Trainee Nursing Associates (TNAs) in General Practice

‘TNA Ready Scheme’

Information pack for practices in Humber, Coast and Vale

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>Trainee Nursing Associates (TNAs) in General Practice ‘TNA Ready Scheme’</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Published:</td>
<td>Sept 2019</td>
</tr>
<tr>
<td>Due for review:</td>
<td>Last quarter of the financial year 2019-20</td>
</tr>
</tbody>
</table>
1 Introduction

Health Education England (HEE) wishes to invite GP practices to apply to participate in training and development of Nursing Associates.

General practice is well aware of the many and varied workforce challenges that it faces; with an increasing workload, GPs retiring early, the reduced popularity of general practice as a career choice and the huge retirement risk due to the high number of experienced nurses aged over 55. Some practices are starting to reshape their workforce by increasing the diversity of their workforce to alleviate pressures on already stretched nursing teams. This is part of a wider programme of primary care initiatives being undertaken by HEE that focus on the development of a variety of roles.

What is a Nursing Associate?

The Nursing Associate is a relatively new nursing role developed to support the Registered Nurse. The role was developed because a gap was identified in the Shape of Caring Review (HEE, 2015) in care delivery between the Graduate Registered Nurse and the Health Care Support Worker/ Health Care Assistant (HCSW/HCA). Further information can be found here:

- https://www.hee.nhs.uk/our-work/nursing-associates
- https://www.hee.nhs.uk/our-work/shape-caring-review
- https://www.healthcareers.nhs.uk/explore-roles/nursing/roles-nursing/nursing-associate
- https://www.nhsemployers.org/nursingassociates
- https://humbercoastandvale.org.uk/projects/
- https://www.nmc.org.uk/standards/nursing-associates/what-is-a-nursing-associate/
The first Trainee Nursing Associates (TNAs) began training in January 2017.

The two-year training programme is at foundation degree level and incorporates theory for the TNAs to apply to clinical practice. The training enables TNAs to come together as a diverse group of adult learners from a variety of different Health, Social and Voluntary care organisations including Mental Health, Acute Trusts, Community Settings, Nursing Homes, Hospices and GP Practices. Qualified Nursing Associates are registered and regulated by the Nursing & Midwifery Council (MNC).

The Aims of the role are to:
- Support the career progression of HCSWs/HCAs.
- Increase the capacity and capability of the nursing workforce by ensuring that the right person with the right level of skills and education is delivering the right care to the patient.

What qualifications are needed to apply for the Nursing Associate programme?

To apply to become a Nursing Associate, the minimum entry requirements for the chosen Higher Education Institution (HEI) must be met (they may differ from one provider to another so please confirm with the chosen HEI), and the employer must believe that the candidate is capable of the academic learning required and that they possess the values and behaviors required to become a Nursing Associate. It is important that the candidate is sufficiently prepared and understands the requirements of the programme and is committed to complete a foundation degree as well as working. An up-to-date Disclosure and Barring Service (DBS) Certificate is required that will be effective across all areas. The apprenticeship minimum entry requirements are:

Level 2 functional skills in English and Maths or GCE/GCSE English and Maths (Grade C or above) or equivalent, evidence of this must be provided. Intermediate IT skills are also required.

Providing Maths and English requirements can be evidenced (plus any additional requirements specified by the HEI) the candidate is invited to a values-based interview which will be conducted jointly by the employer and education provider to ensure shared entry criteria are met.

Most HEIs require these to be in place before commencement of the programme. If you need to undertake these before commencement of the programme then funding may be available – HEE can advise and help with access – contact ben.park@hee.nhs.uk. Options include an online course available via the Open University.

What are the core requirements of the programme?

All programmes must now be NMC approved and meet the NMC standards:

All trainee Nursing Associates must meet the following:
- To be in, ideally full time, employment (37.5hrs). Due to apprenticeship rules no element of the programme may be undertaken in the learner’s own time.
- To undertake 2300 hours of protected learning time, over the course of the programme, including 460 external placement hours and 460 hours of academic study (equivalent of 1 study day and 1 placement day per week.)
Placement patterns vary depending on the HEI, some may be a regular day per week whereas some may be undertaken in blocks. Placements are primarily the responsibility of the employer to arrange, the Primary Care Workforce and Training Hub (PCWTH) will also be able to assist and advise, some HEIs coordinate these centrally. Most will be reciprocal arrangements with other organisations that have TNAs on the programme.

- To experience placements in each of the three health and care settings (at home, close to home and in hospital) undertaking 2 substantial external placements in the 2 alternative areas from their primary employment area.
- To gain experience across all fields of nursing (adult, child, mental health & learning disabilities) and across all the lifespan
- The trainee will need an NMC registered practitioner as an assessor/mentor to support them throughout the training
- Be prepared to enter a profession that will be regulated by the NMC

The NA Role is at Foundation Degree level and may provide a steppingstone for further development including to Registered Nurse (adult, child, mental health or LD) should this be identified in the individual’s personal development plan.

With most HEIs attendance at all study days, workshops and programme elements will be compulsory. Annual leave should therefore be taken during university holidays. Any exception to this will need to be discussed with your HEI.

**Where and when are programmes available locally?**

Within Humber, Coast and Vale The University of Hull, University of York and CU Scarborough all have courses planned to start in **January 2020**.

Other options are available, including the Open University, and HEIs outside of the area. Below are links to information for each of the local HEIs within HCV.

For specific details relating to your preferred University and their entry requirements please refer to their websites, key contacts are also included for course specific enquiries.

**University of Hull** - [https://www.hull.ac.uk/faculties/fhs/shsw/apprenticeship-nursing-associate.aspx](https://www.hull.ac.uk/faculties/fhs/shsw/apprenticeship-nursing-associate.aspx)
Contact: Linda Edmond - l.j.edmond@hull.ac.uk

**University of York** - [https://www.york.ac.uk/healthsciences/study/2019-na/](https://www.york.ac.uk/healthsciences/study/2019-na/)
Contact: Linda Currie - linda.currie@york.ac.uk

Contact: Emily Harrison - ac4555@coventry.ac.uk /Anne McCarthy - hsx430@coventry.ac.uk /Claire Barwick - ac3527@coventry.ac.uk

**Open University** - [http://www.open.ac.uk/business/apprenticeships/degree-and-higher/nursing-associate-higher-apprenticeship](http://www.open.ac.uk/business/apprenticeships/degree-and-higher/nursing-associate-higher-apprenticeship)
Contact: Jill Rounce - Jill.rounce@open.ac.uk

[Developing people for health and healthcare](www.hee.nhs.uk)
2 Available Funding and Support

The present HEE funding available during 2019/20 (up to 31st March 2020) per Trainee Nursing Associate is a total of £7,200, consisting of:

- £3,200, paid in 2 annual installments of £1600, this is to support the trainee e.g. travel expenses, uniforms, IT equipment.
- £4,000 as a one-off payment, this is to support nursing workforce development more broadly and is paid with the first payment. There is an anticipation that it will help to prepare the workforce for the deployment of nursing associates.

