

# Advanced Practice in the South West Region

A guide to implementing advanced  
practice and funding offer 2024-2025

NHS England South West Faculty for Advanced Practice.

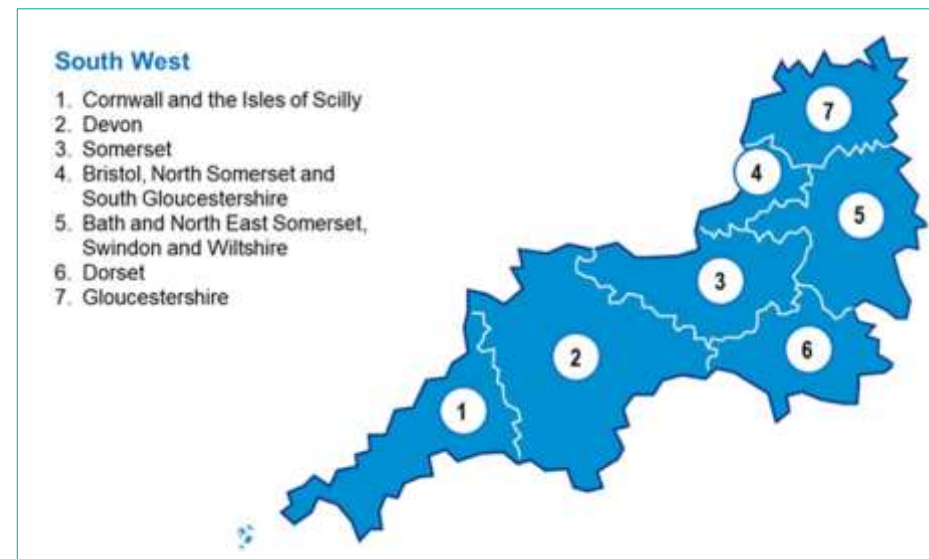
# About the South West Faculty

The South West Faculty for Advanced Practice was established in August 2020, with the aim of providing support and guidance to aspiring, trainee and current advanced practitioners, their supervisors and employing organisations, as well as Integrated Care Boards. We recognise the impact that advanced practice can have on workforce transformation, providing highly skilled staff that can drive service redesign, deliver high-quality patient care, and improve outcomes. The function of our Faculty is to lead and promote advanced practice as part of national and regional workforce solutions in line with the NHS Long Term Workforce Plan.

You can find out more about the [South West Faculty](#), listen to our [podcasts](#) and read our advanced practice [case studies](#) and find out about our latest [news and upcoming events](#) via [our webpage](#):



If you have queries about anything in this document, you can get in touch with the South West Faculty via this email address:  
[england.advancingpracticesw@nhs.net](mailto:england.advancingpracticesw@nhs.net)



The South West region includes Cornwall and the Isles of Scilly (CloS), Devon, Somerset, Bristol, North Somerset and South Gloucestershire (BNSSG), Bath and North East Somerset, Swindon and Wiltshire (BSW), Dorset, Gloucestershire.

# Foreword

**This South West Advanced Practice guidance is to support organisations in our region to develop Advanced Practice across services and to help build the Advanced Practice workforce of the future.**

Since it was established in August 2020, the South West Advanced Practice Faculty has made significant progress in highlighting the value of developing Advanced Practice roles with all our South West systems and providers. There was previously limited development in this space in the South West and we have worked tirelessly in the last 3 years to support the establishment of the infrastructure required to help build the Advanced Practice workforce of the future. That work continues and this guidance which is a live document that we update regularly is aimed at supporting these developments further and outlining how we will grow this workforce in a quality assured manner.

Our investment is aligned with the annual NHS England Business Plan, NHS People Plan, and NHS Long Term Workforce Plan to ensure that across the South West this development is responsive to system needs and, will deliver the right numbers of staff, with the right skills, values, and behaviours, at the right time and in the right place as well as deliver high quality care to our South West population. To this end, we will continue to seek to work in collaboration with our Intergrated Care Board partners and provider organisations as well as other NHSE South West Workforce, Training & Education teams to identify workforce demand, enable the transformation of patient care and invest wisely in workforce education and training development.



Central to all this will be assuring the quality of advanced practice education and training by supporting the development of accredited training programmes and pathways, highlighting the supervisory needs of learners, supporting supervisors and ensuring that quality standards are embedded in all we do.

The challenges of COVID-19 brought into even sharper focus the need to invest in our healthcare workforce as well as the necessity to do things differently to meet population health needs in a sustainable manner for the future. Advanced Practitioners are a key element in the transformation required. Their growth within the workforce being quality assured going forward will be of benefit to the whole spectrum of community, primary and secondary care services and across all scopes of practice.

We thank all our external and internal partners for their engagement in this ongoing development and we look forward to continuing to work with all on building the workforce of the future delivering a shared vision of better care and better careers for all.

**Lisa Munro-Davies MD FRCS FRCM**

Clinical Lead NHSE South West Faculty of Advanced Practice



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**The following is a set of frequently asked questions and information that may help support development of Advanced Practice in the South West, including completion of the 2024/2025 Faculty for Advanced Practice Annual Demand Survey which allows organisations to put forward their expressions of interest for funding to train Advanced Practitioners in 2024/2025.**

If you have a question that is not included in this document, please contact the South West Faculty on [england.advancingpracticesw@nhs.net](mailto:england.advancingpracticesw@nhs.net)

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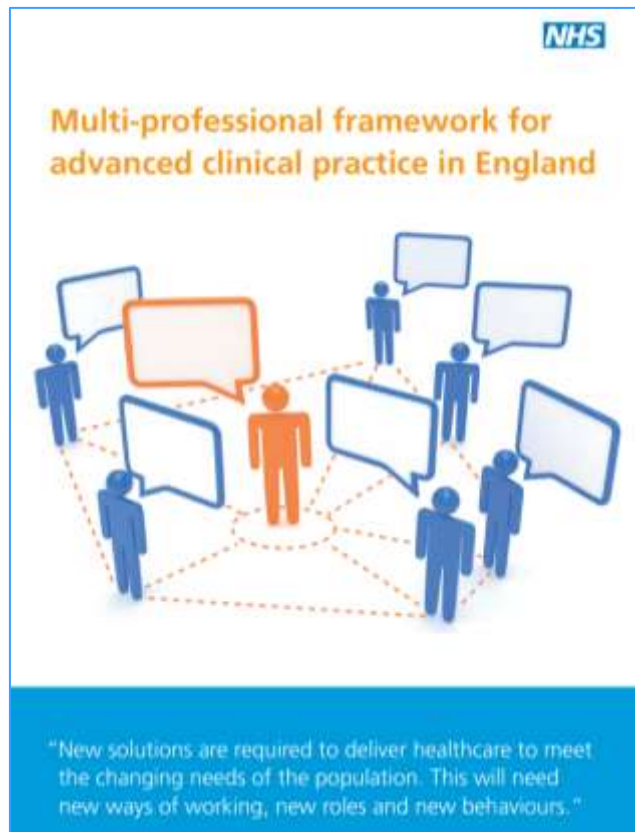
# Section 1 – Introducing Advanced Practice





## What is Advanced Practice?

**Answer:** Advanced practice refers to a level of practice rather than a specific role. It is delivered by experienced, statutory registered, healthcare professionals who have progressed to working at an advanced level through education and training. This level of practice is characterised by a high degree of autonomy, complex decision-making, and skills, to provide high quality, evidenced-based care in line with local population needs. The [Multi-Professional Framework](#) provides a clear definition of advanced practice across England .



