



abingdon^{ON}witney college

OXFORDSHIRE HEALTH CARE

APPRENTICESHIP

PROGRAMME

**INFORMATION BOOKLET
2008/2009**

Who to contact

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The Oxfordshire Health Care Apprenticeship Programme

Background

In Oxfordshire, the sole existence of the degree programme meant that entry into nursing was limited to those who possessed either A levels or a recognised access course.

The apprenticeship programme was developed to take local people who have the sensitivity and skill to become nurses through a nursing related access course that encompassed the needs outlined in the Making a Difference report. The course was designed to provide vocational training and a two-year clinical placement, in order for the apprentices to feel academically and vocationally prepared to enter their nurse training.

The original programme was a collaboration between the Oxford Radcliffe Hospitals NHS Trust, the Oxfordshire Mental Health Care NHS Trust, Oxford Brookes University and Abingdon and Witney College of Further Education.

Since the commencement of the programme the NHS involvement has widened to all Trusts in Oxfordshire. This includes the Oxfordshire PCT and also the Integrated Care Services. Other professions and specialities within the Trusts have also shown interest and commitment to the programme.

In collaboration with Abingdon & Witney College and Oxford Brookes University a one-year pre-diploma programme has now been developed. This pre-diploma programme is now open to people who want to enter either their nurse or operating department practice training.

The clinical teachers of the apprenticeship programme will be providing the vocational elements of this programme and will manage the link between further education, higher education and the local health care Trusts.

PREPARATION TO DIPLOMA ROUTE

Aims Of Course

Academic

- To enable the student to achieve a locally accredited qualification. This is sufficient to meet the entry requirements for a pre - registration education programme to study the diploma in nursing or operating department practice at Oxford Brookes University.

Vocational

- To make education more accessible and target groups who might not normally consider they have the ability to pursue a career in nursing or operating department practice.
- To combine clinical practice with learning theory in the classroom
- To contribute to the recruitment and retention of appropriately educated, trained and motivated staff.

Entry Criteria

- Applicants should be 19 years or over

Two groups of apprentices will be recruited each year, those who already work as Health Care Assistants or Operating Department Assistants in the Trusts (Internal applicants), and those who are new to health care (External applicants).

Internal Applicants

The applicants should already be working full or part time as a Health Care Assistant or Operating Department Assistant for a minimum of 16 hours a week. The applicants can be of any assistant grade and should also have their manager's permission to apply for the course as it requires a day release attendance at college and support from a ward based clinical assessor/mentor.

If the applicant is successful, whilst studying on the course they are expected to remain employed in that same clinical area.

External Applicants

These applicants may work full or part time. If part time, they will be provided with employment as a Health Care Assistant in one of the member organisations and will be required to work the minimum of 16 clinical hours a week. They also remain on the same clinical area for the duration of the course.

The Role of the Health Care Assistant

Health Care Assistants are support workers who assist registered nurses, midwives and other health professionals with the provision of patient care.

Course outline

The course will commence in January for one year. The apprentices will work within local NHS Trusts or other providers of care. They will attend the Witney campus of Abingdon and Witney College in term time on a day release basis to study their preparation to diploma course.

Whilst at college the apprentice will study Science, IT, Mathematics, Study Skills for Health Care and Health care theory in the form of Reflective Practitioner units.

Subject contents

Study Skills for Health Care consists of 3 units:

- Study and literacy skills
- Reading and research skills
- Introduction to reading academic texts

Science consists of 3 units:

- Cells
- Nutrition and transport
- Basic chemistry and physics

Information Technology:

- Word processing
- Data processing
- Spreadsheets

Mathematics:

- Arithmetic skills

The Reflective Practitioner units have a general clinical, health care focus. The aim is to teach the theory behind clinical practice. A clinical teacher teaches the units.

The units to be taught are:

- Communication and Relationships
- Promoting the Equality, Diversity and Rights of people.
- Health and Safety in the Workplace
- Living with Diabetes
- Managing Abuse and Challenging Behaviour

The apprentice's practice will be assessed within these units in the form of work-based competencies by a work-based mentor/assessor. This is normally a member of staff who has been registered for a minimum of six months.

Student Support

The Course team recognises that people returning to study are likely to need support from their teachers and their peers. It is also recognised that external applicants who are new to health care will require perhaps a greater level of support. In order to provide this support the clinical teacher will work with the apprentices in their clinical areas.

