

ANNEX 21 – NHS Wales Guidance

The NHS has a wide range of people described as trainees, working, and studying within its services.

This supplementary guidance should be used for the recruitment of posts which qualify under the **Arrangements for Pay and Banding of Trainees** Annex 21 of the NHS Terms and Conditions of Service [Annex 21](#)

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.

In these cases, there is a job evaluation profile to use e.g., ‘Clinical Psychology Trainee’ or ‘Healthcare Scientist Graduate Trainee’

(Note: a request has been made to JEG to replace the word Trainee with Entry Level)

(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.

The ‘Secretary (Entry Level)’ would be a good example of this. During the short period of learning the postholder would gain the skills to apply for a Secretary role when they are ready to move on.

(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.

- *Up to 12 months prior to completion of training: 75 per cent of the pay band maximum of the fully qualified rate.*
- *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.*
- *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.*
- *More than three years from completion of training: 60 per cent of the pay band maximum for the qualified rate.*

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.

This would apply

- Where a member of staff does not yet have the full knowledge or skills or competences to undertake a particular role but could attend training and be developed to do so.
- Where there is a lack of skilled applicants available to recruit from, the service may fund, train and development individuals for the roles.
- Where there is a need to increase the opportunities to recruit, by widening the selection criteria to the newly qualified or less experience staff by offering training to develop skills needed.

Pay

Starting pay for any trainee must be no less than the rate of the main (adult) rate of the WG Real Living Wage. Where the calculation above results in the WG Real Living 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.

Payroll departments will be able to help with these calculations and this needs to be detailed on the starter/change form for payroll to apply the correct percentage rate

There will be some circumstances where current staff apply for these posts under category 3 and their new trainee salary will be below that of their current salary.

To aid both the recruitment and development of staff it is recommended that staff across NHS Wales should have continuity of pay for the duration of the training to avoid financial detriment. This should apply when staff take up training posts both within and across NHS Wales organisations.

Following this training, the remuneration will be the bottom of the Band, again without financial detriment.

Recruitment and Advert

Categories 1 and 2 are straight forward as there will have been matched to an entry level profile and the corresponding job description will be used for the banding outcome.

For category 3 the banding outcome for the full should be used for the advert but where trainees are going to be considered, the post must be advertised with the option of an Annex 21 with the full job description/personal specification (JD/PS).

For example, if a trainee is to be recruited to a band 7 role and the annex applied, then it is the Job Description and Person specification for the band 7 role that is advertised, not a band 6 job description.

For trainees employed under annex 21, they will not meet the full criteria of the band 7 job description but will commit to undertaking the training plan over the specified period to develop to meet the full duties and responsibilities of the band 7 role.

The following are examples of wording that could be used for an Annex 21 category 3 job adverts. These can be updated by organisation depending on the need.

this would need to be adjusted for the band of the post and the amount of time in development

A – A 3-year development plan for a Band 7 post

The post is advertised as a band 7. However, applicants who do not currently meet the skills and competences for the band 7 role, are encouraged to apply and, if successful, will be appointed under annex 21 rules supported by a development plan for 3 years.

During the first-year payment will be 65% of the top rate of band 7 pay, second year 70% and third year 75% - (subject to criteria within the development plan being met)

Following successful completion and successful attainment of skills and competences for the role the postholder will then be paid at the full band 7 (minimum point on the scale following the usual pay steps).

Continued support and supervision will be provided to develop the practitioner to the band 7 role. This will be an excellent development opportunity for a band 6 looking for career development.

B – Pre-registered pharmacy technician for a Band 4 post

Annex 21 Band 4 - 70% for year 1 and 75% for year 2.

We are looking for forward thinking, enthusiastic, organised and motivated individuals to join xxxxxxxx.

Candidates for this post **do not** need to hold the full qualifications detailed on the job description as this is a **training post**. Candidates should have a good general level of education with the ability and enthusiasm to undertake a two-year training programme which will enable you to become a registered pharmacy technician.

The role of the Pharmacy technician is varied and interesting and continuously growing which is why we are offering this opportunity to explore some of these innovative roles in a multi sector, rotational training programme. You will gain experience in a Hospital and Community Pharmacy setting dispensing for In-patients and Out-patients and customers in a Community Pharmacy, Purchasing and Distribution within a Hospital and Community setting.

During the two-year training you will be expected to gain multi-sector experience reflecting the changing and growing roles of the Pharmacy Technician.

You will undertake the BTEC National Certificate in Pharmaceutical Sciences award via distance learning, in addition to compiling a portfolio of evidence to obtain a QCF level 3 Diploma in Pharmacy Service Skills. A commitment to studying outside working hours is essential as well as an ability to meet the deadlines set during your training programme.

You will be rewarded with a pharmacy technician qualification on successful completion which will enable you to apply for Band 4 Pharmacy Technician posts.

C – One-year training programme for a Band 6 post

To undertake a one-year training programme/competency framework under Annex 21 Band 6.

During this year you will obtain the relevant professional body exams, training and experience to meet the full competency framework of this Band 6 and will be able to undertake all duties within the Specialist Paediatric Dietitian Role as indicated within this job description.

Frequently Asked Questions

1) *What do we need to provide for the member of staff?*

The member of staff should be fully supported to achieve the outcomes of the development plan. This may be in the form of mentorship, study days etc.

2) *What if the development plan/competencies are not achieved?*

In the case where the member of staff is not able to achieve this despite appropriate support then competency or re-deployment should be considered. In all cases this would be a last option and managers should seek assistance from their HR departments where necessary.

3) *Who would monitor the staff?*

The line manager or allocated supervisor/mentor should monitor as part of the training plan.

4) *Would there be a commitment required for staff to stay with us for x number of years once they have been trained.*

This would be in agreement with individual organisations, but it is suggested that this would be good practice and would support workforce planning.

5) *What if study leave or other funding is required to meet the requirements of the competences*

This should be considered when the post is budgeted for, and you will need to ensure that you have the funding available to pay for the full pay band once the training has been completed.

6) *Should we try to recruit to the band first and if we fail re-advertise as Annex 21?*

This would very much depend on the post (hard to fill/known issues) and possible succession planning within your own workforce.

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