## What is an NHS England recognised Advanced Practitioner?

**Answer:** An Advanced Practitioner is a statutory registered healthcare professional whose role is characterised by a high degree of autonomy, complex decision making, analysis and synthesis of complex problems, and the ability to complete whole episodes of care. They work at level 7 across all 4 pillars of Advanced Practice in line with their service requirements and local population needs.



NHS England recognised advanced practitioners will have completed either an NHS England Centre for Advancing Practice accredited MSc Advanced Practice programme or achieved educational equivalence via the NHS England Centre for Advancing Practice ePortfolio (supported) Route gaining their Digital Badge. Digital badges standardise recognition of the quality assurance of advancing practice education, training, and experience. The badge does not necessarily confer recognition of skills specific to a scope of practice.

## Which Professions are eligible for a NHS England Advanced Practice Digital Badge?

**Answer:** Any statutory registered healthcare professional that has completed either NHS England Centre for Advancing Practice accredited MSc Advanced Practice programme or achieved educational equivalence via the NHS England Centre for Advancing Practice ePortfolio (supported) route. See Appendix 2 for a list of the professional groups.

## Is an Advanced Practitioner a Specialist or Enhanced-Level Practitioner?

**Answer:** Advanced Practice is different from Specialist/Enhanced Level Practice. Specialist/Enhanced Level Practitioners are experts in their chosen clinical area and work predominantly within the clinical pillar. They have a **depth** of knowledge in that specific area. Advanced practitioners also have a **breadth** of knowledge that extends across the four pillars (clinical, research, education and leadership) crossing traditional professional boundaries. Services need both Specialist/Enhanced-Level Practitioners, alongside Advanced Practitioners to provide optimum care to patients.

Specialist/Enhanced and Advanced Practitioners are all essential members of the workforce and both levels are a career destination in their own right. As represented in Figure 1 from the 2019 Health Education England workforce modelling project, this is approximately the proportion of each level of practice required in the workforce.

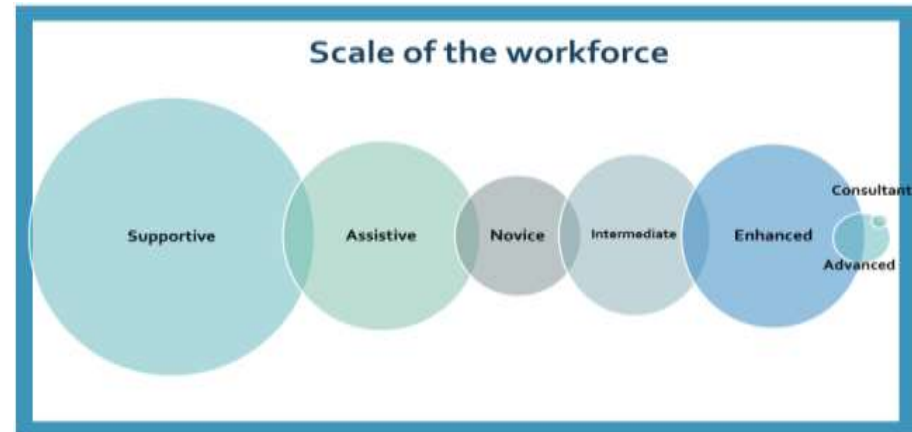


Figure 1 Leary A. (2019) Enhanced Practice – A Workforce Modelling Project for Health Education England

## What are NHS England Centre for Advancing Practice Credentials and Frameworks?

**Answer:** Multi-professional advanced practice credentials are an important component of developing a responsive, flexible workforce to meet changing population, patient and service delivery needs. The Centre uses 'credential' to describe standardised, structured units of assessed learning that are designed to develop advanced-level practice capability in a particular area. We use 'credential specification' to describe the open-source documents that set out the learning experience and outcomes (including the advanced practice area-specific capabilities) that a credential should develop and assess.

Credentials and Frameworks which have Centre-endorsed status, after having gone through the independent review process, can be found on the [Centre for Advancing Practice website](#).

## What resources are available to support employers who are developing advanced practice roles?

**Answer:** The Centre for Advancing Practice website and the South West regional webpage both have useful links and resources for organisations looking to develop advanced practice roles.

The Faculty has developed the South-West **Emerging Areas Resource**, which is designed to be implemented locally by Integrated Care Boards or organisations. It aims to support and standardise the approach to workforce transformation for advanced practice in new and emerging areas. The resource will guide teams through workforce transformation principles that will ensure bespoke advanced practice plans which are designed to address local service challenges.

The NHS England Centre for Advancing Practice recognises that credible governance is central to the safe, effective, and successful employment of advanced practitioners. The Centre's **Governance Maturity Matrix** aims to help organisations assess and improve advanced practice standard, by allowing organisations to self-assess their progress. More information on advanced practice governance can be found on the **Governance section of the Centre's website**.



# Section 2 – NHS England South West Faculty for Advanced Practice Funding





## What is the South West Faculty for Advanced Practice funding offer for 2024-2025?

**Answer:** NHS England is aiming to support the development of Advanced Practice roles in line with the [NHS Long Term Workforce Plan](#) whilst maintaining quality assured standards. We

support trainees across all three years of the Advanced Practice educational pathway. This enables organisations to develop staff based on workforce plans and service need.

In 2024/25 the Annual Demand Scoping exercise, which is subject to budget signoff, will be used to provide funding as detailed below. Funding is currently offered on an employer reimbursement basis to support a named trainee through their advanced practice programme. This

means employers are responsible for the cost of and ensuring the trainee applies to the MSc Advanced Practice programme – this applies to both apprenticeship and non-apprenticeship routes.

NHS England South West Faculty for Advanced Practice funding is provided per academic year, based on the trainee completing

60 credits per academic year, for a maximum of 3 years. The total amount of funding received will be dependent on where in the MSc Advanced Practice programme the individual trainee is when funding commences. The number of credits referred to below will be how many credits the trainee will have completed by September 2024 as advised by the education provider.

- **3 year funding option (for trainees with 0-59 credits towards their MSc Advanced Practice programme) –** NHS England will provide a total training grant of £8,600 per annum, per individual over 36 months. A minimum of £2,600 of this total grant must be used to provide Educational Supervision and ES development.
- **2 year funding option (for trainees with 60-119 credits towards their MSc Advanced Practice programme) -** NHS England will provide a training grant of £8,600 per annum, per individual over 24 months. A minimum of £2,600 of this total grant must be used to provide Educational Supervision and ES development.
- **1 year funding option (for trainees with 120+ credits towards MSc Advanced Practice programme) -** NHS England will provide a training grant of £6,000 per annum, per individual over 12 months. A minimum of £2,600 of this total grant must be used to provide Educational Supervision and ES development.

