

Occupational Therapist Degree Apprenticeship



Employer Implementation Webinar – The Next Steps

Welcome

Please place yourselves on mute

Introduce yourselves via the chat box

Please use chat box and hands up function for questions and suggestions

Slides will be shared

Questions and comments in chat box

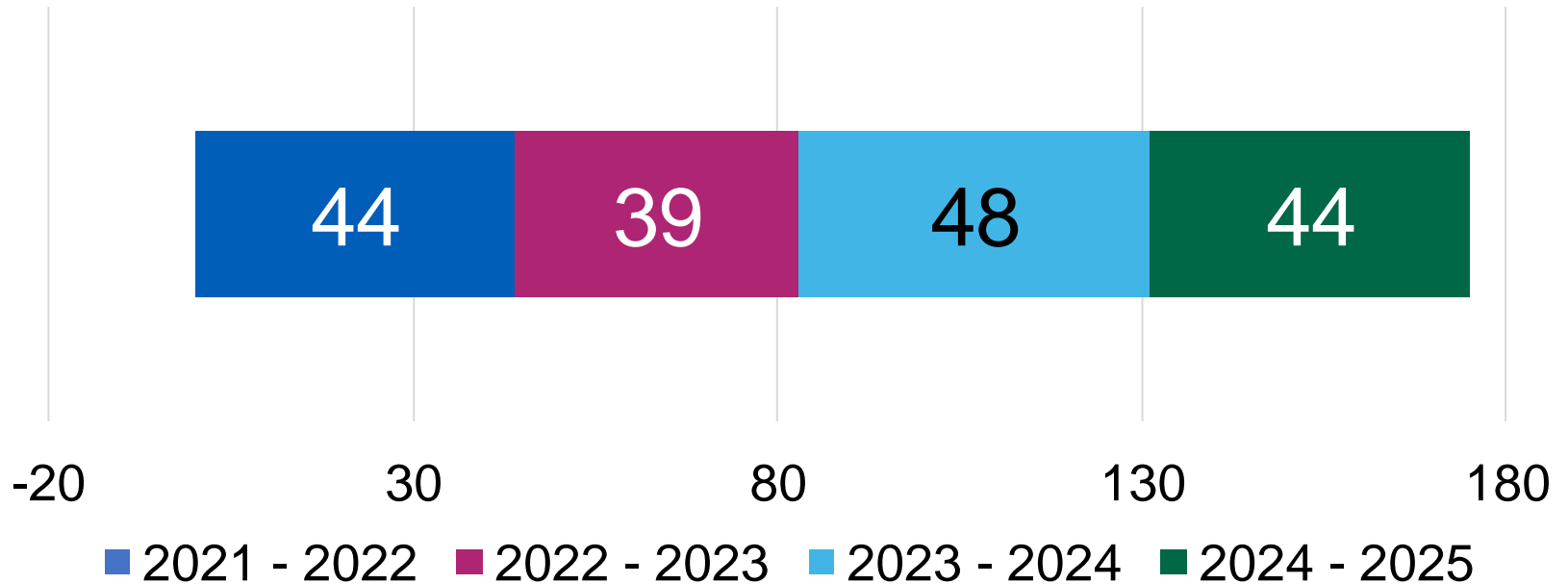
Webinar Team Today

- Gemma Hall, Talent for Care Relationship Manager (Apprenticeships) | North West
- Colette Fegan, Deputy Head of Allied Health Professions, SHU
- Petra Klompenhouwer, Course Lead
- Marie Hollingworth, Health and Social Care Employer Partnership Manager

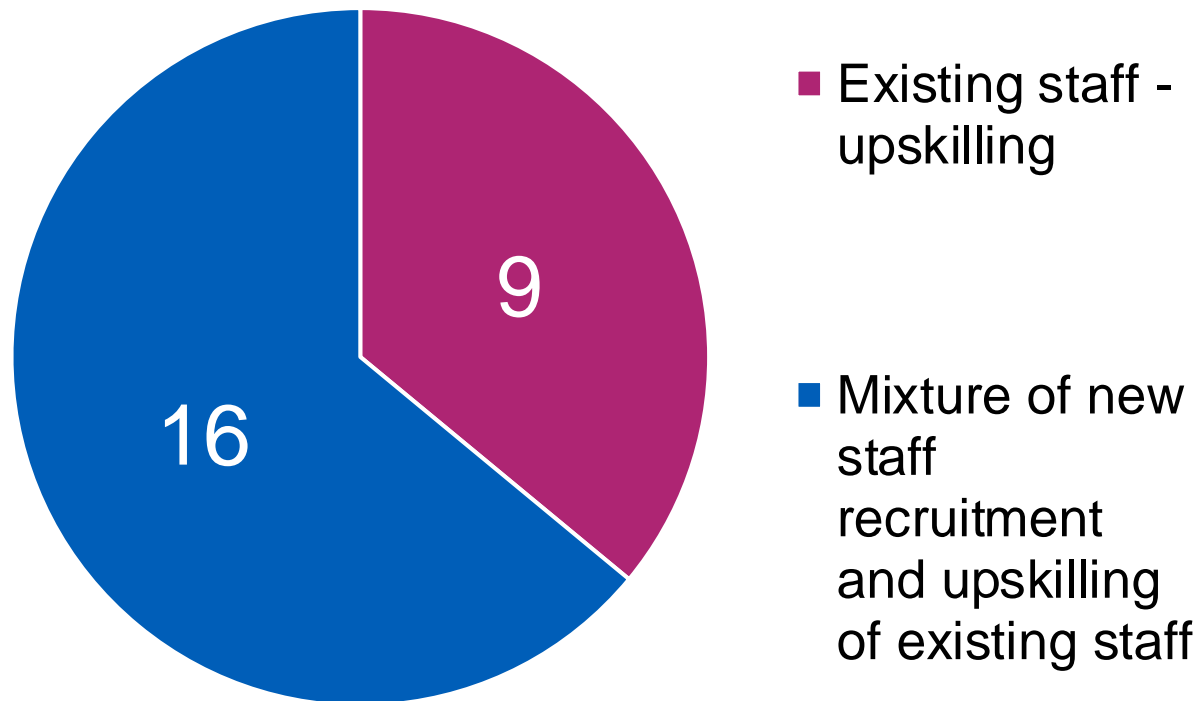
The Occupational Therapist Apprenticeship Implementation Journey - NW

- AHP Apprenticeships Plan – Priority Profession
- Employer Engagement – The plan
- Employer Engagement – Employer needs
- Tender Specification – Collaborative
- Bud Submissions – Employer Panel
- Successful Provider – Sheffield Hallam
- Employer Survey – Identify specific requirements
- Today – next steps to implement the apprenticeship in organisations

