

Principles for the demand, assessment, and commissioning of Multi-professional Advancing Practice



Advanced Practitioners



The Faculty for Advancing Practice across the North West

Principles Demand, Assessment and Commissioning for Multi Professional Advancing Practice across the North West

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1. Introduction

HEE in the North West will support the provision of advancing practice education and ACP workforce development which is consistent with the national definition of advanced clinical practice (ACP) 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 ACP 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 ACPs must adhere to the key principles of implementation:

- Workforce planning and governance
- Accountability
- Education and development

3. Funding Pathways Available

The apprenticeship pathway will be the preferred route for funding with exceptions for the fees funded route where appropriate for specialist training pathways which may not be offered via this route or for non-levy paying organisations where levy transfer or reserve government co-investment has not been possible.

Please see [Table 1](#) for a summary of funding pathways

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3.1. Apprenticeship Pathway

- 3.1.1. Tuition fees are paid directly from the employer to the Apprenticeship Training Provider (from apprenticeship levy, levy transfer or reservation of funds co-investment where appropriate). If the preferred Apprenticeship Training Provider is stated in [Appendix 1](#) no tendering is required.
- 3.1.2. There are three ways to access funding to pay for apprenticeship training fees and assessment (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). For more information on levy transfers please see section [4.1](#).
- 3.1.3. **A maximum educational training grant of 33k** 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.
 - The education training grant will only be paid after Education Providers confirm enrolment and continued attendance on the course. This is through the Student Database Collection Tool (SDCT).
 - There is a requirement that **£2600** from the educational training grant is used per year for **supervisory support**.
- 3.1.4. **For a non-levy paying organisation** HEE will fund the 5% employer cost (training cost £600) if a reserve government co-investment is used. This is a one-off cost and will be paid to the employer with the payment that covers the end of the first year of training. It is the organisation's responsibility to agree the payment schedule of the 5% to the HEI and then make the necessary payments.
- 3.1.5. 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 1](#).
- 3.2.2. **A maximum educational training grant of 33k** 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. The education training grant will only be paid after Education Providers confirm enrolment and continued attendance on the course.
- 3.2.3. For **specialist one-year programmes**, an educational training grant of £17k is available.

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- The education training grant will only be paid after Education Providers confirm enrolment and continued attendance on the course. This is through the Student Database Collection Tool (SDCT).
- There is a requirement that **£2600** from the educational training grant is used per year for **supervisory support**.

3.3. Module top up Pathway

- 3.3.1. HEE will only fund for those only requiring a single level 7 module to reach full masters standard that aligns to the four pillars of an Advanced Clinical Practitioner.
- 3.3.2. If more than one module is 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.
 - the organisation should contact HEE to discuss further prior to submitting an Expression of Interest. Acp.nw@hee.nhs.uk
- 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 1](#).
- 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. HEE requires the organisation to provide student details and their progress within their modules
- 3.3.7. Payment process details will be confirmed as part of the commissioning intentions correspondence.
- 3.3.8. There is **no education training grant contribution**.
- 3.3.9. Out of region modules will be supported for specialist pathways if not available locally.

3.4. Education Training Grant

- 3.4.1. The educational training grant is to ensure there is infrastructure around the trainee which enables their supported learning in practice. Examples include to:
 - enable regular clinical supervision between trainee and supervisor
 - develop robust governance structures for the training, supervision, and development of advanced practitioner's posts
 - develop in-house educational resources to support advanced practitioners' development
 - enable trainees to attend and present at local/national conferences
 - enable trainees to attend academic study days
- 3.4.2. Trainees have a minimum of one hour supervision per week by an appropriately trained supervisor and a minimum of £2,600 per year of the educational training grant used to support the funding for supervisory support.