In a small number of circumstances, and with prospective agreement, there may be the option to pause funding for up to one year, for example parental leave. However, non-prospectively approved extensions will not be funded, neither is extended course time due to failure of modules.





Overview of funding		
Training pathway	Tuition fees	Funding (per annum)
3 year funding option (for trainees with 0-59 credits towards their MSc Advanced Practice programme)	Apprenticeship programmes = tuition fees paid through the apprenticeship levy	The Faculty provides £8,600 per year, per trainee to support the education and development of trainees on an NHS England Centre for Advancing Practice accredited Advanced Practice MSc, with a minimum of £2,600 to be used from this grant to provide educational supervision, ensuring that the minimum standards for advanced practice supervision are met for each named trainee.
2 year funding option (for trainees with 60-119 credits towards their MSc Advanced Practice programme)	Non-apprenticeship programmes = tuition fees paid to education provider by the employer for named	
1 year funding option (for trainees with 120+ credits towards their MSc Advanced Practice programme)	modules agreed between NHS England and the employer, and deducted from the training grant	

South West Faculty for Advanced Practice funding is separate to the apprenticeship levy. [Find out more about the Apprenticeship Levy](#) or speak to your organisation’s apprenticeship lead.

### Which organisations can apply for the funding?

**Answer:** NHS organisations such as Trusts, GP Practices & PCNs (via their Training Hub) in the NHS England South West region are eligible to submit their expressions of interest for the funding.

Not-for profit organisations providing NHS services are encouraged to contact the South West Advanced Practice Faculty using the email [england.advancingpracticesw@nhs.net](mailto:england.advancingpracticesw@nhs.net) to discuss eligibility for the funding.

**Profit based private providers are not currently automatically eligible for this funding regardless of any NHS commissioned work undertaken.**

### Who should complete the funding application?

**Answer:** South West organisational/Training Hub Advanced Practice Leads (or agreed organisational nominated lead) are required to complete the application via the NHS England South West Faculty for Advanced Practice annual demand scoping survey. Service/line managers who have eligible individuals for this funding need to contact their organisation/training hub advanced practice lead (or agreed nominated lead) in the first instance.

Trainees who are identified for this funding must be supported by their service, and these plans must form part of the wider organisational plans for workforce development and transformation. This is to ensure appropriate governance is

applied to the application including agreement for recruitment (where needed), alignment with organisational workforce development needs and eligibility criteria are met.

**Applications from individuals seeking funding will not be considered.**

If you are unsure of who the Advanced Practice Lead is within your organisation email the South West Faculty for Advanced Practice at [england.advancingpracticesw@nhs.net](mailto:england.advancingpracticesw@nhs.net).

## What are the eligibility criteria for this funding?

**Answer:** An application for funding must follow the below eligibility criteria:

- A named trainee with an identified educational coordinating supervisor (both must be supplied at the point of application), of which neither are under investigation or subject to restrictions on their practice
- An appropriate advanced practice role at the end of training, which meets the multi-professional framework and is in line with organisational workforce development needs.
- Appropriate remuneration for both the training post and the Advanced Practice post upon qualification, in line with national recommendations - Agenda for Change Band 7 (or financial equivalence) for trainee Advanced Practitioners and Band 8A (or financial equivalence) for qualified Advanced Practitioners.
- The trainee must also be undertaking an Advanced Practice MSc that has been accredited by the NHS England Centre for Advancing Practice, or a programme

which has committed to undertaking the accreditation process. [Please follow this link for a list of South West programmes.](#) For programmes outside of the region please contact your advanced practice lead.

Employing organisations are required to complete the [Centre for Advancing Practice's Governance Maturity Matrix](#) (one per organisation) before submitting an application, to ensure the trainee can be fully supported. If support is needed to complete the Governance Maturity Matrix then please email [england.advancingpracticesw@nhs.net](mailto:england.advancingpracticesw@nhs.net) and a member of the South West Advanced Practice Faculty will be in touch. Completion is a mandatory requirement for funding to be confirmed.

## [Find out more about the NHS England Advanced Practice Governance Matrix](#)





## Where can I find the Annual Funding Timeline?

**Answer:** The annual scoping process will run from February to April for 2024/25. The exact funding timeline can be found on our website.

## What happens after an application is submitted?

**Answer:** Following submission, the South West Faculty will review the indicative demand against the criteria outlined in this document and within the application. If an application for funding contains missing or incomplete information the request may not be considered further. In some instances, it may be necessary to contact the nominated trainees or supervisors directly where there may be ambiguity as to their exact scope of practice and to ensure optimal training requirements are met by all. It is therefore important that trainees are aware NHS England may be contacting them whilst their application is under consideration and that such contact does not automatically confirm funding has been approved.

Once the application has been submitted and confirmed, the South West Faculty for Advanced Practice will contact the Advanced Practice lead for the organisation/training hub with a provisional offer of funding for named trainees. Funding allocations will be dependent upon the allocated budget within the Comprehensive Spending Review.

The following documentation will need to be provided from the trainee, supervisor and organisation/training hub lead:

- The **trainee will need to apply** to the education provider and programme detailed in their application. If these details change, please contact your advanced practice lead.
- A **Commitment Statement**, filled in and signed by the trainee, their supervisor and the organisation/Training Hub Advanced Practice lead
- The trainee will need to complete their **Trainee Data Collection Form** – via the link on the commitment statement.
- **Confirmation of secured place** from the Education Provider for commencement of the MSc Advanced Practice programme applied for, before 31<sup>st</sup> March 2025.

If the above documentation is not received by the South West Faculty by the deadline, the provisional offer of funding will be withdrawn.

## What is the Training Grant and Educational Supervision funding and what is the responsibility of the employer on receiving this?

**Answer:** The Faculty provides a total training grant of £8,600 per year, per trainee up to a maximum of 3 years of study. The funding provided is to support the education and development of trainees in completion of an NHS England Centre for Advancing Practice accredited Advanced Practice MSc programme only. The funding may not be used for any other programmes of study.

A minimum of £2,600 of this total funding must be used to provide educational supervision delivery and development, ensuring that the **minimum standards for advanced practice**

supervision are met for each named trainee. All Educational Supervisors must meet the requirements set out in the [Advanced Practice Supervisor Capabilities Framework](#).

The remaining training grant should be used to support the wider educational needs and development of trainees as required. Examples of such use would include but are not restricted to: additional short non-credit bearing courses related to scope of practice but not mandated within the MSc Advanced Practice programme, attendance at relevant professional meetings/conferences especially where trainees may submit poster or abstracts to such. N.B. all such funding can only be utilised for the duration of the training period and cannot be carried over for use thereafter in any Continued Professional Development activities.

Specifically, this funding may not be used for equipment, capital costs or individual organisation salary support for educator roles. Should there be any queries regarding appropriate utilisation of funding which are not clarified above please direct your query to the Faculty either directly or through your system Advanced Practice Lead prior to committing to any expenditure as inappropriate use of funding may result in cessation of funding +/- reclaim of funding provided.