Study Support

Study support staff are available to work with the apprentices at college if they have particular difficulties with written work. There are also college counsellors, student services and a learning centre. Also available at the college are childcare facilities.

Work Experience

If the apprentice is new to health care we can arrange relevant work experience within Oxfordshire depending on where they live.

Fees

A one off fee will be payable to Abingdon and Witney College at the beginning of the course.

ACCESS TO H.E (Diploma) HEALTH CARE ROUTE

There are different types of access courses based at both the Abingdon campus and Witney campus of Abingdon & Witney College. There is a general Access course and Access to Health Care Course, both of which can be attended on a full time, part time and day release basis.

The Oxfordshire Apprenticeship Programme uses the Access to H.E (Diploma) Health Care route at Witney campus on a day release basis, which is when the apprentice is released from their clinical area one day a week to attend college.

Aims of Course

Academic

- On successful completion of the course the students gain a nationally accredited access qualification to meet the entry requirements for a pre registration education programme to study nursing, midwifery, OT, podiatry, physio and paramedic emergency training at a higher educational institution. This could be for the diploma in nursing or degree in nursing or midwifery.

Vocational

- To widen access and target groups who might not normally consider they have the ability to pursue a career in nursing
- To combine work experience with theoretical learning in the classroom
- To contribute to the recruitment and retention of appropriately educated, trained and motivated staff.

Course Outline

The students study Human Biology, Science for Health Care, Maths, IT, Study skills, Health Care Theory and Understanding People in Society. The length of the course is two-years on a day release basis.

The Access Course is open to internal and external applicants and will commence in September for two years.

Student support

The Course team recognises that people returning to study are likely to need support from their teachers and their peers. It is also recognised that external applicants who are new to health care will require perhaps a greater level of support. In order to provide this support the clinical teacher will work with the apprentices in their clinical areas.

Study Support

Study support staff are available to work with the apprentices at college if they have particular difficulties with written work. There are also college counsellors, student services and a learning centre. Also available at the college are childcare facilities.

Work Experience

If the apprentice is new to health care we can arrange relevant work experience within Oxfordshire depending on where they live.

Entry Criteria

- Applicants should be 19 years of age or over.

Fees

There will be a fee payable to Abingdon and Witney College at the beginning of the academic year unless you are able to claim fee remission.

Subject contents

Example of Year One Schedule:

Human Biology

- Nutrition
- Cells and Breathing
- Circulation
- Homeostasis
- Bones and DNA
- Genetics and Microbiology

Study Skills for health care

- Study and literacy skills
- Reading and research skills
- Presentations
- Revision skills

Information Technology

- Word processing
- Data processing
- Spreadsheets

Mathematics for H.E

- Arithmetic
- Algebra
- Graphs
- Geometry

Example of Year 2 Schedule:

Science for Health Care

- Air and Water
- Fuels and Energy
- Chemistry and Life

Understanding People in Society:

- You will study six units, which look at the psychological and sociological aspects of understanding people. The overall aim of these units is to provide students with an introduction to the theories

and findings of those who have studied human behaviour from a psychological and sociological perspective.

The Reflective Practitioner Units:

- These units have a general clinical, health care focus and will be taught in year one and year two. The aim is to teach the theory behind clinical practice. A clinical teacher teaches the units.

The units to be taught are:

- Communication and Relationships
- Health and Safety in the Workplace
- Promoting the Equality, Diversity and Rights of people.
- Managing Abuse and Challenging Behaviour
- Living with Diabetes

The apprentice's practice will be assessed within these units in the form of work-based competencies by a work-based mentor/assessor. This is normally a member of staff who has been registered for a minimum of six months.

Study skills help, advice and information

As part of the interview process to gain a place as an apprentice, applicants are required to take a numeracy and literacy test. The results will determine whether the applicant can join the Prep or Access route. If test results are below the desired level, the team may suggest a term or year of study skills.

There are various colleges and study centers offering study skills and support. Within these centers they also run courses for English as a foreign language.

For English as a Foreign Language (EFL) or English for Speakers of Other Languages (ESOL) please contact:

- Abingdon and Witney College ESOL Department - 01235 216230 or e mail enquiry@abingdon-witney.ac.uk. There are courses available at both Abingdon and Witney campuses.
- Community English School (Part of Able Centre) 01865 728688

There are free International English Language Testing Service classes available (IELT's). These courses are designed either to improve your English or to prepare you for the IELT's test (for which a score of 6.5 in each category is required) for entry to Oxford Brookes University for people whose education was taught in a language other than English).

