



SCOTTISH EXECUTIVE

Health Department
Human Resources Directorate

Dear Colleague

NHS SCOTLAND'S COMMITMENT TO SCOTTISH VOCATIONAL QUALIFICATIONS (SVQs) AND MODERN APPRENTICESHIPS (MAs)

As part of the *Learning Together* Strategy for Education, Training and Lifelong Learning for all staff in NHSScotland, progress has been made by Health Boards, Trusts and other Health Service organisations in the utilisation of SVQs and Modern Apprenticeships as an effective method of developing highly competent multi-skilled staff. However, despite some progress much still remains to be done. From the nationally agreed target for Scotland of 20,000 registered modern apprentices by 2003, there are around 18,000 registered throughout all employment sectors in Scotland. The NHSS contributes fewer than 70 candidates to this figure, and it is clear that as the largest employer in Scotland, an extra effort on the part of all NHSS organisations will be required to ensure we can make a significant contribution to the national total.

To help to contribute to the national target and to ensure a valued contribution by the NHSS Trusts will be required to recruit a minimum of 4 Modern Apprenticeship candidates and Health Boards will require a minimum of 2 by July 2002.

To increase SVQ and Modern Apprentice recruitment uptake, local managers need encouragement to become actively involved in pursuing the advantages that can come from employing Modern Apprentices and offering SVQs. A list of Modern Apprenticeships relevant to the NHSS is attached (Annex 1). In order to enable operational managers gain specific assistance within the NHSS, the Scottish Executive Health Department has funded the secondment of a "NHSS SVQ/MA development manager" and an administrative officer for a two-year period. Based within the Scottish Qualification Authority headquarters in Glasgow, the development manager, Gerry Cavanagh and the administrative assistant, Caroline Douglas, will have the following key objectives:

- promoting, advising on, and supporting the uptake of SVQs and Modern Apprenticeships across the NHSS in Scotland across *all* job roles
- developing and promoting a specific NHSS/SVQ helpline – this will enhance the already well established helpline for qualifications in "Care"

13th December 2001

Addresses

Learning Together Lead Contacts

Chief Executive, NHS Trusts

Chief Executive, Health Boards

Scottish Partnership Forum members

Chief Executive, State Hospital

Chief Executive, Scottish Ambulance Service,

Chief Executive, CSA

LHCC's

Members of SVQ/MA Project Group

Local Development Teams.

Chief Executives, Local Enterprise Companies

For Information

Learning Together Strategy Implementation Group Members

Learning Together Project Group Members

Chief Executive, Health Education Board for Scotland

Director, Scottish Health Advisory Service

Executive Director, SCPMDE

Chief Executive, NBS

NHS Librarians

NHS Unions

NHS 24

Miss J McGregor

Mrs C Hutchison

Enquiries to:

Gerry Cavanagh
NHS SVQ/MA Development Manager

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INVESTOR IN PEOPLE



- identifying and promoting good practice across the NHSS
- piloting the development of NHSS Modern Apprenticeships in partnership with Local Enterprise Companies

It is important to remember that the entire network of Local Enterprise Companies (LECs) in Scotland provide considerable funding for all Modern Apprenticeships across all age groups, including candidates **aged over 25** who were previously exempt. Some LECs are also able to contribute to the funding of SVQ candidates, for example, within Fife, hospitals completing candidates at SVQ level 2 are eligible for funding up to £500 per candidate – even as current employees. It is also encouraging to know that firm alliances are currently being developed between the NHSS and the LECs. Pilot programmes are in place within Tayside, Glasgow, Forth Valley and Lothian for Pharmacy Technician Modern Apprentices, with some candidates being over 25 years old. In addition, a working group has been set up by Scottish Enterprise Lanarkshire to improve the uptake of MAs and SVQs specifically for the NHSS in that area. Similar working relationships have been established throughout the Enterprise Companies in Scotland.

