

Arrangements for pay and banding of trainees (England, Wales and Northern Ireland)

1. The NHS has a wide range of people described as trainees, working and studying within its services. The arrangements set out below describe how those trainees employed by the NHS should be dealt with.

2. Trainees fall into three broad categories:

(i) trainees studying and/or working in the NHS, who are already in possession of qualifications at a high level. Such staff are often studying for a higher level qualification and undertaking a role that can be assessed using the NHS Job Evaluation Scheme. An example of this category is a trainee psychologist;

(ii) trainees who are undertaking a short period of learning on the job, usually less than 12 months. Typically, these staff enter whilst undertaking the role. This type of trainee can also be evaluated using the NHS Job Evaluation Scheme. If profiles for this role exist, the lowest banded profile will be appropriate. During the period of traineeship the post holder should not move through the KSF foundation gateway when this is in use in an organisation. An example of this type of trainee is a trainee secretary;

(iii) trainees who enter the NHS and undertake all their training whilst an employee. Typically, these staff develop their knowledge and skills significantly during a period of time measured in years. Given the significant change in knowledge and skills during the training period the use of job evaluation is not appropriate. Pay should be determined as a percentage of the pay for qualified staff. (See the question and answer guidance in Annex 28 (England and Wales) or Annex 28 (Northern Ireland).

3. For trainees covered by paragraph 2(iii), where periods of training last for between one and four years, pay will be adjusted as follows:

(i) up to 12 months prior to completion of training: 75 per cent of the pay band maximum of the fully qualified rate;

(ii) more than one but less than two years prior to completion of training: 70 per cent of the pay band maximum of the qualified rate;

(iii) more than two but less than three years prior to completion of training: 65 per cent of the pay band maximum for the qualified rate;

(iv) more than three years from completion of training: 60 per cent of the pay band maximum for the qualified rate.

4. Starting pay for any trainee must be no less than the rate of the main (adult) rate of the National Minimum Wage. Where the calculation above results in the National Minimum Wage being payable for year two and beyond, an addition to pay should be made on top of the minimum wage. The addition should be equal to the cash value of the difference between the percentages of maximum pay in the year of payment and the previous year. For example, the supplement in payment in year two would be the value of 65 per cent of pay band maximum minus 60 per cent of maximum pay for the band.

5. On assimilation to the pay band following completion of training, the trainee should enter either on the first pay point of the appropriate pay band or the next pay point above their training salary.

Pay circular (AfC) 2/2013: amendment number 28

Annex 21: Arrangements for pay and banding of trainees (Scotland)

The NHS has a wide range of people described as trainees, working and studying within its services. The arrangements set out below describe how those trainees employed by the NHS should be supported. These provisions deal with individuals

who join the NHS as a “new entrant”, as well as the position of existing employees who take up a trainee role.

The application of Annex 21 to any role within a Board must be agreed and monitored in partnership and a local process should be implemented to ensure that this is in place. In circumstances where a local partnership is unable to reach agreement, the existing STAC referral process could be utilised.

It is recognised that when someone commences in a new role a period of training and development within that role is inevitable and necessary. Annex 21 must not be used in situations where an individual is commencing within a standard Job Evaluated role, with the normal arrangements for training and development that would be required within that role. It must only be used where it is agreed in partnership that the post meets the criterion contained within 4 (i) or (ii), below, and in circumstances where 'formal' training* is required.

Trainees fall into two broad categories:

(i) Trainees studying and/or working in the NHS, who are already in possession of qualifications at a high level. Such staff are often studying for a higher level qualification and undertaking a role that can be assessed using the NHS Job Evaluation Scheme.

(ii) Trainees who enter the NHS and undertake all their training whilst an employee. Typically, these staff develop their knowledge and skills significantly during a period of time measured in years. Given the significant change in knowledge and skills during the training period, the use of job evaluation is not appropriate. Pay should be determined as a percentage of the pay for qualified staff as set out in paragraph 6.

It is not possible to provide a prescriptive list of posts/roles to which Annex 21 should be applied, as there has to be the ability to adopt different approaches within Boards, dependent upon local workforce challenges and any other relevant factors. It is therefore important that the partnership arrangements described in paragraph 2

above are in place to ensure that any decisions made in terms of application are done on a partnership basis. However, the kinds of roles covered would include:

(i) Trainee Psychologist.

(ii) Trainee Paramedic, Trainee Advanced Paramedic, Trainee Ambulance Technician (Higher Level), Trainee Biomedical Science Roles, Trainee Pharmacy Technicians.

**Formal or accredited training generally means organised teaching or learning and can be delivered through classroom-based teaching, online learning, a study programme, structured on the job learning or equivalent. Some kind of assessment will generally be required.*