If applicants are worried about their **literacy or numeracy** skills it is advisable that they contact one of the following.

- Abingdon and Witney College (Witney Campus) 01993 208032
Witney Campus, Holloway Road, Witney,
Oxfordshire OX28 6NE
- Abingdon and Witney College (Abingdon Campus) 01235 216407
Abingdon Campus, Wootton Road, Abingdon,
Oxfordshire OX14 1GG

Or visit the college website for 'Basic skills' www.abingdon-witney.ac.uk

- ABLÉ Centre – 01865 776334
ABLE Open Learning Centre
Oxford College Campus
Blackbird Leys Precinct
Cuddesdon Way, Oxford OX4 5HN
e-mail: ablecent@rmpic.co.uk

- Oxford Cherwell Valley College – Central Number 01865 550550

Within Oxford Cherwell Valley College there are campuses in **Oxford City Centre, Banbury, Blackbird Leys and Bicester**. All e-mail enquiries to: enquiries@ocvc.ac.uk. Please contact the college to find your nearest campus.

To assist you to improve your reading, writing and number skills with worksheets, quizzes and games go to www.bbc.co.uk/skillswise.

Please note the apprenticeship team **will** process applications for applicants while they are undertaking study of IELTS's, EFL, ESOL and basic skills.

WIDENING ACCESS FUNDING FOR STUDENTS UNDERTAKING THE OXFORDSHIRE HEALTH CARE APPRENTICESHIP.

Widening access funding (secondment) **is potentially available but cannot be guaranteed** for Health Care Apprentices working in the NHS who wish to commence a pre-registration nursing or midwifery course. Therefore it is important that applicants applying for either the Preparation for Diploma course or the Access to Higher Education Health Care need to be prepared to fund themselves throughout their university studies in the event that widening access funding is not available.

Widening access funding is not available through the NHS for Operating Department Practitioners.

For Apprentices working in health care environments outside of the NHS, funding is at the discretion of the employer.

Please note that tuition fees for all individuals entering nursing, midwifery, or operating practice are paid for by the government.

There are two types of NHS bursary available:

Non-means tested available for nursing, midwifery and operating department practitioner diploma (DipHE) courses. **(Please note that Oxford Brookes University does not offer a Diploma in Midwifery.)**

This bursary is awarded with no contribution being required from your income or that of your family.

Means-tested for degree level courses. This means that where appropriate, income from you, parents, or partner may be taken into account, and the amount of the bursary will be reduced in proportion to that income, net of allowable deductions.

Please see over the page for useful addresses and websites.

Further information can be obtained from:

NHS Student Bursaries
Hesketh House
200-220 Broadway
Fleetwood
FY7 8SS
Website: www.nhsstudentgrants.co.uk
E-mail: enquiries@nhspa.gov.uk

Student Loans Company Ltd (Usually Degree Students only. Refer to
100 Bothwell Street local authority website for more details).
Glasgow
G2 7JD
www.slc.co.uk

In addition to the standard bursary other allowances are available:

- ❖ Additional weeks
- ❖ Extra week's attendance
- ❖ Dependents
- ❖ Childcare
- ❖ Single parent
- ❖ Disabled students
- ❖ Second homes
- ❖ Practice placement costs
- ❖ Council tax and benefits
- ❖ Child tax credit

Please note that these allowances are subject to change and can only be seen as a guide. For updated information please access www.nhsstudentgrants.co.uk or E-mail enquiries@nhspa.gov.uk

For advice and Information about college course fees please contact -

Abingdon and Witney College, Admissions – 01993 208110

Residency Conditions

To be eligible for NHS bursary support all applicants must at the time of applying for university:

- ❖ Be ordinarily resident in any UK country for three years on the first day of the academic course
- ❖ Be settled in the UK under the terms of the Immigration Act 1971 (resident without any restriction on period of stay)

If you do not meet the criteria for residency you may still be eligible. Please see the website address below.

Immigration Status

If you are unsure about your residency status and your eligibility to undertake the Access to Higher Education Health Care Course, the Preparation for Diploma Course or to enter Higher Education to study for a professional qualification in health care please contact:

Immigration Policy Directorate
Home Office
Apollo House
1101 Wellesley Road
Croydon
CR9 2RR
www.ind.homeoffice.gov.uk

Job Information

Do you need a job?

