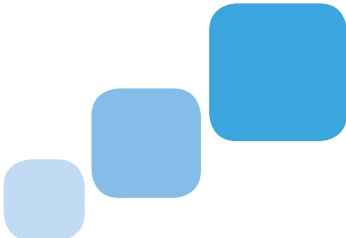


The National Graduate Management Trainee Scheme

Frequently asked questions for host organisations

'These graduates are the chief executives of tomorrow... I really hope we can have another graduate in the future as [they] brought fresh vibrancy to our organisation.'

Seona Gordon, Head of Personalising Services,
London Borough of Lambeth



Frequently asked questions

Who can host a trainee?

Host organisations come from the private, voluntary and statutory sectors in England. Some will be providing care services for a locality, some are national organisations with a policy and strategic remit and others are local Councils. They are all committed to social care in its many forms.

What placement opportunities will I need to offer my trainee?

Trainees will learn through a variety of roles with their host organisation. The roles they take up will need to extend their knowledge of adult social care and develop the management and leadership skills necessary to achieve excellence in their careers.

How long does the placement last?

The programme last for 12 months during which time, in addition to the time spent on work-based placement within your organisation, the trainee will need:

- An estimated 20 days leave for attendance at scheduled learning events, Action Learning sets and self-directed learning sessions
- An additional 20 days study leave/time for reflection during the year's training.

Will the trainee be an employee of my organisation?

No. Participation in the National Graduate Management Trainee Scheme does not constitute a contract of employment. You, the National Skills Academy for Social Care and the trainee will sign a tripartite placement agreement.

In addition to this agreement you may want to ask your trainee to read and sign your organisation's Code of Conduct for employees by way of affirming their agreement to abiding with its contents.

How does the Skills Academy select trainees?

We advertise for potential trainees on graduate recruitment websites and on our own website. We screen applicants for their appreciation of adult social care and other relevant vocational experience. We then invite a number to day-long assessment centres. We take up references and enhanced Criminal Records Bureau clearances for all prospective trainees.

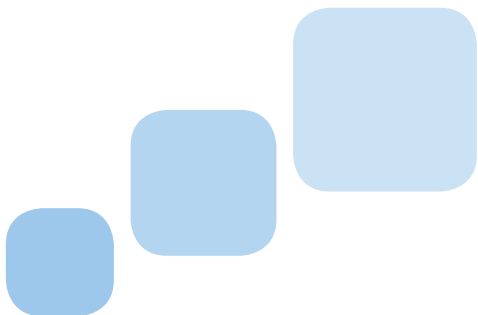
We can't promise that your participation in our generic selection process will guarantee you a trainee or a particular trainee. However, we welcome the participation of potential host organisations in the selection of the pool of trainees.

‘I was involved in front-line care the whole time. I spent four months in a care home on both day and night shifts, involved in care and domestic duties, learning what every job was like, and spent some time with the manager there. Being part of the graduate scheme gave me the right experience to apply for a deputy care home manager role, because to have what it takes to manage staff I need to understand what is involved through first-hand practical experience. I would never have had the opportunity to take on the deputy manager role otherwise, and now I have got exactly the job I wanted.’

Bryony Gilbert graduated with a degree in Geography and Sociology, and was placed with Cornwall Care. She is now continuing her career in social care as deputy care home manager at Cornwall Care.

‘Bryony should be cloned, she is so fantastic. She completely got the way we work and was in tune with everything. She did a business review for us, and a presentation that was so moving one of our operational managers was in tears.’

Tracey Flower, Cornwall Care



It is vitally important that the placement is mutually beneficial. To assist us in being able to match the right trainee to the right organisation, we need details of the host organisation's specific requirements in the form of the desired skills, aptitude and where appropriate occupational specialism. In particular, we would need to know details of:

- The quality of experience(s) offered, normally involving work within more than one work area
- A sound business case that demonstrates evidence of succession planning and likely employment prospects for trainees assigned to them
- Details of particular organisational requirements and/or specialist areas of operation
- Arrangements for effective management, placement induction, supervision, coaching and assessment
- Agreement about roles and responsibilities and actions to be taken in the case of disciplinary situations.

How are the trainees funded?

Each trainee will be paid £18,000 p.a. as a bursary in 12 monthly instalments through the National Skills Academy for Social Care. This will not constitute a contract of employment.

The payments will be conditional on active participation in the scheme and would cease immediately if the training place was terminated for any reason by the trainee or the Skills Academy. The trainee will be responsible for their own living expenses, including travel to the host's base site. The host will reimburse the costs within their own expenses arrangements of carrying out placement responsibilities. The costs of learning sets, learning events and enrolment on a management and leadership training programme will be met by the National Skills Academy for Social Care.

What supervision arrangements will I need to put in place?