#### **The expectations of employers in return for the funding provided are that:**

- All Supervisors understand and adhere to the requirements laid out in the NHS England Advanced Practice Workplace Supervision – [Minimum Standards for Supervision document](#).
- Co-ordinating Educational Supervisors must meet the requirements outlined in the [Advanced Practice Supervisor Capabilities Framework](#).

- Advanced Practice trainees will have a minimum of 1 hour of supervision per week over the course of their training. Supervisors should be job planned appropriately to support delivery of this utilising the funding for ES provided within the training grant.
- Educational Supervisors engage with the Faculty in undertaking quality assurance reviews of workplace supervision and training.
- The principles of the [NHS England Quality Framework](#) should be in place for all learners.
- Sufficient release time must be allocated for university training for all trainees. It is not acceptable for Advanced Practice trainees to be taking time unpaid or using annual leave for dedicated training days.
- Postgraduate education departments are included in discussions regarding supervisor job-planning to ensure parity across professions in educational supervision.
- Trainees must be able to access sufficient work-based learning opportunities to achieve the capabilities set out in the [NHS England Multi-Professional Framework for Advanced Practice in England](#).
- Appropriate organisational governance is in place, including annual completion of the NHS England Centre for Advancing Practice [Governance Maturity Matrix](#).
- Learners should be released and supported to complete [National Education and Training Survey \(NETS\)](#) and participate in regional quality assurance processes, such as quality panels.

At the end of the year, employers will be required to report on their use of the education supervision funding in meeting these expectations through the NHS England South West Quality Senior Leader Engagement Visits. Where the expectations are

not met, funding may be discontinued and where there is a pattern within an employer of Advanced Practice trainees not being supported appropriately, future funding for Advanced Practice may be fully withdrawn from the employer.

### Is the funding different for less than full-time staff?

**Answer:** All employers receive the same amount of funding per learner irrespective of whether the student is working full time or less than full-time. This is because the majority of apprenticeship and non-apprenticeship MSc advanced practice programmes, require the student to work for a minimum of 30 hours per week. Where this is less than 30 hours per week, NHS England must have written acknowledgement from the education provider and employer that the trainee can undertake study and be supported to successfully complete the programme.

The funding is offered with the expectation that trainees will complete approximately 60 academic credits for each year of study, up to three years. If a trainee is unable to complete the programme within the funding timeframe, the employer and education provider are required to continue to provide support until the MSc advanced practice programme is completed.

### Can an individual apply for funding to undertake an Advanced Practice programme?

**Answer:** We do not accept individual applications for MSc Advanced Practice programme funding. Advanced practice roles can only make the desired impact on patient care when

integrated and fully supported by organisations as part of a strategic workforce plan.

### Is this funding for existing employees only?

**Answer:** The funding is offered on a named basis only for either: existing employees, or those who have been appointed and will be commencing in post before the start date of the chosen MSc Advanced Practice programme.

In all funding applications the employer must provide assurance that there will be an appropriately job planned Advanced Practice post on completion of training for the named trainee to commence in.

This may be evidenced by way of either a confirmed, supported business case from the service which includes the advanced practice role or a relevant approved advanced practitioner job description and job plan with confirmed commencement date.

This is to avoid investing in the development of staff who cannot then put their advanced skills into practice, and therefore little to no benefit can be realised to patients and/or services from the investment made in training.

Organisations are asked to confirm if this is in place when submitting their expressions of interest and if funding is offered, this must then be reaffirmed by signing the commitment statement to this effect.

# Section 3 – Advanced Practice Training



## What commitment is expected of the trainee Advanced Practitioner?

**Answer:** Trainees are required to attend education provider teaching days, practise clinical skills in their workplace and complete work-place based assessments of capabilities against the [NHS England Multi-Professional Framework for Advanced Practice in England](#).

They are also required to meet their supervisor regularly to plan their individual educational needs and monitor their progress. It is expected that each trainee will dedicate many hours to independent study to become successful in achieving the qualification.

The notional number of hours of study and teaching expected is approximately 100 hours per 10 academic credits (which includes both taught hours and independent study hours). However, the actual time spent may be more, or less, dependent on individual learners.

If there is any change to their programme, supervisor, employer or completion date trainees are required to inform the South West Faculty via the [change of circumstances form](#). If you are unsure about whether you should do that, please err on the side of caution and submit the information.

Trainees are also required to participate in quality assurance processes for example, to complete the National Education and Training Survey (NETS) on an annual basis, and when invited to take part in the quality panel process for their area of practice. Trainees are also required to inform the Faculty via the [change of circumstances form](#) if there are any change to their programme, employer or completion date.

## What is the National Education and Training Survey (NETS)?

**Answer:** The [National Education and Training Survey \(NETS\)](#) is open to all health and care trainees and students across all clinical learning environments. The survey will offer Advanced Practice trainees the opportunity to provide feedback on their clinical placements, supervision, induction, support and training.

It is managed by NHS England and is conducted once a year and you will be invited to join via email. The survey is anonymous, and the results are analysed by NHS England Quality teams to ensure all concerns are identified, reviewed and where appropriate, acted upon. The information forms part of NHS England's approach to the monitoring of clinical placements and will be used to develop remedial action plans in partnership with education and placement providers. All trainees who receive NHS England funding are expected to complete the National Education and Training Survey (NETS).





## What is the Change of Circumstances Form?

**Answer:** The South West Faculty for Advanced Practice is required to keep up to date records of current NHS England supported Advanced Practice Trainees to enable it to better support and keep track of funded trainees currently on programmes and requiring continuation of funding. It is therefore important that trainees inform us promptly about any changes to their personal and / or training situation by filling in and submitting the [change of circumstance form](#).

Changes of circumstances refers to changes such as:

- Personal Details (i.e.: change of surname, email address, phone number)
- University and / or University Course
- Employer
- Educational Supervisor
- Training Interruption (i.e: parental leave, long term sickness, etc.)
- Training Withdrawal
- Delay to start of training programme

Once the form has been submitted, the Faculty team will update its records and may need to discuss the changes with relevant parties (i.e.: Employer, Advancing Practice Lead, Educational Supervisor, University, etc.) for funding purposes. Moving between employers and or Regions will necessitate reapplication for funding.

## What support can trainee Advanced Practitioners expect during their study?

**Answer:** Education provider programmes will be taught by lecturers and expert practitioners in their field who will offer dedicated academic support and guidance and students will be allocated a named personal tutor. The education provider also offers support through a dedicated library and a comprehensive student support service. Trainees also find their cohort of colleagues of immeasurable value as a support network. In the case of trainees in difficulty, the matter would be discussed with the trainee in the first instance.

In practice, the trainee Advanced Practitioner will be supported by their co-ordinating education supervisor and any additional associate workplace supervisors as outlined in the [NHS England Centre for Advancing Practice Supervision Resources](#).

Trainee Advanced Practitioners are also supported by their employing organisation, including but not limited to their line manager, colleagues, organisational/training hub advanced practice lead or their local Freedom to Speak up Guardian.

