

*Developing people
for health and
healthcare*

Multi-professional
Education and
Training
Funding Guide

2015 16 Version 1
5 June 2015

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The following guidance notes describe the funding arrangements, established by Health Education Yorkshire and the Humber (HEYH), for non-medical and dental education and training programmes contracted with the education providers shown below:

University of Bradford
University of Huddersfield
University of Hull
University of Leeds
Leeds Beckett University
Northern School of Child and Adolescent Psychotherapy
Sheffield Hallam University
University of Sheffield
Open University
University of York
York St John University

Health Education Yorkshire and the Humber also enters into education and training agreements with a range of NHS Trusts, Colleges of Further Education, General Practitioners and smaller education and training providers.

Invoices and Payments

All invoices other than agreed contract payments should be sent:

Accounts Payable Team
Health Education Yorkshire and the Humber
T73 Payables F485
Phoenix House
Topcliffe Lane
Wakefield
WF3 1WE

Any queries relating to Training Contributions should be addressed to the following email address:

Gillan.Sage@yh.hee.nhs.uk

Any queries regarding unpaid invoices please contact (quoting trust code "T73"):

Accounts Payable Team
Shared Business Services
Tel: 0870 850 7862
Email: payables@sbs.nhs.uk

Invoices relating to University contracts and from non NHS organisations for training contributions should be sent to:-

Philip Balcomb
Accounts Payable Team
Health Education Yorkshire and the Humber
T73 Payables F485
Phoenix House
Topcliffe Lane
Wakefield
WF3 1WE

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- Trusts (including Foundation Trusts), CSU and Clinical Commissioning Groups will be collectively referred to as “Trusts” for the remainder of this document.
- All organisations in the Yorkshire and Humber patch will receive a quarterly contract payment linked in line with the appropriate salary replacement cost rate for students in training.
- Where Non NHS Organisations are entitled to training contributions, invoices must be raised, quarterly, in arrears (to the address on page 2).
- Invoices from Non NHS Organisations should be raised exclusive of Value Added Tax, as training contributions are effectively grants that do not attract VAT.
- Bursaries payable to students are made by the NHS Student Bursaries, **NOT** directly by HEYH. For more information see www.nhsbsa.nhs.uk
- Arrangements for new students are specified in this guide. Existing students will be funded according to their current arrangements for the remainder of their courses.
- Salary replacement costs for a number of programmes will be paid pro-rata to attendance on the course. If this is not specified under each programme heading, the amount payable will be limited to maximum amount stated. HEYH will only pay organisations and not directly pay to trainees.
- Invoices may be subject to internal audit scrutiny and employing organisations submitting invoices should maintain appropriate financial records, keeping track of training taking place, including joiners and leavers.
- HEYH will, unless there are exceptional circumstances, exercise the right to refuse to pay invoices that are submitted outside the terms of the [Learning and Development Agreement](#). The invoice receipt deadline of the 31st March each year will be firmly enforced and invoices relating to the previous financial year will be rejected as out of time.
- All invoices raised to HEYH should match the NHS financial years 1 April to 31 March.
- All payments are made on a quarterly basis in arrears.
- It is the responsibility of Trusts to return the Salary Replacement Trust Return form (Appendix B) for validation before the quarterly payments are released. The returns must clearly state the student names in full as registered with their university, start date of course, programme of study, name of university where the student is studying, mode of study (whether full time or part time) and number of days released for tuition per week.
- Where there is a late submission of returns for claims for some reason, the claims should be for the current and not previous financial years.

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Please access the following web pages on the LETB's website <http://yh.hee.nhs.uk/> for further information:

- [Education Providers](#)
- [Lifelong Learning](#)
- [Specialist and Post-Registration Skills Development](#) (formerly referred to as part of the CPD portfolio)
- [Contact us in the following ways](#)

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Support Staff (Non-Registered) Provision

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Support Staff Learning and Development Fund

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It is the aim of HEYH to actively encourage all NHS support staff to engage with the concept of Lifelong Learning and the principles enshrined in the NHS Constitution. This funding is intended to help NHS organisations meet the training demands across the support staff workforce and to help deliver the 10 Strategic Intentions outlined in Talent for Care, the new national strategic framework to develop the healthcare support workforce. Additionally this funding will be used to help to deliver quality care for patients and help organisations make business cases for further internal investment.

HEYH will continue to provide funding for the development of Support Staff and will support NHS Organisations/Clusters to help them develop their Cluster education/training plans to achieve cost efficiencies and value for money through economies of scale. HEYH will continue to work in partnership with the Skills Funding Agency/National Apprenticeship Service to identify and take advantage of the funding available from other public sources. HEYH will evaluate the use of funding to demonstrate a return on investment through impact on patients and services.

The responsibility for deciding how available funding should be prioritised and used to support staff training will lie with networks of organisations (Clusters) working in collaboration with each other. Funds should be used as part of the organisations' on-going work to modernise and reform services that will improve patient care / safety.

