NHS GREATER GLASGOW AND CLYDE

MODERN APPRENTICESHIPS 2014

CANDIDATE INFORMATION PACK

CLOSING DATE: 12 NOON ON FRIDAY 21ST MARCH
For more information about all the Modern Apprenticeship roles and to obtain an application form and job description go to www.nhsggc.org.uk/MA2014

Closing Date for Applications: 12 noon Friday 21st March 2014

Email completed Applications to modern.apprentice@ggc.scot.nhs.uk

This Information Pack provides prospective candidates with details of Modern Apprenticeships along with useful information on completing and submitting your application form.

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Summary of Key Points contained within this Information Pack

The current Modern Apprenticeship posts available for 2014 are open **only to those applicants aged 16-24 years.** This is because the funding attached to the training component of this MA program is restricted to this age group.

- In order to apply you must have the minimum level of qualifications and grades required for the jobs contained in each of the Modern Apprenticeship Frameworks:

  i) To apply for the Nursing Assistant role, this sits within the Health & Social Care MA framework therefore applicants **must** have a minimum of:

    - 4 Standard Grades at Level 3 or above (or equivalent), one of which must be English

  ii) If you are applying for the Trainee Assistant Technical Officer, this sits within the Engineering (Electronics) framework applicants **must** have:

    - 5 Standard Grades at grade 1 or 2 or Intermediate 2 Grades at grade A or B (or equivalent) to include Maths, English, Physics, a Technical subject and one other subject

You can access the Person Specification for each of the Modern Apprenticeship Frameworks at [www.nhsggc.org.uk/MA2014](http://www.nhsggc.org.uk/MA2014)

- Applications are considered on a competitive basis which means not all candidates who submit an application will be guaranteed an interview. Shortlisting will include meeting the minimum educational qualifications for application along with evaluation of Sections Two and Three of the application form.

- Please complete and submit your application electronically by email to modern.apprentice@ggc.scot.nhs.uk. (*In the event you are unable to complete an electronic application form then please call 0141 278 2625*)
Part A: Frequently Asked Questions & Information about the Recruitment Process

What is a Modern Apprenticeship?

Modern Apprenticeships offer the opportunity of gaining skills and qualifications that will help to start your career. A modern apprentice has the chance to be in paid employment and work towards a recognised vocational qualification at the same time¹.

If successful in your application to NHS Greater Glasgow and Clyde you will be employed on a Fixed Term contract. However, a modern apprenticeship isn't just about working; you need to be committed to learning too. During this period you would be expected to work as a member of our staff but also work towards an SVQ qualification within a relevant Modern Apprenticeship Framework and as a result to:

- Observe NHS Greater Glasgow and Clyde terms and conditions
- Agree to a training / development plan
- Undertake development in line with the agreed plan
- Attend meetings with trainers, assessors and verifiers as required
- Attend training sessions (in-house and / or at college) as required
- Provide evidence of competence in the practical, skills and knowledge areas outlined in the Modern Apprentice framework relevant to your chosen job role
- Behave in a professional manner at all times

During the fixed term contract apprentices are expected to attend regular reviews to discuss their progress and development needs, and are expected to stick to the agreed training plan. This includes attending internal and external training and taking responsibility, with support, to collect the evidence required that proves competence in the job role.

What is a Modern Apprenticeship Framework and how does an SVQ fit in?

A Modern Apprenticeship Framework is a document that describes the minimum standard of competence defined by employers for a given role. Frameworks identify relevant SVQ (or alternative competency based qualifications), core skills e.g. communication, numeracy and any industry specific training that might be required.

More than 70 different Modern Apprenticeship Frameworks have been developed in Scotland².

A Scottish Vocational Qualification (SVQ) is a qualification that shows that you are able to perform a job to nationally recognised standards. SVQs are made up of Units, each one of which describes an aspect of the job. You are expected to work your way through all of the Units attached to your job role. There are no exams involved in an SVQ, staff are assessed at

¹ http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals.aspx
² http://www.skillsdevelopmentscotland.co.uk/our-services/modern-apprenticeships/ma-frameworks.aspx
their workplace using observation, professional discussion and work related evidence. You will be assessed on the skills you use every day in your job.

What Modern Apprenticeship opportunities are available in the NHS Greater Glasgow and Clyde programme?

Modern Apprenticeship posts have been identified within NHS Greater Glasgow and Clyde. These posts reflect very different roles, working with various patient groups and/or NHS staff across the geographical area covered by the organisation.