If you are unsure of who the Advanced Practice Lead is within your organisation email the South West Faculty for Advanced Practice at [england.advancingpracticesw@nhs.net](mailto:england.advancingpracticesw@nhs.net).

## How much time will the trainee Advanced Practitioner require for the MSc programme?

**Answer:** The education provider programme lead will provide information on the total amount of university days required, as this varies depending on the education provider chosen.

For trainees on the apprenticeship programme, most of the apprentice's time will be training in the workplace with 6 hours off-the-job training including, but not exclusively, at the education provider. For trainees on a non-apprenticeship programme, employers are expected to provide the trainee with sufficient educational opportunities and protected time for work-based learning, we would recommend this is in line with the requirements of the apprenticeship programme.

## Advanced Practitioner programmes can include a Non-Medical Prescribing (NMP) element, what happens if an individual already has this or is from a professional background which is currently not eligible to undertake this element?

**Answer:** If a trainee advanced practitioner already has the Non-Medical Prescribing qualification or is from a profession that is currently not eligible to undertake non-medical prescribing, the education provider is likely to provide a choice of module(s) as an alternative option. We advise that trainees discuss their options with their education provider and employer.



## What are the benefits of choosing the apprenticeship route rather than a non-apprenticeship MSc Advanced Practice Programme?

**Answer:** Apprenticeships allow employees to undertake learning and have their tuition fees covered by the apprenticeship levy. The apprenticeship levy is a separate initiative to the training grant outlined above. For more



information on apprenticeships please see <https://skillsforlife.campaign.gov.uk/courses/apprenticeships/>.

As NHS England funding for Advanced Practice programmes is limited, levy paying employers are encouraged to utilise MSc Advanced Practice apprenticeship programmes.

For non-levy paying employers, there is an option for either a levy transfer from a larger organisation or by government co-investment. If you have any questions, please contact your Integrated Care System Apprenticeship Lead for more information. If you are not sure who this is, then please contact the Faculty for Advanced Practice at [england.advancingpracticesw@nhs.net](mailto:england.advancingpracticesw@nhs.net)

To view the Apprenticeship Standard for the MSc Advanced Practice programme, click [here](#). Employers should ensure that individuals applying for an apprenticeship route are committed to completing the full programme and meet the [national entry requirements](#) for a Level 7 apprenticeship.

For trainees who undertake the apprenticeship programme entry onto each of the modules in the programme is guaranteed. However, for trainees who undertake a non-apprenticeship programme there is a risk of over subscription to individual modules, which could cause a delay to completion of the programme. NHS England needs to be informed if there is any change to the end date of the programme, as this may affect funding.

## What happens if a trainee discontinues or needs to pause their Advanced Practice programme?

**Answer:** It is recognised, that some trainees may have to prospectively suspend their study e.g. for long term sickness, personal reasons etc. Where a trainee needs to pause their programme, and this is agreed by the education provider, but are planning to return within 12 months and continue to complete the programme, NHS England will consider resuming funding once the trainee is confirmed to have returned to their programme of study. Please contact the South West Faculty as soon as any issues arise, as these are reviewed on a case-by-case basis.

Where a trainee is not able to return to their programme of study or chooses to withdraw from the programme, NHS England will discontinue the funding at the point they leave the programme and any residual funding may be reclaimed.

In all circumstances, NHS England should be informed immediately by completing the online [change of circumstances form](#).

There are implications on the use of levy funding for not continuing an apprenticeship programme and these should be discussed on a case-by-case basis with the organisational apprenticeship lead and education provider.

# Section 4 – MSc Advanced Practice Programmes



## Which education providers in the South West region offer MSc Advanced Practice Programmes?

**Answer:** The current list of South West supported education providers that provide MSc Advanced Practice programmes is available [on the South West Faculty for Advanced Practice website](#). Please note that the programmes that have successfully undergone accreditation will guarantee the trainee is eligible for an NHS England digital badge. The programmes that are undergoing, or committed to undergo accreditation, carry a risk of not being accredited.

Both the employer and the trainee can decide which education provider best meets their learning needs. **Please note, it is the responsibility of the employer and trainee to apply directly to the education provider of their choice.**

Should an organisation have a requirement for a trainee advanced practitioner to study with an education provider not in the South West region, please contact your organisation's advanced practice lead to discuss. Funding for programmes outside of the South West region is not guaranteed, and any requests to the South West Faculty will be considered on a case-by-case basis.

A full list of accredited programmes in England can be found on the Centre for Advancing Practice's [website](#).

## What is an NHS England advanced practice accredited programme?

**Answer:** The Centre for Advancing Practice is undertaking a programme accreditation process for education providers

offering existing level 7 advanced practice MSc and apprenticeship programmes and, who wish to seek NHS England recognition and be eligible for NHS England Faculty funding. Programmes must demonstrate they meet the capabilities across the 4-pillars, fully map to the Multi-professional Framework for Advanced Practice in England and meet the Standards of Education and Training set by NHS England. Each advanced practice programme is accredited separately rather than an institution being accredited as a whole. Further details of the accreditation process can be found on [The Centre Website](#)

## What are the benefits of choosing an NHS England accredited programme?

**Answer:** Programmes accredited by NHS England are subject to a rigorous quality assessment process based on evidence submitted by the Education Provider. Accreditation signals to prospective learners, employers, patients and carers that the education and training programme is deemed to meet the standards required by NHS England and promotes best practice. A trainee who has completed an accredited advanced practice programme will gain NHS England Centre of Advancing Practice recognition with a digital badge.

NHS England only offer funding to trainees enrolled on MSc Advanced Practice programmes that are either NHS England accredited, undergoing the NHS England accreditation process or have confirmed their intention to undergo the NHS England accreditation process where the programmes map to the Multi-Professional Advanced Practice Framework and are most likely to achieve accreditation as best as can be ascertained prior to full assessment.

## What if my programme is not NHS England accredited?

**Answer:** For programmes undergoing NHS England accreditation or have confirmed their intention to go through this process, the Faculty will fund these programmes in good faith.

However, trainees must be aware that there is a risk that the programme they are enrolled on may not achieve accreditation. In the unfortunate event that the programme is not accredited, the trainee will not be eligible for NHS England recognition with a digital badge on completion of the programme. In any such instance, NHS England will work with the trainee, employer and education provider to identify next steps to best support the trainee in achieving their goals.

If the programme the trainee plans to undertake is not accredited and is not intending to undertake the NHS England Centre for Advancing Practice accreditation process, then it will not be eligible for NHS England South West Faculty for Advanced Practice funding.

## What is a Centre for Advancing Practice digital badge?

**Answer:** Practitioners who have successfully completed either a Centre for Advancing Practice accredited programme or the ePortfolio (supported) Route are eligible for an “Advanced” digital badge. The badge is a digital version of your qualifications or recognised educational equivalency. [More information regarding digital badges can be found on our website.](#)

## When a trainee has completed a Centre for Advancing Practice accredited programme / the ePortfolio (supported) Route, how do they claim their digital badge?