To be an apprentice you will need to be working for a minimum of 16 hours per week within a care assistant or support worker role. You will also need to be able to attend college one day per week (most apprentices who work fulltime receive a study day each week) and be provided with a mentor (a qualified nurse or midwife) who works with you in your workplace.

Whilst the team will help you find a suitable position as a care assistant/support worker it is suggested that all candidates that are needing employment within a health care setting also begin the process of looking for and applying for jobs themselves. To assist this process we have detailed information concerning the different NHS Trusts within Oxfordshire as well as their websites.

NHS Apprentices can and do work in all the NHS Trusts within Oxfordshire as well as for Social Services, in nursing and residential homes and other care agencies. However, it must be noted that not all nursing/residential homes or care agencies are willing to support Apprentices with study time or are able to provide a mentor. The Apprenticeship programme has a small team of clinical teachers who support mentors and work clinically with the apprentices; in some cases they will provide full mentorship for the apprentices but this would be dependent on the organisation being happy for one of the Apprenticeship team to come and work with you in your care environment.

If interviewed for a job outside of the NHS with a view to undertaking the Health Care Apprenticeship Programme we would strongly recommend that you ask at interview whether the organisation would be able to give any support should you be accepted onto the Health Care Apprenticeship Programme.

Search Tips:

Jobs within the different Trusts are posted using a variety of different titles. When searching for jobs it is recommended that you use the following combination of titles:

Health Care Assistant
Support Worker
Clinical Support Worker
Physio Assistant
Occupational Therapy Assistant
Maternity Care Assistant

Oxford Radcliffe NHS trust

The Oxford Radcliffe NHS Trust is one of the largest teaching NHS teaching Trusts in the country. The Trust offers a wide range of general and specialist services over three sites; the John Radcliffe Hospital in Headington (which includes the Children's Hospital and the West Wing); the Churchill Hospital in Headington and the Horton General Hospital in Banbury. The Trust provides hospital services for people both in Oxfordshire and neighbouring counties as well as being a provider of specialist services over a much wider geographic area.

For more information about the Oxford Radcliffe NHS Trust and to find out about current vacancies please go to www.oxfordradcliffe.nhs.uk and follow the link 'working for us' and clicking on www.oxfordradcliffejobs.nhs.uk.

Nuffield Orthopaedic Centre (NOC)

The NOC provides routine procedures as well as a diverse range of specialist orthopaedic and rheumatological services to people within Oxfordshire. In addition the NOC offers a number of specialist services for people with conditions such as neurological disabilities from the UK and abroad.

For more information about the Nuffield Orthopaedic Centre and to find out about current vacancies please go to www.noc.nhs.uk and follow the link 'working for us'.

Oxfordshire and Buckinghamshire Mental Health Partnership NHS Trust (OBMH)

The OBMH Trust provides a full range of mental health services for children, adolescents, and adults in Oxfordshire and Buckinghamshire as well as offering specialist and forensic mental health services to people nationally.

For more information about the OBMH Trust go to www.obmh.nhs.uk. For information regarding current vacancies within the Trust go to www.jobs.nhs.uk.

Oxfordshire Learning Disability NHS Trust (OLDT)

The OLDT Trust provides a range of health care and social support for people who have a learning disability, and for their families/carers. The majority of the people who access the services of OLDT have moderate to severe learning disabilities. However adults with milder disabilities are supported by the Trust who also offer a specialist service for children. The OLDT offer services to people across Oxfordshire and beyond.

For more information about the OLDT and to find out about current vacancies please go to www.oldt.nhs.uk and follow the link 'working for us'.

Oxfordshire Primary Care Trust (PCT) plans and provides local health services in the community. The PCT works with GP practices, dentists, pharmacists and opticians in Oxfordshire as well as providing services such as district nursing, health visiting, school nursing and a range of specialist and therapy services.

For more information about the Oxfordshire PCT go to www.oxfordshirepct.nhs.uk. For information regarding current vacancies within the Trust go to www.jobs.nhs.uk.

NHS Professionals

NHS professionals Special Health Authority works in partnership with local NHS trusts to supply flexible and temporary staff to acute NHS Trusts, Mental Health NHS Trusts and the Primary Care Trusts.

For more information about where to work for NHS Professionals and how to join go to www.nhsprofessionals.nhs.uk and follow the link 'where can I work and applying to join'.

Trusts offer support roles in a variety of different professions. Should you find a job that you think might be suitable please contact the Health Care Apprenticeship Programme team for advice on 01865 225016.