These posts also reflect the following groups of Modern Apprenticeship Frameworks:

- **Health & Social Care**
- **Engineering (Electronics)**

More information on each of these along with the relevant application information can be found by visiting our Modern Apprenticeship micro site at [Our Website](#)

In the website you will find a page for each of the Modern Apprenticeship Frameworks and the Modern Apprenticeship posts currently available in each framework.

How long do Modern Apprenticeships last?

The duration of the Modern Apprenticeship program is dependent upon the job role and the level of the Modern Apprenticeship framework attached to this. Generally this can be between 2 and 3 years:

- For the Nursing Assistant post the duration of the fixed term contract is 2 years
- For the Trainee Assistant Technical Officer the duration of the fixed term contract is 3 years

What happens at the end of the Modern Apprenticeship?

On successful completion of your Modern Apprenticeship (and SVQ qualification) we hope to support your transition into permanent employment within the organisation.

The Modern Apprenticeship Recruitment Process

What is a Job Description?

A Job Description explains what the person doing the job will be expected to do when in the post.

What is a Person Specification?

A person specification identifies the educational qualifications, skills, knowledge and experience that you must have to be able to do the job. The person specification is normally in two parts as follows:
- Essential Criteria - this states the minimum level of qualifications, skills, knowledge and experience that is needed to do the job.
- Desirable Criteria - this sets out what qualifications, skills, knowledge and experience that will enable someone to perform more effectively

There are a number of questions in the Application Form which will ask you why you think your educational qualifications and skills are relevant to the Modern Apprenticeship vacancy. You should carefully read the person specification to help you compile your response to ensure you give evidence that matches the criteria on the person specification.

**How do we decide who to interview?**

If there are a large number of candidates who meet the essential criteria then the shortlisting panel will also use the desirable criteria also when selecting candidates to interview for the post.

When completing your application form please ensure you read the Job Description and Person Specification for the post(s) you want to apply for as well the guidance notes on How To Complete Your Application.

We base our decision on who to interview on the information provided in response to the questions in the application form. The information you provide in Sections 2 and 3 of the application form will be assessed to determine whether you will be selected for interview.

Please ensure you complete **all relevant** parts of the application form with care and attention, particularly section 3 which should clearly demonstrate how you meet the selection criteria for the role.

**Can I get help to complete the application form?**

Yes. Contact us on 0141 278 2625 for support and guidance

**Who should I ask to be a referee?**

We know it might be hard for applicants to provide us with two referees if they have not worked before so that is why we will accept an educational reference from a teacher from your school. However, if you do have a current part-time job or have worked before please also give us details of someone who can provide a reference for this. It is important that you give us full contact details including an email address for this person AND that you ask the person for permission to use them as a referee before you submit the application form.

Please note that we will only contact your referees if you are identified as a preferred candidate after interview.
Do I need to include any other documents with my application form?

When submitting your application form please make sure you send us:

✓ A fully completed Application Form
✓ A completed Equal Opportunities Monitoring Form

Please do not send any other inclusions e.g. copies of qualification certificates, other award letters or CVs etc. If you are selected for interview we will let you know what evidence we need you to provide regarding your educational qualifications.

When is the closing date for applications?

Your application must be submitted on or before **12 noon Friday 21st March 2014** at the latest.

We will NOT accept late applications.

When will interviews be held?

We hope to hold interview sessions week commencing **14th April 2014**. Successful applicants will be notified by letter of the date, time and venue for interviews.

Points to Note

- The current Modern Apprentice posts available for 2014 are open to only those applicants aged 16-24 year-old; we are therefore unable to accept applications which do not meet this criteria. This is because the funding attached to the training component of this MA program is restricted to this age group.

Applications will be considered on a 'competitive basis' which means that not all candidates who submit an application will be guaranteed an interview. Selection will be based on:

- Meeting the minimum educational qualifications for application for the posts in each framework
- Evaluation of responses to Questions One to Four in Section Three of the Application Form.
- A short listing panel will be convened which will include, as a minimum, two NHS Greater Glasgow and Clyde service managers responsible for the recruitment of staff to the Modern Apprenticeship posts

Please remember if selected for interview you will be required to provide evidence of your educational qualifications.
Disability

The Disability Discrimination Act 1995 (DDA) defines Disability as follows “any physical or mental impairment which has a substantial adverse effect on a person’s ability to carry out normal day to day activities”. NHS Scotland is “Positive about Disabled People” as part of our continued commitment to extend job opportunities for people who are disabled. NHS Scotland operates a **Job Interview Guarantee (JIG)**. All candidates who indicate they have a disability **and meet the minimum criteria outlined within the person specification** will be guaranteed an interview. Please refer to Section Five of the Application Form entitled Declarations.

