

Ref: FOI/CAD/ID 4265

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Freedom of Information Act 2000

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to Apprenticeships.

1. *Total number of apprentices employed by you?*
- 2a. *List of job description(s) / job role(s) being carried out by apprentices*
- 2b. *The total number of apprentice(s) appointed in each role (listed in the answer to 2a)*
- 2c. *For newly recruited apprentices (excluding apprentices who are existing staff) – what is the apprentice rate of pay (per hour) for each of the listed job descriptions/job roles?*
3. *Are apprentices on the same terms and conditions as your permanent employees? Yes / No*
4. *Has your organisation reviewed its policy on apprenticeship pay in light of the NHS Staff Council's jointly agreed guidance on pay for apprenticeships in the NHS <http://www.nhsemployers.org/news/2017/07/apprenticeships-in-the-nhs-staff-council-guidance>?*
5. *Traineeships are positions offered by employers to those aged 16-24 who are considered 'not ready' to take up an apprenticeship or job. Such positions last between 16 weeks and 6 months. Does your organisation offer traineeships? Yes / No*
- 5b. *If your organisation offers traineeships, do you pay them? Yes / No*
6. *Are you planning to take on nursing and Allied Health Professional (AHP) degree apprentices in 2017/18? Yes / No*
7. *What is the apprenticeship completion rate in your organisation in 2016/17?*
8. *Do apprentices have a guarantee of a job at the end of the scheme? Yes/No*
9. *In order to meet the organisation's target for new apprenticeship starts for 2017/18, what proportion of new starts have come from: (a) Recruitment of new apprentices from external sources (including training providers); (b) Transfer of existing staff to the apprentice programme; (c) Other (Please specify)*

10. In order to meet the organisation's target for new apprenticeship starts, have you reduced recruitment of staff who are not apprentices? Yes / No

11. In order to meet the organisation's target for new apprenticeship starts, have you opted not to replace non-apprentice staff when they have left? Yes / No

1. As at 18/09/17, the Trust has 77 apprentices on programme.

2a & 2b

Job Role	Total no. of Apprentices
Admin Clerk Apprentice	3
Administrator and Marketing Officer	1
Booking Clerk	3
CAU Apprentice	5
CAU Team Leader	1
Chef	1
Apprentice Radiotherapy Admin Support Worker	1
Clinical Support Worker	15
Domestic Assistant	4
Employee Services Assistant	2
Facilities Zone Manager	3
Governance Co-ordinator	1
Histology Clerical Administrator	1
MDM Assistant Coordinator	1
Medical Education Apprentice	1
Medical Secretary	3
Laboratory Assistant	5
Oncology Apprentice	1
Outpatient Clerical Officer	1
PA to Director of Workforce	1
Porter	8
Pre Analytics Supervisor	1
Receptionist	3
Resuscitation Training Co-ordinator	1
Team Leader	2
Trainee Assistant Theatre Practitioner	3
Ward Clerk	1
Widening Participation Apprentice	1
Zone Manager	2
Zone Supervisor	1

2c. Pay rate is dependent on length of fixed term contract/training.

Apprentices are employed on Annex 21 rate for appropriate pay band. Wages range from £6.50-£8.70 per hour depending on role, and at least NMW applies if still on apprenticeship after 12 months, and over 19.

3. Apprentices are employed on fixed term contracts for length of the apprenticeship training. Existing staff are employed on same terms and conditions, under an Apprenticeship Agreement.
4. No
5. No
- 5b. Not applicable
6. Maybe, dependent on training providers offer.
7. 35% Completed, 61% still on programme and within planned end date.
8. There is a genuine job available that the apprentice will be able to apply for as part of an internal recruitment process at the end of the apprenticeship. This will be advertised internally in the first instance.
9. a)78% b)22% c)0%
10. We are actively recruiting staff and converting to apprenticeships where the role is suitable
11. See 10.