

Careers



Earn

Learn

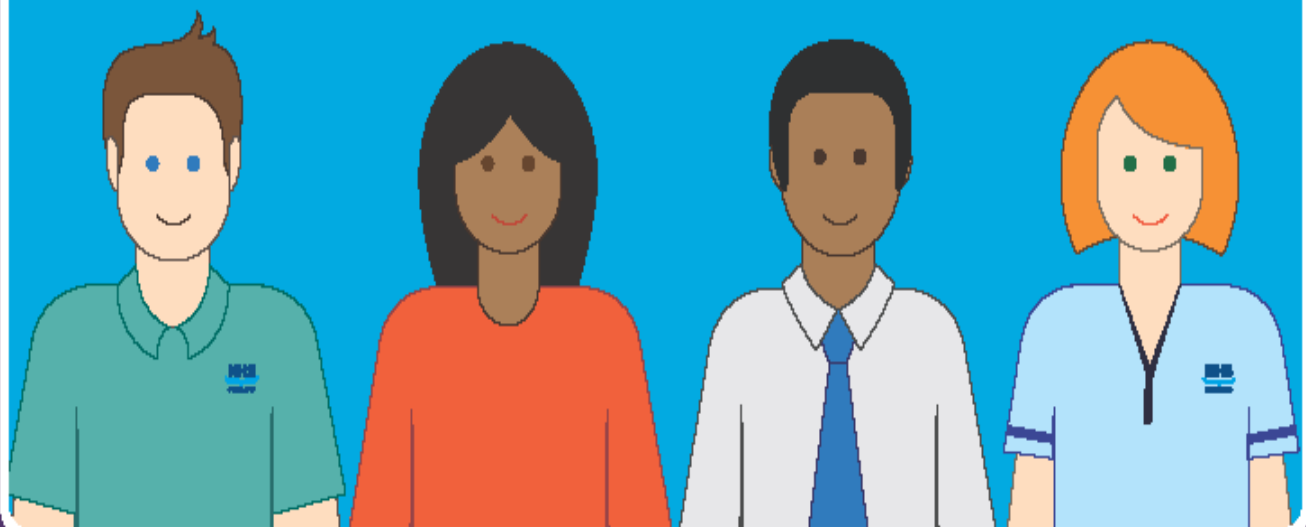
Progress

Modern Apprenticeships

Over 100 careers paths – one employer

We want the right people to deliver the right care

- Learn while you earn
- Start your journey to a fantastic career
- We recognise great potential and give you real opportunity



SKILLS

AMBITION

STRENGTH

INTEREST

MODERN APPRENTICESHIP – CANDIDATE INFORMATION

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Section 1: Frequently Asked Questions

QUESTION	ANSWER
What Is a Modern Apprenticeship?	Modern Apprenticeships offer you the opportunity of gaining skills and qualifications that will help to start your career. As a modern apprentice you have the chance to be in paid employment and work towards a recognised vocational qualification at the same time. For more information on Modern Apprenticeships please see MA Information
What positions are available?	Details of the posts available are on the body of the advert, we will detail as much as possible where the posts will be however final positions are not confirmed until offers are made.
What is the salary and working hours?	All Modern Apprenticeship positions are paid as a Band 2, which is currently starting at £18,383 per annum pro rata. All posts are full time 37.5hrs unless otherwise stated.
Does this include shift work?	All positions, unless stated, will be on a fully rotational basis which includes working long days, nights and weekends.
Can I request to work in a specific area?	Any offer of employment would be decided by managers and will be determined by service demand and also taking into account skills and experience. We take into account your application and the outcomes of your assessment day.
What qualifications do I need?	The only qualifications we ask for to apply for this post in a National 4 or above in English, Maths & an IT/Business related subject.
Do I need experience in a healthcare setting to apply?	No, all we ask is for you to have a passion for working in an administrative role within healthcare and hold the NHS Lothian values, we can teach you the skills you need to fulfil your role as part of your

	training.
What training will be provided?	<p>Each successful candidate will attend an induction programme on the start date into NHS Lothian where you will go through a mandatory training programme prior to starting in your area.</p> <p>On going training and mentoring will happen throughout the apprenticeship with clear objectives and guidance given throughout</p>
What award will I be working towards?	<p>Depending on where you are offered a position you will be working towards achieving SVQ Level 2 (SCQF Level 6) Business & Administration qualification:</p>
Is there a probation period?	<p>Yes, as with all new staff starting in NHS Lothian, you will be required to complete a 12 week probation period. This probation period must be completed before you can start your education for your apprenticeship.</p>
How long does the apprenticeship last?	<p>The apprenticeship will be for 12 months from start date to completing your education and gaining your award.</p>
What happens once the Modern Apprenticeship is completed?	<p>As all positions are permanent all posts would continue without the Modern Apprenticeship title.</p>
Am I still entitled to all the staff benefits during my apprenticeship?	<p>You will be a permanent member of staff so all benefits including pension and staff discounts will be available to you.</p>

For more information on the key benefits which come from working within NHS Lothian, refer to the 'We Value You' section of this document.