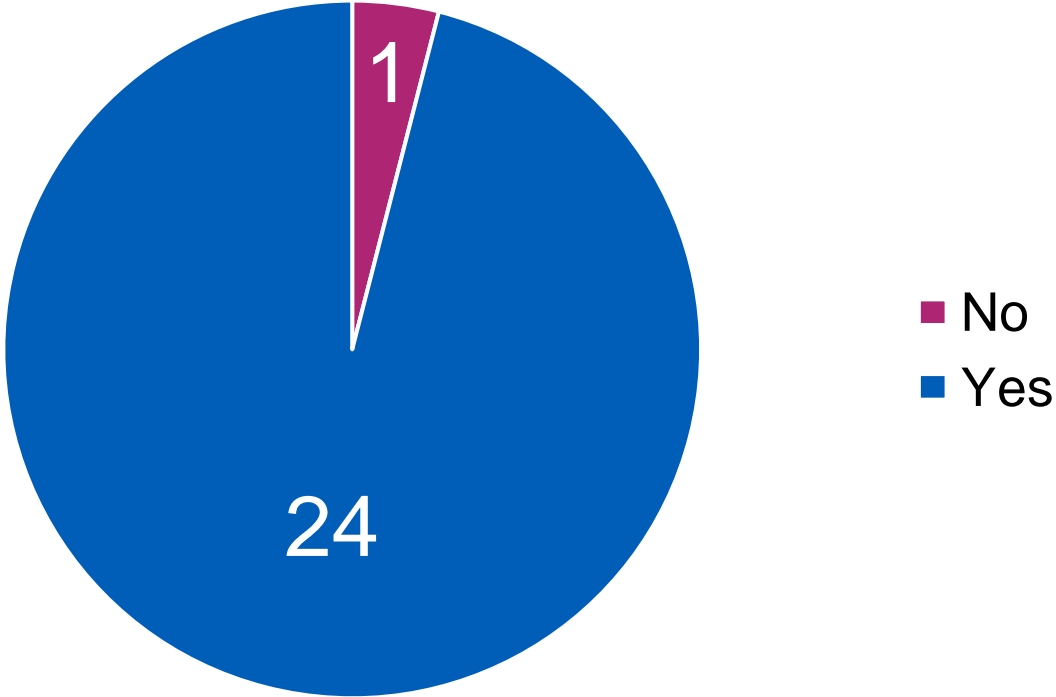
Number of Apprentices undertaking the Occupational Therapy (Integrated Degree) Apprenticeship



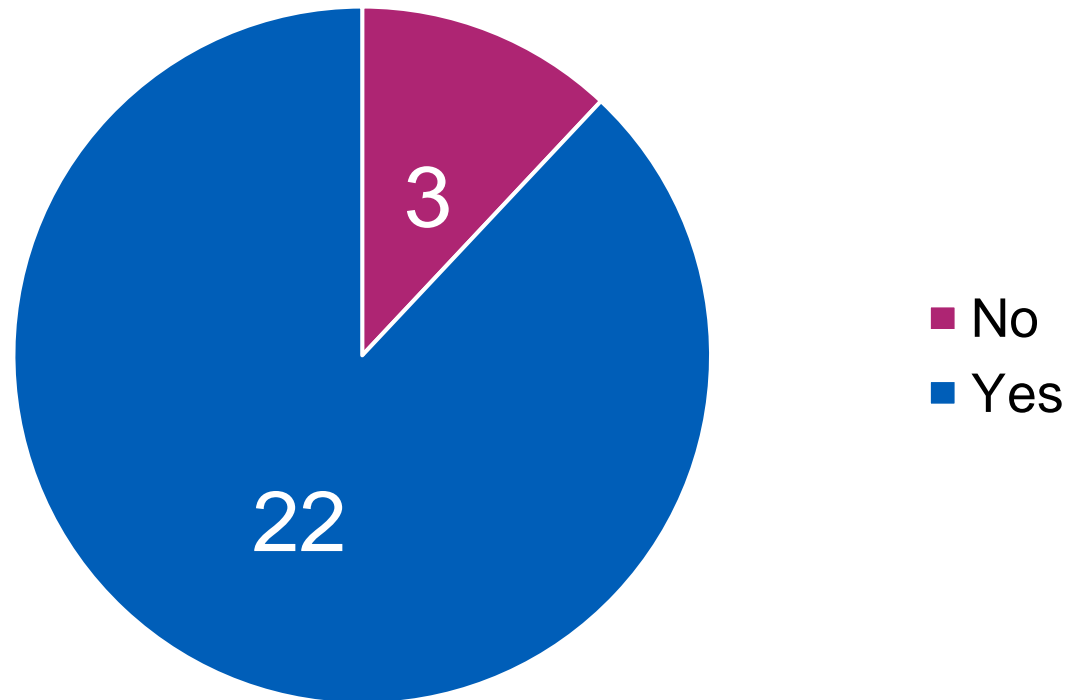
Who will be supported to undertake the Occupational Therapy (Integrated Degree) Apprenticeship



If upskilling, will you identify the potential apprentices by an internal competitive exercise?

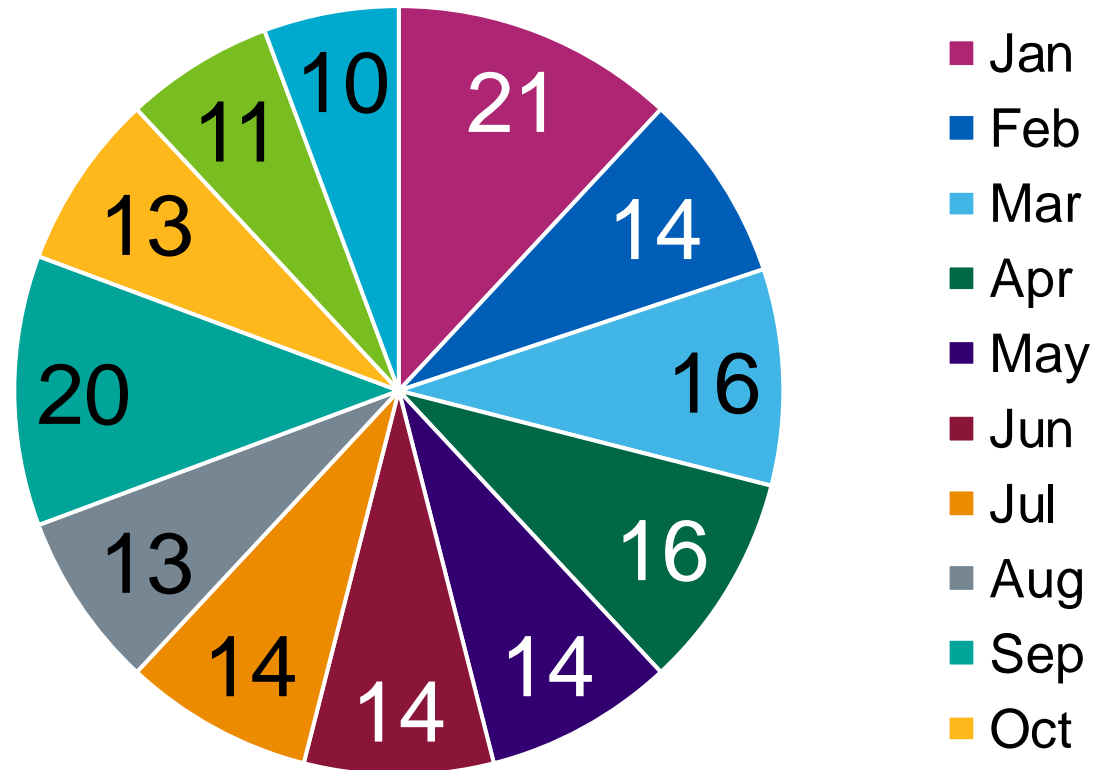


Interested in working with the University on a joint process for recruitment of the apprentices?