### Part B: General Information & Terms and Conditions of Employment

**General Information**

NHS Greater Glasgow and Clyde operates a NO SMOKING Policy on all premises and grounds.

All offers of employment will be subject to the receipt of satisfactory References, Occupational Health Screening, Criminal Records Check (Disclosure Scotland), Eligibility to Work in the United Kingdom and Verification of Qualifications.

Like other NHS Boards across the country, demand for car parking on our hospital sites far outweighs availability. As a result, access to on-site parking is extremely limited and you will therefore need to find alternative ways of travelling to work if you are selected for the post.

To help you do this we’ve introduced a number of initiatives including car share and discounted public transport schemes. For further information on these and other travel options available, including park and ride facilities, please contact the Travel Plan Office on 0141 201 4818 or email Douglas.Mcintosh@ggc.scot.nhs.uk. For further information on our car parking arrangements and details of our car parking policy visit www.nhsggc.org.uk/parking or graeme.condie@ggc.scot.nhs.uk.

**NHS Greater Glasgow and Clyde Employee Benefits**

- NHS Scotland Superannuation Pension Scheme.
- Staff Bursary Scheme to support continuing education and training.
- On-going commitment to learning and development through competency based training and individual personal development plans informed by the Knowledge and Skills Framework (summary guidance can be accessed via [www.nhsggc.org.uk](http://www.nhsggc.org.uk) go to Career and Jobs, click Agenda for Change and select Knowledge and Skills Framework).
- Child care vouchers.
• Interest free loan to purchase Zonecard’s - a flexible season ticket for unlimited travel by rail, subway, most buses and even some ferries (details on public transport routes to NHS Greater Glasgow and Clyde’s sites can be found by visiting www.nhsggc.org.uk and select Transport and Parking on the home page or visit www.spt.co.uk/travelinfo
• Cycle to Work Scheme, for staff to purchase a bicycle and any equipment needed and then repay those costs through their salary.
• For more information about the benefits and discounts available to NHS Greater Glasgow and Clyde staff, visit www.nhsstaffbenefits.co.uk and www.nhsdiscounts.com

Terms and Conditions

The starting salaries for each band are listed below

➢ Agenda for Change Band 2 (Annex U) - £12,197 per annum pro rata where applicable
➢ Agenda for Change Band 3 (Annex U) - £12,524 per annum pro rata where applicable

The Modern Apprentice posts are trainee posts under Annex U of the Agenda for Change Handbook

Summary of Agenda for Change Annex U:

The NHS has a wide range of people described as trainees, working and studying within its services and this includes Modern Apprenticeships.

The arrangements set out below describe how those trainees employed by the NHS should be dealt with and includes Modern Apprenticeships.

Trainees fall into three broad categories:

(i) Trainees studying and/or working in the NHS, who are already in possession of qualifications at a high level.
(ii) Trainees who are undertaking a short period of learning on the job, usually less than 12 months.
(iii) Trainees who enter the NHS and undertake all their training whilst an employee. Pay should be determined as a percentage of the pay for qualified staff.

For trainees covered by paragraph 2(iii) above, where periods of training last for between one and four years, pay will be adjusted as follows:

(i) Up to 12 months prior to completion of training: 75 per cent of the pay band maximum of the fully qualified rate;
(ii) More than one but less than two years prior to completion of training: 70 per cent of the pay band maximum of the qualified rate;
(iii) More than two but less than three years prior to completion of training: 65 per cent of the pay band maximum for the qualified rate;
(iv) More than three years from completion of training: 60 per cent of the pay band maximum for the qualified rate.
Starting pay for any trainee must be no less than the rate of the main (adult) rate of the National Minimum Wage. Where the calculation above results in the National Minimum Wage being payable for year two and beyond, an addition to pay should be made on top of the minimum wage.

The addition should be equal to the cash value of the difference between the percentages of maximum pay in the year of payment and the previous year. For example, the supplement in payment in year two would be the value of 65 per cent of pay band maximum minus 60 per cent of maximum pay for the band.

For further details on Agenda for Change visit www.paymodernisation.scot.nhs.uk

Fixed Term Contract Duration

- For Agenda for Change Band 2 posts the duration of the post is fixed term for 2 years
- For Agenda for Change Band 3 posts the duration of the post is fixed term for 3 years

Hours of Duty

37.50 Hours per week

Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is:

- 27 days (202.5 hours), rising to 29 days (217.5 hours) after 5 years’ service and 33 (247.5 hours) days after 10 years’ service. There are 8 (60 hours) Statutory and Public Holidays in each leave year (pro rata where applicable).