Expectations from HEE – the funding supports the implementation and development of the Nursing Associate role; HEE may require interaction with TNA employers in relation to data returns and quality assurance of the programme.

Apprenticeship Levy – this should be accessed to fund course fees if your organization is a levy payer. Where the employer is not a levy payer (which is the case for most general practices), it may be possible to arrange a levy transfer to cover the fees, but cannot always be guaranteed. A dedicated post is being appointed for the region within the HCV Excellence Centre to assist with arrangement of levy transfers for General Practice. For information and assistance please contact Danielle.Hook@hey.nhs.uk

Useful guidance and links can also be found on https://humbercoastandvale.org.uk/projects/ https://www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work

NOTE – Levy funding must be in place before your candidate starts the course.

3 Practice Eligibility and Criteria

A practice potentially interested in this scheme must be able to show evidence of:

- The ability to allocate a named formal mentor (/assessor and supervisor under the new NMC standards) who is not active and up-to-date on the NMC mentor register, willing and experienced, has the skills to support and will be allowed the dedicated time to support and guide a new member of staff. If your practice does not currently have a mentor/assessor active on the register your local PCWTH can advise on steps to take. For advice contact debra.smith8@nhs.net

- Have an up to date placement audit – if you do not currently take student nurses then your local PCWTH can assist in arranging this (a visit would be arranged in collaboration with your local university to create a placement profile and audit). As part of this process the practice would also need to sign a Learning Development Agreement (LDA) if they haven’t already.

- A defined role for the new member of staff to carry out as an apprentice TNA

- Being able to provide a good quality learning environment which involves the whole practice team providing a positive supportive culture of learning

- The ability to allocate a named professional to support the new member of staff and their mentor (/assessor and supervisor).

- The ability to provide the new member of staff access to a range of appropriate education/learning experiences in relation to their learning needs and for a career in primary care

These elements will be used to assess potential funding recipient practices suitability for this scheme and acceptance onto the scheme cannot be guaranteed. Further details of the elements asked during an assessment can be found in Appendix 2.
HEE expectations of practices

Successful recipient practices are expected to;

<table>
<thead>
<tr>
<th>Expectations of successful recipient practices</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-employment/ pre-role change:</strong></td>
</tr>
<tr>
<td>• Discussion within practice to employ and support an apprentice TNA</td>
</tr>
<tr>
<td>• Define a clear role within the practice for the TNA, and communicate this clearly</td>
</tr>
<tr>
<td>• Meet/discuss with PCWTH hub practice to discuss the scheme and be party to an initial suitability assessment if required</td>
</tr>
<tr>
<td>• Consider who in the practice is best placed to support the TNA in terms of;</td>
</tr>
<tr>
<td>o A named mentor (/assessor and supervisor) who will support the TNA by signing off the TNA's training as complete and providing pastoral support</td>
</tr>
<tr>
<td>o A named registered professional who will take overall responsibility for the TNA and support the mentor</td>
</tr>
<tr>
<td>• Commit as a practice to enable sufficient time for the TNA to complete their training</td>
</tr>
<tr>
<td>• Recruit or identify an existing member of staff to undertake the TNA course and work in the practice once funding has been confirmed</td>
</tr>
<tr>
<td>• Agree which university they would like to attend and support the identified/recruited candidate with their university application <strong>(this may involve attending an interview with them)</strong></td>
</tr>
<tr>
<td>• Ensure a recent Enhanced DBS check is in place and recent Occupational Health Clearance</td>
</tr>
<tr>
<td>• Commit as a practice to supporting other TNA students on placement as part of a reciprocal arrangement (when your TNA is out on placement another will come to you in return). This will be 1 day per week or the equivalent arranged in blocks.</td>
</tr>
</tbody>
</table>

| Employment/ role commenced: |
| • Provide a local induction for the TNA including statutory and mandatory training |
| • Assign a suitable named mentor (/assessor and supervisor) and named registered professional |
| • Develop a TNA induction and educational plan which states how the practice will educationally support the HCA within the practice. This is likely to include how additional skills and knowledge will be developed and the allocation of study time. |
| • Commit to releasing appropriate time for study and support, meeting the programme requirements and required amount of protected learning time. |
| • Ensure appropriate insurance is in place |
| • Decide upon and provide appropriate uniform and provide this (uniform details are an employer decision). |

| Overall responsibility: |
| • Employ the TNA full time (or minimum hours negotiated with the HEI) for the full duration of training |
| • Adhere to meeting national apprenticeship requirements for employers |
| • An intention to offer permanent employment at the end of the TNA training period |
| • Engage fully with the PCWTH hub practice and HEI/education providers |
| • Keep accurate financial records relating to the scheme |
| • Allow PCWTH hub practices/HEE access to all information and requirements related to the scheme including; |
|   o Answering questions/providing evidence relating to the scheme’s suitability assessment |
|   o Supplying the names of TNA, mentor (/assessor and supervisor) and named professional |
|   o Providing details of the induction and educational plan |
| • Actively participate in audits and evaluation of the scheme as and when required |
| • Attend any PCWTH hub practice led activities related to TNA staff such as networking, education or information sharing events |

**Developing people for health and healthcare**

www.hee.nhs.uk
4 Support available to practices as part of the ‘TNA Ready Scheme’

- Signposting to locally available TNA courses and HEI contacts, and information relating to these
- Signposting to assistance with levy transfers and arrangements
- The PCWTH hub will represent general practice on the local partnership boards, which work in collaboration with HEIs and other employing organisations around the coordination of TNA training and placements
- The PCWTH hub practice will be able to help with providing advice on the likely support a new TNA will require as part of their training period, and other related queries or support needed
- The PCWTH hub will offer ongoing support for mentors (/assessors and supervisors) and assist in coordinating placement arrangements where needed

5 Financial support available during 2019-20 (up to 31st March 2020)

The following employment bursary is available to support the HCA during their initial training period of around 18 months.