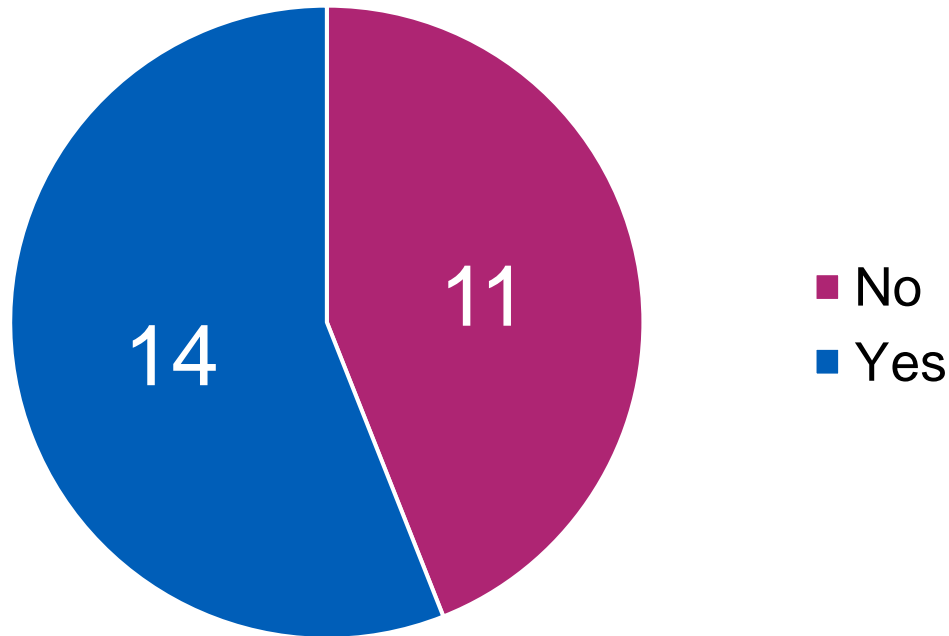


Months able to support apprentices

- First cohort start date: March 2022
- Future cohorts based on employer feedback will be dependent on employer need

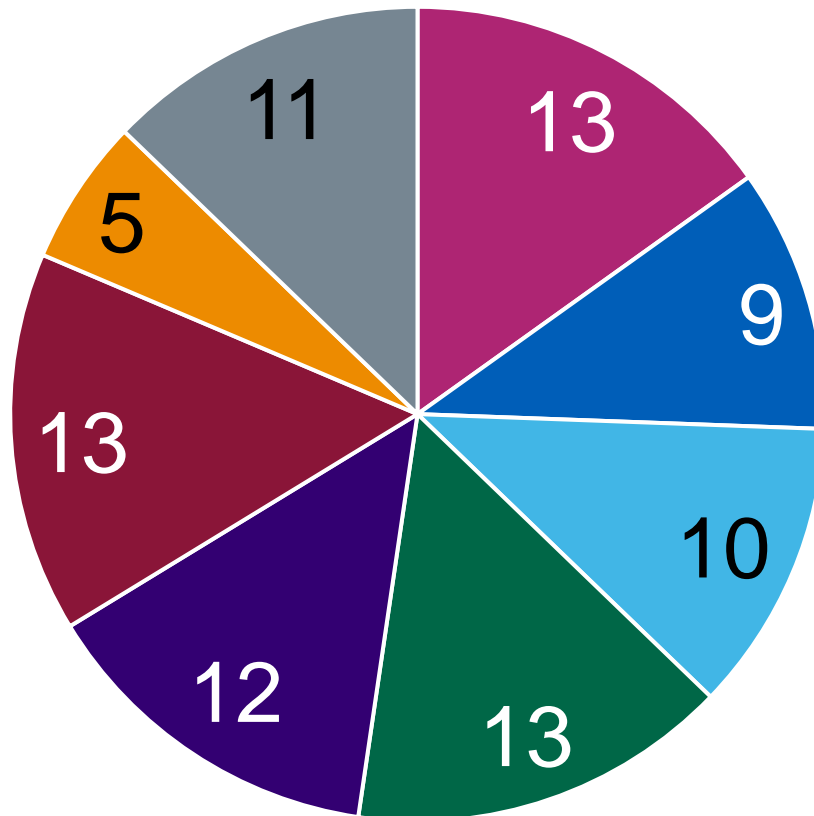


Training facility / location / space available?



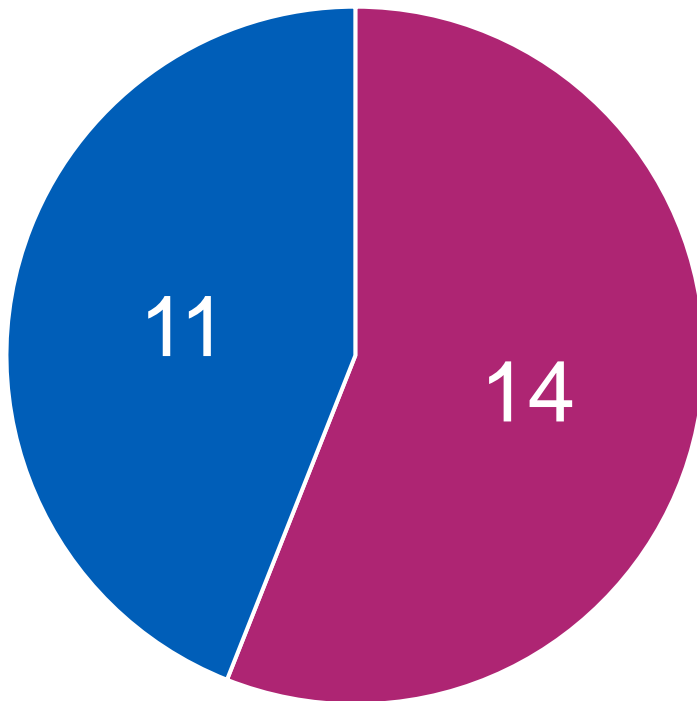
- Employers who responded 'yes' have been contact for permission to share contact details with Sheffield Hallam
- Sheffield Hallam in the process of contacting employers that have identified training facility spaces.
- Appropriate IT facilities will need to be secured. We are exploring space availability and IT access

Facilities Available



- IT facilities
- Large areas for group working / collaboration
- Space to practice / develop skills such as mock initial assessment role plays
- Small break out spaces suitable for 4-5 learners
- Parking facilities
- On public transport routes / links

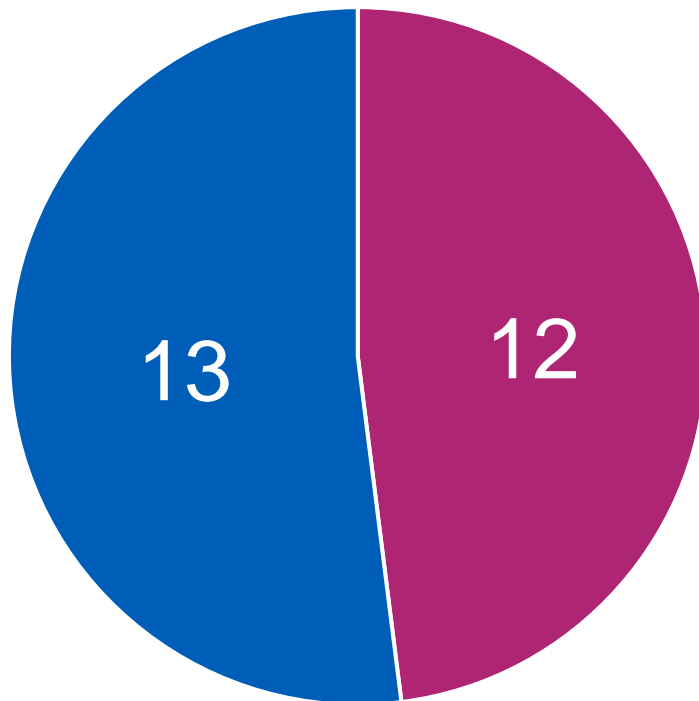
Would you prefer a set location for delivery in the North West or would you prefer a rotated location for delivery?



■ A number of locations which allows face to face delivery to rotate around the North West

- Potentially looking at 2 to 3 set locations where we deliver - there will be online elements as well. Need to balance in person teaching with online training.
- Depends on number of apprentices / cohort size and where the apprentices are coming from / geography of apprentices.

Would any clinical staff or qualified Occupational Therapists like to support the delivery of the programme?

