

## Training hubs FAQs

1	<p><b>What is this funding for?</b></p> <p>Funding will be invested to supplement existing training hubs or networks or support the development of new ones.</p> <p>LETBs which are establishing new training hubs will require more funding than those who are developing existing hubs, therefore funding will be weighted towards the establishment of new hubs and networks. We would encourage match funding to be applied to your projects.</p>
2	<p><b>I have a training network in my area but it's not called a hub. Will I have to establish a 'training hub?'</b></p> <p>A decision was taken to use the term 'training hub' as the generic name for a number of different local approaches for example:</p> <ul style="list-style-type: none"><li>• Community Education Provider Networks (CEPNs)</li><li>• Advanced Training Practices (ATPs)</li></ul> <p>If you already have an initiative in place which addresses the functions outlined in the funding allocation paper then you are likely to fall under the 'further faster' heading. If you are not sure then please contact a member of the team, see Q13.</p>
3	<p><b>What criteria will be used to allocate funding?</b></p> <p>Proposals are expected to:</p> <ul style="list-style-type: none"><li>• Align with the national principles and functions detailed in the funding allocations paper</li><li>• Demonstrate value for money</li><li>• Detail governance structures</li><li>• Provide SMART objectives against which the project can be monitored</li><li>• Ensure outputs are realistic in terms of investment and timeframes.</li></ul> <p>As this is an allocation rather than a bidding process the team will work with LETBs to help develop suitable plans to meet these criteria.</p>

<p><b>4</b></p>	<p><b>Who do we need to include in the development of our training hub plan? You say engage with ‘local stakeholders’ but who are they?</b></p> <p>As this is part of the <a href="#">10 point plan</a> the central focus is around training but could include other professional organisations or professions working with or in general practice.</p> <p>It will be up to each LETB to decide who needs to be involved in the delivery of the funding plan and include them in the process to increase the chances of successful implementation.</p> <p>Education and training activities should be included across a number of practices and work collaboratively as a ‘hub’ to work well. This would provide benefits through economies of scale, reduce unnecessary duplication, allow staff to network and share best practice and intelligence.</p> <p>In order to deliver the functions outlined in the funding allocation paper, training hubs will require a number of different individuals and organisations to be involved and have buy-in from local primary care providers. Local stakeholders may include (but are not limited to):</p> <ul style="list-style-type: none"> <li>• GP practice/s (LMCs)</li> <li>• CCGs</li> <li>• GP federations</li> <li>• RCGP faculties</li> <li>• Community pharmacies</li> <li>• Universities/education providers</li> <li>• Community trusts</li> <li>• Voluntary sector providers of NHS care i.e. hospices.</li> <li>• NHS England regional teams</li> <li>• Patient representation groups</li> </ul>
<p><b>5</b></p>	<p><b>What exactly can I use the funding for?</b></p> <p>Funding can be used in whatever way is needed to meet the criteria outlined in the funding allocation document for example it may be used for staffing or infrastructure costs to help establish your hub.</p>
<p><b>6</b></p>	<p><b>What is match funding and how can it be used?</b></p> <p>Match funding is where the LETB and/or their stakeholders contribute financially to the process and can demonstrate this in their application. Local investment, especially if wider than just the LETB, is more likely to generate sustainability and buy in. This contribution may also take the form of a resource such as the provision of an administrator or other support in kind.</p>

7	<p><b>Can other organisations apply for funding?</b></p> <p>The only organisations able to apply for funding are LETBs. LETBs can work together across a 'geography' to develop functions, for example on joint project management. It is important that each LETBs submission, demonstrates that stakeholders have been involved in the planning of the training hub.</p>
8	<p><b>What happens if we don't meet the criteria?</b></p> <p>We will work with individual LETBs to assist and help form proposals to meet the criteria. We are required to make sure there is an equitable spread of funding across England.</p>
9	<p><b>How long will the application process take?</b></p> <p>You will have around 3 working weeks (deadline 13<sup>th</sup> November 2015) to develop and submit your proposals however proposals will be considered on a rolling basis.</p> <p>Proposals which meet the criteria outlined, including falling within the designated funding envelope, will be considered and approved as they are received. This will not affect proposals received later but will allow funding to be released as soon as possible.</p>
10	<p><b>When do I have to use the funding by?</b></p> <p>From the funding profile that is submitted, LETBs will be expected to spend amounts in the financial year identified. HEE will confirm monies year on year once business planning has taken place and project funds have been confirmed. The funding profile will be monitored on a quarterly basis so that public funds are controlled and any underspend will be re-allocated as necessary. This decision will always be made with the LETBs and will not be made arbitrarily.</p>
11	<p><b>What happens once the funds have been allocated?</b></p> <p>The activities stated within the funding plan will be monitored on a quarterly basis to check delivery. We will ask for a review at the end of 12 months.</p>
12	<p><b>What happens once the funds have run out?</b></p> <p>All funding plans will need to factor in long term financial sustainability and demonstrate that thought has been given to evaluation and the benefits of the approach.</p> <p>It is envisaged that if successful, future hubs would be funded on a mixed model of national and local funding. It is therefore imperative that as well as proving their benefit LETBs are able to get local buy-in from providers and CCGs.</p>
13	<p><b>I really need to contact someone, who do I call?</b></p> <p>Anne Harvey is project managing the training hubs workstream for the HEE national programmes team <b>T.</b> 0113 295 2187 <b>M.</b> 07920 834 871. Anne will be able help or direct you to the most appropriate person on the Expert Reference Group.</p>

Otherwise, please send your enquiries to: [HEE.traininghubs@nhs.net](mailto:HEE.traininghubs@nhs.net)

*Health Education England / amended 26th October 2015*