

D2N2 HEALTH & SOCIAL CARE

ONLINE HANDBOOK



A PRACTICAL GUIDE FOR EMPLOYERS AND INDIVIDUALS
SEEKING EMPLOYMENT IN THE SECTOR

Recruitment and retention of workers at all levels is one of the key challenges facing Health & Social Care employers. It is important that employers and those seeking employment have access to all available help to make the process of recruiting or getting hired as simple as possible.

The information in this Handbook gives you up to date information relating to Health and Care career pathways and recruitment support.

D2N2 is the Local Enterprise Partnership (LEP) for Derby, Derbyshire, Nottingham and Nottinghamshire. Local Enterprise Partnerships operate across England and are responsible for driving forward economic growth.

Four key areas have been identified as important in securing a sustainable future workforce for the sector:

EMPLOYERS

Page 6

CAREERS

Page 12

APPRENTICESHIPS

Page 15

GRADUATES

Page 16

Date of publication: June 2017

Information contained in this document is accurate at the time of publication.

D2N2 HEALTH & SOCIAL CARE ONLINE HANDBOOK

A PRACTICAL GUIDE FOR EMPLOYERS AND INDIVIDUALS SEEKING EMPLOYMENT

This handbook will:

- 1** Give you all the information about careers and workforce development in one place.
- 2** Highlight a selection of online resources – for teachers, parents and children – promoting career opportunities at all levels, attracting new entrants to the sector.
- 3** Provide practical resources for Careers Advisors across D2N2 who engage with schools and young people to promote Health and Care careers.
- 4** Point you to bespoke online resources – for universities, undergraduates and postgraduates – promoting graduate career opportunities to support the attraction and retention of newly qualified entrants to the sector.
- 5** Provide employers with up to date information on recruitment support, Apprenticeships, graduate retention, financial incentives to aid recruitment and opportunities to be part of the D2N2 Health & Social Care Ambassador Network.

BACKGROUND TO HEALTH & SOCIAL CARE IN D2N2

Health and Social Care is a sector that is of great significance to D2N2's economic and social wellbeing. It is both a vital sector in its own right as a major employer geographically distributed across D2N2.

Health and Social Care is also a major contributor to UK productivity through its role in keeping the wider workforce healthy and productive.

Health & Social Care sector is classified by the D2N2 LEP as a priority employment sector with over 3,170 employing businesses and an estimated workforce of around 125,580.

The sector comprises of two sub-sectors which are quite different in character:

HEALTH

Health Care encompasses all hospital activities, medical nursing homes, GP services, specialist medical and dental practices and other human health activities.

SOCIAL CARE

The Social Care sector includes residential nursing care, residential nursing facilities, residential care facilities (e.g. for the elderly, children or those with mental health care needs), child day care and non-residential social care.

DID YOU KNOW?

Employers in Health and Care are struggling to recruit enough skilled and unskilled workers. This is causing skills shortages in many health and care related professions:

HEALTH

ADVANCED ROLES

Registered Nurses
Clinical Medical Practitioners
Emergency Care
Nurse Associates

Primary Care: GPs,
Pharmacists,
Community Care Assistants

INTERMEDIATE ROLES

Nursing Auxiliaries
Administrators

ENTRY LEVEL ROLES

Hospital Porters

CARE

ADVANCED ROLES

Non-Medical Prescribing Practitioners
Social Workers
Rehabilitation
Nurse Associates

INTERMEDIATE ROLES

Domiciliary Care Workers

ENTRY LEVEL ROLES

Personal Assistants



To understand more about job roles in
Health and Social Care please visit:

[Job Roles in Health Care](#)

[Job Roles in Social Care](#)

EMPLOYERS

SOCIAL CARE EMPLOYERS

Skills for Care help create a better-led, skilled and valued adult social care workforce.

Skills for Care provide practical tools and support to help adult social care organisations in England recruit, develop and lead their workforce.

Skills for Care work with employers and related services to ensure dignity and respect are at the heart of service delivery.

