

# Youth Employment in NHS

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**Social Responsibility:** We are the largest employer and have a duty to provide genuine career opportunities for our young people, including those who are most vulnerable

**Population Change:** Declining number of school leavers and ageing population

**Current Underrepresentation of Workforce:** Young people currently underrepresented in NHS workforce compared to population of Scotland: Data as at 30 September 2018, shows only 4% of NHS workforce is 24 and under.

**Current Vacancy information:** there are 423.4(WTE) existing vacancies right now that could be filled by school leavers (Band 2 N&M)

**Future Workforce and Population Challenge:** Ageing workforce and ageing population = increased demand for health and social care services.

**Brexit:** Uncertainty of immigration implications on NHS jobs and impact on current/future workforce

This means:

- Only 4% of current workforce is under 24 and we have been **inconsistent** in our efforts to attract young people
- High levels of turnover in under 24s
- There already exists huge workforce challenges across the NHS that recruiting young people could help to solve
- The future population of Scotland means that we must do more to compete as an employer of choice for young people as our pool is decreasing
- Our ageing workforce will increase and change the delivery of health and social care services for the future, and we must ensure we have the right career opportunities to meet this demand.



# NHS Scotland National Strategic Framework

NHS Boards have agreed to deliver the 6 National Commitments by 2021. The aim is for Boards to increase their capacity to deliver the youth employment, in a sustainable manner that is flexible enough to take account of local context.

- establish an infrastructure in our Board to support youth employment, including an executive sponsor and a named person/team with responsibility in this area
- promote NHSScotland careers and career pathways, to attract and inspire young people into our service
- increase the number of young people employed and retained in our Board
- embed youth employability and the range of apprenticeships in our Board, including support for those furthest from the job market
- develop young people in our service through support networks and activities, and use multigenerational working to support and mentor our young people
- include statements about youth employment in our local and regional workforce plans, reinforcing our Board's social responsibility as an employer



# Next Steps

- Working with Boards to implement framework and increase their capacity to deliver increased youth employment programmes
- Developing national approaches to youth employment activity
- Identify areas for collaborating with education partners to increase numbers of young people choosing a career in NHS
- Harness skills and energy of partners
- Create multi-agency strategy



How can we liaise with CDN to  
achieve this?



# Examples of National Activity

- Prince's Trust Partnership – Get Into Health and Social Care
- A Career for you in Health Schools resources
- Careers Website





YOUTH  
CAN  
DO IT

# Get Into Health and Social Care

- 3 year employability partnership NHS Scotland and Prince's Trust
- 6 week employability programme
- Every health board to participate
- 400 Young People



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YOUTH  
CAN  
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# Additional Projects

- Education programme resources
- Propensity Tool
- Enhance and accredit employability programmes
- Online learning opportunities
- Mentoring



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/NHSScotlandCareers



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@nhsscotlandcareers

The NHSScotland Careers website was launched in March 2016 and is the primary national careers resource in the NHS in Scotland.

- To become a well-known, trusted and credible source of careers information
- To support the future career ambitions for anyone considering a job in the health service

We maintain the NHSScotland Careers website to ensure it has accurate information

- We develop content, including job profiles and career stories using different media
- We use social media to engage with our audience
- We work with a network of influencers to promote our campaigns, raise awareness and reach new audiences



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# Apprenticeships Information



## Foundation Apprenticeships

This is a type of apprenticeship for young people in S5 and S6 at school, to help them gain valuable work experience and access to practical learning.

[Read More](#)



## Modern Apprenticeships

Modern Apprenticeship (MA) programmes in NHSScotland are open to anyone aged 16 or over who wants to work towards a recognised qualification in a Healthcare setting.

[Read More](#)



## Graduate Apprenticeships

Graduate Apprenticeships allow NHSScotland staff to study towards a degree while they are employed.

[Read More](#)



## Apprenticeship Vacancies

View all the current Modern Apprenticeship vacancies in the NHS in Scotland.

[Read More](#)



## Apprenticeship Real-life Stories

To give you a flavour of what it's like to be an Apprentice in the health service, we talk to some NHSScotland Apprentices about their personal experiences.

[Read More](#)

# Resources



## Young people

These resources have been developed to help young people find out about career opportunities in the NHS in Scotland.

[Read More](#)



## Parents and carers

If you are a parent or carer, you'll find useful information about qualifications and our wide range of careers.

[Read More](#)



## Teachers and careers advisers

We have lots of careers information for you to use with clients and young people.

[Read More](#)



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# Recent Campaign: #ScotAppWeek

- Promote Foundation, Modern and Graduate apprenticeship opportunities in NHSScotland
- Case study videos and vacancies

**APPRENTICESHIPS .SCOT**  
From Skills Development Scotland

Source	Number of posts	Reach / Impressions	Engagements	Engagement rate
Twitter	15	41,601	2,344	5.63%
Facebook	14	52,385	3,943	7.52%
Instagram	13	3,461	246	7.11%



Pharmacy



Healthcare Science



Psychology



Dentistry



Midwifery



Medical



Ambulance Services



Allied Health Professions

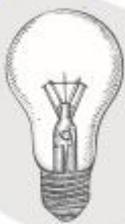


Welcome to

NHS

SCOTLAND

Estates and Facilities



Nursing



Business and Administration



Clinical Healthcare Support Worker



Optometry



# A GUIDE TO NHSSCOTLAND CAREERS

This booklet provides information about all the NHSScotland job families.

We have organised all the jobs in this booklet into thirteen categories. The categories are listed on pages four and five. They are colour-coded so they are easy to find.

You'll find a list of all the jobs in each category on pages six and seven.

At the back of the booklet, there is an index with page numbers.

Each job is colour-coded and has the following information:

- a description of the job
- the minimum qualifications you need to perform the job
- the skills and qualities you need for the job
- contact details to find out more about the job or others like it

## BUSINESS AND ADMINISTRATION

- Administration Assistant
- Call Handler
- Communications Officer
- Finance Staff
- Health Records Staff
- Human Resources Staff
- IT Service Desk Technician
- Medical Receptionist
- Medical Secretary

## CLINICAL HEALTHCARE SUPPORT WORKER

- Allied Health Professionals Support Worker
- Maternity Support Worker
- Nursing Support Worker





# ADMINISTRATIVE ASSISTANT

Administrative Assistants work closely with clinical and business teams in a range of activities, such as arranging meetings or creating and maintaining documents and records.

They could work in a Health Board office, a hospital, health centre or surgery.



**RELEVANT MODERN  
APPRENTICESHIP**

Business and Administration,  
Healthcare Support (Non-clinical)

## QUALIFICATION

Administrative Assistants are likely to need a good standard of English and Maths. Some office experience and basic IT skills, with word processing, are useful skills to have.

During your career, you may have the opportunity to gain new qualifications, such as:

- SVQ Business and Administration at SCQF level 4
- NPA Administration: Information Technology & Audio

Gaining new qualifications could help you to progress your career, leading to more senior roles with greater responsibility.

## SKILLS/QUALITIES

### Useful skills include:

- good IT skills
- excellent communications skills
- accuracy and attention to detail
- good level of plain English, spelling and grammar
- good time management skills
- strong organisational skills

### Useful abilities:

- the ability to work to deadlines
- tact and discretion
- the ability to work on own initiative
- the ability to prioritise tasks and workload



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