**Answer:** The Centre for Advancing Practice portal allows users to claim badges that they have earned. Directions on how to claim/download your badge can be found by scrolling down to the bottom of this [web page](#).

You can also watch our short video which explains how to [claim your digital badge](#) and our video on how to [claim your digital certificate](#).

## If a trainee has previously undertaken study at Level 7 can this be included in the MSc Advanced Practice?

**Answer:** Some education providers will allow trainees to Accredited Prior Experiential Learning (APEL) in credits for modules they have already undertaken. As this is at the discretion of the education provider, the trainee would need to discuss this and get agreement from their chosen education provider prior to starting the programme.

# Section 5 – Advanced Practice Supervision





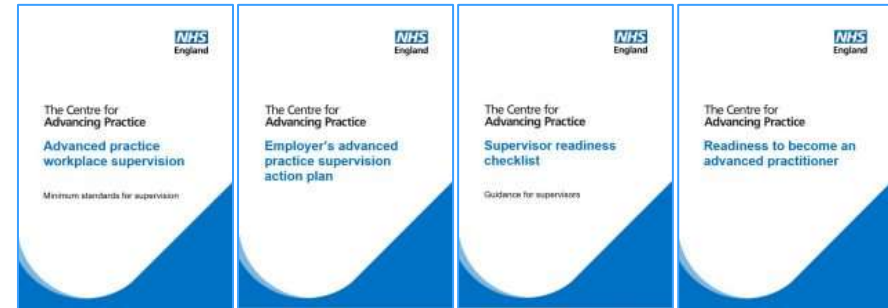
## Why is supervision important for the education and development of advanced practitioners?

**Answer:** High quality supervision for health-care professionals moving into trainee advanced practice roles is essential for supporting the development of capabilities and instil confidence that underpins patient and practitioner safety.

The shift from experienced professional to trainee Advanced Practitioner and then to qualified Advanced Practitioner can be difficult. This is characterised by periods of disconnectedness, lack of familiarity with the new situation and arrival of a new set of unfamiliar expectations. This transition requires supervisors to help trainees to develop the required new knowledge, skills and behaviours that will be needed throughout their advanced practice career.

NHS England Centre for Advancing Practice has developed the following resources and support for supervision of advanced practitioners:

- The Centre for Advancing Practice (2020) Workplace Supervision for Advanced Clinical Practice: an integrated multi-professional approach for practitioner development.
- The Centre for Advancing Practice Advanced practice workplace supervision: Minimum standards for supervision
- The Centre for Advancing Practice Supervisor Readiness Checklist
- The Centre for Advancing Practice Advanced Practice Supervisor Capabilities Framework
- Workplace Supervision for Advanced Clinical Practice – supporting videos
- Advanced Practice Supervision Podcast



The above resources and future resources as they are developed, are available as part of the [NHS England Centre for Advancing Practice Supervision Resources](#)



## When should supervision take place?

**Answer:** The amount of supervision needed by a trainee Advanced Practitioner will vary dependent on the stage they are at and their personal learning needs.

The funding provided by the South West Faculty for Advanced Practice includes a minimum £2,600 per annum to be utilised specifically to support supervision in line with the expectations set out by the Centre for Advancing Practice in the Minimum Standards for Workforce Supervision.

## Can the co-ordinating educational supervisor change during training?

**Answer:** Although it is recommended that the same co-ordinating educational supervisor supports a trainee throughout their journey, this is sometimes not possible. As soon as a change in supervisor is proposed, the organisational advanced practice lead must be informed to ensure support to the trainee and the new co-ordinating educational supervisor.

When a new educational supervisor is identified, please complete the [online change of circumstances form](#). Continuous supervision is a requirement for funding, where a trainee is without a co-ordinating supervisor funding may be stopped.

Should a new educational supervisor not be identified, NHS England should be made aware via the [Change of Circumstances form](#).





# Section 6 – Trainee Queries and Support



## What happens if a trainee feels Advanced Practice training is not for them and no longer wants to continue?

**Answer:** Training for any Masters level qualification can be a stressful experience, as well as being rewarding and exciting, the advanced practice programme is no different. A trainee may feel stressed about, exams, coursework or deadlines or may feel overwhelmed in the workplace or academically.

In the first instance the trainee should approach their Coordinating Educational Supervisor and their Line Manager to raise the issue directly, as soon as possible so they can provide support. The supervisor and line manager will discuss the options available to the trainee and offer to make an action plan to support the trainee to make the most appropriate decision for them. This may also involve reaching out to the organisations advanced practice lead and/or the education provider for support also.

If they feel unable to raise the issue with their Coordinating Educational Supervisor and Line Manager the trainee can directly contact their organisation's Advanced Practice Lead for support and advice.

If after the above discussion is had, the trainee still feels they no longer wish to continue their training, they will need to inform their employer, including advanced practice lead/nominated individual and education provider of their decision, and also inform the South West Faculty immediately by completing the [online change of circumstances form](#).

If you are not sure who your organisations advanced practice lead is, please contact the South West Faculty at [england.advancingpracticesw@nhs.net](mailto:england.advancingpracticesw@nhs.net)

Where a student is not returning to study, the South West Faculty will discontinue the funding at the point they leave the MSc Advanced Practice programme, and may seek to reclaim a proportional amount of funding.



## What happens if a trainee needs to take a break during their training?

**Answer:** It is recognised, that some trainees may have to prospectively suspend their study e.g. for long term sickness, personal reasons etc. Where a trainee needs to pause their programme, and this is agreed by the education provider, but are planning to return within 12 months and continue to complete the programme, the South West Faculty will consider resuming funding once the trainee is confirmed to have returned to their programme of study. Please contact the South West Faculty as soon as any issues arise, as these are reviewed on a case-by-case basis.

For short periods of sickness (under 4 weeks) the trainee must follow their employer's sickness and absence policy. The trainee will also need to inform their Coordinating Educational Supervisor, Associate Supervisor and education provider so a plan can be made to ensure any missed learning is completed.

Where a trainee is not able to return to their programme of study or choose to withdraw from the programme, the South West Faculty will discontinue the funding at the point they leave the programme and any residual funding may be reclaimed.

In all circumstances, the South West Faculty should be informed immediately by completing the online [change of circumstances form](#).

There are implications on the use of levy funding for not continuing an apprenticeship programme and these should be discussed on a case-by-case basis with the organisation's apprenticeship lead.

## What happens if a trainee needs to move to less than full time due to unforeseen personal circumstances?

**Answer:** In the first instance, the trainee should approach their coordinating educational supervisor, line manager, organisational advanced practice lead and their education provider as soon as possible to discuss the options available. Whether a course can be studied part time will be at the discretion of the education provider. Once the trainee has found out about the options available and made a decision the trainee must ensure their Advanced Practice Lead is aware and inform the South West Faculty by completing the online [change of circumstances form](#).

The organisations Advanced Practice Lead needs to contact the South West Faculty to discuss funding, as the Faculty will make decisions regarding how less than full time trainees will be funded on a case-by-case basis.