As the home of the National Skills Academy for Social Care, Skills for Care support is from entry level right through to those in senior leadership and management roles.

Skills for Care provide practical tools and support to help adult social care organisations and **individual employers** in England to **recruit, develop** and **lead** their workforce. Skills for Care (**our experts**) are available now to provide bespoke support to your organisation.

Skills for Care's 'Employing Personal Assistants Toolkit' is the best place to start for any employer. It has sections on recruiting, managing and training your staff and useful templates you can download and use.

www.employingpersonalassistants.co.uk



EMPLOYING PERSONAL ASSISTANTS

You may not think of yourself as an employer, but if you employ your own care and support staff (a personal assistant or PA) using a direct payment, your own money, a personal care or health budget or other means, that's exactly what you are.

Personal assistants are employed to help people who need social care and health or health care support, either because of their age or disability, to enable them to live as independently as possible in their home.

Working as a personal assistant can be rewarding, challenging and varied as well as offering flexible working patterns to suit your other commitments.


Personal assistants can be employed directly by one employer, or they can work for a number of different employers. They can also work as part of a team of PAs who are employed by and supporting an individual. People who employ PAs are either in receipt of a Personal Budget (Local Authority), Personal Health Budget (NHS) or pay privately (self-funding).

PAs can help carry out a wide range of tasks including:

- Personal care (such as helping someone get washed and dressed)
- Health related tasks
- Cleaning and housework
- Shopping services
- Preparing meals
- Leisure and recreation activities
- Helping someone to get involved in their local community
- Supporting someone at their work

More information for employers

Inspire the next generation of Social Care Workers by supporting the [I Care... Ambassador Network](#)



↑ Operating Theatres

HEALTH CARE EMPLOYERS

Health Education England (HEE) exists for one reason only: to support the delivery of excellent healthcare and health improvement to the patients and public of England. Working across the East Midlands, HEE ensure that the workforce of today and tomorrow has the right numbers, skills, values and behaviours, at the right time and in the right place.

Additional Recruitment, Workforce and Skills development Support for Health and Care Employers can be found at:

www.hee.nhs.uk

HEALTH & SOCIAL CARE EMPLOYERS

RECRUITMENT SUPPORT

There are a number of services available to employers in Health and Care that will make recruiting skilled and unskilled workers simpler both in the short and long term.

Connecting with existing employer led networks and business intermediaries operating across D2N2 will also strengthen employers' ability to address on-going skills shortages.

[Apprenticeship Ambassador Network](#)

[ASPIRE](#)

[Careers & Enterprise Company](#)

[D2N2 Employability Framework](#)

[Derby Education Business Partnership](#)

[DWP/NHS Partnership](#)

[EMPLOY Local](#)

[Nottingham Apprenticeship Grant](#)

[Nottingham Jobs Fund](#)

[Nottingham Jobs Hub](#)

[Work Experience Toolkit](#)

CAREERS, EMPLOYABILITY, INFORMATION, ADVICE AND GUIDANCE (CEIAG)

It is important that employers and stakeholders work with schools and young people to grow the future workforce.

Delivering high quality careers advice is crucial when inspiring young people about careers in HSC.

BUSINESS GROWTH SUPPORT

The D2N2 Growth Hub aims to power up your business by facilitating the market for business services in Derby, Derbyshire, Nottingham and Nottinghamshire.

[D2N2 Growth Hub](#)

[Employment & Skills Support](#)

[SKILLS Local](#)

WORKFORCE SKILLS DEVELOPMENT SUPPORT

SKILLS Local has a focus on helping local employers build a skilled workforce and to facilitate long term success and growth within the Derbyshire and Nottingham region.

SECTOR SKILLS GROUPS (SSG)

The D2N2 SSG Advisory Groups are a collective body of 'sector ambassadors' who provide the link between the Health & Social Care sector and the D2N2 LEP informing strategic awareness, developments, needs and actions.

[D2N2 SSG Advisory Groups](#)

RECRUITMENT AND RETENTION

The need for care and support continues to grow, creating more demand to increase the size and skills of the adult social care workforce.