As usual each Cluster has produced an action plan to show how available funding will be used and these plans were submitted during Autumn 2014 for the period 1st April 2015 to 31 March 2016. The next planning cycle will require each cluster to submit a plan by September 2015 for the following financial year i.e. 2016/17. Individual organisations will be expected to provide evidence the funding provided has been used to fulfil these plans. The final funding allocated to each organisation will be included in the Learning and Development Agreement (LDA) in the Finance Schedule. A less complete plan that contains priorities which can be delivered immediately is preferable to an all-encompassing plan that takes a long time to complete, agree and begin delivery of. Further opportunities to detail other needs can be facilitated to enable to prompt start to delivery in priority areas.

More detailed guidance on these resources, its uses, the process for 2015/16, and associated recording arrangements, will be issued to each organisation and other appropriate networks across the region. A copy of the SSLDF Guidance document for Financial Year 2015/16 will also be posted on the HEYH website.

Any employee who wishes to learn more about the funds available for the education and training of support staff (both clinical and non-clinical) should in the first instance contact their employer's Education and Training Department. Any job/work related education and training should be funded from within the NHS resources either from the NHS employer or resources provided by HEYH i.e. using the SSLDF.

For queries of a financial or non-financial nature please contact:

Gillian Sage
Project Manager
Tel: 07989 608921
Email: gillian.sage@yh.hee.nhs.uk

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Training Provision for Support Workers (Assistant Practitioner)

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HEYH will fund:

Tuition fees for all course lengths (paid directly to the University as part of the contracts) for the following:

- Radiography (1 Yr FT Cert HE) – University of Bradford
- Mammography (1 year FT / 2 year PT Cert HE) – Leeds University
- Maternity Support Workers (Certificate (1 Yr PT) / Cert HE (2 Yrs PT) - Leeds Beckett University
- Certificate of Reablement – University of Huddersfield

All of the above attract training support costs as per [Appendix A](#).

- Certificate (1 Yr PT) / Cert HE (2 Yrs PT) Nutritional Health and Occupational Health Support Worker Technician– Leeds Beckett University

Foundation Degrees

HEYH will fund:

Tuition fees for all course lengths (paid directly to the University as part of the contracts) for the following:

- Health & Social Care Foundation Degree – University of Bradford
- Health & Social Care Foundation Degree – University of York
- HE CPD Certificate for Pharmacy Technicians – University of Huddersfield
- Certificate and Diploma level - Flexible health and social care pathway – University of Hull

Training support costs as [Appendix A](#) for all the foundation degrees above.

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Skills Funding Agency (SFA)

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In the Yorkshire and the Humber region, the Health Regional Skills Alliance has been established for several years, through which the Skills Funding Agency (incorporating the National Apprenticeship Service) and HEYH work jointly with health sector employers to identify the priority skills and training needs of their workforce.

Funding and Support Available

Subject to eligibility full funding or co/part funding is available from the Skills Funding Agency to support

- The achievement of nationally accredited qualifications up to Level 7 for Apprenticeships.
- Functional Skills and GCSE's in English and Maths.
- Traineeships.

Funding is available via the direct costs of delivering training but not for salary replacement, travel costs or learning resources such as books etc.

Funding is available via the Skills Funding Agency's network of approved training providers, who are further education and training colleges or private training companies. This information is available to view [here](#).

HEYH have approved a range of Preferred Training providers. List can be accessed [here](#).

How do I find out more?

If you want to know more about the Skills Funding Agency or eligibility criteria, please contact:

Michael Holgate
Tel: 01904 435167
Email: michael.holgate@yh.hee.nhs.uk

Apprenticeships

Apprenticeships can be undertaken by anyone over the age of 16. HEYH advocate Apprenticeship Frameworks should be considered as the entry level training programme for:

- All new recruits to jobs in bands 1 -3 (where appropriate Apprenticeship Frameworks)
- NHS staff who are undertaking a new job role or, if in an existing role, the individual requires to gain significant new knowledge and skills.
- As a progression pathway from employability programmes.

For further information on Apprenticeships in the NHS:
<http://yh.hee.nhs.uk/transition-information/nhs-apprenticeships/>

There are three funding streams that can be accessed to support the education element of Apprenticeships for NHS staff:

Skills Funding Agency Funding (via education providers) – will only fund Apprenticeships that are for a job with an accompanying skills development programme. Apprenticeship training is fully funded for individuals who are aged 16 -18. Co/part funding is available for apprentices aged 19 and over and where employers are required to co-fund the SSLDF should be used (see page 7).

Further Education Training providers receive SFA Apprenticeship funding on behalf of employers to deliver the learning and support for apprentices. Where NHS Staff are providing some of the education delivery, including mentoring and assessing and/or NHS organisations are working in partnership with Further Education providers who are HEYH 'apprenticeship preferred suppliers', fees are generally reduced. For this reason, and to ensure quality provision, NHS organisations within Yorkshire and the Humber should work with FE providers who are on the HEYH Apprenticeship Preferred Supplier list. Further information can be found [here](#).

