



# Advice on Annex U: *Pay and banding of trainees*

*The NHS has a wide range  
of people described as trainees.*



Annex U of the *Agenda for Change NHS Terms and Conditions of Service Handbook* addresses the pay and conditions of service for trainees.

The annex acknowledges that there are a wide range of such staff and provides three categories into which they should fall. Annex U also provides guidance on assimilation following completion of training.

Since the Terms and Conditions Handbook was agreed, further national guidance has been produced to describe how Annex U applies to a range of staff groups within the NHS.

However, radiographers and the

radiography workforce are not covered by this additional guidance.

Accordingly, the Society of Radiographers feels it is important to provide this advice to NHS employing organisations in the UK, and to its members. Society of Radiographers' members likely to be affected by Annex U are those undergoing training to be:

- Advanced or consultant practitioners;
- Assistant practitioners;
- In service (ie employees) student radiographers, or;
- Helpers, and clinical support workers.

Other training groups may emerge in the future, at which time the criteria in Annex

U will need to be used to identify the best fit for these.

This guidance document provides advice relative to each of the above groups. It will be updated as other training groups from the radiography workforce emerge. Of particular note is that the provisions for pay and banding of trainees apply regardless of whether training is being undertaken on a full-time or a part-time basis.

Additionally, guidance on dealing with existing trainees is also provided, along with advice relevant to categories of staff not covered by Annex U, for example, return to practice radiographers.

## Annex U covers...

**SoR members likely to be affected by Annex U are those undergoing training to be:**

- Advanced or consultant practitioners;
- Assistant practitioners;
- In service (ie employees) student radiographers, or;
- Helpers, and clinical support workers.

# What it means to you

Here's a round-up of what Annex U means to different groups of radiography workers...

## Helpers

Trainee helpers would be expected to undertake a short period of learning on the job, and this is likely to be less than 12 months in duration.

They are likely to possess the basic knowledge and skills required as they enter the role. Hence, their jobs can be evaluated using the NHS Job Evaluation Scheme and section 2 (ii) of Annex U would apply to this group of staff.

## Clinical support workers

Staff in this section of the radiography support workforce are likely to be engaged in longer term training whilst they are an employee, typically undertaking a relevant NVQ at Level 2 or 3 and taking a minimum of two years to complete.

Over the time of their training, they will develop their knowledge, skills and contributions to the service significantly so the use of job evaluation is not appropriate. Hence, section 2 (iii) of Annex U should be used for this group.

## Assistant practitioners

These staff should be covered by section 2 (iii) of Annex U. This applies to trainees who undertake all their training while employees. As their skills and role will change considerably during their training period, the job evaluation scheme cannot be used to measure their pay.

Annex U provides for these staff to be paid a percentage of the top point of the pay band of the job for which these staff are training, ie the band for a qualified assistant practitioner. The job evaluation profile for an assistant practitioner identifies Band 4 as the appropriate pay band.