<table>
<thead>
<tr>
<th>Timescale</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 annual installments</td>
<td>£3,200</td>
<td>Paid in 2 annual installments of £1600, this is to support the trainee e.g. travel expenses, uniforms, IT equipment.</td>
</tr>
<tr>
<td>Initial one-off payment</td>
<td>£4,000</td>
<td>This is to support nursing workforce development more broadly and is paid with the first payment. There is an anticipation that it will help to prepare the workforce for the deployment of nursing associates.</td>
</tr>
</tbody>
</table>

How are the funds paid?

Details will be given on commencement of the programme. The funding is paid in instalments on receipt of invoice directly to the employer. For employers that are not signed up to the local HEE learning and development agreement (LDA) a contract will need to be raised and signed to enable access to the funding.

Is the funding dependant on a Nursing Associate role being available at the end of the apprenticeship?

Apprenticeship rules require that the qualified NA should be able to put their new skills into practice in an immediate job or future career. It is desirable and anticipated that a Nursing Associate job is available at the end of the training, but not essential, and nationally other employment opportunities should become available.
6 Frequency Asked Questions (FAQs)

Nursing Associate Education, Training and Coordination

Q: When and where are courses available locally?

Within Humber, Coast and Vale, The University of Hull, University of York and CU Scarborough all have courses planned to start in January 2020. The Open University also offer flexible options, other available options include HEIs outside of the area. Below are links to information for the local HEIs.

For specific details relating to your preferred University and their entry requirements please refer to their websites, key contacts are also included for course specific enquiries.

<table>
<thead>
<tr>
<th>University/ Link/ Contact Details:</th>
<th>Upcoming Cohort:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>University of Hull</strong></td>
<td>January 2020</td>
</tr>
</tbody>
</table>
| [https://www.hull.ac.uk/faculties/fhs/shsw/apprenticeship-nursing-associate.aspx](https://www.hull.ac.uk/faculties/fhs/shsw/apprenticeship-nursing-associate.aspx)  
Contact: Linda Edmond l.j.edmond@hull.ac.uk | |
| **University of York**            | January 2020    |
| [https://www.york.ac.uk/healthsciences/study/2019-na/](https://www.york.ac.uk/healthsciences/study/2019-na/)  
Contact: Linda Currie linda.currie@york.ac.uk | |
| **Coventry University Scarborough** | January 2020    |
| [https://www.coventry.ac.uk/globalassets/media/global/microsite---cusc/employers/cus-apprenticeships-course-description_nursing-associate-v1.0.pdf](https://www.coventry.ac.uk/globalassets/media/global/microsite---cusc/employers/cus-apprenticeships-course-description_nursing-associate-v1.0.pdf)  
Contact: Emily Harrison - ac4555@coventry.ac.uk, Anne McCarthy - hsx430@coventry.ac.uk, Claire Barwick - ac3527@coventry.ac.uk | |
| **Open University**               | February 2020   |
| [http://www.open.ac.uk/business/apprenticeships/degree-and-higher/nursing-associate-higher-apprenticeship](http://www.open.ac.uk/business/apprenticeships/degree-and-higher/nursing-associate-higher-apprenticeship)  
Contact: Jill Rounce - jill.rounce@open.ac.uk | |

Courses are also planned to be available at all HEIs in September 2020 and onwards, however there is currently no guarantee that the support funding will continue to be available.

Q: What are the entry requirements?

Specific requirements for each University can be found on their individual websites, however as a guide usual requirements are listed below.

If you are unsure whether your candidate meets the entry requirements it is recommended to liaise with your chosen university to confirm.

- Level 2 Maths and English or equivalent
- Ability to study at Level 5
- Intermediate IT skills
- Satisfactory enhanced current Disclosure and Barring Service (DBS) disclosure
- Recent Occupational Health Clearance
- Currently employed in a health or social care setting and have employer support
- Have a named mentor (/assessor and supervisor) for the duration of the programme
- Be able to undertake 2300 hours of protected learning time over the course of the programme, including 460 external placement hours and 460 hours of academic study (equivalent of 1 study day and 1 placement day per week.)
NMC guidance

- Demonstrate values in accordance with code
- Capability to learn behaviours in accordance with code
- Capability to develop numeracy skills required to meet programme outcomes
- Demonstrate proficiency in English language
- Capability in literacy to meet programme outcomes
- Capability of digital/technological literacy
- Ensure students’ health and character allows for safe and effective practice on entering the programme, throughout the programme and when submitting the supporting declaration of health and character in line with the NMC’s health and character decision-making guidance. This includes satisfactory occupational health assessment and criminal record checks

Apprenticeship standards

- Over 16 (However the requirement to deliver patient facing care, and therefore TNA training, is over 18)
- Level 2 English and Maths
- Ability to study at degree level
- Work 30 hrs or more (note some programmes are only able to accept full-time applicants)

Apprenticeship funding criteria

The apprentice MUST:

- Be at least 16 years old (As above, over 18 to deliver patient facing care)
- Have lived in the European Economic Area for the past 3 years and currently reside in England (unless they have refugee status, indefinite leave to enter or remain or have humanitarian protection)
- Have the right to work in England
- Be employed in England (or have at least 50% of their working hours in England)
- Be employed in a role relevant to their apprenticeship
- Be employed for more than 30 hours per week (or their apprenticeship will be extended to allow them to gather sufficient off-the-job evidence)
- Be paid more than the apprenticeship national minimum wage

The apprentice MUST NOT:

- Be in the country illegally
- Be resident in the United Kingdom on a Tier 4 visa
- Have a nursing qualification or health care qualification at Level 5 or higher
- Be in any other education or government-funded education programme at the same time
- Be employed for less than 20 hours per week
- Financially contribute towards the apprenticeship programme (i.e. taking out a student loan or paying for books/materials etc)

Q: What are the Local Nursing Associate Partnerships?

Following the announcement in 2016 of the piloting of the Nursing Associate role, test site partnerships were required across Sustainability and Transformation Partnerships (STP) or Integrated Care Systems (ICS).

All partnerships required at least one education provider and had to identify all organisations which would be employing and/or providing placements for the Trainee Nursing Associates.

