ordinator has responsibility for this agenda in addition to her main role

Current Apprenticeship programmes

<u>Foundation</u>		<u>Modern</u>		<u>Graduate</u>	
		Engineering- Electrical Maintenance	2		

Future Plans – Working with Fife Council to develop MA opportunities – currently developing 2 possible MA's in Finance. They will continue to try to accommodate placement requests received from Jobcentre Plus and other organisations. They plan to review placement opportunities with Jobcentre Plus.

School/college engagement activities

NHS Fife currently facilitates 1 individual within IT for 1 day per week and 1 individual in Telecommunications/Network role for 1 day per week. Voluntary placements are available for an IT course at Fife College.

They currently facilitate pre-University/College Student Placements;
Admin & Clerical – 2, Labs – 2, Dental, SLT, Podiatry, Vascular, Public Health, Community Nursing – 30, Pre-medical- 31 (1 week placement), Radiology – 7, Physio – 7, Introduction to Nursing – 40

NHS Fife has accommodated 2 ad hoc requests. 1 was over summer in 2017 in health records. Current placements on-going in Rheumatology Administration and 2 Domestic Assistants.

They attended 6 events in 2017, HR attended and also professional staff.

NHS Fife currently works with Fife College and offers placements available to all local High Schools.

NHS Lothian

Total workforce* = 20437

Board infrastructure:

Apprenticeship Manager supported by members of recruitment and training. The Board is currently recruiting for a Band 5 to support this agenda.

Current Apprenticeship programmes

<u>Foundation</u>		<u>Modern</u>		<u>Graduate</u>	
		Engineering, Construction Building – Joinery & Plumbing	14	IT Software Development	1
		Business Administration	1		
		Hospitality	9		
		Social Services & Healthcare	29		
		Life Sciences Lab Associated Technical L3	4		
		Healthcare Support (clinical)	4		
		Healthcare Support (clinical – AHP)	1		
		Total in training	62		

NHS Lothian's future plans are in partnership with Edinburgh College, Edinburgh Social Care and Edinburgh schools re development of the Foundation Apprenticeship in Social Services and healthcare. They are also recruiting to 60 posts in 2018 as Modern Apprentices in Healthcare Clinical Level 2. In addition they will be recruiting 3 or 4 Graduate Apprentices in Business Management.

School/college engagement activities

NHS Lothian currently facilitates the following work placements;

JET programmes- S4- S5- x5 pupils 2016/17, My JET STEM programme – S6 pupils – 2017/18, Medic insight – NHSL & Ed University 96 students, Senior schools phase H&S Care Academy – run with Edinburgh council, Lothian schools and QMU, S4-6 pupils offered 1 week work experience (approximately 24/year).

A range of different experiences for 16-24 years, with work experience available for up to 1 week. Throughout 2016/17, NHS Lothian 436 provided 436 young people with work experience (June 2017 statistics) with 248 outstanding.

Attend several career events at schools and various careers fairs/events. These are attended by recruitment staff, employability staff, service area staff and an apprenticeship lead. Internal recruitment fairs planned for 2018.

Regular requests come into employability from schools and are accommodated where possible.

NHS Lothian facilitate pupil mentoring through Career ready – training mentors to support pupils, there have been 2 pupils through this programme on 2017.

They support CV development with pupils (3) through DYW board.

NHS Lothian offer a Certificate of Work Readiness, delivered mostly within early career entry posts.

There is also a NPA – pre-employment route available with West Lothian College. Pre-employment academies – Princes Trust offer a 2-week work placement per cohort (x30 2016, x 26 2017) in facilities and clinical nursing support roles.

NHS Lothian currently works with all Lothian schools and local Colleges – West Lothian, Edinburgh College, Fife College, Napier and QMU.

NATIONAL BOARDS

NHS THE STATE HOSPITAL

Total workforce* = 642

Board infrastructure:

Training and Professional Development Manager in addition to main role.

Current Apprenticeship programmes

Foundation		Modern		Graduate	
	0		0		0

Modern Apprenticeships planned are for 3 in Healthcare Support (Clinical).

Developing the Young Workforce

No work experience placements due to the nature of the Board.

NHS GOLDEN JUBILEE

Total workforce* = 1604

Board infrastructure: Recruitment Manager in addition to main role.

