

LEARNER RECRUITMENT, REGISTRATION & CERTIFICATION POLICY

Version 3.0

Purpose:	To advise and inform all trust staff of our Learner Recruitment, Registration and Certification Policy for Apprenticeship delivery
For use by:	All ESNEFT Employees and Apprentices involved in the internal delivery of an Apprenticeship Standard Pre-registration students should be encouraged to participate in all aspects of the related practice. The level of supervision from direct to indirect should decrease with the students' increasing proficiency as assessed by an appropriate registered professional who displays competence in the area of practice
This document is compliant with/ supports compliance with:	Awarding Organisation requirements for timely registration of Apprentices with regard to accredited qualifications. ESFA Employer Provider funding rules in relation to EPA registration
This document supersedes:	Learner Recruitment, Registration & Certification Policy v2.0 - ESNEFT
Approved by:	Apprenticeships Steering Group and Faculty of Education Management Group – Chair's Action
Approval date:	28 th August, 2024
Implementation date:	27 th September, 2024
Review date	27 th September, 2025 (extended to 31 December 2026)
In case of queries contact Responsible Officer:	Head of Apprenticeships and Leadership Development
Division and Department	Faculty of Education, Apprenticeship Delivery Team
Archive Date i.e. date document no longer in force	<i>To be inserted by Information Governance Department when this document is superseded. This will be the same date as the implementation date of the new document.</i>
Date document to be destroyed:	<i>To be inserted Information Governance Department when this document superseded</i>

Version and document control:

Version number	Date of issue	Change Description	Author
0.1	February 2022	First Draft	
0.2	April 2022	Second Draft	
1.0	May 2022	First Approved/Ratified version	
1.1	August 2022	Re-draft to new format	
2.0	September 2023	Policy renewals, name changes only	
3.0	September 2024	Policy renewal. Job title changes only	

This is a Controlled Document

Printed copies of this document may not be up to date. Please check the Trust intranet for the latest version and destroy all previous versions.

Trust documents may be disclosed as required by the Freedom of Information Act 2000.

Sharing this document with third parties

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Release of any strategy, policy, procedure, guideline or other such material must be agreed with the Lead Director or Deputy/Associate Director (for Trust -wide issues) or Business Unit/ Departmental Management Team (for Business Unit or Departmental specific issues). Any requests to share this document must be directed in the first instance to the Responsible Officer.

For further advice see the Development and Management of Trust wide Procedural Documents Policy

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Section 1 – Introduction

1.1 Policy Statement and Rationale

East Suffolk and North Essex NHS Foundation Trust is committed to ensuring to provide all ESNEFT Apprentices with an efficient, effective and timely processing of their learning journey.

1.2 Key Principles

- To cover all activities carried out within ESNEFT by the Apprenticeships team.
- To ensure that administration relating to registration and certification of qualifications and EPA are carried out in line with Awarding Organisation and EPA Organisation requirements and policies

1.3 Definitions

Term	Definition
EPA	End Point Assessment
ESNEFT	East Suffolk and North Essex Foundation Trust
MIS	Management Information Systems
LTT	Lead Technical Trainer
HoA	Head of Apprenticeships

Section 2 – Duties and Responsibilities

- 2.1 Lead Technical Trainer; will be responsible for the recruitment, registration and certification of learners at ESNEFT. They must ensure timely registration to any Awarding Organisation for mandatory qualifications and/or the End Point Assessment Organisation for EPA services. In addition they must ensure, that where applicable, registration is in place before formal assessment activities are carried out.
- 2.2 This MIS Administrator will be responsible for following timely procedures and bringing any errors or late registrations to the attention of the LTT or HoA as appropriate
- 2.3 Head of Apprenticeships and Leadership development: to routinely scrutinise the administrative process for compliance and any issues will be identified at the monthly caseload and progression review meetings.
- 2.4 Responsible Officer: Head of Apprenticeships and Leadership Development

Section 3 – Requirements

- 3.1 To ensure that the recruitment, registration and certification process does not treat applicants less favourably on grounds of the nine protected characteristics as defined by the Disability Act (2010): age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

To carry out and document any reasonable adjustments required to facilitate access to learning programmes for people with learning disabilities and difficulties.

To process on boarding paperwork in a timely manner so as not to disadvantage a learner at the start of their learning journey.

To make necessary registrations with Awarding Organisations and End Point Assessment Organisations in line with their, and ESNEFTs policies and procedures.

To provide ongoing information on progress and significant milestones required for completion.

To ensure Apprentices are aware of deadlines which, if missed, may impact on the completion of their Apprenticeship.

Section 4 – Training and Education

Education/Training Need	Staff group	Method of training/education	Responsibility for training	Timescale to complete
Process of completion and submission of relevant paperwork to Awarding Organisations or End Point Assessment Organisations	Lead Technical Trainer – Clinical or Corporate	Policy Induction Ongoing monitoring Supervised completion and submission of documentation.	Head of Apprenticeships and Leadership Development	Within one month

Section 5 – Development and Implementation including Dissemination

All staff involved in the delivery of apprenticeships as part of the Trust as an Employer Provider is required to familiarise themselves with this policy and confirm that it has been read and understood as part of the on-boarding process, and whenever the policy is reviewed and amendments made.