If you are not sure who your organisations advanced practice lead is, please contact the South West Faculty at [england.advancingpracticesw@nhs.net](mailto:england.advancingpracticesw@nhs.net)

## What happens to the funding if the trainee Advanced Practitioner moves to another employer?

**Answer:** Funding is not solely trainee based and is not transferrable between employers. If a trainee changes employer during an academic year, the trainee will be required

to inform the South West Faculty Team as soon as possible by completing the online [change of circumstances form](#). The South West Faculty will discontinue the funding at the point they leave their employer and may reclaim any residual funding.

The trainee is advised to liaise with their new employer to ensure they include them into the subsequent year's scoping survey to enable them to re-apply for funding. It may be prudent to ask at point of offer for the new position whether the new employer will support the trainee's continuing advanced practice education.

All trainees who change employer must complete the online [change of circumstances form](#).

## What happens if a trainee fails an academic component of their Advanced Practice programme?

**Answer:** Although this may feel overwhelming at the time, this is not uncommon and there will be options available to move forwards based on individual circumstances. For this reason, the trainee must approach their Coordinating Educational Supervisor and their Line Manager, so they are able to provide support, as soon as possible. The supervisor and/or line manager will arrange a meeting between themselves, the education provider and the trainee to discuss the options available to the trainee and make an action plan to manage difficulties and support the trainee to be able to finish their programme of study. This may also involve reaching out to the organisation's advanced practice lead for support.

The South West Faculty should be informed immediately by the advanced practice lead if the trainee is unable to complete their programme or is unable to progress until compulsory elements of the programme are successfully completed, as depending on the circumstances there may be funding implications. The Faculty will not offer additional funding for trainees to retake failed modules. Nor will they provide further funding if the trainee does not complete the course within the stated timescale.

## What support is available to a trainee who is being bullied?

**Answer:** All individuals should be treated with dignity and respect at work and in academic environments. Bullying and harassment in the workplace is unacceptable. Both employers and education providers have a duty of care to provide a safe working, training and learning environment for all their employees. Bullying and harassment can involve arguments and rudeness, but it can also be more subtle. Other forms of bullying include:

- excluding and ignoring people and their contribution
- overloading people with work
- spreading malicious rumours
- unfair treatment
- picking on or regularly undermining someone
- denying someone's training or promotion opportunities

Trainees should not be ashamed to tell someone. Bullying is serious, and it is important that they let people know what's happening so support can be provided.



Employers and education providers will have a policy regarding bullying and harassment including where to go to for help. The trainee can talk to any of their supervisors and/or their Line Manager to raise the issue. If a trainee does not feel comfortable speaking with any of their supervisors or their line manager they must find someone else in their organisation or education provider that they feel comfortable talking to. This could include an organisation's Advanced Practice Lead or the local Freedom to Speak up Guardian. They will be able to provide support in following the employer or education provider's policy whilst offering guidance on the actions that can be taken to enable resolution of the situation.

Additional support can also be found in some organisations who have specialist trained members of staff, for example fair treatment ambassadors, mental health first aiders or health and wellbeing representatives. It is also possible that a trainee's workplace may have an Employee Assistance Programme (EAP) that can be used.

If after following the bullying and harassment policy within the organisation with support of the organisation's advanced practice lead the issue is not resolved, trainees can contact NHS England through the following email address: [england.advancingpracticesw@nhs.net](mailto:england.advancingpracticesw@nhs.net)

### **If a trainee is having difficulty with a supervisor what can they do?**

**Answer:** The trainee should approach their Line Manager and organisational advanced practice lead to make them aware of the issue. If the supervisor is an associate workplace

supervisor, the trainee can also approach their co-ordinating educational supervisor for support. They will be able to help the trainee manage the situation, offer support, guidance, and escalate where needed. If the issue cannot be resolved an alternative supervisor will need to be provided by the employer.

If the trainee is to be provided with a different Coordinating Educational Supervisor please inform the South West Faculty of Advanced Practice immediately by completing the [online change of circumstances form](#).

If after raising the issue with your organisation's advanced practice lead, the issue is still not resolved trainees can contact the South West Faculty through the following email address: [england.advancingpracticesw@nhs.net](mailto:england.advancingpracticesw@nhs.net)

### **If a trainee is concerned with regards to the quality of their learning opportunities, what can they do?**

**Answer:** If there is a concern with regards to the Education Provider programme, the trainee should raise the issue with their Coordinating Educational Supervisor and the programme lead.

If there are concerns around the educational opportunities within their workplace, the trainee should inform their organisation's advanced practice lead and their co-ordinating educational supervisor, who can work together to try and resolve the concerns.

Trainees are required to fill in the NHS England [National Education and Training Survey \(NETS\)](#) which is open to all

health and care trainees and students across all clinical learning environments. The survey will offer Advanced Practice trainees the opportunity to provide anonymous feedback on their clinical placements, supervision, induction, support and training.

### What does the South West Faculty of Advanced Practice recommend be included in a trainee's workplace induction?

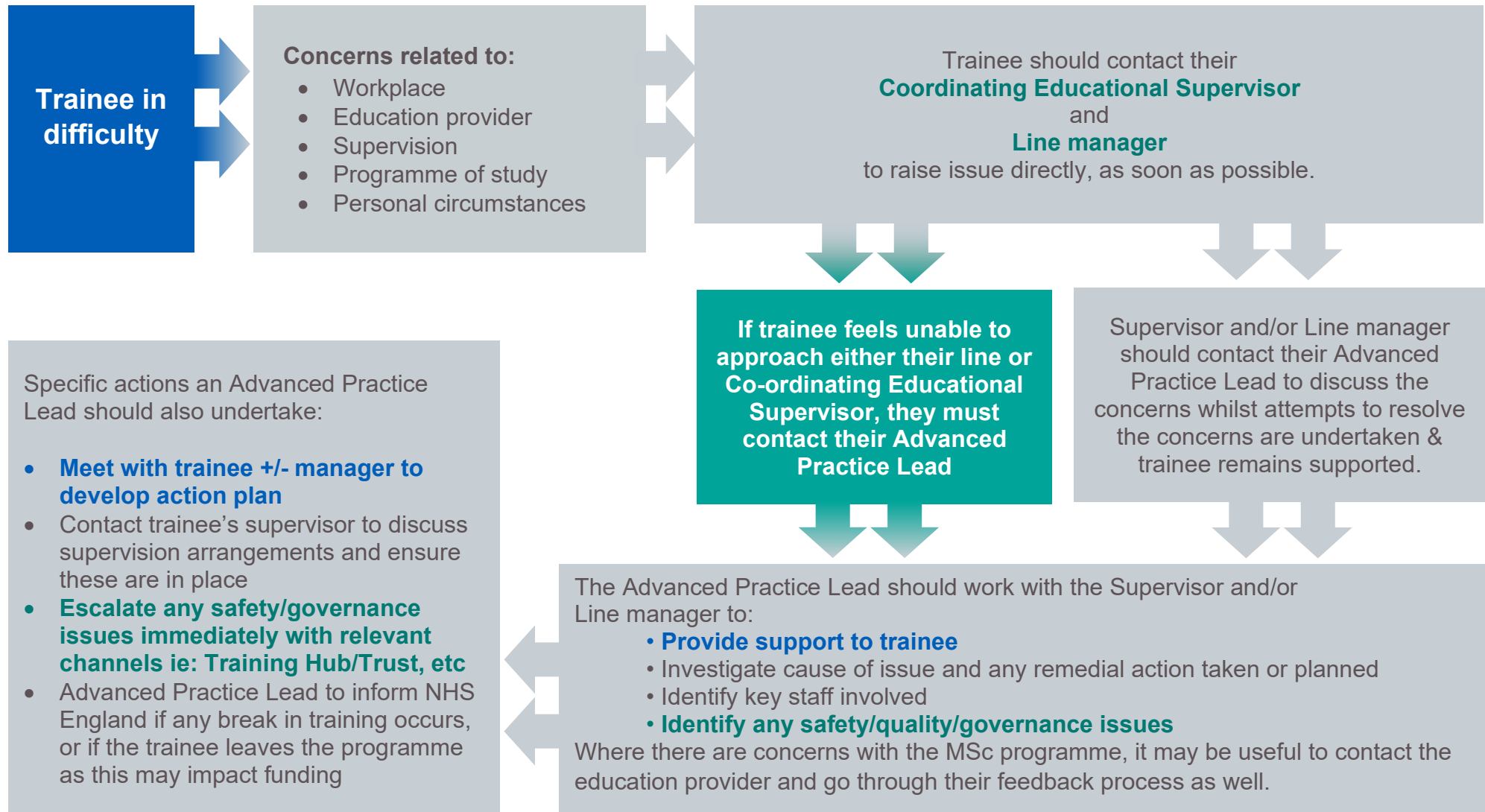
**Answer:** It is recommended that at the start of their training journey the employing organisation should provide the trainee with an induction. This should be done with existing employees beginning their advanced practice programme as well as new starters. Induction programs help trainees to adjust to their new role, it is a chance to give them the information they will need to succeed, reduce any anxiety and eliminate confusion.

