| Process   | Owner                         | Activity  | Dec | Jan | Feb | Mar | Apr | Мау | Jun | Jul | Sep | Oct |
|---|-------------------------------|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Communication from HEE detailing upcoming demand scoping activity, funding support & governance maturity matrix | HEE                           | Governance maturity matrix and South West Handbook link emailed to Integrated Care Boards, Organisations and Primary Care Training Hubs. Governance maturity matrix to be completed and submitted by closing date of scoping survey.  |     |     |     |     |     |     |     |     |     |     |
| Organisations to prepare for upcoming<br>Demand Scoping Survey  | Org                           | Organisations to identify Advanced Practice trainees requiring funding through their overall workforce planning and transformation processes. Relevant details e.g., Education Provider course should be included in the planning. Completing the HEE Centre for Advancing Practice Governance Maturity Matrix. |     |     |     |     |     |     |     |     |     |     |
| Demand Scoping Survey opens for applications  | HEE                           | Annual Demand Scoping survey online application open for 6 weeks. Link sent via email to Advanced Practice Lead or nominated individual in each organisation or Primary Care Training Hub   |     |     |     |     |     |     |     |     |     |     |
| Closing of Demand Scoping Survey and submission of HEE Centre for Advancing Practice Governance Maturity Matrix | Org                           | HEE Centre for Advancing Practice Governance Maturity Matrix and Annual Demand Scoping survey to be completed and returned to HEE South West Faculty of Advancing Practice  |     |     |     |     |     |     |     |     |     |     |
| HEE application review  | HEE                           | Applications reviewed by HEE South West Faculty for Advancing Practice. Please note, the Faculty may contact the Advanced Practice Lead or nominated individual, supervisors, or trainees to ensure the application is complete and appropriate.  |     |     |     |     |     |     |     |     |     |     |
| Indicative numbers shared with Education Providers  | HEE                           | Indicative numbers sent to education providers to assist capacity planning where possible.  |     |     |     |     |     |     |     |     |     |     |
| Trainees' application to education provider   | Trainee                       | Trainees to complete application process with education providers (if they do not already have a place confirmed).  |     |     |     |     |     |     |     |     |     |     |
| Provisional offer for HEE funding sent to AP leads or nominated individuals                                     | All                           | Provisional funding offers sent to Advanced Practice Leads or nominated individuals. Advanced Practice Leads or nominated individuals to ensure completion of outstanding requirements for each trainee this includes:  |     |     |     |     |     |     |     |     |     |     |
|   |                               | <ul> <li>Commitment statement</li> <li>Trainee data collection survey</li> <li>Confirmation of course place (employer/trainee led)</li> </ul>   |     |     |     |     |     |     |     |     |     |     |
| Confirmation of funded trainees with AP lead or nominated individuals   | HEE/Org                       | HEE to send final list of funded trainees to AP lead or nominated individual. Change Control Notice to follow and be signed before funding is transferred.  |     |     |     |     |     |     |     |     |     |     |
| Validation of trainee course place with education providers   | HEE/<br>Education<br>Provider | Education providers to confirm names of trainees that have secured a course place.  |     |     |     |     |     |     |     |     |     |     |
| Funding transferred   | HEE                           | Funding is transferred to organisations or Primary Care Training Hubs. HEE to provide list of trainees with amounts funded to Advanced Practice Leads or nominated individuals to pass onto departments so they can access funding.   |     |     |     |     |     |     |     |     |     |     |
| Funding Accessed  | Org                           | Funding available to departments via internal mechanisms. GP practices to invoice Primary Care Training Hubs to access funding.   |     |     |     |     |     |     |     |     |     |     |