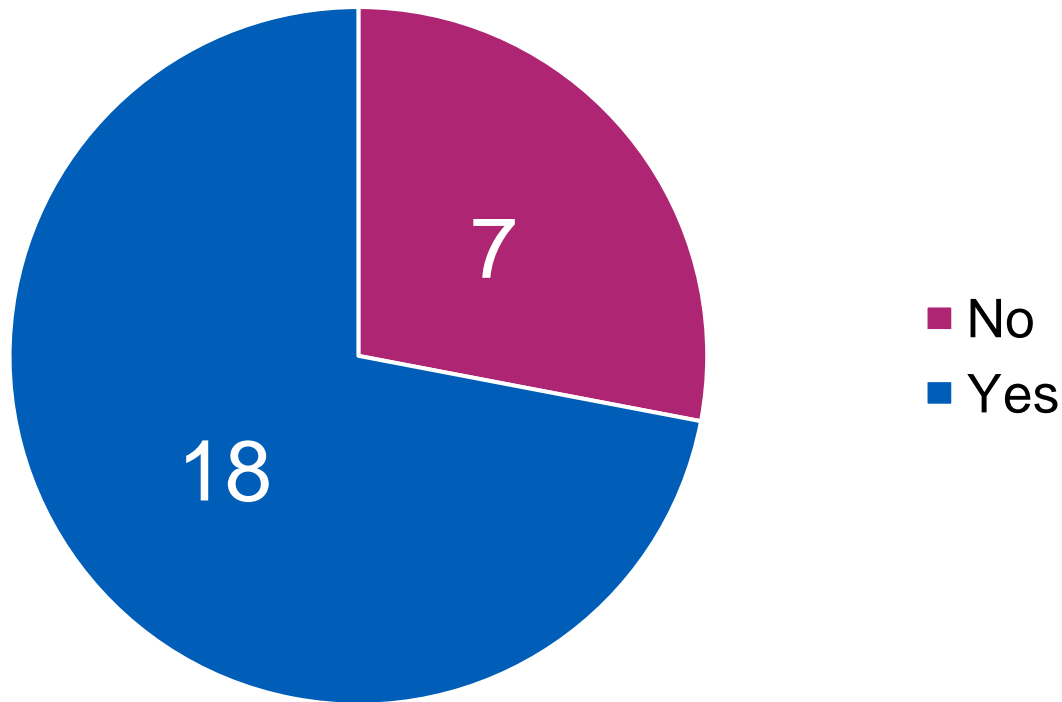


■ Maybe

■ Yes

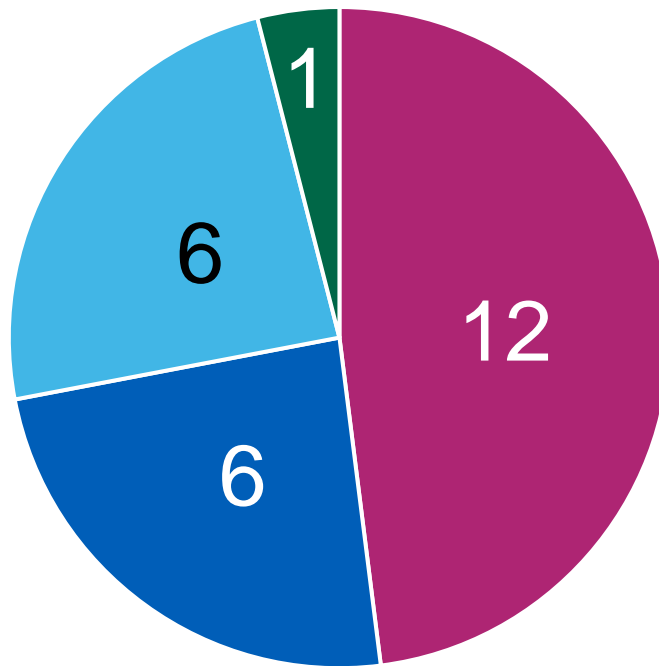
- Employers who responded 'yes' have been contacted for permission to share contact details with Sheffield Hallam
- Sheffield Hallam will be in touch to make arrangements for involving OT's to support the delivery of the programme
- Please look out for an Advert from Sheffield Hallam for staff who would like a longer term arrangement to work with us over the term of the contracts

Would you be able to support local service user involvement in the delivery of the programme?



- Employers who responded 'yes' will be contacted for permission to share contact details with Sheffield Hallam
- Sheffield Hallam will be in touch to make arrangements for involving local service users in the delivery of the programme
- We will do this as part of module delivery. Arrangements will be made nearer the time.

The induction to the programme is ideally a 2 day induction (minimum). What are your preferences for the delivery of the induction to the programme?



- A combination of some or all of the above
- The whole induction to be delivered in the North West

Programme Information

In person delivery (in the NW) – 2 days

- Getting to know each other
- Getting to know the programme
- Getting to know key staff –
 - Course leader
 - placement lead
 - work-based learning coach
 - early module tutors
- ‘technical expectations’ – google, blackboard, pebble pad
- Introduction to ‘Occupational Therapy Essentials,’ ‘Groupwork and Creativity’

Online Delivery – 3 days

- Personal Professional Development Module (3 days)
 - starting the apprenticeship portfolio
 - professional body expectations and regulation
 - Collaboration
 - Academic skill development (writing, using literature)

Programme Headlines

- Year 1 – 6 week teaching blocks + 1 6x week placement (detail on next slide)
- Year 2 – 5 weeks teaching blocks, + 2x 8 week placements, including role emerging
- Year 3 – 5 weeks teaching blocks + 10 week placement

Employer Consultation – to discuss programme detail with Small number of you – ideally NHS, council, small organisation

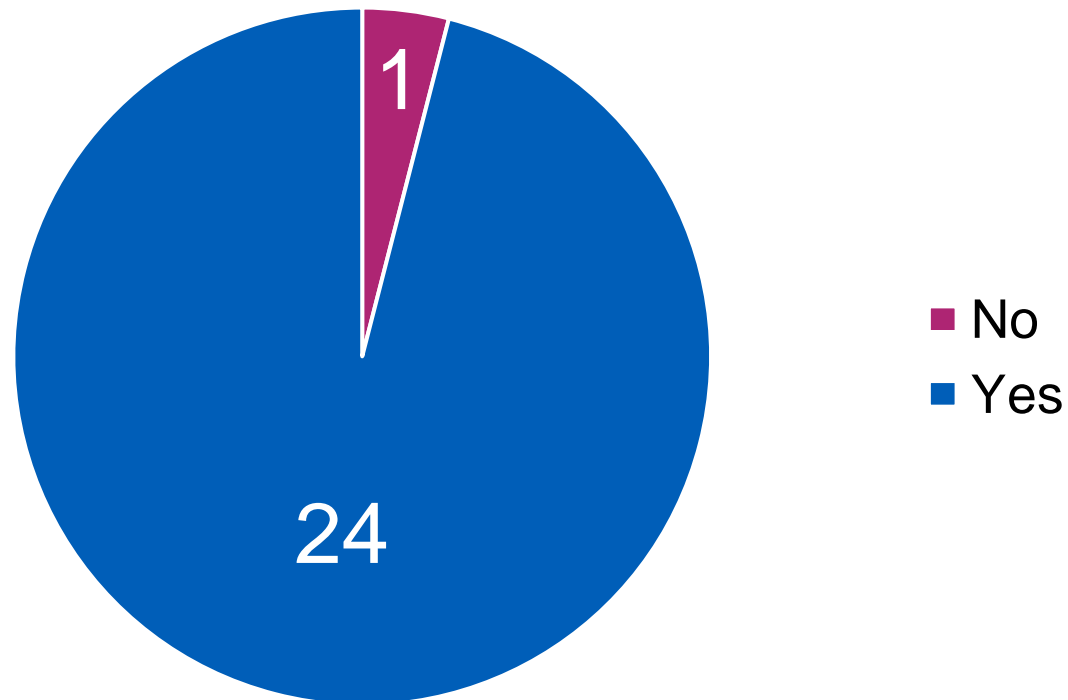
[Tuesday 9 November 1.30-3pm](#)

[Join via this link](#)