Placement supervisors play an integral role in the success of the programme, supporting trainees to make the most of the opportunity.

As we've already said, it is vitally important that the placement is mutually beneficial. Host organisations will need to identify and provide a placement supervisor and details of the arrangements for effective management, placement induction, supervision, coaching and assessment.

The placement supervisor will oversee the trainee's work, their learning activities within the placement and meet with a member of the Skills Academy's Leadership and Management team at the beginning

‘BUPA is proud to support the Skills Academy as we believe the role of a truly employer-led organisation is critical in developing the sector as a whole. The aim is for the Skills Academy and its members to create a sector that everyone wants to be a part of.’

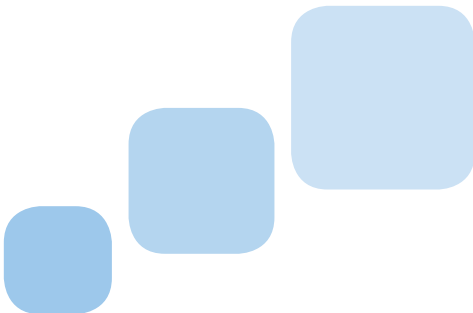
James Clegg, Head of Organisation Development and Talent, BUPA Care Homes

‘We are delighted to be a member of the Skills Academy. We need strong, effective leaders and an excellent workforce more than ever before. The work of the Skills Academy will raise standards locally and nationally and set a benchmark for provision and commissioning of training resources.’

Sharon Buckingham, Head of Learning Resources, Kent County Council

‘NAAPS UK is all about innovation in social care. We feel innovation in practice needs innovation in leadership and we believe that the Academy will help to produce a new generation of innovators capable of transforming the care and support sector.’

Alex Fox, Chief Executive, NAAPS UK



of the placement and at least once during the placement.

Placement supervisors and line managers are ideally placed to identify the trainees' strengths and development needs, as well as being a key source of feedback on the programme as a whole. As such we value the relationships that we have with placement supervisors and participating line managers.

What evaluation documentation will the supervisor need to complete?

You will ensure that the elements contained in the trainee's training plan are carried out. You will evaluate the trainee's progress through regular planning and performance review meetings. We are happy for you to use your organisation's supervision recording documents, but in addition we will ask you to complete brief progress reports using Skills Academy forms and participate in the end of placement review and final report.

What academic work will trainees have to do during their placement?

Trainees register for an Institute of Leadership and Management (ILM) Level 4 Certificate in Management. The qualification is undertaken in a group with the other Skills Academy trainees.

Trainees will need an estimated 20 days' leave to attend learning events and self-directed learning sessions, including facilitated learning sets and for researching and writing assignments.

In addition to this, we would expect you to provide your trainee with access to your own induction programme, and where relevant, to your in-house staff training and development programmes.

How else can my organisation support our trainee during their placement?

As a host organisation we believe that you will benefit from having a capable and ambitious graduate management trainee within your organisation. In return we would expect you to make it possible for your trainee to have access to appropriate opportunities to observe your organisation's governance in action and to shadow key individuals.

Our experience of running the scheme has shown that the most successful placements take place within organisations that can offer trainees access to broad learning opportunities. They do this by providing advice, information and motivation to achieve personal goals.

What happens if our trainee gets a job during their placement?

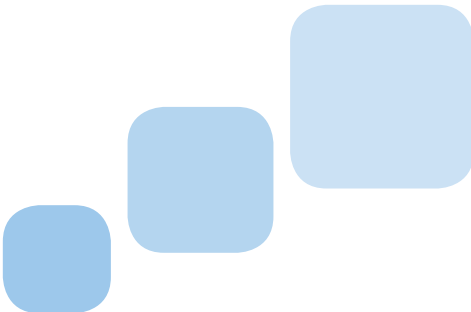
The aim of the scheme is to attract bright and capable graduates into adult social care management. Ideally we would want them to secure employment towards the end of their trainee placement, rather than earlier.

If they secure employment within the sector during the 12 month traineeship, we would look to the employing organisation to broker with us a set of arrangements that enabled them to continue with their supervised learning, whilst beginning to take up their employment.

If a trainee secures employment outside the sector, that would be treated as a resignation and access to the Skills Academy learning activities will be withdrawn.

Who should I contact at the Skills Academy if I want to discuss any issues about my trainee's placement, or can answer any further questions that I might have about the scheme?

Maureen Hinds is the lead officer for the trainee scheme. You can contact her by phone on 020 7268 3277 or by email: maureen.hinds@nsasocialcare.co.uk



‘Whether your aim is to be a managing director of a leading national organisation, or a day-to-day manager of an important local service, there is a rewarding and challenging career anywhere.’

Nikki Barrell, National Graduate Management Scheme Trainee 2009