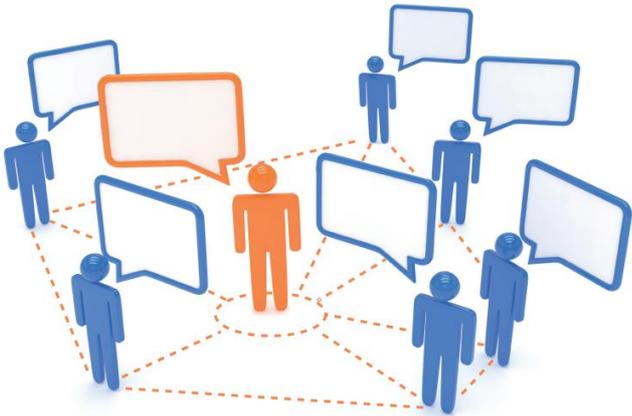


Principles for the demand, assessment, and commissioning of Multi-professional Advancing Practice in the North West of England (2021/22)

<p>NHS</p> <p>Multi-professional framework for advanced clinical practice in England</p> 	<p>HEE North West are working to support consistency in line with the principles detailed in the <u>Multi professional framework for Advancing Clinical Practice in England</u></p>
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1. Introduction

HEE in the North West will support the provision of advancing practice education and workforce development which is consistent with the national definition of AP contained in the [Multi professional framework for Advancing Clinical Practice in England](#):

“Advancing Practice (AP) is delivered by experienced, registered health care practitioners. It is a level of practice characterised by a high degree of autonomy and complex decision making. This is underpinned by a master’s level award or equivalent that encompasses the four pillars of clinical practice, leadership and management, education and research, with demonstration of core capabilities and area specific clinical competence.

Advancing Practice (AP) embodies the ability to manage clinical care in partnership with individuals, families and carers. It includes the analysis and synthesis of complex problems across a range of settings, enabling innovative solutions to enhance people’s experience and improved outcomes.”

All health and care professionals working at the level of AP should ensure that their knowledge and skills meet the standards outlined within the Framework.

The four pillars that underpin practice are:

- Clinical Practice
- Leadership and Management
- Education
- Research

2. Effective Support

Health and care organisations with existing, and requesting support for new, APs must adhere to the key principles of implementation:

- Workforce planning and governance
- Accountability
- Education and development

3. Funding Pathways Available

Please see Table 1 for a summary of funding pathways

3.1 Apprenticeship Pathway

- 3.1.1 Tuition fees are paid directly from the organisation to the Apprenticeship Training Provider (from apprenticeship levy or levy transfer where appropriate). If the preferred Apprenticeship Training Provider is stated in appendix 2 no tendering is required.
- 3.1.2 There are three ways to access funding to pay for apprenticeship training fees (this funding does not cover salary costs – employers must fund the apprentice’s salary):

- **Apprenticeship Levy.** Employers with a pay bill over £3 million each year, pay the apprenticeship levy. Levy paying employers can spend their apprenticeship levy funding on apprenticeship training.
 - **Reserve government co-investment.** If you don't pay the apprenticeship levy you can reserve funding, where the government pays 95% of the training costs and the employer pays the remaining 5%.
 - **Levy Transfers.** Levy paying employers can transfer some of their annual levy to other employers. These transfers cover 100% of the training costs of the apprenticeship (you still need to cover salary).
- 3.1.3 For more information on levy transfers please see section 4.1.
- 3.1.4 A maximum salary contribution of 34k for the duration of the programme. This is pro-rated depending on the length of the programme and paid at set times throughout the year. Salary contributions are paid only after Education Providers confirm enrolment and continued attendance on the course.
- 3.1.5 A further payment of £2k per year for up to a maximum of **3 years** will be paid to the employing organisation to support Advancing Practice student(s) during training.
- 3.1.6 Payments to support the apprenticeship route will be processed in two instalments of £1k each year, the timeframe for monies to be paid is illustrated in table 3 below and is aligned with HEEs national validation agreement.
- 3.1.7 HEE will support attendance on other AP apprenticeship pathways however please be aware further action within your organisation will be required to allow you to procure this activity.

3.2 Fees Paid Pathway

- 3.2.1 Tuition fees are paid by HEE directly to the Education Provider if the Education Provider and programme is included as part of the national tender Appendix 2.
- 3.2.2 A maximum salary contribution of 34k for the duration of the programme. This is pro-rated depending on the length of the programme and paid at set times throughout the year. Salary contributions are paid only after Education Providers confirm enrolment and continued attendance on the course.