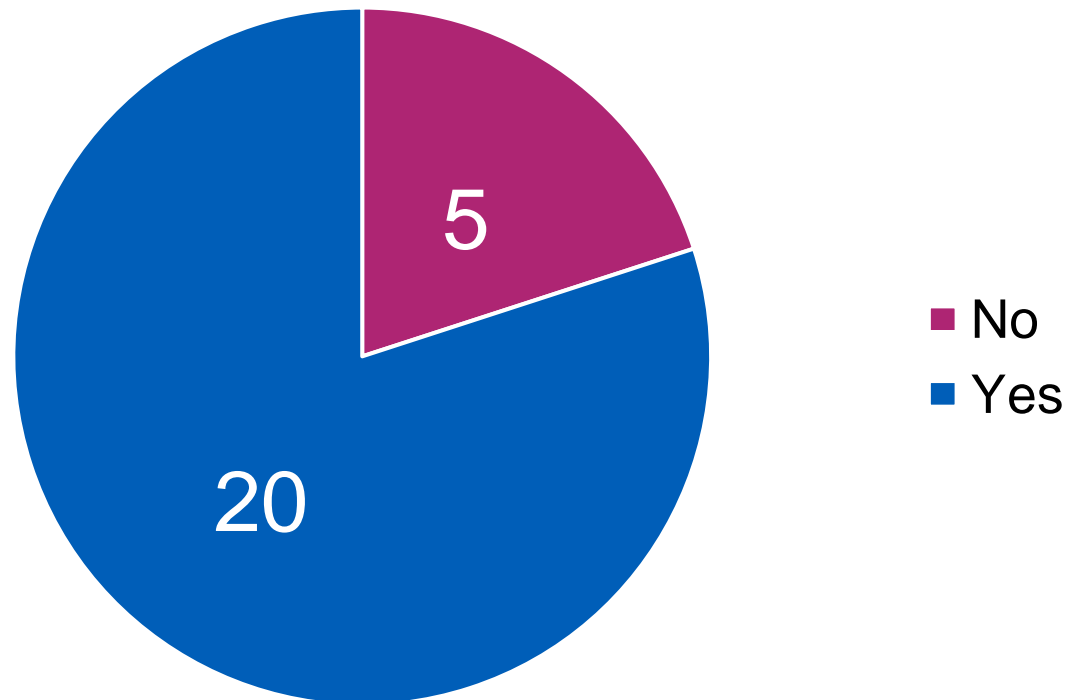
Year 1 headlines

- 14 March 2022 – teaching week (induction, module)
- 26 April 2022 – teaching week, submit module 1
- w/b 30 May 2022 – Progress review 1
- 6 June 2022 – teaching week, submit module 2
- 25 July 2022 – teaching week, submit module 3
- w/b 22 August 2022 – progress review 2
- 5 September - 2022 teaching week, submit module 4
- 12 September 2022 – placement 1, 6 weeks
 - submit 2 tasks w/b 31 October 2022
- w/b 14 November 2022 – progress review 3
- 28 November 2022 – teaching week
- w/b 9 January 2023 – submit final first year assignment

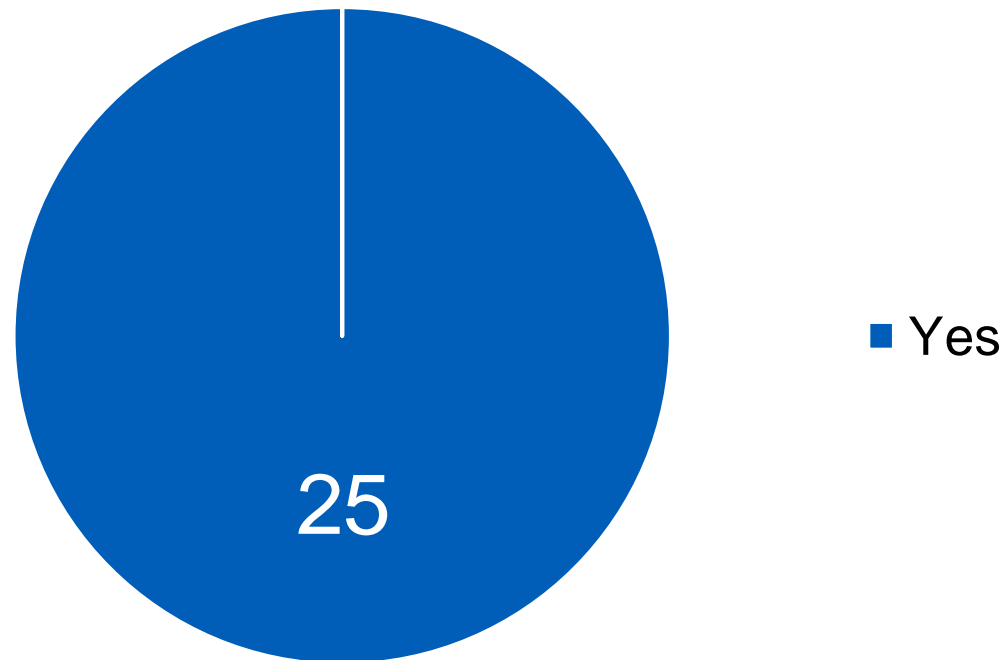
Sheffield Hallam University want to be proactive with planning of all apprentice placements and would like to work with you as employers to take this forward.



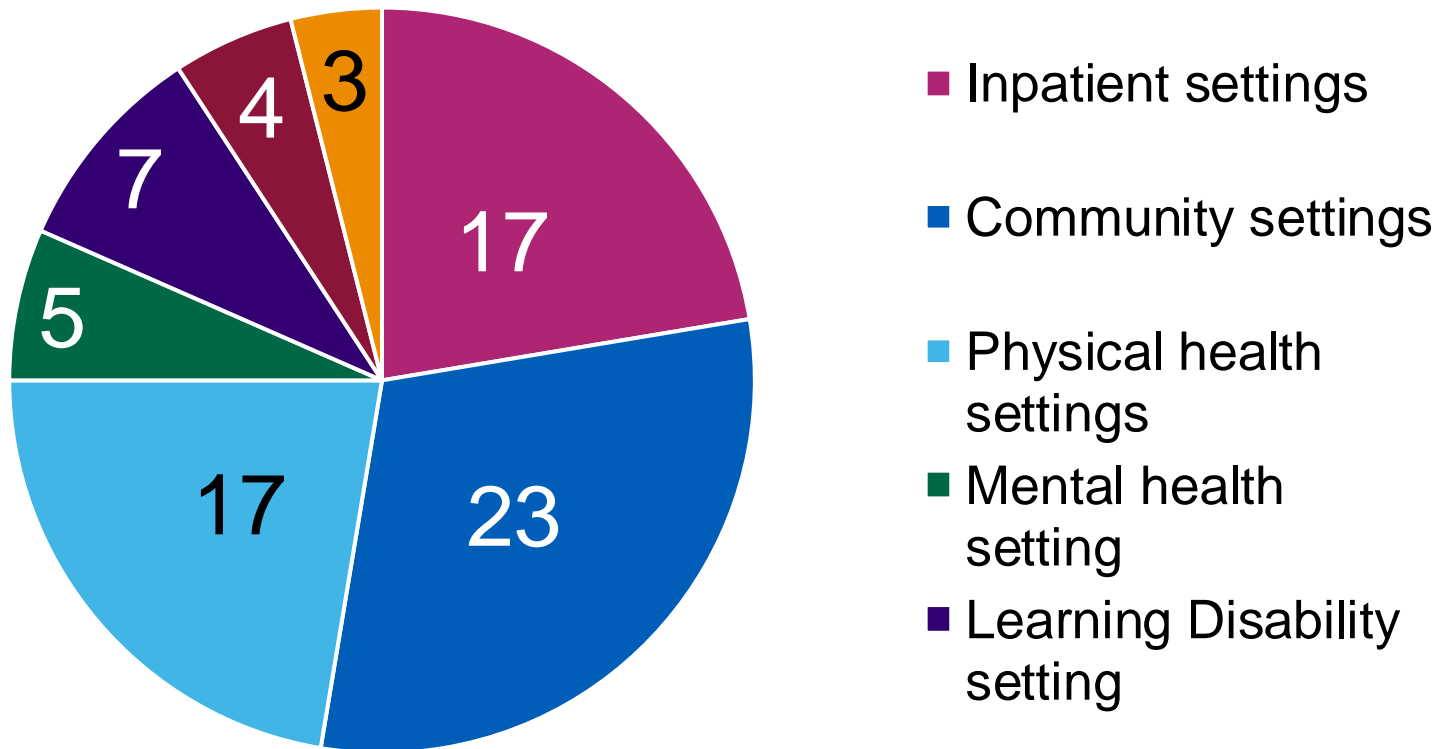
Are you able to support any placements for apprentices employed outside of your organisation, within your organisation?