Current Apprenticeship programmes

<u>Foundation</u>		<u>Modern</u>		<u>Graduate</u>	
		Hospitality – Food Service Catering	2		
		Hospitality – Housekeeping	1		

Future plans: Planning to recruit an MA Hospitality in Food Service Catering. Exploring opportunities in Engineering. Also exploring opportunities in Foundation and Graduate Apprenticeships.

School/college engagement activities

Golden Jubilee currently offers work placements in Medicine, normally 1 or 2 days, Catering (HCSW) – up to 5 days (both hospital and hotel kitchens), nursing – normally 2 days duration.

Work experience is offered where they can accommodate it, however, it is really challenging when they are already supporting work placements, student nurses, doctors in training etc. The maximum they would offer would be 5 days. Around 6 were supported last year.

Golden Jubilee have been involved with 5 (specific career events) plus our Clinical Psychologist delivered sessions in school about how to get into that type of role.

Workplace tours are facilitated when requests are received, they are more frequently provided for people who are trying to return to the workplace after a spell without work.

Golden Jubilee has run some interview skills workshops delivered in the college. Additionally, Golden Jubilee has worked with both schools and colleges to support them to improve their applications. We also provide these services for our local job centre.

Golden Jubilee have been part of the Young Student Programme (for the last 3 years) which required young people to volunteer in a variety of different ways and have supported 17 pupils in the last year. These pupils work side by side with volunteers across a variety of different areas.

The Board works with West College campus, Clydebank High School, St Peter the Apostle High School, Vale of Leven Academy, Our Lady and St Patricks High School – West Dunbartonshire

Total workforce* = 1009

Board infrastructure:

Learning & Development Advisor in addition to main role.

Current Apprenticeship programmes

<u>Foundation</u>		<u>Modern</u>		<u>Graduate</u>	
		Healthcare Support Worker (non-clinical)	3	Cyber Security	1
		Creative and Digital Media	1	IT Management for Business	1

Future plans –NHS 24 is currently developing an Employability Strategy, to include Youth and underrepresented groups. NHS 24 is fully committed to the Youth Employment agenda and aim to fulfil future Scottish Government target in support of this. Currently engaging with directorates across the board to develop a mindset of considering apprenticeship frameworks when vacancies arise.

The strategy will help formulate a more structured approach to all of the strands NHS 24 is involved with in supporting the youth agenda. At the moment the formal apprenticeship positions are formal and monitored however growth in Princes Trust initiatives, get ready for work, offering work placements and school / college engagement may be considered dependent on resources and capacity of the board.

School/college engagement activities

NHS24 offers work placements and work experience but very ad hoc – generally from members of staff looking for children/friends to get work experience for one week during term time. They don't currently collate this information. They generally get requests for HR and Finance.

The Board has liaised with local schools during their careers week to present CV writing skills and application forms as well as raising awareness of the different types of roles within the NHS. This event generated interest from 90+ students from S4-S6. HR attended these events externally.

NHS24 offers workplace tours during school visits.

In addition they have worked with Girl Guide association to help with interview skills

NHS 24 has links with Govan High School

NHS NATIONAL SHARED SERVICES

Total workforce* = 3272

Board infrastructure:

Resourcing Manager and HR Team Leader in addition to main roles.

Current Apprenticeship programmes

<u>Foundation</u>		<u>Modern</u>		<u>Graduate</u>	
		Creative & Digital Media	2		
		Business Administration	18		
		Digital Applications	7		
		IT & Telecommunications	2		
		Total in training	29		

They plan to recruit more Modern Apprentices in Business Administration.

School/college engagement activities

Internships are offered during holiday periods on an ad hoc basis in HR, Blood Transfusion & IT.

NSS currently have 4 school pupils on the Career Ready programme.

NHS SCOTTISH AMBULANCE SERVICE

Total workforce* = 4461

Board infrastructure:

Head of Leadership & Learning in addition to main role

Current Apprenticeship programmes

<u>Foundation</u>		<u>Modern</u>		<u>Graduate</u>	
	0		0		0

SAS have plans to recruit a Modern Apprentice in procurement

School/college engagement activities

SAS has attended 33 Career Events and Skills Scotland event in the last year.

