

Toolkit for Developing a Comprehensive Mental Health Strategy for Apprenticeship Training Providers

**A Toolkit for Producing A Mental Health And Wellbeing Strategy,
Enhancing Learner Well-being and Supporting Stakeholder Engagement**

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1. Introduction

Purpose of the Toolkit:

This toolkit is designed to assist apprenticeship training providers in developing a comprehensive mental health strategy. By following this guide, providers can create a supportive learning environment that addresses the unique mental health challenges faced by apprentices, particularly in sectors like healthcare.

Benefits for Stakeholders:

- Learners: Improved mental health support, leading to better well-being and higher completion rates.
- Employers: Enhanced apprentice performance and reduced turnover due to better mental health management.
- Training Providers: Increased learner satisfaction and retention, contributing to the provider's reputation and success.
- Staff: Better equipped to support learners, leading to a more effective and supportive teaching environment.

2. Information Required

1. Current Mental Health Landscape:
 - Gather data on existing mental health issues and support mechanisms within the learner community.
2. Stakeholder Insights:
 - Collect feedback from learners, staff, and employers to understand their needs and expectations.
3. Best Practices:
 - Research evidence-based practices in mental health support applicable to the apprenticeship context.
4. Resource Inventory:
 - Identify available resources (internal and external) for mental health support.
5. Measurement Tools:
 - Determine metrics and tools for assessing mental health and strategy effectiveness.

3. Responsible Parties

- Project Lead:
 - Designate a project lead to oversee the development and implementation of the mental health strategy.
- Mental Health Task Force:
 - Form a team comprising mental health professionals, educators, and administrative staff to collaborate on the strategy.
- Stakeholder Engagement Coordinator:
 - Assign a coordinator to manage communication and feedback with learners, employers, and other stakeholders.
- Data Analyst:
 - Engage a data analyst or analyst tool to handle data collection, analysis, and reporting.

4. Publicising the Strategy

- Website:
 - Create a dedicated section on the provider's website detailing the mental health strategy, resources available, and contact information for support, aligning it to your safeguarding content.
- Newsletters:
 - Utilise internal and external newsletters to announce the strategy, highlight key components, and share success stories.
- Social Media:
 - Leverage social media platforms to raise awareness about the strategy and engage with the community.
- Account Management Processes:
 - Incorporate discussions about the mental health strategy into regular account management meetings with employers and partners as part of the getting to know you toolkit as part of this and your Account management strategy
- Workshops and Webinars:
 - Host workshops and webinars to educate stakeholders about the strategy and gather ongoing feedback. These can be prerecorded or produced using AI tools i.e. Descript, to minimise resource implications.

Conclusion

By following this toolkit, apprenticeship training providers can develop a robust mental health strategy that benefits all stakeholders involved. The strategy not only addresses the immediate mental health needs of learners but also contributes to the long-term success and reputation of the training provider. Through effective communication and engagement, the strategy can be publicized to ensure maximum impact and support from the community.

Example **Learner Mental Health Strategy** can be found at **ANNEX 1**.

ANNEX 1 : Example Learner Mental Health Strategy

Executive Summary:

(PROVIDER NAME) introduces a comprehensive mental health strategy dedicated to supporting our learners across our provision, particularly focusing on the healthcare sector's unique challenges. This strategy aims to enhance mental health support mechanisms through early identification, tailored interventions, and ongoing support, thereby fostering a supportive learning environment and improving overall well-being.

Introduction

Acknowledging the critical need for mental health support, this strategy outlines (PROVIDER NAME) approach to addressing mental health challenges within our learner community. It emphasises the importance of mental health resilience and equipping staff with the skills to identify and support mental health issues of our learners effectively.

Target audience

This strategy is targeted at:

- Learners on SECTOR Apprenticeships and Bootcamps

Strategy Objectives

- To reduce apprenticeship withdrawals due to mental health issues by YOUR PROVIDERS % within the contract year 20XX/20XX.
- To reduce apprentices going on a break in learning due to mental health issues by YOUR PERCENTAGE REDUCTION % within 20XX/20XX.
- To capture and improve mental well-being scores among learners.
- To foster a supportive, inclusive, and resilient learning and working environment.
- Positive feedback from at least 80% of participants regarding support received.

Phased Approach to Learner Support

Phase 1: Pre-Enrolment Screening and Baseline Data Collection

- Implement mental health screenings using an inhouse developed [or GHQ -12 assessment tool](#)) to establish baseline well-being levels of learners.
- Collect demographic data and learning history to identify risk and protective factors as part of learner pre-enrolment activity.

Phase 2: Implementation of Targeted Interventions

Mental health support workshops: 20 minute workshops Mindfulness, resilience, difficult conversations, managerial interactions, time management and how to say no, offered bi-monthly to learners, focusing on stress management and coping mechanisms.

Identifying employer support: Through adaption of the getting to know you documentation currently collated with all new and existing employers, we will collate referral mechanism and support available via learners' employers including in-house and external agency support and initial direct point of contact for learner who are having mental health difficulties at work.

Staff Training on Identifying Signs of Mental Health Stress and Compassion

Fatigue: Specialised training for front-line Skills Development Coaches to support identifying signs of mental health stress and compassion fatigue in our learners. This is crucial for early intervention and tailored support. This training then be identified as a key component for new staff induction (train the trainer model).

Phase 3: Ongoing Monitoring and Post-Programme Support

- Monitor apprentices' mental health throughout their training with periodic reassessments (3 to 6 months subject to need identified at start of programme).
- Offer transition support packages upon completion, including resources for ongoing self-care and mental health service access as identified via the Getting to know you employer process.

Data-Driven Approach for Continuous Improvement:

Systems will be Implemented for the regular (TBA at board level) for the collection and analysis of data related to the mental health strategy's effectiveness. This could involve learner surveys, feedback mechanisms, and analysis of completion rates and well-being scores to identify trends and areas for improvement. Findings will inform adjustments to the strategy for enhanced effectiveness.

Future development beyond the initial roll out of this strategy

This strategy will be reviewed annually and will compliment other strategies looking to develop our current resource infrastructure including IT, learner engagement portals and virtual learning environments that can be developed in line with funding resource access. Future development of this strategy as such could include:

- Development of an online portal or app that provides access to mental health resources, self-help tools, and direct links to professional support. This could include video tutorials on mindfulness and resilience, interactive stress management tools, and forums for peer support.
- Online controlled Community spaces where Peer Support Networks can be established where learners can share experiences, offer mutual support, and learn from each other. This could be facilitated through regular meetups, online forums, or buddy systems.
- Actively engage employers in mental health training sessions to foster a supportive work environment. This could involve joint workshops on mental health awareness, creating mentally healthy workplaces, and how to support employees experiencing mental health issues (potential Commercially funded opportunity to support costs of this)

Conclusion

(PROVIDER NAME) is committed to addressing the mental health challenges faced by learners in the healthcare sector. By implementing this comprehensive strategy, we aim to enhance learner resilience, improve completion rates, and contribute to the sector's workforce stability. Our approach, grounded in evidence-based practices and tailored to the unique pressures of the healthcare sector, reflects our dedication to supporting our learners' well-being and professional success.

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