Chief Executives are asked to reinforce their organisation's commitment to *Learning Together* and encourage the relevant managers to consider how MAs and SVQs can help their organisation achieve the aims within this strategy and also those of the *Staff Governance Framework*. In the coming months, the NHS development manager, Gerry Cavanagh, will meet with each Chief Executive to agree SVQ and Modern Apprenticeship targets within the scope of their particular trust.

Through the Scottish Partnership Forum, Local Partnership Forums will be encouraged to support the implementation of this policy in their areas. Area Partnership Forums could monitor and encourage progress of meeting targets in NHS Board areas.

The development manager will also begin a survey to set up an accurate database of current SVQ and Modern Apprentice activity. This will be essential to identify high and low level of uptake and show if there are qualification gaps for groups of staff who do not have a relevant named, national qualification such as SVQ. Previous surveys across the NHSS have produced considerable amounts of data that is now dated or inaccurate and, as a result, a true baseline of current activity cannot be easily established. The attached questionnaire, (Annex 2) is a hard copy of a digital form that will be e-mailed to each *Learning Together* Lead Contact. To ensure ease of use, this form can be completed and returned digitally. Lead Contacts must ensure that every relevant individual, (e.g. centre contact, training managers, SVQ co-ordinators etc.) within their organisation is forwarded a copy of this form, and that it is returned to nhs@sqa.org.uk by **31 January 2002**. Although e-mail is preferred, hard copies can be posted to the address on the survey form.

In the meantime, if you require any further information I enclose some leaflets, which may be of information to you. If you require further assistance on Modern Apprenticeships and SVQ's please contact Gerry Cavanagh on **0141 242 2364**.

Yours sincerely

ELIZABETH KELLY
ACTING HEAD OF STRATEGIC CHANGE UNIT

MARK BUTLER
DIRECTOR OF HUMAN RESOURCES

MODERN APPRENTICESHIPS

There are 74 Modern Apprenticeship frameworks available across all occupations throughout the UK. The 15 identified below would be applicable within most NHSS establishments.

As with all Modern Apprenticeships, candidates will have to achieve the appropriate SVQ at level 3 (minimum) plus five “core skills” at a level specific to each framework.

Business Administration
Cleaning Management
Customer Service
Early Years Care & Education
Engineering Services
Health and Social Care
Information Technology
Management
Operating Department Practice
Personnel
Pharmacy Technician
Photography & Photographic Processing
Plumbing
Procurement
Warehouse & Distribution

Survey of SVQ Modern Apprenticeship activity 2001

Lead Contact & Trust:		(Total amounts NOW on each SVQ)				How many assessors for each SVQ?	Looking to start SVQ ? (level & amounts)				How is the award delivered? S=self as approved centre C=at college TC=training company P=Partnership O=other (specify)	Name and type of site/s (e.g health centre, clinic, hospital etc) where your SVQs are delivered (just type in the text box/es)
SVQ Award	SVQ 2	SVQ 3	SVQ 4	SVQ 5	2		3	4	5			
Administration												
Blood Donor Support												
Care												
Customer services												
Clinical Laboratory Assistance												
Cleaning												
Housekeeping												
Distribution & Warehouse												
Dialysis support												
Diagnostic & Therapeutic Support												
Operating Dept Practice												
Operating Dept Support												
Payroll Administration												
Procurement												
Pharmacy technician												
Neurophysiology tech												
Respiratory tech												
Technical Cardiology												
Early years childcare												
Dental Nursing												
Dental technician												
IT (Using IT)												
Operating IT systems												
Management												
Personnel management												
Personnel support												
Personnel strategy												
other SVQ?..												
other - e.g. HNC/D, PDAs etc?												
Totals	0	0	0	0	0	0	0	0	0	0		

Which Modern Apprenticeships do you have in place?	
Who would be the most appropriate "information contact/s" for this kind of information in future?	
Name & (e-mail) Address	
Name & (e-mail) Address	
Name & (e-mail) Address	
Any further comments?	

If you prefer to send this as a hard copy, please return it to Caroline Douglas, Cadogan Suite, SQA Hanover House, 24 Douglas Street, Glasgow G2 7NQ