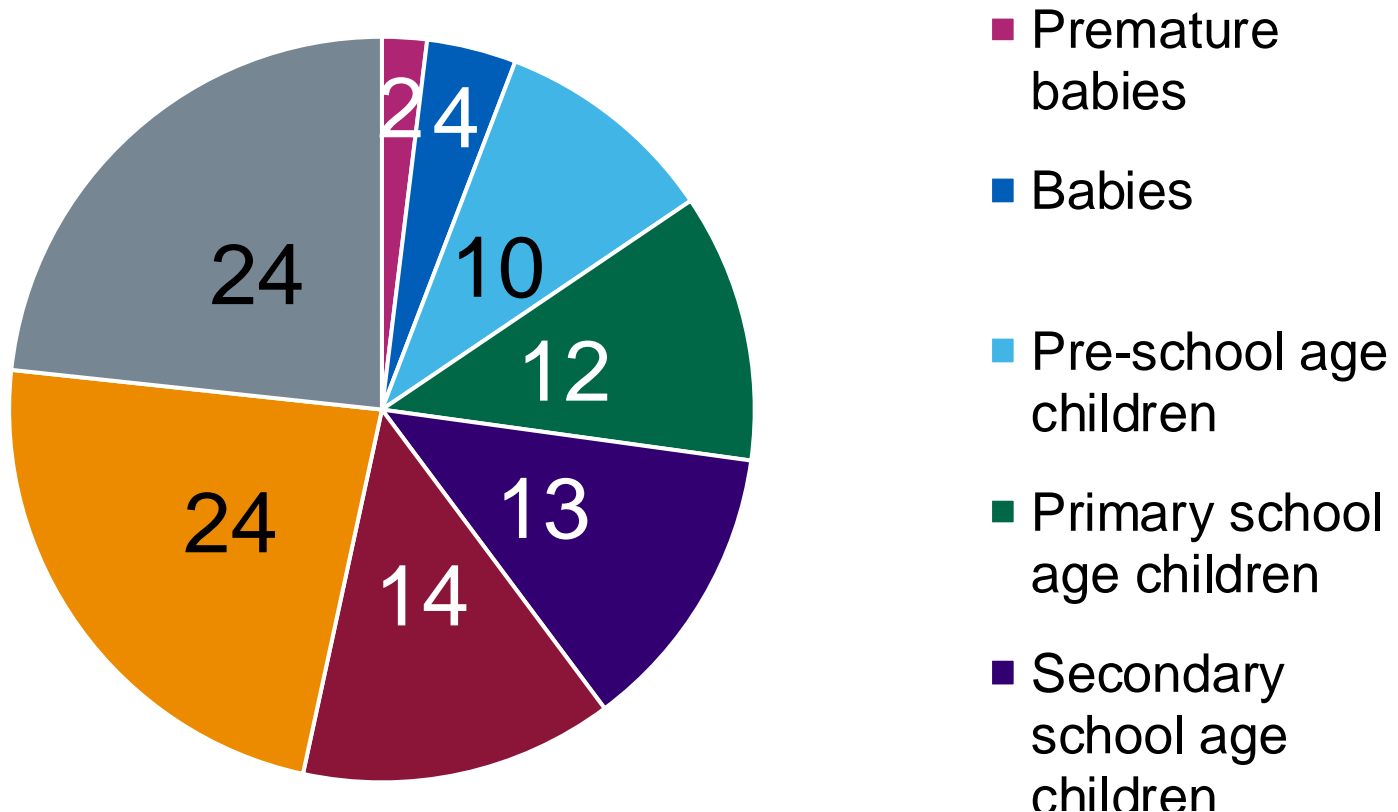
Would you be willing to work with other apprentice employers within the North West to support placements through a collaboration and aim to develop rotational placement opportunities?



Are you able to support placements within your organisation in any of the following settings:



If you are able to support placements as indicated above, please specify which client groups this will cover:



If you are able to support role emerging placements, please explain what you are able to offer?

- A range of specialist mental health placements
- Recently trialled a role emerging placement within Critical care and in T&O - none traditional placements with a specific project. Main aim to promote non-traditional roles for the future.
- Role Emerging - Leadership Placements could be offered along with potential digital placements
- What ever is appropriate for community services at the time of placement
- Community teams that do not have OTs.
- Could offer the students supervision while on placement

Placements

Placement 1

- Build skill and confidence in the OT Process
- 6 weeks

Placement 2

- Applying OT in an established area, apply clinical reasoning
- 8 weeks

Placement 3

- Scoping occupation intervention in an extended scope setting
 - occupation based intervention – plan, deliver, evaluate (poster)
- 8 weeks

Placement 4

- Transition to independent practice (NQT) – Evidence Based Practice
- 10 weeks

ideally learners rotate to an other apprentices post for a placement. They could be supported by the mentor of the apprentice in that post as a practice placement educator.

This is more difficult for placement 3, but this offers a very valuable learning experience

Placement Information

Will the assessments of apprentices when on external placement be shared with employer?

- Apprentices will be in placement with a dedicated practice educator and have an action plan for each placement.
- Do not keep employers updated throughout the duration of the placement
- When return to workplace, the placement is discussed and updated as part of the employer meetings and portfolio

How do we raise/manage HR concerns when on placement with another Trust?

- SHU will have ultimate responsibility for placements and concerns should be raised with us in the first instance.
- SHU will then make contact with the employer and placement provider to deal with.

Practice Placement Educators – designated placement website

There is no formal requirement for placement educators to be trained but SHU will provide a NW specific session and strongly encourage all placement educators to attend.

Each placement comes with a set of placement competencies

These are shared with educators for the correct level prior to placement starting

Learner bring these with them as well

Placements are Pass – Fail

There is contact about halfway between university – educator – apprentice (like a progress review)

Work-based Learning Mentor

- Supports the learner throughout their programme (when not on placement)
- Registered OT
- Must have the authority to provide learning opportunities that will support the apprentice throughout the course
- Must be able to ensure the apprentice received the off and on-the job learning
- Takes part in at least quarterly process reviews (tri-partite)

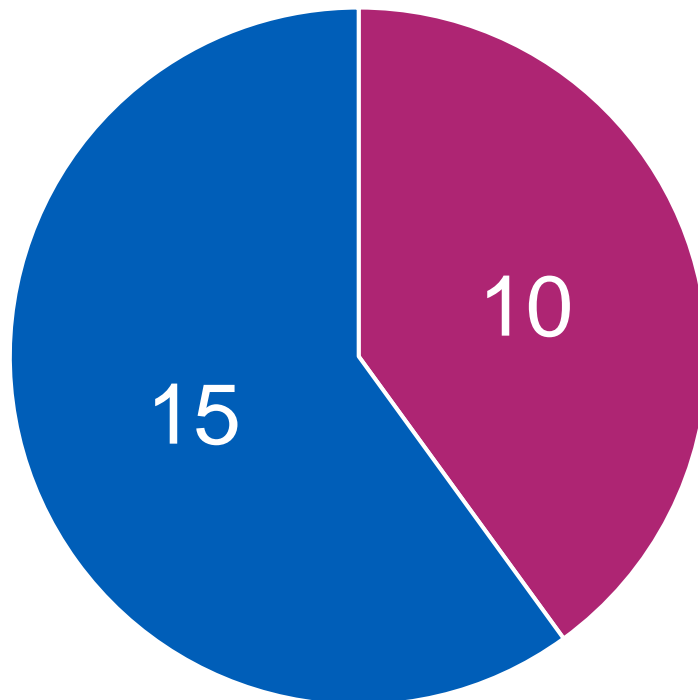
Work Based Learning Coach

- Employed by Sheffield Hallam University
- Suitability discussions as part of on-boarding
- Co-ordinate the tri-partite reviews
- Progress reporting / monitor progress towards achieving KSBs, 20% off the job learning
- Point of contact for mentor
- Ensure get off support in the workplace
- Ensure SHU meeting the programme requirements / KSBs of the apprenticeship
- Ensure apprentice receives the learning opportunities they should as an apprentice
- Work closely with course leader and team as well as the apprentice and employer

Please provide any ideas you have regarding the programme delivery and any delivery and content you would like to be considered to be included

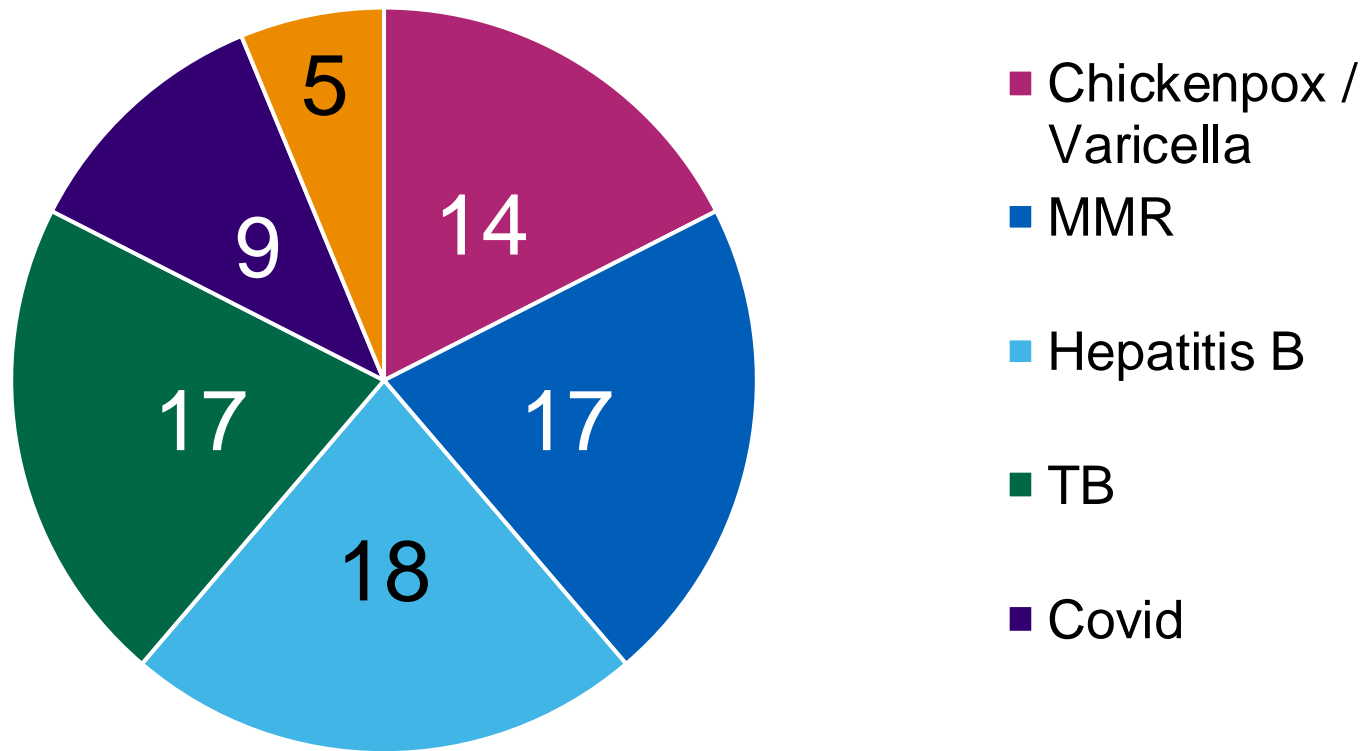
- For an awareness of Social Care to be encompassed in the delivery of the programme – **part of core delivery and core to OT to understand this**
- Frailty content to be included – **noted for Applied Occupational Therapy Practice Module**
- Ensure that our participant has access to acute medical experience – **This depends on where apprentices come from and what placement experiences are available. All will have a ward based experience either in physical or on mental health**
- Consider Person Centred Care and application of this in practice – **core OT**
- Foundation of
 - neuroscience knowledge, **-this is part, but we can only teach the basics.**
 - major trauma and – **we can only teach basics**
 - rehabilitation – **very core to OT in both physical and mental health**
- Needs good balance of physical and mental health within the programme – **we think this is important as well, but it often feels as if there is more emphasis on mental health due to the importance of client-centred practice**
- **If you need your apprentice to cover something specific this could be facilitated through opportunities available to them in the workplace**

All apprentices must have an enhanced level disclosure and are checked against all relevant barred lists. Please indicate your preference.

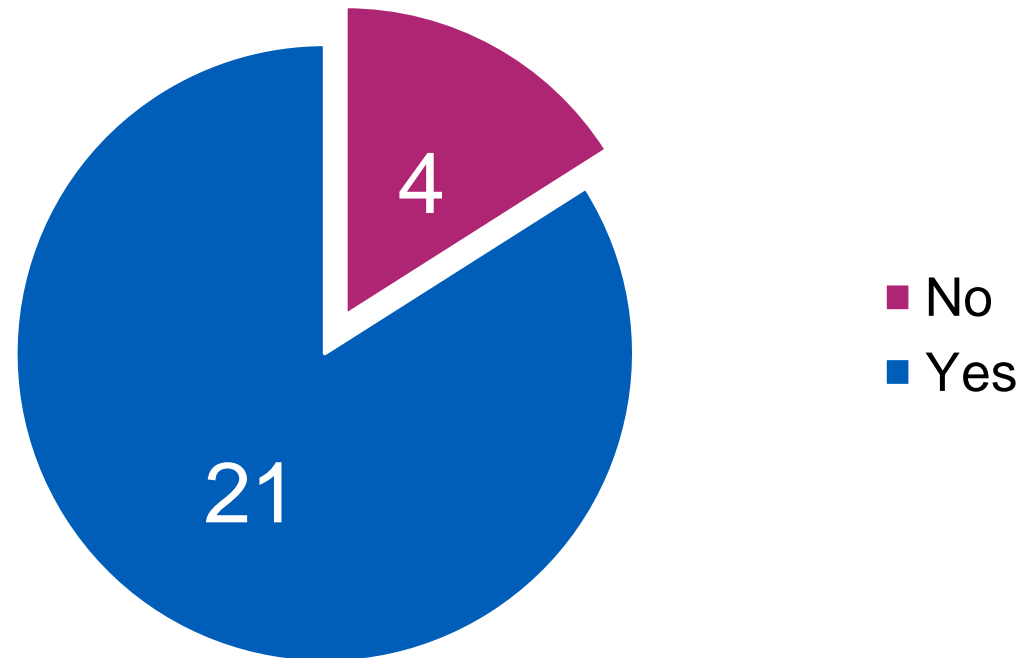


- Sheffield Hallam University carries out the DBS check on behalf of the employer and the apprentice pays for the check
- Employer carries out the DBS check with guidance from Sheffield Hallam University

