

# Principles for support and funding for the following apprenticeships in the North West of England (2024/25):

- Assistant Practitioner or Nursing Associate to Registered Nurse (AP/NA to RN)
- Learning Disability-enhanced Nurse Associate (LDNA)
- Learning Disability Registered Nurse (LD RN)

## 1. Introduction

- 1.1. The Workforce, Training & Education Directorate of NHS England in the North West will again be supporting the growth the nursing workforce with a training grant.
- 1.2. All health and care employers in the Northwest are eligible to apply via the Expressions of Interest (EOI) process.

## 2. Funding overview

### 2.1. Funding payable

- 2.1.1. Maximum total funding payable to the employing organisation to support learners to undertake the programme and maximum duration of programme and monthly payments can be found below.

	Yearly funding (£)	Maximum duration (months)	Monthly equivalent payment
LD NA	£8,219	24	£684.91
NAAP to RN	£8,808	24	£734
LD RN	£8,808	48	£734

- 2.1.2. Funding is paid at above rate regardless of length of programme.
- 2.1.3. The funding cited above is for the duration of the programme (up to the maximum programme length cited).
- 2.1.4. Funding will be paid via the Education Contract to Trusts on a quarterly basis or by invoice for primary and social care, private, Independent and voluntary organisations.
- 2.1.5. Funding is only paid following confirmation from Education Providers of enrolment and continued attendance on the programme.

### 2.2. Payment Timeframes

- 2.2.1. Please see Table 1 for the dates that funding is processed and the period of activity this covers. Payments will only be processed after validation has taken place.
- 2.2.2. Payments are made via an Education Funding Agreement (EFA), which will replace the NHS Education Contract in 2024/25.
- 2.2.3. All employers will require an Education Funding Agreement in place to enable payments to be made.
- 2.2.4. Payments are made to NHS Trusts in February, July, and November via their payment schedule.
- 2.2.5. Primary and social care, private, Independent and voluntary organisations will receive invitations to invoice in February, July, and November.

**Table 1 – Funding Timeframe for employers.**

Student Activity	Earliest Payment Dates
1 <sup>st</sup> August – 31 <sup>st</sup> October 2024	February 2025
1 <sup>st</sup> November 2024 – 28 <sup>th</sup> February 2025	July 2025
1 <sup>st</sup> March – 31 <sup>st</sup> July 2025	November 2025

### 3. Criteria

- 3.1. The apprentice must:
  - 3.1.1. Meet all the entry criteria for the apprenticeship award as set out by the Education Provider of their choice.
  - 3.1.2. In the case of the AP/NA to RN pathway, the apprentice must be currently employed by the funded organisation and hold relevant professional NMC registration or in receipt of academic award for current role.
- 3.2. The employing organisation must:
  - 3.2.1. Be able to demonstrate the impact of the role development from AP/NA to RNDA on service delivery and alignment to workforce planning needs.
  - 3.2.2. Be able to confirm that, on successful completion of the award, the AP/NA will be employed as a RN within the host organisation.
  - 3.2.3. Express an interest for a maximum of 5 employees
  - 3.2.4. Ensure that all EoIs are supported at board/exec level.

### 4. Scope

- 4.1. In scope:
  - 4.1.1. Apprentice salary support/backfill costs associated with off-the-job training
  - 4.1.2. Apprentice travel and subsistence costs associated with the training programme
  - 4.1.3. Any accommodation costs associated with off-the-job training
- 4.2. Out of scope:
  - 4.2.1. Support for Literacy & Numeracy training
  - 4.2.2. Learning support payments
  - 4.2.3. End point assessment (EPA) costs as these are included within the provider framework

### 5. Additional Information for Apprenticeship Programmes

#### 5.1. Levy Transfers

- 5.1.1. If you require a levy transfer to pay programme fees, you must contact the Northwest Widening Participation Team at the earliest opportunity on [england.levytransfer.nw@nhs.net](mailto:england.levytransfer.nw@nhs.net)
- 5.1.2. Levy transfers **are not guaranteed** and **cannot be implemented retrospectively** – they must be in place before the person begins their apprenticeship.
- 5.1.3. 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.
- 5.1.4. 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.