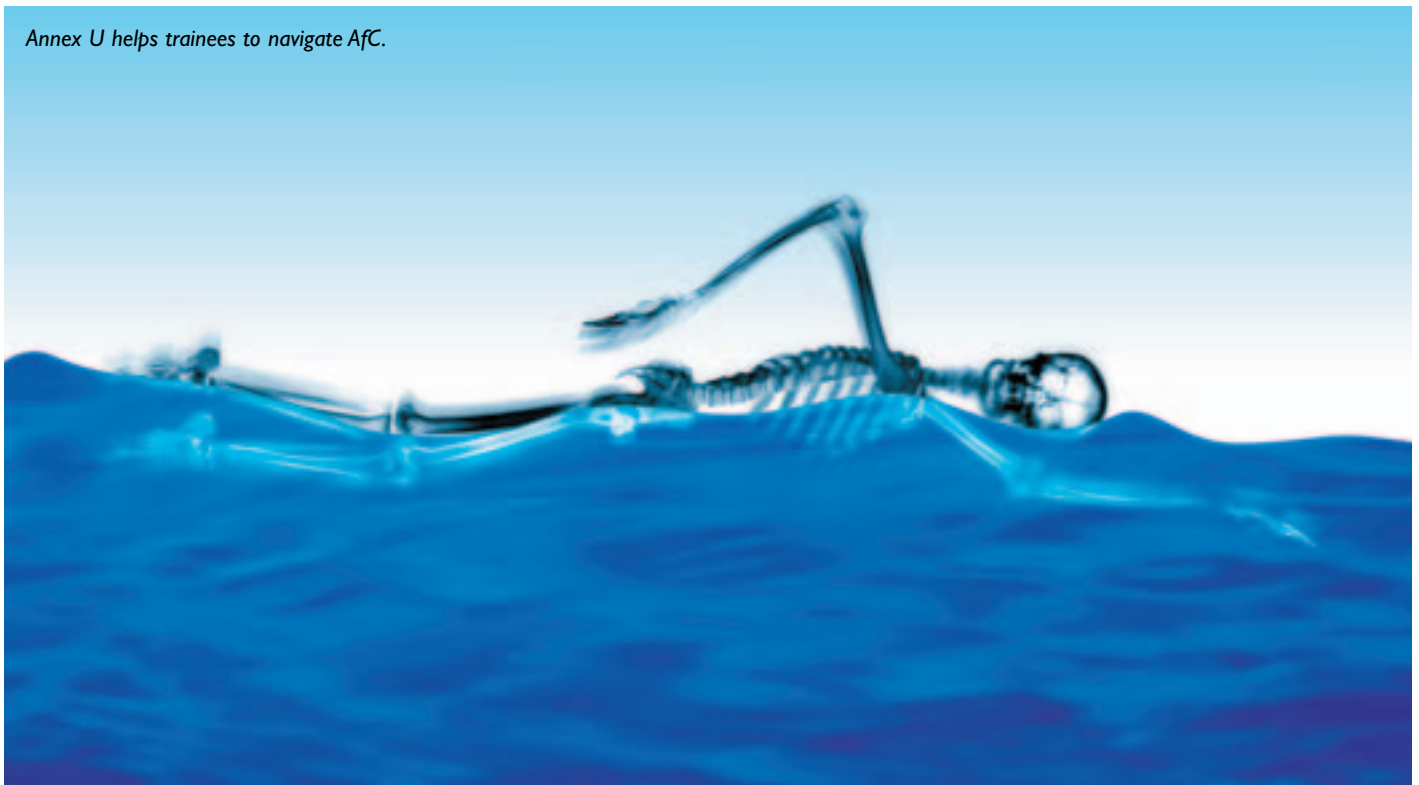
*Reps and managers need to understand Annex U to get the 'full picture'.*

## In service student radiographers (degree) trainees

This is currently a small group of staff but the number is expected to grow.

In applying Annex U, the Society of Radiographers believes that they should be dealt with under section 2(iii). The minimum pay band for a newly qualified radiographer is pay Band 5, and so these trainees should be paid at a percentage of the top point of Band 5.

*Annex U helps trainees to navigate AfC.*





## Advanced practitioners

The Society of Radiographers believes that advanced practitioners are covered by section 2 (i) of Annex U. This is intended for staff already in possession of qualifications 'at a high level' and who may be studying for a higher level qualification.

The role for which they are training can be measured under the job evaluation scheme. Staff who fall into this category will, therefore, be included in the band which covers the full role for which they are training.

So, for example, trainee sonographers would move on to band 7 when training commences. Their KSF outlines will reflect the full role which they will be expected to undertake and they will move through the band as training progresses.

The Society expects that this section of Annex U will encompass such staff as trainees in plain film reporting, ultrasound, advanced practitioners in mammography, gastro-intestinal practice, radiotherapy planning, treatment review, on treatment portal image evaluation, information and support, and counselling.

These examples do not provide a definitive list and trainees in all other areas of advanced practice within radiography should be dealt with under section 2(i) of Annex U.

## Existing staff (those already in training at the transition from Whitley to Agenda for Change Terms and Conditions of Service)

While Annex U may be helpful in determining pay for employees entering training in the future, there may be some cases where existing trainees are currently being paid at a higher level than provided for under the terms of Annex U.

Agenda for Change provides for pay protection to apply to these staff following assimilation, where necessary.

There may also be individuals who are currently in training and whose pay is significantly below the starting point for the pay band relevant to the job for which they are in training.

For a short time during the assimilation period, transitional pay points are in place below the 'real' starting point for pay bands and should be used for these individuals. This may also apply to some staff in training whose pay is determined under the terms of Annex U.

These transitional points will gradually be removed and will completely disappear by September 2007.

There are a range of situations in which radiography workforce staff will need some training. Advice on these groups is given above.