NHS HEALTH SCOTLAND

Total workforce* = 270

Board infrastructure:

HR Team Manager in addition to main role.

Current Apprenticeship programmes

<u>Foundation</u>		<u>Modern</u>		<u>Graduate</u>	
	0		0		0

Future plans – Health Scotland plan to recruit two Modern Apprentices in Business Administration providing a two year programme for each Modern Apprentice each specialising in a chosen role in the second year. We are currently working with “Who Cares?” Scotland to source two Modern Apprentices.

School/college engagement activities

None

NHS HEALTHCARE IMPROVEMENT SCOTLAND

Total workforce* = 386

Board infrastructure:

Team Manager People & Workplace in addition to main role

Current Apprenticeship programmes

<u>Foundation</u>		<u>Modern</u>		<u>Graduate</u>	
	0	Business Administration	1		0

Future plans: Healthcare Improvement Scotland has introduced 1 MA in Business Administration – this will run as a rolling programme with a view to increasing to 2 MAs in future.

School/college engagement activities

We are also committed to a rolling programme of formal shorter-term work experience placements on both our Edinburgh and Glasgow sites and are currently investigating how best to support this.

NHS EDUCATION FOR SCOTLAND

Total workforce* = 38610501

Board infrastructure:

Business Partner in addition to main role

Current Apprenticeship programmes

Foundation		Modern		Graduate	
	0		0		0

School/college engagement activities

Work experience has been facilitated for friends and family of employees - there is no structured approach.

HR has attended 2 careers events.

Occasionally talks/presentations are delivered to schools/colleges and there has been one instance of delivering mock interviews to pupils.

*ISD WTE workforce figures September 17

APPENDIX C: SURVEY/QUESTIONNAIRE

NHS Education for Scotland

Developing the Young Workforce (DYW) Survey Oct 17

The purpose of this survey is to gather information from Boards to create a national baseline of current NHS engagement activity with local schools and colleges.

Please complete:

Activity	Response
Work placements (personalised and flexible, with expectations set out before, during and after any placement and a greater focus on project based learning whilst in a workplace setting, e.g ½ a day per week over a pro longed period)	
Does your board currently offer work placements to S4-S6 pupils	
If yes, how many?	
What areas of the organisation?	

What are the durations of the placements? E.g.(1/2 day per week, 1 day a week)	
Work experience (one-off experience)	
Does your Board offer work experience?	
How many pupils did you facilitate work experience for?	
What areas of the organisation?	
What was the duration of the work experience? E.g.(1 day, 1 week)	
Internships	
Do you offer Internships in holiday periods	
How many?	
Which areas of the organisation?	
Career Events in schools/colleges	
How many did you attend?	
Was it HR that attended or professional staff?	
If these events were run internally, how many pupils attended?	
School/college visits	
Formal talks/presentations around career choices in the NHS	
How often do you present to schools?	
Was this individual schools or groups of schools?	
Workplace tours	
What areas of the organisation did these take place in?	
Mentoring pupils	
What examples of mentoring pupils do you have?	
Supporting delivery of the curriculum in schools/colleges	

Any examples?	
Developing skills for applications or mock interviews	
How often did you provide support for this type of activity?	
Teacher education	
Assisting teachers understanding of the types of skills and values the NHS are looking for, (care and compassion, NHS values), types of opportunities available on the NHS, not just doctors and nurses OR Opportunities for shared staff development with schools and employers (Inviting teachers into the workplace to give a better understanding of job roles)	
Delivering Employability Awards (e.g. certificate of work readiness, 190 hours work experience)	
Other – please specify	

1. Does your Board work with specific local schools/colleges? Please list these

Name _____

Title _____

Board _____

NHS BOARD _____

Current MA Frameworks being used in your Board	Numbers in post	MA Frameworks in development/planned	Numbers

Foundation Apprenticeships

Current FA Frameworks being used in your Board	Numbers in post	FA Frameworks in development/planned	Numbers

Graduate Level Apprenticeships

Current GLA Frameworks being used in your Board	Numbers in post	GLA Frameworks in development/planned	Numbers

Name(s) of Developing Young Workforce/youth engagement/employability contact(s) in your Board

Name	Designation	Email address	Contact Phone Number

Your name _____ Date _____

Designation _____

Email address _____

Contact Phone Number _____