Effective recruitment and retention of a caring and skilled adult social care workforce has a central role to play in delivering high quality care and support.

[Find out more](#)

TRAINING AND DEVELOPMENT

Everyone working in adult social care should be able to take part in learning and development so they can carry out their role effectively.

This will help to develop the right skills and knowledge so you can provide high quality care and support.

On Skills for Care's website you'll find information and resources to help with the **Care Certificate**, the minimum standards that should be covered as part of induction.

To ensure you have a capable, confident and skilled workforce you should continue to develop staff beyond induction.

[Find out more](#)

LEADERSHIP AND MANAGEMENT

We understand that high quality care and skilled, qualified and confident leaders and managers go hand in hand.

If you're working in a leadership or management role in social care you're not only responsible for supporting those who need care and support, but for taking care of your staff and influencing the quality of care across the sector.

That's why we've created a variety of development programmes, tools and resources to help leaders and managers at all levels feel supported in their roles.

[Find out more](#)

USEFUL INFORMATION AND RESOURCES FOR EMPLOYERS

STANDARDS AND LEGISLATION

The delivery of care and support is changing and becoming more complex. This can lead to a lack of consistency in the service provided and difficulty in regulating care.

Standards help with consistency as they ensure those working in the sector meet a high level of quality when providing care and support. Legislation has also been introduced to help do this.

We've developed a variety of tools and resources to help you meet some of the standards set for adult social care.

[Find out more](#)

TOPICS

There are lots of different roles in adult social care providing support to people with very different needs.

Many roles require specialist knowledge and skills to ensure workers can provide high quality care. On Skills for Care's website you'll find tools to help you with different topics.

Search through the A-Z at the link below to find what's relevant for you. You can also search for specific roles, such as social worker or commissioner.

[Find out more](#)

NOTTS HELP YOURSELF

The Nottinghamshire Help Yourself site is a partnership between health, the voluntary sector and Nottinghamshire County Council to bring information and advice together in one central place - so people can find the information they need easily.

[Find out more](#)

CAREERS



SOCIAL CARE CAREERS

Adult social care is a growing sector which offers a range of rewarding careers, with many different job roles, and lots of opportunities for progression.

If you want a career where you can progress, have job security, and get an enormous sense of personal achievement from knowing you are helping other people, then adult social care is for you.

ALL THE INFORMATION YOU NEED TO KNOW ABOUT WORKING IN ADULT SOCIAL CARE

[Careers in care](#)

[Social Care: A rewarding career](#)

[Apprenticeships in care](#)

[Find an I Care...Ambassador](#)

[Social Care case studies](#)

[Work experience in care](#)



HEALTH & SOCIAL CARE

CASE STUDY

Millie works as an Apprentice Support Worker and is a registered I Care... Ambassador.

Find out more about her role and the benefits of working in care.

[Watch the video](#)

HEALTH CARE CAREERS

ALL THE INFORMATION YOU NEED TO KNOW ABOUT WORKING IN HEALTH CARE

[Career planning overview](#)

[Exploring roles](#)

[In education?](#)

[Looking for an Apprenticeship](#)

[Thinking about Nursing?](#)

[Financial support at university](#)

[Work experience opportunities](#)

[Unemployed and interested in a career in Health?](#)

[NHS case studies](#)

[New Nursing Associate role](#)

In December 2015 the Government announced a plan to create a new nursing support role. The new role is expected to work alongside care assistants and registered nurses to deliver hands-on care, focusing on ensuring patients continue to get the compassionate care they deserve. Its introduction has the potential to transform the nursing and care workforce - with clear entry and career progression points.

VIDEO



WORKING IN HEALTH: ONE WORD

HEALTH & SOCIAL CARE CAREERS

ALL THE INFORMATION YOU NEED TO KNOW ABOUT WORKING IN HEALTH & SOCIAL CARE

[National Careers Service](#)

[D2N2 Skills Escalators](#)

VIDEO



WHY ARE YOU A PERSONAL ASSISTANT?