Section 6 – Monitoring Compliance and Effectiveness

Compliance to be measured	Monitoring Tools	Responsibility for training (nominated by department)	Timescale
Accurate completion of registration documents for Awarding organisation and End Point Assessment Organisations.	Audit through random sampling	Head of Apprenticeships and Leadership Development	Within 6 weeks of sign up and 6 months before planned Gateway

Section 7 – Control of Document including Archiving Arrangements

- 7.1** Once ratified by the Faculty of Education Management Group the Responsible Officer will forward this document to the Information Governance Department for a document index registration number to be assigned and for the document to be

recorded onto the central hospital master index and central document library of current documentation.

7.2 In order that this document adheres to the Hospital's Records Management Policy, the Information Governance Department will:

- Ensure that the most up-to-date version of this document is stored on the documentation library.
- Archive previous versions of this document.
- Retain previous versions of this guideline for a period of time in accordance with the NHS Records Retention and Disposal Schedule.

Section 8 – Supporting Compliance and References

8.1 Awarding Organisation requirements for timely registration of Apprentices with regard to accredited qualifications and ESFA Employer Provider funding rules in relation to EPA registration.

Appendix A – Equality Impact Assessment Form

The purpose of this Equality Impact Assessment form is to determine the extent to which policies, procedures and practices impact upon individuals and groups in relation to one or more of the equality categories.

If the policy, procedure or practice is found to have an adverse impact, the author/s must consider all other alternatives, which may more effectively achieve the promotion of equality of opportunity. This may include the development of specific measures to mitigate the adverse impact.

This Equality Impact Assessment form must be completed and forwarded to Human Resources Administration Office, Post Point N020 attached to the draft document prior to it being considered for approval. The Responsible Officer must retain the original. In the event that the document appears to be discriminatory, please refer to your Human Resources Manager/Adviser who will be able to advise you in accordance with employment legislation.

DOCUMENT TITLE:	Learner Recruitment, Registration & Certification Policy					
GROUP/DIVISION/DEPARTMENT:	Faculty of Education, Apprenticeship Delivery Team					
NAME AND JOB TITLE OF RESPONSIBLE OFFICER	Head of Apprenticeships and Leadership Development					
1. SERVICE USERS – Check for <u>DIRECT</u> discrimination against any minority group						
Does your document contain any statements which may exclude people from using services who otherwise meet the criteria under the grounds of:	Response		Action Required		Resource Implication	
	Yes	No	Yes	No	Yes	No
Age		X		X		
Gender		X		X		
Disability		X		X		
Race		X		X		
Religion or Belief		X		X		
Sexual Orientation		X		X		
If yes is answered to any of the above, the document may be considered discriminatory and requires review and further work to ensure compliance with legislation						
2. EMPLOYEES – Check for <u>DIRECT</u> discrimination against any minority group						
Does your document contain any statements which may exclude employees from operating under the grounds of:	Response		Action Required		Resource Implication	
	Yes	No	Yes	No	Yes	No
Age		X		X		
Gender		X		X		
Disability		X		X		
Race		X		X		
Religion or Belief		X		X		
Sexual Orientation		X		X		
If yes is answered to any of the above, the document may be considered discriminatory and requires review and further work to ensure compliance with legislation						

3. SERVICE USERS – Check for <u>INDIRECT</u> discrimination against any minority group						
Does your document contain any conditions or requirements which are applied equally to everyone, but may disadvantage certain individuals or groups because they cannot comply due to:	Response		Action Required		Resource Implication	
	Yes	No	Yes	No	Yes	No
Age		X		X		
Gender		X		X		
Disability		X		X		
Race		X		X		
Religion or Belief		X		X		
Sexual Orientation		X		X		
If yes is answered to any of the above, the document may be considered discriminatory and requires review and further work to ensure compliance with legislation						
4. EMPLOYEES – Check for <u>INDIRECT</u> discrimination against any minority group						
Does your document contain any statements which may exclude employees from operating under the grounds of:	Response		Action Required		Resource Implication	
	Yes	No	Yes	No	Yes	No
Age		X		X		
Gender		X		X		
Disability		X		X		
Race		X		X		
Religion or Belief		X		X		
Sexual Orientation		X		X		
If yes is answered to any of the above, the document may be considered discriminatory and requires review and further work to ensure compliance with legislation						
5. Check for ACCESS Discrimination						
Is your document accessible:	Response		Action Required		Resource Implication	
	Yes	No	Yes	No	Yes	No
In a variety of languages		X		X		
To specific disabled service users/employees	X			X		
If no is answered to any of the above, the document may be considered discriminatory and requires review and further work to ensure compliance with legislation						

Name of group/s consulted with on document:	
Signature of Responsible Officer:	
Date:	