

Appendix 1: Programmes and services offered by the Career Development Team

Apprentice Academy

Since the launch of the Apprentice Academy, SBUHB have recruited 236 apprentices 160 / 68% of those being under 25 on appointment.

In line with the Welsh Governments aims the Academy long with recruiting new apprentices SBUHB offers apprenticeship opportunities for existing staff to develop their skills and progress within the organisation, contributing to staff retention. Nationally the team work closely with HEIW on the development of future frameworks which support the recruitment and retention into new roles and workforce gaps.

The academy support areas to develop succession plans. SBUHB is the only Health Board to appoint a Welsh Language Translation apprentice at level 4 to succession plan in an area where there is increased workload due to Welsh Language Standards, and the apprentice is under 25.

The academy monitors the equality data for apprentices on appointment, and also follows up on their progress upon completion. The organisation has retained 53% of the under 25s either on higher level apprenticeships or into substantive posts; a small percentage left to go onto higher education programmes.

Our national award winning team will aim to increase apprenticeship numbers throughout the recovery period ensuring a focus on underrepresented groups and those in the under 25 age group.

Project SEARCH

Project SEARCH is a supported employment programme for students aged 18-25 with learning disabilities and/or autism.

Taking into consideration the evaluation information from the health Board Pilot in Morriston there is currently a pending decision about hosting a second cohort of Project SEARCH in September 2022 to further develop this pathway for accessing work.

Careers & Widening Access

A major focus of the Career Development Team is to build relationships with local educational institutions and network groups to promote NHS Wales careers, especially in deprived areas. To date, the team has been involved in a range of schools across the Swansea Bay region both in person and virtually, and in total 250 pupils received information and guidance in relation to opportunities within SBUHB. These sessions have varied from general advice and information to bespoke sessions focusing on Health and Social Care (between May and June 2021 alone).

The Careers, Widening Access and Work Experience Facilitator works closely with HEIW to develop coproduction across NHS Wales and help launch Careersville, an app targeting pupils to find out more about NHS careers.

The Career Development team offers Job Interview Coaching and Careers coaching in partnership with the wider coaching network. Although this is open to anyone a large proportion of requests are either from those at the start or middle/towards end of their careers (under 25s and over 50s).

Work Experience

Work Experience is currently on hold due to COVID 19, unless essential for training completion.

Prior to the pandemic, work experience was coordinated through Shared Services by a part time administrator. It is recognised that work experience was often granted on a 'who someone knew', rather than through a coordinated approach. Work had started to ensure a consistent and fair application and allocation approach however this was paused due to the pandemic.

Specific local work experience programmes were delivered across the Health Board which were not centrally coordinated.

Work experience/ work observation programmes for potential Medical Students /Graduate Entry Medical Students is coordinated by the undergraduate team in Medical Education. This is for 16 year olds + who have received their GCSEs and is advertised across all schools and 6th forms in the Swansea and NPT catchment areas. Those who already have a degree apply directly to the team.

Graduate Gateway (our graduate management trainee programme)

Graduate Gateway has been in place since 2016, with the Health Board recognising the significant challenges our organisation faces recruiting into Divisional Manager / General Manager posts and skilling individuals for these areas.

Our graduate trainee managers complete a two-year experiential programme focused on challenging work placements that introduce and develop practical management and leadership skills as well as opportunities for personal and professional development.

To date

- 5 of the 18 graduates were under the age of 25 when they started the programme,
- 93% of individuals who have completed the programme are working in SBUHB (100% NHS Wales),
- 3 of the candidates who started the programme as Band 5 trainees aged 25 and under are currently working in SBUHB at Bands 8a and 8b.

It is vital that graduate trainees feel safe and valued in their work environment and pastoral care can help ensure this.

An Executive Team paper is being prepared highlighting the business case for the continuation of future cohorts of the Graduate Gateway Programme as a strategic talent development and workforce pipeline enabler. This will be presented on the 13th October 2021.

The Graduate Gateway Programme Manager also works with HEIW and Academi Wales supporting the graduates completing national programmes.

Vocational Training

The **Vocational Training Team** offer training and work experience placements to the unemployed from the local communities in partnership with local lead providers, working closely with Job Centre Plus to help with unemployment within the Swansea Bay geographical area.

Through liaising with the JobCentre the team supported some of those hit by the pandemic. The team used the Vocational Training Contract to support the recruitment process for the Mass Vaccination Centres.

- Out of 150 candidates going into employment, 57 were under 25 years old. These figures relate to stats from December 2020 to September 2021.
- Before the pause in delivery of the Vocational Training Programme between April 2019 and April 2021 out of 291 starts 22% were under 25s, 40% were lone parents and 13% identified as BAME.

From September 2021 the Vocational Training Team co-ordinates **DWP's Kickstart programme** which aims to provide employment to 16-24 years old on universal credit. The scheme was put in place to help a demographic group that has been hit harder through the pandemic. The goal is to place 50 young adults in our organisation by the end of December.

In SBUHB:

- Currently there are 38 vacancies identified for the programme which have been advertised in partnership DWP/JobCentre Plus.
- The team has interviewed 12 candidates and employed 11 candidates
- The 11 successful candidates started in post on the 21st of September and have all completed a detailed induction to the Health Board including M+S Training.
- 4 further candidates are ready for interview
- Most applications received to date are for candidates aged 22- 24 years old.

To ensure we retain the candidates within the SBUHB, the team will run job search sessions after six weeks of employment and provide individual coaching and pastoral support on a weekly basis in addition to what is offered by the departments.

The team:

- have given presentations to candidates and Work Coaches to increase engagement in the scheme.
- are working closely with the Job Centres to improve the process and have had contact with the Westminster lead to ensure constructive feedback is heard.
- have created information packs for both the candidates and the supervisors to support the employment lifecycle.
- will use feedback and evaluation to add to these packs looking at differences in generational styles and best practise as this progresses.

- are exploring the opportunity reverse mentoring would provide in understanding generational workplace behaviours and expectations.

Although there is no official retention into roles target for the Kickstart programme the team will aim to support 60% of candidates into substantive roles or further education following the programme. The team will keep records of where candidates progress to following the programme.

The team also co-ordinates the **Traineeship programme** where candidates aged 16 to the day before their 19th birthday receive training and a work placement along with coaching and job search support. Numbers of referrals both in SBUHB and nationally in Wales are low. However success stories from previous 2 years of SBUHB Trainees include 57% gaining full time employment, with 63% of these being in SBUHB (including Mass Vaccination Centre).