3.3 Modular Top Up Pathway

- 3.3.1 For those requiring up to three level 7 modules to reach full masters standard, or a First Contact Physiotherapists module (for those who currently or will be working within the primary care setting within 12 months).
- 3.3.2 If more than three modules are required, but the learner has prior L7 credits such as Non-Medical prescribing (NMP), the learner should discuss Accredited Prior Learning with their chosen Education Provider, with the potential of reducing the length of a full programme.
- 3.3.3 Tuition fees are paid by HEE directly to the Education Provider if the Education Provider and programme is included as part of the national tender Appendix 2.
- 3.3.4 Tuition fees will be processed via a Non-PO route payment system.
- 3.3.5 The Student Database Collection Tool (SDCT) which is utilised to facilitate payment is currently designed to capture students on the full masters course and not modular top up. Student details for the Modular Top up cannot be entered on the SDCT.
- 3.3.6 Payment process details will be confirmed as part of the commissioning intentions correspondence.

- 3.3.7 There is no salary support contribution.
- 3.3.8 Out of region modules will be supported for specialist pathways if not available locally.

Table 1 – Summary of funding pathways and payment contribution

Course Pathway	Tuition fees	Salary contribution	Additional funding	HEI preference
Apprenticeship Pathway	Paid by: <ul style="list-style-type: none"> • Your organisation’s apprenticeship levy • Government co-investment (95%) and your organisation (5%) • Levy transfer 	A total of £34K Monthly amount calculated pro rata according to programme duration Paid via the LDA or invoicing (for non-LDA organisations)	£2k per year (in £1K instalments for up to 3 years) Paid via the LDA or invoicing (for non-LDA organisations)	Must be on the preferred supplier list Appendix 2
Fees Paid Pathway	Paid by HEE directly to the Education Provider	A total of £34K Monthly amount calculated pro rata according to programme duration Paid via the LDA or invoicing (for non-LDA organisations)		Must be on the preferred supplier list Appendix 2
Modular Top Up Pathway	Paid by HEE directly to the Education Provider	No salary support contribution		Must be on the preferred supplier list Appendix 2

3.4 Partnership Agreements

3.4.1 A partnership agreement may be required between the employer organisation and the Education Provider. If you would like to support a member of staff to undertake the ACP course (either through the fees route or via an apprenticeship) you must contact the Education Provider at the earliest opportunity to enquire as to whether a partnership agreement is required and what action is needed to implement any necessary agreement. Your member of staff may not be able to start the ACP course until a partnership agreement is in place so please do ensure you contact the Education Provider at the earliest opportunity.

3.5 Payment Timeframes

3.5.1 Please see table 2 for the earliest date that salary support and tuition payment can be processed and what period of activity this covers. Payments will only be processed after validation has taken place. Payment months are February, July and November.

Table 2 – Salary Support and Tuition Payment Timeframe

Student Activity	Earliest Payment Dates
1st August - 31st October 2021	15th February 2022
1st November - 14th February 2021	15th July 2022
1st March - 31st Jul 2022	15th November 2022

3.5.2 Please see table 3 for details of payments relating to the additional payment for the apprenticeship pathway

Table 3 - Apprenticeship Pathway Additional Payment for September 2021 programmes

Student Activity	1 st Instalment Amount	Earliest 1 st Instalment Payment Date	2 nd Instalment Amount	Earliest 2 nd Instalment Payment Date
Year 1	£1000	15th February 2022	£1000	15th November 2022
Year 2	£1000	15th February 2023	£1000	15th November 2023
Year 3 (if applicable)	£1000	15th February 2024	£1000	15th November 2024

4. Additional Information for Apprenticeship Programmes

4.1 Levy Transfers

- 4.1.1 If you require a levy transfer you must contact the North West Widening Participation Team at the earliest opportunity on levytransfer.nw@hee.nhs.uk.
- 4.1.2 Levy transfers **are not guaranteed** and **cannot be implemented retrospectively** – they must be in place before the person begins their apprenticeship.
- 4.1.3 You must not enrol a member of staff onto an apprenticeship where a levy transfer is required without confirmation that a levy transfer is in place.
- 4.1.4 Transfers can only be used to pay for training and assessment for apprenticeship standards and only for new apprenticeship starts - this can include existing staff.

4.2 Employer Responsibilities

- 4.2.1 There are various apprenticeship rules that must be adhered to by the employer and the apprenticeship training provider. These include:
 - The apprentice must be employed with you.