Section 2: Make your application stand out

Checklist:

- ✓ Personal & contact details up to date and accurate – we will contact you by telephone and email therefore these details must be ones which you can access at all times.
- ✓ Ensure all boxes are ticked
- ✓ Enter all qualifications and relevant training
- ✓ Make sure dates are as accurate as possible
- ✓ Current Roles & Responsibilities completed
- ✓ Referees - contact details current and correct (must enter 2)
- ✓ Check grammar & spelling

Most importantly, an excellent statement of support which should include:

Understanding of position applying for & why you want it



Transferrable skills - Work/Social/Education

Structure – Beginning, middle, end

Section 3: Had a successful assessment day and been offered a post?

If you have had a successful assessment day you will receive a verbal offer of employment from either one of the apprenticeship team or the clinical managers. At this stage your offer is provisional and still subject to all pre-employment checks. The checks which must be completed and signed off to a satisfactory standard are:

- 2 references – at times we may ask for an additional reference if there is not enough information held on the original 2. Always have a back up incase there are any issues with this.
- Disclosure Scotland PVG checks – NHS Lothian will take up the cost of this – this is not always required and will be discussed at your assessment day.
- Occupational Health Clearance

Below are some key points that you will need to note and follow throughout the process:

- You will receive your provisional offer by email, please ensure you give the interview panel all your up to date contact details
- Please complete your Occupational Health Questionnaire within 48hrs of receiving your offer email, this is done electronically.
- You will be required to attend on Occupational Health Appointment the date of which is pre-set and will be confirmed at your assessment day. This appointment must be attended and any follow up appointments that may come from this.
- Keep in touch with the recruitment team at all times and reply to any queries as a matter of urgency, any delays met with pre-employment checks can impact your start date
- Ensure you advise referees that they will be contacted when you get your provisional offer email, chase them if requested. Again this can delay your start date
- You will receive an induction into NHS Lothian from Monday – Friday of each week before you start into your area. A timetable of your induction will be given in advance of this
- Starting your education for your Modern Apprenticeship will depend on you successfully completing your 12 week probation period, as per NHS Lothian policy

Section 4: Employee of NHS Lothian – We Value You!

Staff Pay & Benefits

- ✓ Many clinical roles involve working a shift system with unsocial hours and weekends attracting additional payments of between 30% and 60% of basic salary.
- ✓ Cycle to work scheme, encouraging staff to maintain a healthy and active lifestyle whilst making substantial savings on the cost of a bike and safety equipment.
- ✓ Travel Pass scheme to assisting staff to purchase season tickets through a salary advance.
- ✓ In-house bank where staff may find opportunities for working additional hours on an occasional basis.
- ✓ Wide range of NHS employee discounts across a number of retailers.
- ✓ Generous career average pension scheme including employer's contribution of 15% and tiered employee contributions dependant on earnings.

Health & Wellbeing

- ✓ Generous annual leave allowance of 27 days and 8 public holidays, with a further 2 days after 5 years service and a further 4 days after 10 years service.
- ✓ Generous sick pay entitlement scheme to support staff where they are unwell, increasing with service.
- ✓ Staff occupational health and counselling service to support staff encountering physical and mental health challenges.
- ✓ Generous life cover included as part of the pension scheme.

Family Friendly

- ✓ Paid and unpaid parental leave to support staff in bringing up their families.
- ✓ Wide range of flexible working options to support parents and carers.
- ✓ Childcare voucher salary sacrifice scheme.

Job Security

- ✓ Security of employment, with a policy of no compulsory redundancy.

Career Development

- ✓ Incremental pay progressions as staff develop their knowledge and skills.
- ✓ Wide range of career progression opportunities and career pathways to help staff plan their careers.
- ✓ Excellent training and development opportunities to support career development.



NHS Lothian has a range of career development pathways covering 6 core job families. These pathways aim to promote the range of careers choices available in the NHS and help staff and managers explore professional development and career progression options.

- ✓ **Skills** – You can build on the skills you are good at
- ✓ **Ambition** – You can match your skills to those we need
- ✓ **Strengths** – You can support your career goals
- ✓ **Interest** – You can develop you interests in a career

Section 5: Apprenticeship Team Contact Details

If you have any queries at all during the recruitment process or any of the information held within this document the contact details are below:

Specialist Education Lead: Workforce Development
Early Careers Project Support Manager

Andrea MacDonald
Cheryl Dickson

Contacts:

Team mailbox:

apprenticeships@nhslothian.scot.nhs.uk