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Table 1 – Summary of funding pathways and payment contribution

Course Pathway	Tuition fees	Education Training Grant	HEI preference
Apprenticeship Pathway (Default route)	Paid by: <ul style="list-style-type: none"> Your organisation's apprenticeship levy Government co-investment (95%) and HEE (5%) Levy transfer 	<p>A total of £33K Monthly amount calculated pro rata according to programme duration</p> <p>Paid via the Education Contract Schedule or invoicing</p> <p>NB: £2600 is used per year from the educational training grant for supervisory support</p>	Must be on the preferred supplier list Appendix 1
Fees Paid Pathway (Exceptions only)	Paid by HEE directly to the Education Provider	<p>A total of £33K Monthly amount calculated pro rata according to programme duration Paid via the Education Contract Schedule or invoicing</p> <p>NB: £2600 is used per year from the educational training grant for supervisory support</p>	Must be on the preferred supplier list Appendix 1
Modular Top Up Pathway	Paid by HEE directly to the Education Provider.	No educational training grant contribution	Must be on the preferred supplier list Appendix 1
Specialist one year programmes	Paid by HEE directly to the Education Provider	<p>A total of £17k Monthly amount calculated pro rata according to programme duration Paid via the Education Contract Schedule or invoicing</p> <p>NB: £2600 is used per year from the educational training grant for supervisory support</p>	Must be on the preferred supplier list Appendix 1

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3.5. Partnership Agreements

- 3.5.1. 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 an apprenticeship or via the fees route) 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. Please ensure you contact the Education Provider at the earliest opportunity.

3.6. Payment Timeframes

- 3.6.1. Please see table 2 for the earliest date that the education training grant 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 – Education Training Grant and Tuition Payment Timeframe

Student Activity	Earliest Payment Dates
1st August - 31st October 2022	Mid February 2023 - TBC
1st November - 14th February 2023	Mid July 2023 - TBC
1st March - 31st Jul 2023	Mid November 2023 - TBC

4. Additional Information for Apprenticeship Programmes

4.1. Levy Transfers and Reservation of Funds co-investment

- 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:
- 4.2.2. The apprentice must be employed with you.
- The apprentice must be able to complete the apprenticeship within the time they have available.

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- 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 apprenticeships can be found at the [HASO Website](#).
- 4.3.2. 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. **To improve the governance** of advanced practice roles throughout the region, a successful submission will be required to demonstrate the following:
 - an identified local population/service need for Advanced Clinical Practice workforce development,
 - understanding of the wider national Advanced Clinical Practice agenda,
 - links directly to the key principles in the Health Education England [Multi-professional framework for advanced clinical practice in England \(2017\)](#)

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- a positive learning environment with a named identified supervisor and agreed supervision plan (providing at least one hour supervision per week),
- an identified lead for Advanced Clinical Practice within the Organisation/Primary Care Training Hub,
- regular communication with HEE NW AP Faculty,
- a clear plan for evaluation and impact assessment of the roles,
- a named individual who has the support of the employer and supervisor and meets the academic requirements to undertake this programme of study.

HEE NW AP Faculty can guide your organisation in embedding the appropriate governance required to receive HEE funding for ACP MSc programme for further information please contact acp.nw@hee.nhs.uk

- 5.2. **For a timeline** of the Eol process please refer to the HEE Faculty for Advancing Practice Across the North West's 2022/23 Expression of Interest flow chart
- 5.3. EoIs are particularly welcomed for Advancing Practice roles from the **Allied Health Professions and Pharmacists**.
- 5.4. 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.
- 5.5. A complete Eol consists of
 - a submitted electronic form
 - a job description for the role on qualification
 - a person specification for the role on qualification.
 - Incomplete Eols cannot be considered.
- 5.6. Eols must be completed by the deadline.
- 5.7. Eols should be for programmes available in region in the first instance (please see [Appendix 1](#)).
- 5.8. The Eol form will have a default to select the apprenticeship route with an option to override due to specialist programmes, non-levy organisation and exceptional circumstances.
- 5.9. HEE requires a single lead contact within each organisation to submit Eols 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 3 for a summary of the funding allocation process.

- 6.1. Only complete Eols will pass the first stage of the funding allocation process ([see 5.1](#))
- 6.2. Only Eols 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.
- 6.3. 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. Eol directly supports by local workforce priorities as indicated by Integrated Care System (ICS) plans and requirements.