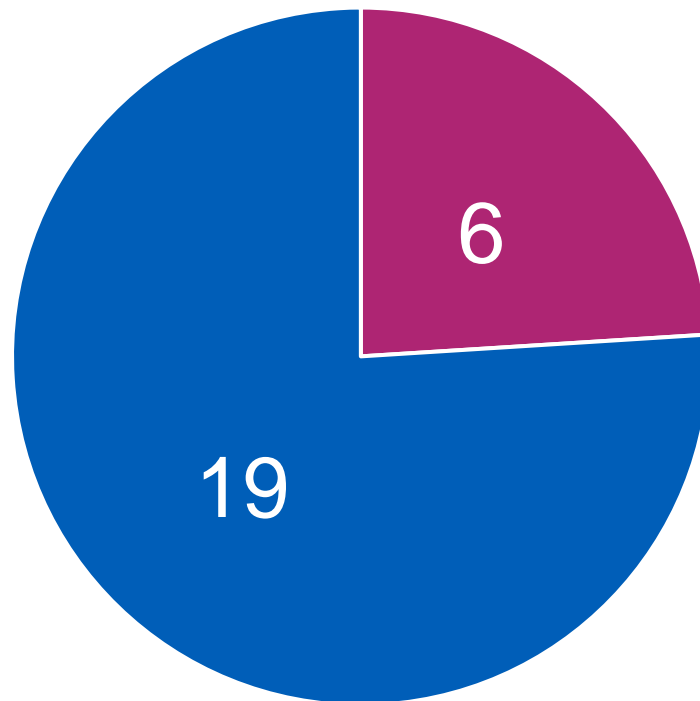
Please specify which vaccinations and / or screenings are included in your minimum requirements for any employees or learners on placement with you.



Sheffield Hallam University does not require OT apprentices to wear a specific uniform while on placement. Would you like all OT apprentices across the North West to wear a similar uniform?



Are you able to / be willing to provide your apprentice with a suitable uniform?



- No
- Yes

- White Polo Shirt / Tunic
- Black or Green Trousers
- SHU Occupational Therapy apprentice ID badge

OT Apprenticeship Programme

- Year 2 and 3 will follow a similar pattern as outlined for year 1, details to follow.
- Placement schedule
 - Placement 1: 12 September – 21 October 2022
 - Placement 2: 1 May – 23 June 2023
 - Placement 3: 4 September – 27 October 2023
 - Placement 4: 30 September – 6 December 2024

Course Schedule

- [PROPOSED NW Monday March 2022 start Delivery Pattern](#)
 - teaching week every 6/7 weeks
 - mostly one module per teaching week
 - followed by a hand-in
- Basic information about modules, please refer back to the recordings:
 - [Introduction](#)
 - [First year](#)
 - [Second year](#)
 - [Final year](#)
- There is more detail to follow – when we know delivery sites and what will be onsite, remote learning

Application Process & Enrolment

- **Programme Applications**
 - Application link will be live from Mid-October
 - Applications close – **End December** (internal candidates end – Nov)
 - Later applications can be taken for any employers who are facing longer recruitment timescales
 - Any application must have employer support from L&D Teams / Apprenticeship Teams / Organisation sign off
- **Non-levy payers – must contact NW WP team to request levy transfer / support for reservation of funds co-investment: levytransfer.nw@hee.nhs.uk**
- **Levy payers – must contact Apprentice lead in organisation**
- **Apprenticeship Recruitment Information**
 - Virtual Interviews – with employers or separate
 - SHU – programme suitability
 - Employer – employment suitability
 - Anyone recruited new into the organisation would benefit from being inducted into the organisation and team before they start the programme
- **In order to decide how recruitment will take place and ensure all timescales are adhered to – please arrange a meeting with Marie Hollingworth to discuss recruitment process and timescales: m.l.hollingworth@shu.ac.uk**
- **Evidence from Apprentices/ Employers for Application and Interviews**
 - Evidence of any qualifications that are at level 3 and above
 - Evidence of experience of working in health / social care – recommended 6 months
 - Current job description/ specification
 - Any relevant training they have undertaken
 - Evidence of Maths and English Level 2 – desirable
- **How will alternative entry requirements be managed**
 - APEL process

Recruiting & Job advert

- Apprentice Position? Current Staff? JD and Person Spec. Pay. Contract. Apprenticeship Policy – speak to apprenticeship lead for support and to ensure follow organisational policy
- Contract of employment must be long enough for them to complete the apprenticeship
- Specify the apprentice standard and typical duration
- Entry criteria stipulated and successful place on programme required
- Previous qualifications can impact on ‘substantial new learning’
- Overseas qualifications - ENIC
- Can advertise on government website
- Minimum of 30 hours per week
- PT workers need to be considered on case by case basis – would impact on the programme and separate arrangements would need to be made based on viability – the programme would be extended pro-rata
- **SHU will review job advert to ensure considers all requirements**

Apprenticeship Eligibility

Start their apprenticeship after the last Friday in June of the academic year in which they have their 16th birthday.

Be able to complete the apprenticeship within the time they have available.

Not be asked to contribute financially to the cost of training, on programme or end-point assessment (this includes where the individual has completed the programme successfully or left the programme early).

Not use a student loan to pay for their apprenticeship.

Spend at least 50% of their working hours in England over the duration of the apprenticeship.

Have the right to work in England and have an eligible residency status.

Onboarding

Once offered a place on the programme

- **Non Levy Payers – MUST contact NW widening Participation Team to arrange DAS system connections**
- **Levy payers - DAS system set up – MUST contact apprentice lead (UKPRN – 10005790) and put them in touch with Marie Hollingworth to arrange system connection**
- Trigger the skills scan – completed by Apprentice and Manager
- Sent via email on new eTrack system
- Must be clear with Marie who they right individual is to receive the apprenticeship agreement and commitment statement
 - MUST link with your Trust apprentice lead to agree who this person will be
- Triggers a suitability discussion with SHU
 - Assesses eligibility to do an apprenticeship
 - Substantial new learning and shapes the action plan for the course
- DBS & Vaccinations
- **Allocation of a Mentor – Will be provided with Mentor Training**
- **Successful Apprentice and Mentor Webinar – before the course begins – February**
- **Will be sent a link to the (2 week run up period to course starting) to enrol on the programme) - apprentice**

Procurement / Contracting Documents

- Apprentice(s) identified
- Must contact Apprentice Lead
- DAS – apprentice added
- Non Levy-Employers – Keep WP team updated (Levy Transfer / Reservation of Funds)
- Complete URN form and send to Simon Dennis

Contracting with the Provider

Education & Training Procurements – Contracting Process for Employers



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Who can use the procurement?

Salisbury's procurements are established at the outset for all public and third sector organisations, including health, local authorities, and education institutions. Additionally, any charity receiving public funds for their activities is eligible, along with smaller organisations such as GP practices, hospices and larger government departments and arm's length bodies. Other private sector organisations who wish to use the procurements to work in partnership with other organisations can join; they just don't need to meet the public contract regulations part of the contract, but they can certainly call-off providers through Salisbury so they get the same supplier commitments

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Summary of employer to-do list / checklist

- Speak to / make contact with your Trust / Organisation Apprentice lead – contact Gemma Hall if you don't know who this is
- Non-Levy paying employers – contact NW Widening Participation Team to source support for reservation of funds / levy transfers:
levytransfer.nw@hee.nhs.uk
- Speak with Marie Hollingworth (m.l.hollingworth@shu.ac.uk) to arrange recruitment and application
 - Eligibility queries - can have discussions before start officially recruiting
 - Application deadlines
 - Recruitment and offer making process agreed
 - DAS connections
 - Onboarding Process
 - Identify Mentor and Mentor Preparation
 - Enrolment