In their induction trainees can expect to cover:

- Role specific information and expectations
- Terms and conditions of the employment contract
- Meeting other key employees (supervisor/manager/HR team/other trainees)
- Learning and development plan
- Physical orientation of working environment
- Organisational policies and benefits
- Health and Safety / Mandatory training
- Facilities and IT
- Incident reporting
- Wellbeing and Freedom to Speak Up



# Appendix 1 (Trainee in difficulty)





## Appendix 2 (Professions List)

Advanced practice can be undertaken by health professions who are registered with a statutory regulatory body. This list is not exhaustive and is likely to change as Advanced Practice roles develop.

These are the professional groups that are eligible for the 2024/25 Annual Demand Scoping Survey, which employers will submit to NHS England Faculty of Advancing Practice:

- Arts Therapists (Music/Drama/Art)
- Biomedical Scientists (HCPC registered)
- Chiropodists/Podiatrists
- Clinical Scientists (HCPC registered)
- Dieticians
- Midwives
- Nurses
- Occupational Therapists
- Operating Department Practitioners
- Optometrists (NHS employed)
- Orthoptists
- Osteopaths
- Paramedics
- Pharmacists
- Physiotherapists
- Practitioner Psychologists (HCPC registered)
- Prosthetists/Orthotists
- Diagnostic Radiographer
- Therapeutic Radiographers
- Social Workers
- Speech and Language Therapists

# Appendix 3 (Freedom to Speak Up)

Freedom to speak up is a policy for raising concerns (whistleblowing) for the NHS. Recommended by Sir Robert Francis in his [Freedom to Speak Up review](#), this policy contributes to the need to develop a more open and supportive culture that encourages staff to raise any concerns about patient care or the working environment. It is expected that this policy (produced by NHS Improvement and NHS England) will be adopted by all NHS organisations in England as a minimum standard.

Speaking up about any concern you have at work is really important. In fact, it's vital because it will help us to keep improving our services for all patients and the working environment for our staff. You may feel worried about raising a concern, and we understand this, but please don't be put off. When things go wrong, we need to make sure lessons are learnt and improvements made. If you think something might go wrong, you should feel able to speak up so that any potential harm is prevented.

## What concerns can I raise?

**Answer:** You can raise any concern about risk, malpractice, or wrongdoing you think is harming the service. Just a few examples of this might include (but are by no means restricted to):

- unsafe patient care
- unsafe working conditions
- inadequate induction or training for staff
- lack of, or poor, response to a reported patient safety incident
- suspicions of fraud
- bullying and harassment (across a team or organisation rather than individual instances of bullying)

For further examples, please see the [NHS England video](#).

Remember that if you are a healthcare professional you may have a professional duty to report a concern. If in doubt, please raise it. Don't wait for proof, we would like you to raise the matter while it is still a concern. It doesn't matter if you turn out to be if you have a concern please report it.

## What is a Freedom to Speak Up Guardian?

**Answer:** Freedom to Speak Up Guardians support workers to speak up when they feel that they are unable to do so by other routes. They ensure that people who speak up are thanked, that the issues they raise are responded to, and make sure that the person speaking up receives feedback on the actions taken.

- [Watch a NHS England video about the role of Freedom to Speak Up Guardian](#)
- [Find out more from the National Freedom to Speak Up Guardian's Office](#)

## How can I find my local Freedom to Speak Up Guardian?

**Answer:** Your organisations Freedom to Speak Up guardian should be listed on your organisation's intranet. Alternatively you can [use this map to search for your Freedom to Speak Up Guardian](#)

# Appendix 4 (Trainee Wellbeing Resources)

## Mental Health

- [Find information and support for your mental health](#)
- [Get urgent help for mental health](#)
- [NHS staff have been given free access to a number of wellbeing apps to support with their mental health and wellbeing.](#)

## Physical Health

- [Fitness Studio Exercise Videos](#)
- [Eat Well](#)
- [Healthy Body](#)
- [Sleep and Tiredness](#)

## General

- [Support available for our NHS people](#)
- [How-to guides](#)
- [Financial wellbeing](#)

## Support for healthcare staff



More charities and organisations where trainees can find help and support.



# Appendix 5 (Advancing Practice in Emerging Areas Workforce Transformation Resource)

Our resource has been created to support local systems, organisations and services to develop advanced practice roles in new areas.

[The resource](#) consists of a series of workshops and supporting materials, that guide you through a set of workforce transformation principles. It will enable you to identify and prioritise areas with potential for advanced practice and help create bespoke advanced practice plans, designed to fit your service, and address local healthcare challenges. It is best practice for the ICB or organisation's advanced practice lead to facilitate this process. However, it could be utilised by anyone wishing to progress workforce transformation in their pathway area through implementation of advanced practice.



The process goes through three stages:

1. Understanding advanced practice
2. Understanding the service as is
3. Designing an advanced practice solution

The framework aims to be supportive rather than prescriptive; services may choose to adapt the resource, taking the core principles as required.

[You can learn more about how to use the resource, as well as view and download the supporting materials here.](#)