Annual Funding Timeline

This is a summary of the timeline of key activities for the development and funding of trainee APs by the South West Faculty of Advancing Practice. This is intended a guide for organisations within the region to understand the annual processes for applying for funding and where this fits in with the commissioning cycle and organisational workforce planning. It also details the scheduled key educational quality checks between the Faculty and organisation.

Process	Owner	Activity	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Communication from HEE detailing upcoming demand scoping activity, funding support & readiness checklist	HEE	Readiness for AP Checklist and SW Handbook emailed to ICSs, Providers and Primary Care Training Hubs (THs). Checklist to be completed and submitted by closing date of scoping survey											
Providers to prepare for upcoming survey	Org	Providers to identify AP trainees requiring funding (and relevant details e.g., HEI course) and complete the readiness checklist.											
Demand Scoping Survey opens for applications	HEE	Annual Demand Scoping survey online application open for 6 weeks. Link sent via email to key contacts/AP lead in each organisation/TH.											
Closing of Demand Scoping Survey and submission of readiness checklist	Org	Readiness for AP checklist and Annual Demand Scoping survey to be completed and returned to HEE SW Faculty of Advancing Practice											
HEE application review	HEE	Applications reviewed by HEE SW AP Faculty. Please note the AP Faculty may contact the AP lead, supervisors, or trainees to ensure the application is complete and appropriate.											
Commissioning of course places where possible	HEE	Indicative numbers sent to education providers for commissioning of course and module places where possible.											
Confirmation of HEE funded trainees	HEE	Funding offers confirmed and AP leads emailed. AP leads to disseminate information to funded applicants											
Trainees application to education provider	Trainee	Trainees begin application process with education providers and return completed commitment statements.											
Validation of trainee course place with education providers	HEE/ HEI	Education providers to confirm names of trainees that have confirmed course place.											
Trainee information collected	HEE/ Trainee	HEE email link to trainee for gathering information for TIS (Trainee Information System) via online survey. Trainee to submit within 6 weeks.											
Funding transferred	HEE	Funding is transferred to organisations/ THs and list of trainees with amounts funded is sent to AP leads to pass onto departments so they can access funding.											
Funding Accessed	Org	Funding available to departments via internal mechanisms. GP practices to invoice THs to access funding.											