# NHS_Fife_faxlogoAGENDA FOR CHANGE (AfC)

# TERMS AND CONDITIONS BRIEFING

|  |  |
| --- | --- |
| Doc Title | Request for Approval of Annex 21 |
| Distribution | Circulation to Executive Director Group, Divisional General Managers, Payroll Manager, HR and Management Teams for cascading to appropriate staff |
| Document Reference Number | CoS024 – Updated Feb 2023 |
| Content Based on Decision made by | Annex 21 of the Agenda for Change Handbook – Arrangements of Pay and Banding of Trainees |
| Description  | The purpose of this guidance is to ensure that Line Managers are aware of the process that requires to be adhered to when requesting the approval of Annex 21 |

**BACKGROUND**

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:

1. 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.

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. Should a member of staff be appointed into a new post where an Annex 21 is in place within the same job family, they should be placed accordingly on the point within the new Agenda for Change band or if on appointment this would financially disadvantage the member of staff their existing salary should be maintained including any incremental increases on their current Agenda for Change band. .

5. 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.

6. 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.

**PROCESS**

7. Line Managers are required to complete the attached form when arrangements for pay and banding of trainees is required to be submitted for approval on behalf of a service. This should be e-mailed to Sandra Raynor, Senior HR Manager (e-mail: sandraraynor@nhs.net), together with a copy of the Business Case and Competency Framework.

8. The approval process will be undertaken, in partnership, upon receipt of the relevant documentation referred to in paragraph 6 above.

**REQUEST FOR APPROVAL OF ANNEX 21**

This form requires to be completed by the Line Manager when arrangements for pay and banding of trainees is submitted for approval, on behalf of a service.

The Line Manager should complete this form and submit electronically to Sandra Raynor (email: sandra.raynor@nhs.scot), including the information requested below to consider the request:

|  |  |
| --- | --- |
| **Post Title:** |  |
| **Directorate:** |  |
| **Line Manager Submitting Request:** |  |
| **Designation:** |  |
| **Telephone Number:** |  |
| **E-mail Address:** |  |
| **Line Manager Signature:** |  | **Date:** |  |
| **General Manager Signature:** |  | **Date:** |  |
| **Executive Director Signature:** |  | **Date:** |  |

|  |  |
| --- | --- |
|  | **Attached** |
| **Business Case (in terms of overall strategy linked to service redesign / workforce strategy / transformational change** |  |
| **Competency Framework** |  |

|  |  |  |
| --- | --- | --- |
| Category of Annex 21 for payment purposes  | Duration of Training | Tick either (i), (ii) or (iii) |
| (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. |  |  |

|  |
| --- |
| **HR USE ONLY** |
| **Approved / Not Approved:** |  |
| **Rationale for Not Approving:** |  |
| **Signed On Behalf of HR:** |  | **Date:** |  |
| **Signed On Behalf of Staff Side:** |  | **Date:** |  |