## 5.2. Employer Responsibilities

- 5.2.1. Employers should familiarise themselves with the entry requirements of their preferred Education Provider.
- 5.2.2. There are various apprenticeship rules that must be adhered to by the employer and the apprenticeship training provider. These include:
  - 5.2.2.1. The apprentice must be employed with you.
  - 5.2.2.2. The apprentice must be able to complete the apprenticeship within the time they have available.
  - 5.2.2.3. 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).
  - 5.2.2.4. Apprentices must not use a student loan to pay for their apprenticeship.
  - 5.2.2.5. Apprentices must spend at least 50% of their working hours in England over the duration of the apprenticeship.
  - 5.2.2.6. Apprentices must have the right to work in England and have an eligible residency status.
  - 5.2.2.7. 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.
- 5.2.3. 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.
- 5.2.4. As an employer you must ensure the apprentice has a suitable contract that covers the duration of their apprenticeship (including end point assessment).
- 5.2.5. The cost of the apprentice's wages must be met by the employer.
- 5.2.6. Apprentices must complete their apprenticeship (including any training) during paid working hours.
- 5.2.7. Apprentices must spend at least 20% of their working hours doing on the job training.

- 5.2.8. 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.
- 5.2.9. The apprentice must have appropriate support and supervision on the job, by the employer, to carry out their job role and their apprenticeship.
- 5.2.10. Further information about employer and apprenticeship training provider responsibilities can be found on the Government Website: [ESFA Funding Rules](#).

### 5.3. Apprenticeship Resources and Information

- 5.3.1. Further information about off-the-job training can be found by following this [link](#).
- 5.3.2. [HASO Guides](#)
- 5.3.3. [Apprenticeships in Primary and Social Care Information Pack](#)
- 5.3.4. [How do I pay for apprenticeship training?](#)
- 5.3.5. [Apprenticeship Funding Toolkit](#)
- 5.3.6. [How to reserve funding](#)
- 5.3.7. [Apprenticeship funding in England from August 2020](#)

## 6. Expression of Interest (EOI) Process

- 6.1. Please note that to receive funding you MUST complete the Eoi process as described in these Principles.
- 6.2. Applying to an Education Provider and obtaining a place on an academic programme without completing the Eoi process will not attract NHS England funding.
- 6.3. For a timeline of the EOI process please refer to appendix 1.
- 6.4. Incomplete Eois will not be considered.
- 6.5. Eois must be completed by the deadline.
- 6.6. Eois should be for programmes available in region.
- 6.7. NHS England requires a single lead contact within each organisation to submit Eois for service areas and to act as a key liaison for all enquiries. This is to ensure there has been appropriate scrutiny, effective workforce planning and alignment with provider service priorities and/or workforce development needs.
- 6.8. Internal business cases, where needed, should be completed and approved prior to application where at all possible.
- 6.9. Eois should be made electronically via the link in the formal offer letter.

## 7. Funding Allocation

- 7.1. We aim to utilise all available funding and support as many applications as our budget allows, but funding for places is limited. Please do not apply for more places that you require or can support within your organisational infrastructure. Please note, for some pathways we will limit applications to a maximum of 5 per employer, but this is a maximum and does not guarantee 5 places will be allocated.
- 7.2. The funding, if awarded, is allocated to the applying organisation and not the student, therefore where a learner moves employment, the current employer must

inform NHS England immediately. The new employer will need to directly assure NHS England that there is support for the student and that there will be an appropriate role upon qualification.

## Appendix 1 – Expression of Interest Process Time Plan

Month	Activity	Responsible
<b>April</b>	Funding offer finalised and Health and Care providers informed of upcoming EoI process	NHS England
<b>May</b>	Expression of Interest Process open 1 <sup>st</sup> May 2024	NHS England
<b>May</b>	Expressions of Interest submitted	Provider Organisations
<b>May</b>	Expression of Interest deadline midday 31 <sup>st</sup> May 2024.	
<b>June</b>	Expressions of Interest reviewed, and funding allocated.	NHS England
<b>June</b>	Organisations informed of outcome of funding allocation	NHS England
<b>July</b>	Recruitment processes commence.	Provider Organisations
<b>August</b>	Student details provided to NHS England	Provider Organisations
<b>September</b>	Evidence of students commencing programmes provided to NHS England.	Education Providers via Student Data Collection Tool
<b>October</b>	Training grant processed.	NHS England
<b>February</b>	Payments made via Education Contract.	NHS England