Superannuation Pension Scheme

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension. Employee’s contributions to the NHS Scheme are tiered based on your earnings and the employer’s contribution equates to 13.5% of salary. Employees in the NHS Scheme are “Contracted-out” of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available. For more information on the Pension Scheme visit www.sppa.gov.uk

Right to Work in the UK

NHS Greater Glasgow and Clyde has a legal obligation to ensure that it does not employ any worker who has not been granted the relevant permission to work in the UK. This permission is without exception granted by the UK Border Agency. We are required to check the entitlement to work in the UK of all prospective employees, regardless of nationality or job category.

Candidates appointed to a post will be required provide appropriate documentation verifying
right to work in the UK prior to any commencing employment

Disclosure Scotland

With effect from 28th February, 2011 posts considered to be within "Regulated Work" with Children and/or "Regulated Work" with Protected Adults will require membership of the Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG Scheme) as a condition of employment. The PVG Scheme is applicable to both EEA and Non EEA Nationals.

Please note:

You do not have to do anything about PVG Membership when submitting your application form for the post. Candidates selected for appointment will be advised on how to become a PVG Scheme Member prior to taking up employment if the post they have been appointed to requires it.

Further information on the PVG Scheme Membership can be found at the following: www.disclosurescotland.co.uk/pvg

Standard Disclosure Check

For other roles not considered to be within "Regulated Work with Children" and/or "Regulated Work with Protected Adults", a Standard Disclosure Check may be required.

Applicants who have lived outside the UK within the last five years, if offered a position, in addition to a Disclosure Scotland Check, will be required to provide a completed police record check (Certificate of Good Conduct) from the police authority in the country or countries in which they were resident.

Please note that documents in languages other than English should be accompanied by certified translations into English.

If you are offered employment, failure to disclose convictions could result in dismissal or disciplinary action. Any information you provide will be treated in the strictest confidence and considered only in relation to the post for which this application form refers.

Healthcare Support Workers

Posts which are defined as Support Workers in Healthcare will be expected to comply with the new NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers (copy attached). Posts will be included in this definition if they meet the following criteria and are not statutorily regulated by one of the following Professional Regulatory Bodies:-

Criteria:-

• is a direct clinical role, under supervision of a health care professional;
• is an indirect clinical role, under the supervision of a health care professional;
• is a direct service provision role, with access to patients and members of the public;
• deals with personal identifiable patient data;
• has responsibility for maintaining premises or equipment used by patients; or
• involves the preparation/delivery of goods or services directly for/to service users.

Professional Regulatory Bodies:

- General Medical Council
- General Dental Council
- Health Professions Council
- Nursing and Midwifery Council
- General Pharmaceutical Council
- Pharmaceutical Society of Northern Ireland
- General Optical Council
- General Chiropractic Council
- General Osteopathic Council

NHS Greater Glasgow and Clyde has in place an Induction Programme which new employees will be expected to complete in the first few months of starting the new post. As part of the Induction Process, you will be required to achieve Mandatory Induction Standards and Code of Conduct for Health Care Support Workers and these standards will be met through on the job induction programmes within NHS Greater Glasgow and Clyde that are core in supporting new staff.


For further information on NHS Greater Glasgow and Clyde please visit our website at [www.nhsggc.org.uk](http://www.nhsggc.org.uk)
Part C: How to Complete & Submit your Application Form

Now that you have decided to apply for the Modern Apprentice post, you want to make sure you stand the best chance of being selected for interview. You should take time completing the application form and ensure you do not leave it to the last minute.

NHS Greater Glasgow and Clyde use a standard application form for all applicants applying for the Modern Apprenticeship vacancies. This means that everyone who applies is considered on the same basis. (*Do not use the NHS Scotland standard application form to apply as this is used for most other job vacancies in NHS Greater Glasgow and Clyde, applications submitted on anything other than the NHS Greater Glasgow and Clyde Modern Apprenticeship Application Form will not be accepted*)

Getting Started

It’s a good idea to gather all the necessary information e.g. your educational qualifications before you start to complete the application form.

Read each section of the application form carefully and plan what information to include in each section of the application form before you start. Take note of the space provided which will give you an indication of how much information is required.

Leave plenty of time to complete the form. Don’t leave it till the night before it’s due, it might be too late to gather all the information you need.

How will your application be assessed?

The shortlisting panel will comprise a minimum of two managers from the department hiring staff. They will be judging how well your application matches the selection criteria for the post. They will review the information you provide in relation to the educational qualifications, knowledge, skills and experience required for the post.