The aim of the partnerships was to ensure development and delivery of high quality and innovative programmes of education and training for Trainee Nursing Associates. The partnerships should generate learning and good practice around the introduction of this new role and enable the TNAs to

Developing people for health and healthcare

www.hee.nhs.uk
practice across a variety of settings.

Individual employers may employ as few as one trainee, the partnership overall had to have at least 20 Trainee Nursing Associates in employment and training.

Following NMC approval it is no longer an essential requirement to join a partnership, but this may be beneficial in providing support to overcome challenges and share good practice. Employers may approach their local HEI direct for advice and guidance if this is their preference.

Within Humber, Coast and Vale (HCV) representatives of the PCWTH represent general practice on the local partnership groups, which meet regularly. There are currently two partnership groups in HCV, Humberside (including the University of Hull and local trusts and employers), and North Yorkshire (including the University of York, CU Scarborough and local trusts and employers).

Practices taking part are welcome to attend these if they would like to, however this is not essential as the PCWTH can provide this link.

Q: How are the placements organised?

This may vary depending on the HEI but as the programme is delivered via an apprenticeship the organisation of the placements is primarily the responsibility of the employer. Some HEIs do however coordinate placements centrally, your PCWTH can also help advise.

The local partnerships provide support around placement provision and a collaborative approach. It is envisaged that this provision will be reciprocal in nature, e.g. when your TNA is on placement in another setting you would have a trainee from a different setting coming to you in their place.

Q: How long does the course take? How will the training be organised and delivered?

It is a two year programme. The educational elements will be delivered by your chosen HEI.

- Study days at the HEI will make up the equivalent of 1 day per week.
- To gain experience across all fields of nursing and a variety of settings the course will also include the equivalent of 1 day per week on placement (timetabling of this varies by HEI, some (i.e. Hull University) currently programme this on a set day of each week, where as some (i.e. York University and CU Scarborough) currently arrange these in blocks of several weeks on placement. To ensure availability and variety of placements these are a reciprocal arrangement and employers must be willing to take an alternative TNA on placement.
- The remaining 3 days per week equivalent will consist of ‘on-the-job’ training in practice with their employer. Employers will be required to provide the TNA with opportunities to learn with other healthcare professionals and commit to meeting the requirements of the course. Your chosen HEI will be able to provide a full handbook and learning objectives.

To meet government apprenticeship requirements apprentices must spend 20% of their contracted hours on off-the-job training, this can take place in the apprentices normal place of work or at an external location. The following simple guide illustrates what does and doesn’t count as off-the-job training: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/769721/Off-the-job_training_FLOWCHART.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/769721/Off-the-job_training_FLOWCHART.pdf)


Apprenticeship requirements state that apprentices cannot undertake any element of the programme in their own time, all required learning hours must be accounted for within their working hours.

Q: How do the required hours breakdown?

The NMC Requirement is to protect all course hours, which entails a total of 2300 protected learning
hours made up of 1150 theory hours and 1150 practice hours (including 460 external placement hours and 460 hours of academic study). Below is an example breakdown based on 40 hour week contract:

**Theory**
- University hours 8 x 90 weeks = 720
- Induction = 15
- 2 hours per week allocated study time = 2 x 90 = 180
- 2 reading weeks per year = 80
- 1 day protected study day per month for 20 months = 160
Total 1,155

**Practice**
- Weeks supernumerary at start of course = 135
- Placements 4 weeks = 90 hours x 6 = 540 hours
- Protected practice learning days 3 days per month for 20 months = 450 hours
- Protected practice learning days 4 days (7.5hr day) per month for 4 months = 30
Total 1,155

Q: **What is The Care Certificate?**

The Care Certificate is an identified set of induction standards that health and social care workers adhere to in their daily working life. Developed as a result of the Cavendish recommendations, all non-regulated healthcare support workers are now required to demonstrate 15 standards that cover the requirements of a caring role. For more information on the Care Certificate standards see: [http://www.skillsforhealth.org.uk/standards/item/216-the-care-certificate](http://www.skillsforhealth.org.uk/standards/item/216-the-care-certificate)

The Care Certificate will be covered in most courses (this may vary by HEI) if the TNA does not already have this. The mentor/assessor-supervisor in practice is responsible for signing off the care certificate.

Q: **How does the NMC compare nursing associate proficiencies with nurse proficiencies?**

The below illustration from the NMC outlines this comparison:

<table>
<thead>
<tr>
<th>Nursing associate</th>
<th>Registered nurse</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 platforms</td>
<td>7 platforms</td>
</tr>
<tr>
<td>Be an accountable professional</td>
<td>Be an accountable professional</td>
</tr>
<tr>
<td>Promoting health and preventing ill health</td>
<td>Promoting health and preventing ill health</td>
</tr>
<tr>
<td>Provide and monitor care</td>
<td>Provide and evaluate care</td>
</tr>
<tr>
<td>Working in teams</td>
<td>Leading and managing nursing care and working in teams</td>
</tr>
<tr>
<td>Improving safety and quality of care</td>
<td>Improving safety and quality of care</td>
</tr>
<tr>
<td>Contributing to integrated care</td>
<td>Coordinating care</td>
</tr>
<tr>
<td></td>
<td>Assessing needs and planning care</td>
</tr>
</tbody>
</table>


Q: **Is a uniform provided or is there any uniform guidance?**

Uniforms are not provided as part of the course at most HEIs, this is an employer decision and responsibility. Practices will want to consider the uniform of their TNAs to distinguish them from other roles within the practice. The HEE funding can be used to pay for uniforms amongst other things.

[Developing people for health and healthcare](https://www.hee.nhs.uk)
Understanding apprenticeships

Q: What is an apprenticeship?

An apprenticeship is a work-based learning programme combining both on-the-job training alongside academic study. The HCA/HCSW is now employed as a Trainee Nursing Associate Apprentice, a different role. The apprenticeship standards can be found here and government guidelines here.

The Nursing Associate Apprenticeship Standard describes the role as:

- A highly trained support role to deliver effective, safe and responsive nursing care in and across a wide range of health and care settings.
- Able to work independently, and with others, under the leadership and direction of a Registered Nurse within defined parameters, to deliver care in line with an agreed plan.
- Having a breadth of knowledge and a flexible, portable skill set to serve local health populations, in a range of settings covering pre-life to end of life.
- Working within the sphere of nursing delivering high quality person-centred care across health and social care settings.
- Working within all aspects of the nursing process, taking account of the perspectives and pathways of individuals, their families and/or carers providing holistic and person-centred care to individuals, supporting the registered nurse in the assessment, planning, delivery and evaluation of care.

