

AGENDA FOR CHANGE – ANNEX 21 GUIDANCE

ARRANGEMENTS FOR PAY AND BANDING OF TRAINEES

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.

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.
- 2) 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.
- 3) 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 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.

For trainees covered by the above, where periods of training last for between **one** and **four** years, pay will be adjusted as follows:

- **Up to 12 months** prior to completion of training: 75% of the pay band maximum of the fully qualified rate.
- **More than one but less than two years** prior to completion of training: 70% of the pay band maximum of the qualified rate.
- **More than two but less than three years** prior to completion of training: 65% of the pay band maximum for the qualified rate.
- **More than three years** from completion of training: 60% of the pay band maximum for the qualified rate

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.

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.