



The Academy at LPP – planned roll out spring 2019

As a 'Holistic, Quality Study Programme' the **Academy at LPP** will include a mixture of different level apprenticeships as well as training and development opportunities for existing procurement professionals.

We will look to cost, engage and train a **Talent Development Team** to support the Academy, designed on behalf of our members and **using trust levies to pay for the Apprenticeship element of the programme.**

It will be important to work continuously in conjunction with each trust Apprenticeship Lead **to engage schools, colleges and universities** in order to create **a procurement talent pipeline** and link to general employment opportunities across trusts.

Planned scheme content

- **Higher graduate apprentices – level 4**
 - 4 start dates in the year for the level 4 apprenticeship in procurement.
- **Apprenticeships at levels 2 and 3**
 - Run a on 'roll on roll off'* basis giving apprentices experience many areas:
 - Level 2 business administration or customer care
 - Level 3 procurement and supply fundamentals
 - 15 days compulsory 'off the job' training in a rolling programme which will link work with subjects within the programme's 'taught sessions'.
- **Extra courses**
 - Extra training to enhance the qualification, e.g. action learning sets
 - Knowledge subject training – e.g. appreciation of finance
 - Soft skills.
- **Support**
 - Training for trust staff in mentoring, monitoring and coaching
 - Mentoring and monitoring of Apprentices
 - Organising and/or supporting links with local schools and colleges to create a pipeline.
- **Quality Assurance**
 - Engagement and support with all parties on a regular basis
 - Monitoring data sets and reports.
- **Monies**
 - Trust levies will be used to pay for the Apprenticeships.

** Flexible start dates according to needs on any working day throughout the year.*



Apprenticeships currently available or in development:-

We will look to run at least the following apprenticeships. Where necessary we will apply to the Institute for Apprentices (IFA) to write a new trailblazer Apprenticeship:

- Procurement and Supply Level 5/6 (when available 2020)
- Procurement and Supply Level 4 (available now)
- Procurement and Supply Fundamentals Level 3 (will be available imminently)
- Data Analysis level 4 (available now)
- Data Analysis Level 3 (will be available in the future)
- Supply Chain Warehouse Operative level 2 (available now).

The future Academy at LPP will provide:-

- **Mentoring, Coaching and Monitoring**
 - Training of trust staff
 - Support for both trust staff and apprentices
 - Monitoring of attendance at work and study centres
 - Contacts by phone and face to face
 - Issues logging/resolution
 - Linking to the Quality NHS Apprenticeship KPIs
- **Quarterly Meetings**
 - Quality Review - all parties attending (trusts, LPP, ATA, Training Provider).

As well as (extras):-

- **Courses**
 - Negotiation skills
 - Management skills
 - Procurement tools (software)
 - Creation of film clips accessible via the website
 - Finance appreciation
 - Other courses where suitable
- **Action learning Sets**
 - 2 per year in agreement with trust leads
 - Resilience training
- **Goody Bag (cost dependant)**
 - Flask
 - Stationery
 - T Shirt
- **Working with Schools, Colleges and Universities, engaging in:-**
 - North/South/East/West London events for trust representatives (including apprenticeship leads)
 - Creating long-term relationships
 - Agreement of trusts to engage twice a year.