Recruitment

Q. What is the process for recruitment? Can we ‘recruit’ an internal member of staff?

Through this initiative practices will be responsible for recruiting to their own TNA vacancies, but support through the process is available if needed. Exact details of how this will be managed will be agreed locally once practice involvement in the scheme has been confirmed, PCWTH hub practices and the HEI will be able to provide advice or support elements of the process but ultimately it is the practices’ responsibility.

It is recognised that practices are most likely to be supporting existing HCA employees to develop into the nursing associate role.

Q: Is there a National Job Description for the Nursing Associate?

No, however there is some guidance which has been developed by the Royal College of Nursing. This includes some guiding principles to help employers to develop a job description for their area of care delivery. NHS Employers have also developed guidance:

Q: How much should we pay our HCA?

All apprentices must be employed, have a contract of employment and receive a minimum wage from their employer. NHS Employer guidance recommends that TNAs are paid at equivalent of AfC band 3 during training and progress to band 4 upon qualification.

Developing people for health and healthcare

www.hee.nhs.uk
Q. Is the funding dependant on a Nursing Associate role being available at the end of the apprenticeship?

Apprenticeship rules require that the qualified NA should be able to put their new skills into practice in an immediate job or future career. It is desirable and anticipated that a Nursing Associate job is available at the end of the training, but not essential, and nationally other employment opportunities should become available.

Q. What about indemnity arrangements?

TNAs who go on rotation from their employer to other sites/locations, should remain covered by their employer’s membership of CNSGP (Clinical Negligence Scheme for General Practice), however you may want to discuss this with your indemnity contact for confirmation.

It is also possible that the liability for any staff going on secondment/rotation could be switched to the receiving body where this is agreed locally, i.e. through the secondment/placement agreement.

Placement agreements exist between HEIs and provider organisations. Each employer hosting a TNA will need to receive a learning environment audit (the responsibility of the HEI) and these will ask about indemnity arrangements.

Q. If a learner withdraws does an exit interview need to be completed?

HEE exit interview paperwork is available on request, as this will feed into the ongoing evaluation of the role. Normally exit interviews would be conducted via the HEI.

Q. What is meant by mentor (assessor and supervisor)?

Practices accessing the TNA programme will be required to designate a mentor (or assessor and supervisor under the new SSSA standards) for their TNA. The mentor/assessor must be someone with an NMC recognised mentorship qualification, the supervisor can be any suitable registered nurse able to adequately support the TNA. For more details and support on mentorship and the transition to Supervisors/Assessors please contact debra.smith8@nhs.net

The mentor/assessor will have overall responsibility for documentation on the TNAs portfolio (on PebblePad/MYEPAD or similar), as with undergraduate student nurses. Supervisors will also feed in to this process.

Furthermore, the mentor/supervisor will be:

- A member of practice staff who has the skills and qualities to provide guidance to the TNA within the workplace
- A familiar face, that helps make the TNA feel at home, advises them about what to look out for and supports them in the workplace
- Someone who can help the TNA with issues they may have and who will be there for them to go to on a day to day basis.
- A person who is familiar with the practice environment and TNA role
- Someone who is willing to provide constructive feedback to both the TNA and those providing assessment on day to day progress

In addition to the mentor (supervisor and assessor), the practice should identify a named registered professional to have overall professional responsibility for the HCA and support the mentor/assessor/supervisor with any issues.

FAQs for Potential TNA Candidates

Q: Will I have to apply to undertake the TNA programme?

Yes, it was agreed that all TNAs would undergo the same recruitment processes, and that all interviews would be in conjunction with the education provider to ensure fairness and equity to all applicants regardless of their employing organisation’s size.
Q: Will I stay in my own work area whilst undertaking the training?

This will depend on your employing organisation and how they deliver the programme, as it is a work-based programme and being delivered as an apprenticeship. Within General Practice you are most likely to be spending 3 days per week equivalent working in practice (with your employer), as part of the programme requirements you would spend the equivalent of 1 day per week on an alternative placement, and 1 day per week at University/study.

Q: How will I be assessed during the NA programme?

From 26th July 2019 all programmes must be NMC approved and meet the NMC standards https://www.nmc.org.uk/globalassets/sitedocuments/education-standards/nursing-associates-proficiency-standards.pdf

All trainee Nursing Associates must meet the following:

- To be in, ideally full time, employment (37.5hrs). Due to apprenticeship rules no element of the programme may be undertaken in the learner’s own time.
- To undertake 2300 hours of protected learning time, over the course of the programme, including 460 external placement hours and 460 hours of academic study (equivalent of 1 study day and 1 placement day per week.) Placements may be undertaken in blocks and are primarily the responsibility of the employer to arrange
- To experience placements in each of the three health and care settings (at home, close to home and in hospital) undertaking 2 substantial external placements in the 2 alternative areas from their primary employment area.
- To gain experience across all fields of nursing (adult, child, mental health & learning disabilities) and across all the lifespan
- The trainee will need an NMC registered practitioner as an assessor/mentor to support them throughout the training
- Be prepared to enter a profession that will be regulated by the NMC

The NA Role is at Foundation Degree level and may provide a steppingstone for further development including to Registered Nurse (adult, child, mental health or LD) should this be identified in the individual's personal development plan.

Q: Will I need a mentor in my primary workplace when I am on placement?

Yes, a named mentor (/assessor and supervisor) will be needed to oversee your clinical work and contribute to your supervision reports. They will assist in identifying how you progress, as well as providing additional support if required. They will also need to be involved in organisation of your placements. Your mentor (/assessor and supervisor) needs to be an NMC registrant.

Q: Will I work shifts during my training?

During clinical placements you will be expected to work the shift pattern in place within that clinical area.

Q: When will I be able to take my holidays?

Your holidays will not be restricted during the two-year programme, although most universities would expect attendance at all formal teaching and study days, so you would need to take them during breaks in the university programme.

Q: What happens if I need to step off the programme?

This may be an option in exceptional circumstances but would have to be negotiated with your employer and the university

Q: Will there be an opportunity to join another Nursing Associate programme in the future if I needed to step off?