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

Table 3 – Summary of Funding Allocation Process

Stage	Criteria
1 st stage: Eol complete	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	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
3rd stage: Prioritisation of Eols (if required)	For example: <ul style="list-style-type: none"> • Priority area or transformational role within organisation • ICS workforce priorities

6.4. Key points for employers

- The funding if awarded is allocated to the applying organisation and service and not the trainee.
- Where a trainee 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 ACP role upon qualification.
- £2600 is allocated for a minimum of one-hour supervision per week by an appropriately trained supervisor

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7. Appendix 1 – Preferred Supplier List (Education providers)

The information provided below is as accurate as when written but may change.

HEI	Pathway Apprenticeship/ Fees Funded	ACP Course Programme Title	Autumn or Spring	Cohort Start date	Cohort Duration (months)
Edge Hill University	Apprenticeship & Fees Funded	MSc Advanced Clinical Practice	Autumn	Sep 22	36
Liverpool John Moores University	Apprenticeship	Apprentice MSc Advanced Clinical Practitioner	Autumn Spring	Sep 22 Jan 23	24 or 36
	Fees Funded	MSc Advanced Health Care Practice – Clinical route			
	Fees Funded	MSc Advanced Health Care Practice –Critical care route			
Manchester Metropolitan University	Apprenticeship	MSc Advanced Clinical Practitioner	Autumn Spring	Sept 22 Jan 23	24 36
	Fees Funded	MSc Advanced Clinical Practice in Primary Care	Autumn	Sep 22	24
University of Bolton	Apprenticeship & Fees Funded	MSc Advanced Clinical Practice Pathways in: (Acute) (Geriatric) (Mental Health) (Oncology) (Primary Care) (Respiratory)	Autumn Spring	Sept 22 Jan 23	24
University of Central Lancashire	Apprenticeship	MSc Advanced Clinical Practitioner	Autumn Spring	Sep 22 Jan 23	24

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HEI	Pathway Apprenticeship/ Fees Funded	ACP Course Programme Title	Autumn or Spring	Cohort Start date	Cohort Duration (months)
University of Chester	Fees Funded	Advanced practice – Clinical Practice Pathway	Autumn	Sep 22	36
	Apprenticeship	Advanced Clinical Practitioner	Spring	March 23	36
University of Cumbria	Apprenticeship	Advanced Clinical Practitioner Apprenticeship	Autumn Spring	Sep 22 March 23	36
	Fees Funded	MSc Advanced Clinical Practice	Autumn Spring	Sep 22 March 23	36
University of Liverpool	Apprenticeship	MSc Advanced Clinical Practitioner	Autumn Spring	Sept 22 Jan 23	36
University of Manchester	Fees Funded	Advanced Clinical Practice (Paediatrics) MSc	Autumn	Sept 22	36
University of Salford	Apprenticeship	Advanced Clinical Practitioner degree apprenticeship Pathways in (Mental Health) (Critical Care) (Primary Care)	Autumn	Sept 22	30
			Autumn	Sept 22	30
	Fees Funded	MSc Advanced Clinical Practice Pathways in (Mental Health) (Critical Care) (Primary Care)	Autumn		24
					24
					12
	MSc Advanced Practice (Neonates)				
The Open University	Apprenticeship/Fees Funded	MSc Advanced Clinical Practice	Autumn (<i>Fees funded only</i>) / Spring	Sep 22/Feb 23	30

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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 2022
Liverpool John Moores University	Modular	Advanced Clinical Practice	Earliest Start Date Autumn 2022
UCLan	Modular	Advanced Clinical Practice	Earliest Start Date Autumn 2022
University of Bolton	Modular	Advanced Clinical Practice	Earliest Start Date Autumn 2022
University of Chester	Modular	Advanced Clinical Practice	Earliest Start Date Autumn 2022
University of Cumbria	Modular	Advanced Clinical Practice	Earliest Start Date Autumn 2022
University of Liverpool	Modular	Advanced Clinical Practice	Earliest Start Date Autumn 2022
University of Manchester	Modular	Advanced Clinical Practice	Earliest Start Date Autumn 2022