



Stafford & Surrounds Clinical Commissioning Group

STAFFORD & SURROUNDS APPRENTICESHIP POLICY

Agreed at Governing Body

Date: 16 September 2013

Signature: *June-Maria Handley*

Designation: Chair Stafford & Surrounds CCG

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1. INTRODUCTION

The Clinical Commissioning Group (CCG) recognises that apprentices are key to growing their workforce for the future and apprentices add immense value to the services they provide.

Apprenticeships offer an opportunity for an individual to work within an organisation whilst studying for a qualification through time out to attend an educational provider.

This policy sets out how the CCG will place and support apprentices.

2. APPRENTICESHIPS WITHIN THE CCG

Apprenticeships are usually undertaken within the administration teams of CCG's where the apprentice will gain an understanding of the business of the CCG through working with different areas and teams.

Apprenticeships can exist in other areas as developed by the CCG.

Apprentices will be recruited by the educational provider with input from the CCG and offered fixed term contracts for the length of their educational qualification.

Apprentices are employees of the CCG and on Agenda for Change contracts with rights to all employee benefits.

3. RESPONSIBILITIES

All apprentices will be assigned a line manager and a mentor. These may be different people or the same person dependant on CCG resource and knowledge and skills of existing employees.

Below is a brief guide to responsibilities for all involved with the apprentice programme from an employer's perspective;

Line Manager

It is the responsibility of the line manager to take responsibility for the apprentice's overall role and ensure that they are supported. This responsibility will include induction, key contact for educational provider, regular catch ups, assigning work, objective setting, appraisal and developing the apprentice's skills and experience as required.

Mentor

It is the responsibility of the mentor to meet regularly with the apprentice and discuss any concerns or queries they may have. If this individual is different to the line manager and is not able to resolve any issues directly, it is important that the line manager is aware of those issues.

Apprentice

It is the responsibility of the apprentice to follow the instructions or guidance given to them by the line manager, asking for clarity if required, follow the policies and procedures of the CCG, ensure that they comply with their job description and consider the health and safety of themselves and others whilst undertaking their role. Apprentices, as with any other employee, are also required to maintain confidentiality and protect the interests of the CCG.