## Return to practice radiographers

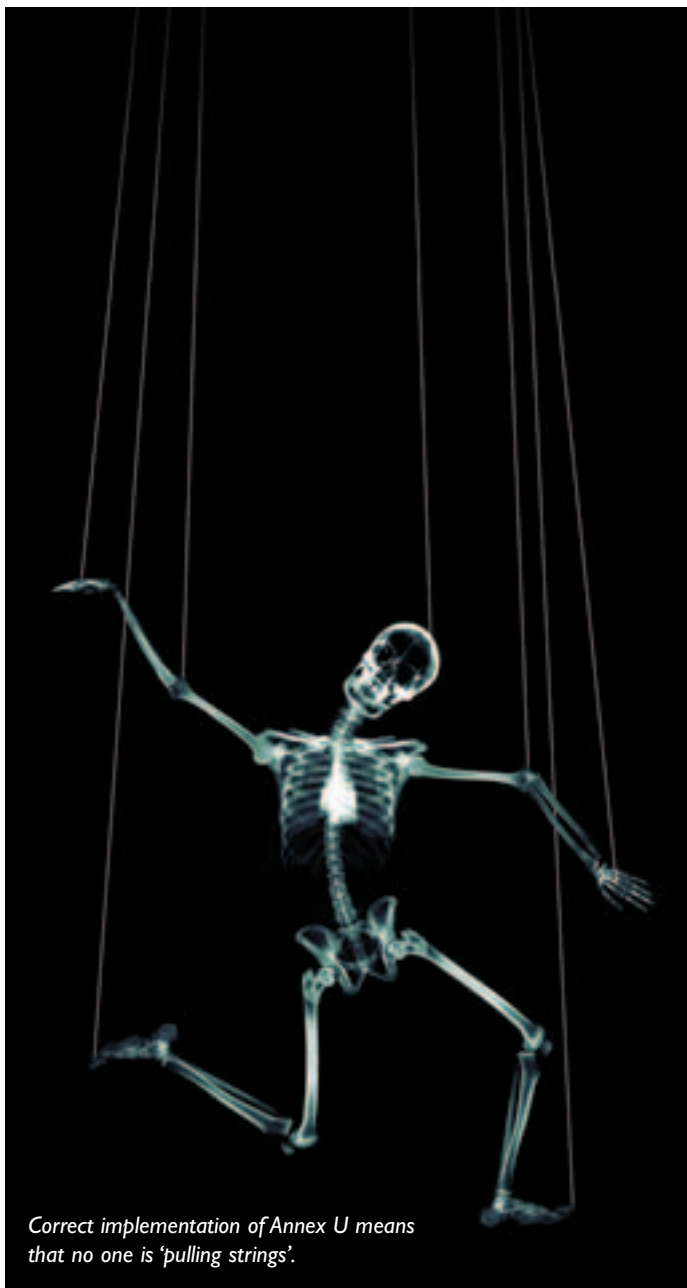
These staff should be appointed to a substantive Band 6 post which is commensurate with the job weight of the role they will be expected to undertake. In many cases they will undertake an intensive period of development for a relatively short period.

The knowledge and skills framework (KSF) outline for their post may be similar to that for the newly qualified radiographer moving onto band 6 under the provisions of Annex T of the NHS Terms and Conditions Handbook, ie a subset of the full KSF outline for a band 6 post.

## Consultant posts

While most of these posts are filled on a substantive basis, there are now several examples of developmental consultant posts, particularly where it has proved difficult to recruit staff with the necessary skills.

Typically the development phase of the post is one or two years in duration. Section 2 (i) of Annex U would therefore apply to these staff.



## International recruits and recruits from the European Economic Area

Staff recruited from outside the UK may have qualifications which are not automatically recognised by the Health Professions Council (HPC).

They may be required to undergo a period of development to enable them to satisfy the criteria for HPC registration. This period will vary considerably and may be relatively short, or may last more than a year.

These staff may be treated either under Annex T as newly qualified staff, or as return to practice staff, depending upon their experience at the point of employment and the development period deemed necessary.



Over the time of their training, trainees will develop knowledge and skills.

## Annex U says...

- 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 under the Agenda for Change arrangements.
- 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 high 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 already in possession of the basic skills and knowledge to undertake 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 knowledge and skills framework foundation gateway. 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) above, 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 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.

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 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 of the next pay point above their training salary.