To stand the best chance of getting an interview you need to ensure that you carefully complete the questions in Section Three of the Application Form. In particular how you think your qualifications and skills match the requirements of the posts you’re applying for and why you want to work in the NHS.

It is important that you make your answers very clear and make sure you answer the question with as much detail as possible. The shortlisting panel will be looking for well presented, clear, concise information and any additional information that is interesting and highlights any additional skills and qualities you have over and above your educational qualifications.

Include Supporting Information

*NHS Greater Glasgow and Clyde, Modern Apprenticeship Candidate Information –Please Read Carefully. Email your completed application by Friday 21st March 2014 to modern.apprentice@ggc.scot.nhs.uk*
The information you provide in response to Questions One to Four, Section Three of the application form is a real opportunity to sell yourself and make yourself stand out, so it is important to use it to your advantage.

You can include any information relevant to the questions which should back up how and why you would be suitable for the Modern Apprenticeship post that you are applying for. In addition to your educational qualifications and skills you can highlight any achievements both in and outside school. If you have had work experience/work placements or participated in any voluntary/community projects you should include details in your answers to the relevant questions. Other examples might include any hobbies/interests you may have.

Before you complete the application form you should carefully read the job description and person specification for the post you are applying for. The job description will give you an idea what the role will involve and how your educational qualifications and skills may be relevant to the post. Make sure you highlight where you think you have the right skills and show clearly why you think you are right for the job.

Complete all Parts of the Application Form

You should read the instructions on the application form very carefully and make sure you complete, where appropriate, all the sections of the application form. Don’t leave any sections blank – if a section isn’t relevant then write Not Relevant in the space. Incomplete or poorly presented applications will not be considered for shortlisting.

The information you provide in Sections Two and Three of the application form will be used by the shortlisting panel to decide if you should be selected for interview.

NHS Greater Glasgow and Clyde works hard to operate as an equal opportunities employer. We are committed to treating all our patients, staff and people who apply for jobs with fairness, consistency and respect. Therefore to help us to check that we are fair in how we operate, we ask you to fill in Section Six of your application form as fully as you can. This part of the form is optional, and it may seem like we are asking for a lot of personal information, but everything will be kept secure and we do not pass any of this information on to managers who are shortlisting or interviewing, nor to any other third party. This data is used to check that our workforce is balanced and represents the best candidates from all parts of society regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity status, race, religion or belief, sex, sexual orientation and/or socio-economic status. For more information please visit our website www.nhsggc.org.uk or www.equalitiesinhealth.org

*The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.

Decisions to select candidates for interview are made only on the contents of your application form; Curriculum Vitaes (CVs) will NOT be accepted as part of the application.

Final Check
Make sure you have included details of all your qualifications (including dates awarded)

Make sure you include contact details for your Educational Reference and Work/Character Reference, including email address for them. Don't forget to ask their permission to use their details on your application form

Make sure you check that your responses are grammatically correct and detailed. It might be useful to get someone else to look over your application form for a second opinion in case you have made any mistakes.

It is always useful to make a few drafts before you submit one you are happy with.

And finally before you submit it check for Spelling Mistakes.

Keep a copy of your final draft you submit by saving on your PC or if you complete in writing then keep a photocopy. If you are successful in being selected for an interview it will be important to review the application you submitted as part of your interview preparation.

How to submit your Application Form:

- Applications should be completed electronically, saved and submitted by email to: modern.apprentice@ggc.scot.nhs.uk.

- By completing and submitting electronically this reduces the risk of your application being lost in the post or being delayed. Applications submitted by email will receive an automatic confirmation of receipt.

- Applications should be returned by the closing date of 12 noon Friday 21st March 2014

- Applications received after the closing date will not be considered for shortlisting

- Please return your application form as soon as you have completed it and do not wait until the closing date

- If you are unable to submit your application by email then please post your application to the address below and ensure you include the Reference Numbers of the Post(s) you are applying for on the front of your envelope:

  NHS Greater Glasgow and Clyde
  Recruitment Service – Modern Apprenticeships
  1st Floor The Modular Building
  Gartnavel Royal Hospital
  1055 Great Western Road
  Glasgow G12 0XH

- For postal applications make sure the correct postage cost is paid. Applications with
insufficient postage may not be delivered to the above address by the closing date. 
And remember to leave plenty of time for delivery as applications received after the 
closing date will not be accepted.

- If you are unable to complete your application form electronically then print it and 
complete it in Black Ink using Block Capitals

- If you have any problems submitting your application form please call NHS Greater 
Glasgow and Clyde Recruitment Service on 0845 3000 831

And Finally Good Luck with your Application