- The apprentice must be able to complete the apprenticeship within the time they have available.
- Apprentices should not be asked to contribute financially to the cost of training, on programme or end-point assessment (this includes where the individual has completed the programme successfully or left the programme early).
- Apprentices must not use a student loan to pay for their apprenticeship.
- Apprentices must spend at least 50% of their working hours in England over the duration of the apprenticeship.
- Apprentices must have the right to work in England and have an eligible residency status.
- The job the apprentice is doing must have a productive purpose and should provide the apprentice with the opportunity to embed and consolidate the knowledge, skills and behaviours gained through the apprenticeship.
- As an employer you must allow the apprentice time to complete their programme of study and allow them access to opportunities to enable them to develop through their job role.
- As an employer you must ensure the apprentice has a suitable contract that covers the duration of their apprenticeship (including end point assessment).
- The cost of the apprentice's wages must be met by the employer.
- Apprentices must complete their apprenticeship (including any training) during paid working hours.
- Apprentices must spend at least 20% of their working hours doing OTJ training.
- The apprentice must work enough hours each week so that they can undertake sufficient regular training and on-the-job activity - this is to ensure the apprentice is likely to successfully complete their apprenticeship.
- The apprentice must have appropriate support and supervision on the job, by the employer, to carry out their job role and their apprenticeship.
- Further information about employer and apprenticeship training provider responsibilities can be found on the Government Website: [ESFA Funding Rules](#).

4.3 Apprenticeship Resources and Information

- 4.3.1 Further information about off-the-job training can be found by following this [link](#).
- 4.3.2 COVID Response
- 4.3.3 HASO – Infographics
- 4.3.4 HASO Guides
- 4.3.5 HASO – Apprenticeships Information
- 4.3.6 HASO – Apprenticeship Implementation Toolkit
- 4.3.7 [Apprenticeships in Primary and Social Care Information Pack](#)
- 4.3.8 [How do I pay for apprenticeship training?](#)
- 4.3.9 [Apprenticeship Funding Toolkit](#)
- 4.3.10 [How to reserve funding](#)
- 4.3.11 [Apprenticeship funding in England From August 2020](#)
- 4.3.12 Apprenticeship Information events run monthly which provide employers and apprentices the opportunity to find out about apprenticeships, and employer and apprenticeship training provider responsibilities and ask any questions they may have. For further information or to book onto an event please contact Gemma.Hall@hee.nhs.uk. It is recommended that all employers who wish to

undertake apprenticeships should attend an apprenticeship information event to ensure they are fully up to date regarding apprenticeship rules and employer responsibilities.

5. Expression of Interest (Eoi) Process

- 5.1 For a timeline of the Eoi process please refer to appendix 1.
- 5.2 EOIs are particularly welcomed for Advancing Practice roles from the Allied Health Professions and Pharmacists.
 - 5.2.1 Primary Care Network clinical pharmacists funded through the Additional Roles Reimbursement Scheme (ARRS) as part of the PCN DES are not eligible for AP funding unless they have been exempted from the CPPE Primary Care Pharmacist Education Pathway.
- 5.3 A complete Eoi consists of
 - a submitted electronic form
 - a job description for the role on qualification
 - a person specification for the role on qualification.
- 5.4 Incomplete Eois cannot be considered.
- 5.5 Eois must be completed by the deadline.
- 5.6 Eois should be for programmes available in region in the first instance (please see Appendix 2).
- 5.7 Eois should prioritise the apprenticeship route in the first instance and an increased number of pathways are available for 21/22.
- 5.8 HEE requires a single lead contact within each organisation to submit Eois for service areas and to act as a key liaison for all enquiries relating to APs. This is to ensure there has been appropriate scrutiny, effective AP workforce planning and alignment with provider service priorities and/or workforce development needs.

6. Funding Allocation

Please see Table 4 for a summary of the funding allocation process.

- 6.1 Only complete Eois will pass the first stage of the funding allocation process (see 5.1)
- 6.2 Only Eois which adequately reflect the four pillars of [Multi-professional framework for advanced clinical practice in England](#) (2017) and the minimum requirements of a candidate to fulfil the AP role upon qualification will pass the second stage of the funding allocation process.
 - 6.2.1 The employer must ensure that their candidates have a minimum of a first degree in a registered profession.
- 6.3 Should funding need to be allocated to priority areas in the third stage of the funding allocation process the following criteria will be used.
 - 6.3.1 Eoi supports one of the following priority areas (or demonstrates transformational service need):
 - Cancer services
 - Mental health services
 - General Practice and Primary Care
 - Neonatal and ambulatory paediatric services
 - Urgent and Emergency Care services
 - 6.3.2 Eoi directly supports by local workforce priorities as indicated by Sustainability and Transformation Partnerships (STP) plans and requirements.

