



**Wrightington,
Wigan and Leigh**
NHS Foundation Trust

Information Governance

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Date Received: 14th September 2017
Response Due: 12th October 2017

17th October 2017

Dear

INFORMATION REQUEST UNDER THE FREEDOM OF INFORMATION ACT 2000

We are now pleased to respond to your request for information under the FOI Act.

You asked:

1. Total number of apprentices employed by you?

9 apprentices recruited 9 apprentices signed up from WWL internal staff

2a. List of job description(s) / job role(s) being carried out by apprentices.

- Health Care Assistant level 2 - 7
- Digital and Creative Media level 3 -2
- AAT (Finance) – 1
- Business Admin level 3 – 5
- Joinery – 1
- Pharmacy – 2

Also the following people are still completing their apprenticeships pre May 2017

Accountancy Level 2
On programme 1

Business Administration Level 2
On programme 4

Business Admin Level 3
On programme 3

Customer Services Level 2
On programme 1

ITQ Level 2
On programme 3

Team Leading Level 2
On programme 3

Health Clinical Support Level 3
On programme 8

Health Support Services Level 3
On programme 1

Health perioperative Level 3
On programme 1

2b. *The total number of apprentice(s) appointed in each role (listed in the answer to 2a)*

As above

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?*

Health Care Assistant – National Minimum Wage (as per age)

Digital and Creative Media - National Minimum Wage (as per age)

3. *Are apprentices on the same terms and conditions as your permanent employees? Yes / No*

Broadly yes with the exception of salary and educational commitments.

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?) <http://www.nhsemployers.org/news/2017/07/apprenticeships-in-the-nhs-staff-council-guidance?>*

Our approach is 'National Minimum Wage for age for level 2 and 3 at Annex 21 (75% of salary for the band)'

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*

Not currently but will be doing in the near future.

5b. *If your organisation offers traineeships, do you pay them? Yes / No*

N/A

6. *Are you planning to take on nursing and Allied Health Professional (AHP) degree apprentices in 2017/18?*
Yes / No

This is still under discussion.

7. *What is the apprenticeship completion rate in your organisation in 2016/17?*

We had 51 completions from April 2016 to 31 March 2107

8. *Do apprentices have a guarantee of a job at the end of the scheme? Yes/No*

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);* 9 people

(b) *Transfer of existing staff to the apprentice programme;* 9 people

(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*

We have looked at all positions to see if we can recruit apprentices and converted positions where appropriate

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*

This question has been incorporated into our vacancy approval requests to be considered on a case by case basis.

I trust that this information is helpful to you, however if you are not entirely satisfied with this response please do not hesitate to contact the Information Governance Department on 01257 488271. If we do not hear from you within 28 days we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,



Andrew Foster
Chief Executive

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If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally the ICO cannot make a decision unless you have exhausted the complaints procedure at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF