

**Compliance Team – Health Records**

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## FOI REQUEST NUMBER 294 2015

### Request & Response

Thank you for your recent request under the Freedom of Information Act. I can confirm the following:-

1) **Name of your organisation - Norfolk & Suffolk Foundation Trust**

2) **Numbers of apprentices recruited**

In the following financial years how many apprentices started work in your organisation? Please break this figure down per apprentices directly employed by your organisation and those working in your organisation but employed by an external organisation such as an Apprentice Training Agency.

	Numbers of apprentices started		
	2012/13*	2013/14*	2014/15*
<b>Directly employed</b>	4	7	13
<b>Employed by an external organisation such as an Apprentice Training Agency</b>	0	0	0

3) **Job titles of apprentices**

For the apprentices who started in each financial year (employed either directly or indirectly in your organisation) please provide a breakdown of the total number employed by the relevant job titles listed below.

Job title	Numbers of apprentices started		
	2012/13*	2013/14*	2014/15*
<b>Additional Clinical Services</b>			
Healthcare Support Worker	2	1	
Other (please specify job titles) pharmacy		1	1
<b>Administrative &amp; Clerical</b>			
Clerical worker	1	5	10
HR apprentice	1		

IT apprentice

2

**4) Pay rates for apprentices**

For the apprentices who started in each financial year (employed either directly or indirectly in your organisation) please provide information per relevant job title on the starting rates of pay, any linked Agenda for Change (AfC) pay band, and hours of work.

2012/13			
Job title	Starting rate of pay £pw, ph or pa	AfC pay band this was linked to if any	Hours per week
<b>Additional Clinical Services</b>			
Healthcare Support Worker	135 pw		37.5
<b>Administrative &amp; Clerical</b>			
Clerical worker	135 pw		37.5
HR apprentice	135 pw		37.5
2013/14			
Job title	Starting rate of pay £pw, ph or pa	AfC pay band this was linked to if any	Hours per week
<b>Additional Clinical Services</b>			
Healthcare Support Worker	135 pw		37.5
<b>Administrative &amp; Clerical</b>			
Clerical worker	135 pw		37.5
2014/15			
Job Title	Starting rate of pay £pw, ph or pa	AfC pay band this was linked to if any	Hours per week
<b>Additional Clinical Services</b>			
Healthcare Support Worker	135 pw		37.5
<b>Administrative &amp; Clerical</b>			
Clerical worker	135 pw		37.5
Other (please specify job titles) pharmacy	135 pw		37.5

**5) Outcomes for apprentices**

- a) For apprentices (directly or indirectly employed) whose apprenticeships came to an end in each of the following financial years because they did NOT complete their apprenticeship, please provide the following information:

	Numbers of apprentices		
OUTCOME	2012/13*	2013/14*	2014/15*
Left without completing their apprenticeship	1	1	3
Left because they failed their apprenticeship	0	0	0

b) For apprentices (directly or indirectly employed) whose apprenticeships came to an end in each of the following financial years because they COMPLETED their apprenticeship please provide the following information:

	Numbers of apprentices		
OUTCOME	2012/13*	2013/14*	2014/15*
Completed their apprenticeship with an accredited qualification	3	6	4 (6 still studying)
Completed their apprenticeship without gaining an accredited qualification			0
Continued in employment in your organisation	3	6	3
Left employment in your organisation			1

\*\*\* All the above figures are for financial years April-March for 2012/13, 2013/14 and 2014/15.

The Trust provides a complaints procedure to deal with complaints about the Trust's handling of requests for information. If you feel you need to make a complaint, in the first instance, you should contact a Non-Executive Director via the Chair of the Trust. If you feel you have exhausted our internal complaints procedure, you also have the right and may feel you wish to write to the Information Commissioner who can be contacted on telephone number 01625 545740 or at [www.ico.gov.uk](http://www.ico.gov.uk).