- 6.3.2.1 HEE’s STP-Facing Teams will support the STP structures in identifying priorities, assessing demand and allocating funding across their footprint to address any current gaps and maximise service impact.

Table 4 – Summary of Funding Allocation Process

Stage	Criteria
1 st stage: Eol complete	<ol style="list-style-type: none"> 1) Completed electronic form 2) Job description submitted quoting reference number 3) Person Specification submitted quoting reference number
2 nd stage: Eol meets minimum standard	<ol style="list-style-type: none"> 1) JD reflects the four pillars of Advanced Clinical Practice: <ul style="list-style-type: none"> • Clinical Practice • Leadership and Management • Education and • Research 2) PS reflects the minimum requirements of a candidate to fulfil the AP role upon qualification, for example: <ul style="list-style-type: none"> • Level of academic qualification • Level of professional experience
3 rd stage: Prioritisation of Eols (if required)	<p>For example:</p> <ul style="list-style-type: none"> • Priority area or transformational role within organisation • STP workforce priorities

6.4 Key points for employers

- 6.4.1 The funding if awarded is allocated to the applying organisation and not the student.
- 6.4.2 Where a student moves employment, the current employer must inform HEE immediately. The new employer will need to directly assure HEE that there is support for the student and that there will be an AP role upon qualification.
- 6.4.3 HEE suggest that trainees should have a minimum of one-hour supervision per week by an appropriately trained supervisor.

7. Advancing Practice Faculty

The North West, along with other regions, is developing a new Advancing Practice Faculty. As the faculty is set up during 2021 further information will be shared by the faculty lead Annabella Gloster.

Appendix 1 – Expression of Interest Process Time Plan

Month	Activity	Responsible
Jan	Eol Process launched	STP Teams
Jan to Mar	Eols submitted	Organisations
Mar	Eol deadline midday 15 th March 2021	
Mar to Apr	Eols reviewed and funding allocated	STP Teams
April	Places allocated to Education Providers	Education Management Team
April	Education Providers informed of commissioned numbers	Education Management Team
May	Organisations informed of outcome of funding allocation	STP Teams
May	Recruitment processes commence	Organisations and Education Providers
August	Student details provided to HEE	Organisations
September	New students commence autumn programmes	Education Providers
February	Salary support and tuition payments processed for Autumn starts	Education Management Team
<p>NB: Please refer to Table 2 in for Salary Contribution and Tuition Payment Timeframe</p>		

Appendix 2 – Preferred Supplier List (Education Providers)

A2.1 Apprenticeship Pathways – North West

HEI	Pathway	ACP Course Programme Title	Autumn or Spring	Cohort Start date (DD/MM/YY)	Cohort Duration (months)
Edge Hill University	Apprenticeship	MSc Advanced Clinical Practice Apprenticeship route	Spring	01/02/2022	36
Edge Hill University	Apprenticeship	MSc Advanced Clinical Practice Apprenticeship route	Autumn	27/09/2022	36
Liverpool John Moores University	Apprenticeship	MSc Advanced Clinical Practitioner	Autumn	06/09/2021	24
Liverpool John Moores University	Apprenticeship	MSc Advanced Clinical Practitioner	Spring	03/01/2022	24
Manchester Metropolitan University	Apprenticeship	Advanced Clinical Practitioner Masters Apprenticeship	Autumn	29/09/2021	24
Manchester Metropolitan University	Apprenticeship	Advanced Clinical Practitioner Masters Apprenticeship	Spring	05/01/2022	36
The Open University	Apprenticeship	MSc Advanced Clinical Practice	Autumn	04/09/2021	30
UCLan	Apprenticeship	MSc Advanced Clinical Practitioner	Autumn	15/09/2021	24
UCLan	Apprenticeship	MSc Advanced Clinical Practitioner	Spring	21/01/2022	24
University of Bolton	Apprenticeship	MSc Advanced Clinical Practice (Integrated Degree Apprenticeship)	Autumn	20/09/2021	24
University of Bolton	Apprenticeship	MSc Advanced Clinical Practice (Integrated Degree Apprenticeship)	Spring	24/01/2022	24
University of Bolton	Apprenticeship	MSc Advanced Clinical Practice (Integrated Degree Apprenticeship)	Spring	21/03/2022	24