As this is an ongoing programme there should be the opportunity but as above this would need to be
discussed with both your employer and the university.

**Q: Can I apply if I work part time?**

Due to the 2300 practice hours required, Trainee Nursing Associates need to ideally work full time (37.5 hours per week). This will enable the programme to be completed in the 2-year timeframe.

Individual Universities could be approached to understand whether they are taking applications from part-time staff and what the minimum number of hours would be. Apprenticeship guidelines stipulate a minimum of 30 hours. *(Please remember you are not able to undertake any element of the programme in your own time if it is delivered as an apprenticeship)*

**Q: Is there a minimum/maximum age to apply for the programme?**

There is no minimum or maximum age for study, however most employers would usually require trainees to be at least 18 years of age to support within the clinical workplace.

**Q: I work in healthcare, but I am not in a clinical role. Can I apply?**

Yes, you can apply if you have the required qualifications and the support of your organisation, however, if you are successful once employed as a trainee nursing associate apprentice you must be in a clinical role. Alternatively, you will need to search for any Trainee Nursing Associate apprenticeship vacancies with other organisations and apply for those. Direct entry (non-apprenticeship) programmes are being developed and these will offer a route for those not in clinical roles, please enquire with local HEIs (this is not yet available at most local HEIs).

**Q: Can I apply if I have already completed a degree level qualification?**

This would need to be discussed on an individual basis with the HEI, although apprenticeship rules require you to be studying significantly new learning having a degree does not necessarily exclude you from applying.

**Q: Can there be any ‘recognition of prior learning’?**


**Q: Who will pay for the cost of my training/ course fees?**

At present the programme is delivered via an apprenticeship route, which is work based and employer led. Larger organisations pay into a digital levy account and the programme would be funded via your employer via this apprenticeship levy account.

For smaller organisations, that do not pay into the digital levy account, 90% of the training may be funded. The total cost of the programme is £15,000 per trainee and so smaller organisations would pay the remaining 10% (£1,500). This relies on the HEI having non-levy places available and being registered to accept non-levy payers. Alternatively levy transfers may be an option and would cover up to 100% of the fees, these would need to be arranged on an individual basis. Levy Transfers are the most likely way that course fees would be funded however availability of these cannot be guaranteed.

**Q: What Qualification will I receive?**

A Regulated Level 5 Foundation Degree

**Q: Once I have qualified at the end of the programme will I automatically transfer into a Nursing Associate post?**

This is the aim; it is envisaged that employers supporting the role will have identified a need for the role within their workforce plans. However, as with all roles you can apply for any advertised Nursing Associate post.
Q: Will the Nursing Associate role be regulated?

Yes, the Nursing Associate role will be registered and regulated by the NMC.

As a Nursing Associate you will need to pay the annual NMC fee, work within the NMC Code of Conduct for Nurses, Midwives & Nursing Associates & undertake revalidation every 3 years, the process that all nurses, midwives & Nursing Associates need to follow to maintain their registration with the NMC, this will include demonstrating evidence of elements of practice including practice hours/CPD/reflective practice/feedback.


Q: Can I use a Nursing Associate qualification to access pre-registration nurse training?

Yes. As a Nursing Associate your foundation degree will be accredited for prior learning and experience (APL/APEL) up to 50% (depending on the programme) of pre-registration nurse training programmes. If you wish you may have an opportunity to access an undergraduate pre-registration nursing programme which could result in a degree and nurse registration with the Nursing and Midwifery Council. This may also include nurse apprenticeship degree programmes which are currently under development.

Employer Apprenticeship Benefits

Q: How could taking an apprentice benefit my practice?

Apprenticeships provide a quality developmental route for new recruits or existing staff and a cost effective solution to recruitment and employment. They help organisations grow. There are many benefits to investing in apprenticeships. Some of these are listed below:

- **Taking an apprentice will allow you to build capacity and capability within your nursing team and to develop and train staff**
  - Through this apprenticeship you are able to access funding/resources to support training and support costs
  - Training apprentices can be more cost effective than hiring skilled staff, leading to lower overall training and recruitment costs
  - This apprenticeship will deliver skills designed around practice needs and help you to develop the skilled workers required for the future to achieve organisational objectives
  - The apprenticeship route is an ideal training route for current staff to gain competence and confidence to take on additional duties. For example practices can use the apprenticeship route to develop existing practice staff (e.g. HCAs) so that they can take on nursing associate duties/roles once qualified
  - Current staff can also share their skills and knowledge through supporting apprentices

- **Investing in apprenticeships can reduce sickness and absenteeism through increased loyalty and motivation, and increase productivity**
  - Employers note that apprentices tend to be eager, motivated, flexible and loyal to the organisation that invested in them. Remember, an apprentice is with you because they want to be – they have made an active choice to learn on the job and a commitment to a specific career

- **Help develop home grown talent**
  - Advertising vacancies as apprenticeship opportunities can attract younger applicants and, as it offers a training and career pathway, can widen the range of applicants applying for vacancies, particularly from within the local community
  - Supporting an existing member of staff to access an apprenticeship to develop their role and further their career is a great way of ‘growing your own’ workforce

Develo[ing people for health and healthcare
www.hee.nhs.uk
Useful Contacts

Q: Who can we contact for more information?

For more information on the scheme/local coordination and signposting: training@haxbygroup.co.uk

For PCWTH support, mentor support and advice, or setting up of new practice placements:

- Haxby Group PCWTH (Hull CCG, Vale of York CCG, East Riding of Yorkshire CCG, Scarborough & Rydale CCG): training@haxbygroup.co.uk
- Freshney Green PCWTH (N.Lincs CCG & NE.Lincs CCG): FreshneyGreen.PCWTH@nhs.net

For assistance and queries relating to the apprenticeship levy and arranging a levy transfer:

- Danielle Hook - Project Manager - Humber, Coast and Vale Health and Care Partnership Excellence Centre: danielle.hook@hey.nhs.uk

For general information around nursing associates the regional HEE team have a wealth of knowledge:

- Haley Whelpton - Programme Manager (Nursing, Midwifery & Allied Health Professions) North East & North Cumbria and Humber Coast & Vale, HEE: haley.whelpton@hee.nhs.uk
- Rachel Chalk - Apprenticeship Development Manager – Primary and Community Care, North, HEE: rachel.chalk@hee.nhs.uk
- Lesley Young, Programme Manager, Nursing Associates, Primary, Social & Voluntary Care, North of England, HEE - lesley.young@hee.nhs.uk
- Lindsay Butterworth, Programme Manager, Nursing and Midwifery Workforce, Yorkshire & Humber - lindsay.butterworth@hee.nhs.uk
- Jean Hayles, Associate Director of Nursing (North), HEE - jean.hayles@hee.nhs.uk
- Fay Lane, Apprenticeship Relationship Manager North, HEE - fay.lane@hee.nhs.uk

For advice and assistance on accessing functional skills training and funding, if needed, or in finding evidence you have already achieved these:

- Ben Park, HEE: ben.park@hee.nhs.uk

For HEI/course specific queries:

- See contact details on page 4/ page 8 relating to each of the local Universities in HCV

7 References and Acknowledgements

This pack has been compiled using information from national and regional sources and colleagues, in particular:

- Health Education England
  - HEE Nursing Associate Apprenticeship FAQs for Employers, Sept 2019
  - HEE Nursing Associate Apprenticeship FAQs for Trainee Nursing Associates and their Educators, Sept 2019
  - HEE Yorkshire & the Humber PCWTH ‘Ready Schemes’
- Humber, Coast and Vale Health and Care Partnership/ Excellence Centre
- The University of York
- The University of Hull
- Coventry University Scarborough

Developing people for health and healthcare
www.hee.nhs.uk
8 Appendices

8.1 APPENDIX 1: Suitability Assessment

Evidence/demonstration of the following will be required as part of the practices suitability assessment for the scheme, if not already identified previously in participation of other PCWTH lead schemes.

- Care Quality Commission (CQC) registration
- A philosophy of care/mission statement and appropriate policies, procedures and guidelines
- Education/training intention present within its ethos
- Team are committed to working effectively together and respects each other’s values and contribution to patient care
- Participation in the scheme is supported by the full practice team
- Intended supported position is linked to current vacancy or workforce plan
- Suitable mentor/assessor/supervisor has been identified (who can sign off the training completion and provide pastoral support)
- Suitable named registered professional has been identified (who will have overall responsibility for the new member of staff and support the mentor/assessor/supervisor)
- Can ensure that sufficient learning/education opportunities will be available to meet the learning needs of the learner including opportunities to learn with other healthcare professionals

8.2 APPENDIX 2: Roles within the scheme

PCWTH Hub practices

- Act as a point of contact for the scheme, including promoting and marketing the scheme to potential practices and supporting practices involved in the scheme
- Undertaken a suitability assessment for potential new recipient practices which includes undertaking at least one visit to all non-PCWTH spoke/non-GP training practices
- Ensuring a Learning and Development Agreement is in place with the practice
- Ensuring practices have a current educational audit in place, or assisting in the coordination of undertaking one
- Ensuring a suitably qualified mentor/assessor is active and up-to-date on the mentor register, or assisting in the achievement of this if not already in place
- Liaise with education providers and other stakeholders where appropriate
- Signpost to and liaise with HEE and the HCV Excellence Centre around support of levy arrangements and other requirements as needed
- Monitor outcomes of the scheme
- Ensuring all information requests are submitted to HEE/NHSE in a timely manner

HEI providers

- Promote the course and the role, provide HEI specific course information and assess suitability of candidates
- Undertake and complete pre-employment assessment of functional skills for short-listed candidates, then undertake joint interviews
- Ensure all requirements are met and enrol candidates onto the course
- Coordinate and deliver programme. Liaise with employers around progress and course requirements

8.3 APPENDIX 3: How the scheme will be assessed

Overall
- Qualitative feedback from the TNAs, mentors/assessors/supervisors, practice staff and patients
- Knowledge and experience gathered about new TNA educational needs in general practice
- Numbers of new TNAs working in primary care pre and post scheme

Other data collection
- No. of practices interested in the scheme versus those who are successful
- Appointee details

Developing people for health and healthcare
www.hee.nhs.uk
APPENDIX 4: EOI Form

EXPRESSION OF INTEREST FORM

TRAINEE NURSING ASSOCIATE ‘READY SCHEME’ 2019/20

Please return your completed expression of interest to: training@haxbygroup.co.uk

Please note application timelines for each local HEI indicated in Part 2 below (candidate form)

<table>
<thead>
<tr>
<th>Part 1 – Practice Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice Name:</td>
</tr>
<tr>
<td>Practice Address:</td>
</tr>
<tr>
<td>Practice Telephone:</td>
</tr>
<tr>
<td>Practice CCG Area:</td>
</tr>
<tr>
<td>Lead Contact Name(s):</td>
</tr>
<tr>
<td>Lead Contact Email Address(s):</td>
</tr>
</tbody>
</table>

| Are you a GMC Registered Training Practice for GP Registrars? | YES ☐ | NO ☐ |
| Are you a hub or spoke of the PCWTH? (taking undergraduate student nurses on placement) | YES ☐ | NO ☐ |
| Have you previously taken part in any of the PCWTH workforce ‘Ready’ schemes e.g. HCA Ready, GPN Ready, ACP Ready, PA Ready? | YES ☐ | NO ☐ |
| Is your practice an apprenticeship levy paying organisation? | YES ☐ | NO ☐ |

<table>
<thead>
<tr>
<th>Learner activity at your practice:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Nurses</td>
</tr>
<tr>
<td>Student Doctors</td>
</tr>
<tr>
<td>GP Registrars</td>
</tr>
<tr>
<td>Physician’s Associates</td>
</tr>
<tr>
<td>Nursing Associates</td>
</tr>
<tr>
<td>Student Allied Health Professionals</td>
</tr>
<tr>
<td>Trainee Pharmacists</td>
</tr>
<tr>
<td>Apprentices</td>
</tr>
<tr>
<td>Other healthcare learner</td>
</tr>
</tbody>
</table>

| How many TNA places are you hoping to apply for? | Click here to enter text. |
| Do you have internal candidate(s) or are you planning to recruit? | Click here to enter text. |
| Which University(s) are you intending to apply to?: | Click here to enter text. |

| Please supply details of your current practice workforce, including whether you have any specific trainers or mentors | Click here to enter text. |
| How would you support a new Trainee Nursing Associate in your practice? | Click here to enter text. |

Developing people for health and healthcare

www.hee.nhs.uk
Please provide evidence of your practice’s commitment to education, training and development of practice staff

Click here to enter text.