VIDEO

WHAT INDIVIDUAL QUALITIES MAKE A GOOD PERSONAL ASSISTANT?

VIDEO



HOW YOU CAN DEVELOP YOUR CAREER AS A PERSONAL ASSISTANT

APPRENTICESHIPS

BECOME AN APPRENTICE

To get your Health & Social Career started you usually need a combination of experience and qualifications. A Health & Social Care Apprenticeship gives you both by combining on the job training with study (usually one day a week) meaning you can earn while you learn. With some apprenticeships you can even get a degree!

It usually takes between one and four years to complete a Health & Social Care apprenticeship depending on which level you take. Apprenticeships are available across a wide range of job roles and many high quality, prestigious Health & Social Care companies offer them.

If you have no Health or Care experience on your CV, or you'd like to get a taster of a particular job, you might like to consider **work experience** first.

[Find an apprenticeship](#)

[Parents guide](#)

[Teachers guide](#)

EMPLOYER GUIDANCE

Apprenticeships benefit employers and individuals, and by boosting the skills of the workforce they help to improve economic productivity.

An apprenticeship is a real job with training. It is a way for individuals to earn while they learn gaining valuable skills and knowledge in a specific job role.

Apprenticeships are available in 1,500 occupations across 170 industries. Businesses of all sizes and sectors in England can recruit an apprentice and they can last anything from 12 months to 4 years.

[Employer guide to Apprenticeships](#)

[How do I employ an Apprentice?](#)

[Apprenticeship ambassador network](#)

G

R

A

D

U

A

T

E

S

GRADUATES IN HEALTH CARE

Every year, government invests approximately £5 billion in education and training for the current and future workforce, across 129 different types of healthcare staff. With over 300 careers in the NHS, we also look at work that underpins all roles, such as values-based recruitment.

Government fund medical, dental, nursing and midwifery training, alongside other professions, such as Allied Health Professionals. The NHS work with a wide range of partners including devolved nations, Royal Colleges, NHS Employers and regulatory bodies such as the General Medical Council, Nursing and Midwifery Council and General Dental Council to support those currently working in the NHS and those currently in training.

Across England, the NHS looks after postgraduate multi-professional education and training for some professions. Here in the East Midlands, this work is carried out by HEE local teams. They have a separate website for the main areas of postgraduate education, which you can find by visiting the links on this page.

[Clinical academic careers](#)

[Financial support at university](#)

[Information for Doctors](#)

[Leadership in health](#)

[Practical support when recruiting](#)

[East Midlands - great place to train](#)

[East Midlands - great place to learn](#)

[East Midlands - great place to live](#)

GRADUATES IN SOCIAL CARE

If you're looking to start your career in care and have a degree in any subject, then you qualify to apply for our [National Graduate Management Training Scheme](#).

It aims to bring people with the right core values into the social care sector. It doesn't matter what you studied or whether you have any experience working in care, if you have a passion for taking care of other people, we want to hear from you.

Successful candidates receive support from a designated placement supervisor and Skills for Care. You will be invited to network with the other graduates on the scheme and be given significant help to develop yourself into a social care leader.

[National Graduate Management Training Scheme](#)

USEFUL LINKS

Connected Nottinghamshire is a programme set up in 2013 to create and develop the local digital roadmap for Nottinghamshire.

This roadmap is the way that we are planning, developing and investing in new technologies and systems to improve the delivery of health and care services wherever patients need them – at home, in the local health centre or in hospital.

Connected Nottinghamshire is specifically focusing on projects which deliver better integration of services to support transformation.

www.connectednottinghamshire.nhs.uk



CONTACT

If you have any questions or require further support please get in touch.

OWEN HARVEY

N2 Skills & Employment Partnership Manager
Economic Development
Nottingham City Council
4th Floor Loxley House
Station Street
Nottingham
NG2 3NG

0115 876 2820

MOHAMMED ARFAN

D2 Skills & Employment Board Coordinator
Economic Regeneration Team
Derby City Council
The Council House
Corporation Street
Derby
DE1 2FS

0133 264 1673