University of Chester	Apprenticeship	Advanced Clinical Practice Apprenticeship	Autumn	27/09/2021	36
University of Chester	Apprenticeship	Advanced Clinical Practice Apprenticeship	Spring	24/01/2022	36
University of Cumbria	Apprenticeship	Msc Advanced Clinical Practitioner Apprenticeship	Autumn	01/09/2021	36
University of Cumbria	Apprenticeship	Msc Advanced Clinical Practitioner Apprenticeship	Spring	21/03/2022	36
University of Liverpool	Apprenticeship	MSc Advanced Clinical Practitioner	Spring	03/02/2022	36
University of Liverpool	Apprenticeship	MSc Advanced Clinical Practitioner	Autumn	15/09/2021	36
University of Salford	Apprenticeship	Integrated degree apprenticeship MSc Advanced Clinical Practice (Critical Care)	Autumn	20/09/2021	30
University of Salford	Apprenticeship	Integrated degree apprenticeship MSc Advanced Clinical Practice (Mental Health)	Autumn	20/09/2021	30
University of Salford	Apprenticeship	Integrated degree apprenticeship MSc Advanced Clinical Practice (Primary Care)	Autumn	20/09/2021	30

A2.2 Fees Funded Pathways – North West

HEI	Pathway	ACP Course Programme Title	Autumn or Spring	Cohort Start date (DD/MM/YY)	Cohort Duration (months)
Edge Hill University	Fees Funded	MSc Advanced Clinical Practice	Spring	01/02/2022	24
Edge Hill University	Fees Funded	MSc Advanced Clinical Practice	Autumn	27/09/2021	36
Liverpool John Moores University	Fees Funded	Msc Advanced Health Care Practice clinical and critical care routes	Spring	04/01/2022	24
Liverpool John Moores University	Fees Funded	Msc Advanced Health Care Practice clinical and critical care routes	Autumn	06/09/2021	24
Liverpool John Moores University	Fees Funded	Msc Advanced Health Care Practice clinical and critical care routes	Spring	03/01/2022	24
Manchester Metropolitan University	Fees Funded	MSc Advanced Clinical Practice in Primary Care	Autumn	28/09/2021	24
The Open University	Fees Funded	MSc Advanced Clinical Practice	Autumn	04/09/2021	30
UCLan	Fees Funded	MSc Advanced Clinical Practice	Autumn	15/09/2021	24
UCLan	Fees Funded	MSc Advanced Clinical Practice	Spring	21/01/2022	24
University of Bolton	Fees Funded	MSc Advanced Clinical Practice	Autumn	20/09/2021	24
University of Bolton	Fees Funded	MSc Advanced Clinical Practice	Spring	24/01/2022	24
University of Bolton	Fees Funded	MSc Advanced Clinical Practice	Spring	21/03/2022	24
University of Chester	Fees Funded	Advanced Practice (Clinical pathway)	Autumn	27/09/2021	36

University of Chester	Fees Funded	Advanced Practice (Clinical pathway)	Spring	24/01/2022	36
University of Cumbria	Fees Funded	Msc Advanced Clinical Practice	Autumn	01/09/2021	36
University of Cumbria	Fees Funded	Msc Advanced Clinical Practice	Spring	21/03/2022	36
University of Manchester	Fees Funded	MSC Advanced Clinical Practice - Paediatrics	Autumn	20/09/2021	36
University of Manchester	Fees Funded	MSC Advanced Clinical Practice - Opthlamology	Autumn	20/09/2021	36
University of Salford	Fees Funded	MSc Advanced Clinical Practice (Critical Care)	Autumn	20/09/2021	24
University of Salford	Fees Funded	MSc Advanced Clinical Practice (Mental Health)	Autumn	20/09/2021	24
University of Salford	Fees Funded	MSc Advanced Clinical Practice (Primary Care)	Autumn	20/09/2021	24
University of Salford	Fees Funded	MSc Advanced Practice (Neonates)	Spring	18/01/2022	12

A2.3 Modular Top Up – North West

HEI	Pathway	ACP Course Programme Title	Cohort Start date (DD/MM/YY)
Edge Hill University	Modular	Advanced Clinical Practice	Earliest Start Date Autumn 2021
Liverpool John Moores University	Modular	Advanced Clinical Practice	Earliest Start Date Autumn 2021
UCLan	Modular	Advanced Clinical Practice	Earliest Start Date Autumn 2021
University of Bolton	Modular	Advanced Clinical Practice	Earliest Start Date Autumn 2021
University of Chester	Modular	Advanced Clinical Practice	Earliest Start Date Autumn 2021
University of Cumbria	Modular	Advanced Clinical Practice	Earliest Start Date Autumn 2021
University of Liverpool	Modular	Advanced Clinical Practice	Earliest Start Date Autumn 2021
University of Manchester	Modular	Advanced Clinical Practice	Earliest Start Date Autumn 2021