In what ways do you think this role will enhance the quality of your patient care? Please describe your long term plans for this post and/or the link to workforce plans

Click here to enter text.

<table>
<thead>
<tr>
<th>This practice agrees to release appropriate time for study and support: (Average 2 days per week study/placement plus educational time in practice)</th>
<th>YES ☐</th>
<th>NO ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>This practice has an up-to-date mentor (/assessor and supervisor) who is willing and competent to provide educational and developmental support to a new TNA (If no the PCWTH will contact you to discuss options for developing someone)</td>
<td>YES ☐</td>
<td>NO ☐</td>
</tr>
<tr>
<td>This practice has an established person who leads on training and development</td>
<td>YES ☐</td>
<td>NO ☐</td>
</tr>
<tr>
<td>This practice has a positive culture of learning and development for all its staff</td>
<td>YES ☐</td>
<td>NO ☐</td>
</tr>
<tr>
<td>All of the staff at the practice are committed to supporting a new TNA</td>
<td>YES ☐</td>
<td>NO ☐</td>
</tr>
<tr>
<td>The practice consents to the collection of data and evaluation regarding the scheme and will participate in activities as appropriate</td>
<td>YES ☐</td>
<td>NO ☐</td>
</tr>
<tr>
<td>The practice agrees to attendance at activities related to TNA staff, such as education or information sharing events and to contribute as required</td>
<td>YES ☐</td>
<td>NO ☐</td>
</tr>
<tr>
<td>The practice consents to the information provided being shared with HEE/ NHSE/ HCV staff and the relevant HEI in relation to the scheme, application or support</td>
<td>YES ☐</td>
<td>NO ☐</td>
</tr>
<tr>
<td>This practice consents to the PCWTH hub as well as HEE/HCV/HEI staff making contact with the practice during the scheme in order to: • Enquire about TNA recruitment/application progress and educational and developmental support • Check that the TNA is successfully in post and has received an appropriate induction and orientation • Check that the TNA has a nominated appropriate mentor (/assessor and supervisor) • Check that the TNA is being released appropriately for study time as required by the university • Offer the practice support and share information relating to events, guidance, updates and funding</td>
<td>YES ☐</td>
<td>NO ☐</td>
</tr>
</tbody>
</table>

Declaration:

I confirm that I have read and understand the information contained within this document and that my practice can meet the responsibilities defined within it. I can confirm that I have authorisation to apply on behalf of the practice, and that I have understood and agree to the following:

1. This application represents a planned service area development and has Directorate and Organisational level support.
2. I am familiar with the education programme in question, its entry requirements and its requirements of practice in relation to work based learning opportunities.
3. The successful trainee(s) will be released from practice to attend University, placements and training activities as specified by each University programme.
4. I confirm that the practice intends to support the trainee to complete the qualification.
5. Mentors will be identified and will provide support to the trainee(s) in practice.
6. The practice will ensure the candidate meets the entry criteria, including current DBS checks and occupational health checks.
7. The practice agrees to support other TNA students on placement as a reciprocal arrangement

Name: Click here to enter text.

Position/Role: Click here to enter text.

SIGNATURE: Click here to enter text.

Date: Click here to enter text.

Developing people for health and healthcare
www.hee.nhs.uk
## Part 2 – TNA Candidate Details

If you have multiple candidates please complete one part 2 per person (only one copy of part 1 is required)

| Name: | Click here to enter text. |
| Practice: | Click here to enter text. |
| Job Title: | Click here to enter text. |
| Email: | Click here to enter text. |
| Number of weekly working hours: | Click here to enter text. |

**Please note, some Universities can only accept applicants working full time hours, some may be able to accommodate a minimum of 30 hours, though full time is recommended.**

| Most recent DBS check date: | Click here to enter text. |
| Most recent Occupational Health clearance date: | Click here to enter text. |

### Qualification requirements:

- **There is a minimum entry requirement of Maths and English GCSE grade C or above or Functional Skills level 2 or equivalent. You must also be able to provide evidence.**

- **If you do not have these we will put you in contact with HEE for assistance.**

#### English
- YES – With Evidence
- YES – But I need help in finding evidence
- NO – I need to undertake these, please advise

#### Maths
- YES – With Evidence
- YES – But I need help in finding evidence
- NO – I need to undertake these, please advise

### Choice of HEI

Please note individual HEI timelines below, where dates are not yet confirmed we will keep you informed once we have any updates. A member of the practice may be required to attend the interview along with the candidate.

- **University of York – January 2020 Cohort**
  - Interview dates – 07/11/19 or 11/11/19
  - EoI deadline – 22/10/19

  Following shortlisting on 23/10/19 UoY will send applicants paperwork to complete prior to interview

- **University of Hull – January 2020 Cohort**
  - Interview dates – November dates TBC
  - EoI deadline – November date TBC

- **Coventry University Scarborough – January 2020 Cohort**
  - Interview dates – November dates TBC
  - EoI deadline – November date TBC

- **Other – Please state**
  - Click here to enter text.

### Mentor Details

If your practice does not currently have an active mentor on the register please indicate and we will contact you to provide advice on updating/training a suitable nurse for the role

- Planned Mentor/Assessor Name: *(Must have an NMC recognised mentor qualification)*
  - Click here to enter text.

- Planned Co-mentor/Supervisor Name:
  - Click here to enter text.

### Declaration of Applicant:

I confirm that I understand the information provided, meet the required criteria, and I am fully committed to attending and completing this qualification.

I confirm that the information I have provided is true, complete and accurate. I understand that necessary information from this application will be shared with the relevant University as part of the application process and HEE/NHSE/HCV in relation to support and funding.

| Name: | Click here to enter text. |
| SIGNATURE: | |
| Date: | Click here to enter text. |
Thank you for your interest, we look forward to receiving your application.

Your personal data will be used only in accordance with Data Protection legislation and in compliance with the Freedom of Information Act 2000. By signing this application form you grant consent for the Hub to share data provided as required exclusively to Health Education England (HEE), the Humber, Coast and Vale Workforce Board/Excellence Centre and the appropriate Higher Education Institution with whom the TNA will be applying to study at for the purpose of administration of the scheme, providing support, funding and processing of applications. The Hub will not disclose any personal information to any other third parties without your express consent.