Please Note:

- Individuals who already have a qualification at level 4 or above are only eligible for SFA funding for a higher Apprenticeship at Level 5 or above.
- National Apprenticeship funding via the Skills Funding Agency (SFA) is not available for graduates. Where an apprenticeship is deemed a suitable route for individuals with existing level 4 qualifications or above, the full fees will be payable and will need to be met by the employer using the SSLDF mentioned previously in this Guide.
- New Apprenticeship qualifications are in development via 'Trailblazers'. Government funding for Apprenticeship trailblazers is different.

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Nursing and Midwifery

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HEYH will fund:

Tuition fees for all course lengths (paid directly to the University as part of the contracts) for the following:

- **Pre-Registration Nurse Education and Training** (includes Learning Disability and Social Work Award Dual award delivered by Sheffield Hallam University) for:
 1. Diploma Students
 2. Degree Students
 3. Open University Students (Course length between 4-6 years PT). There will be a training contribution from HEYH for these OU courses in accordance with [appendix D](#)
- **Midwifery Degree Students (18 months)**

18 month Midwifery students will have a training contribution from HEYH in accordance with [Appendix A](#).

Please note: HEYH will not fund or support any form of backfill payment for 2015/16 students on midwifery programmes as a result of students being funded on the first increment point of their salary scale. The salary of these individuals prior to commencement on the programme may be different from point one of the salary scale, however the contribution from HEYH is only as stated.

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New Students 2015/16

HEYH will fund:

Tuition fees for all course lengths (paid directly to the University as part of contracts) for the following:

- **Clinical Language Sciences – Speech and Language Therapy (3 years)**
- **Dietetics – Post Graduate Diploma (2 years) and BSc (4 years)**
- **Occupational Therapy (2 years MSc, 3 years full time and 4 years part time).** There will be a training contribution from HEYH for the 4 year part time programme in accordance with [Appendix A](#).
- **Operating Department Practitioners (3 years)**
- **Orthoptics (3 years)**
- **Paramedic Programmes**
 1. **Diploma HE Paramedic Programme (2 years Full Time).** A non means-tested bursary contribution in accordance with [Appendix A](#). This bursary will be administered by the University on HEYH's behalf.
 2. **Diploma HE Paramedic Practitioner Technician to Paramedic (1 year Full Time).** There will be a training contribution from HEYH in accordance with [Appendix A](#).
- **Physiotherapy (2 years MSc, 3 years full time and 4 years part time).** There will be a training contribution from HEYH for existing students on the 4 year part time programme in accordance with [Appendix A](#).
- **Podiatry (3 and 5 years)**
- **Radiography– Diagnostic (3 years) and Therapeutic (2 or 3 years)**

Note: There is an expectation that to make best use of available public funding, if an individual has been funded by HEYH on a pre-registration course in a particular profession, they would not be funded to train in a different profession unless there were exceptional circumstances, e.g. re-training after some time spent in a career in the original profession; because the new profession is in an area of high demand; in line with service requirements to adequately meet patient safety and care needs through service re-design.

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New Students 2015/16

HEYH will fund:

Scientist Training Programme (STP)

Funding for each **direct entry** trainee will consist of:

- Full salary at Band 6 for 3 years with any nationally agreed increments over that period;
- Full tuition fees for the STP programme. Tuition fees will be paid by HEYH, via national arrangements, directly to the relevant training provider.
- Support costs of £2,000 for year 1, £1,000 for year 2 and £1,000 for year 3, which the employer is expected to manage across the trainee body given that they will incur differential travel and accommodation costs, i.e. what this funding is primarily being provided for.

Funding for each **in-service** entry trainee will consist of:

- Full salary at Band 6 for year 1. For years 2 and 3, 20% of Band 6 AfC rate, which will include any nationally agreed salary increments in years 2 and 3;
- Full tuition fees for the STP programme. Tuition fees will be paid by HEYH, via national arrangements, directly to the relevant training provider.
- Support costs of £2,000 for year 1, £1,000 for year 2 and £0 for year 3, which the employer is expected to manage across the trainee body given that they will incur differential travel and accommodation costs, i.e. what this funding is primarily being provided for.

See appendix A.

Practitioner Training Programme (PTP)

HEYH will fund notional support costs in year 1, 2 and 3 via HEI's to be managed across all PTP students, to assist with variable travel and/or accommodation costs to placement in accordance with [Appendix A](#).

Please note: Support costs are reviewable according to either national agreement/recommendations or evidence provided locally to determine the specific level of support required.

Higher Specialist Scientific Training (HSST)

Each candidate will attract a £16,000 per annum training allowance (inclusive of academic fees). Please note that the academic fees have yet to be defined. It is envisaged that the Lead Commissioner for Healthcare Science (Health Education West Midlands) will retain the training allowance until the academic fees have been paid to the academic provider. The training amount minus the fees will then be paid directly to employers of HSST training posts.

Previous training programmes not part of the 'Modernising Scientific Careers Career and Training Pathways' will continue to be funded in accordance with previously agreed funding arrangements.

For any queries relating to the above, please contact Sally Drew – Sally.drew@yh.hee.nhs.uk

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New Students 2015/16

HEYH will fund:

Tuition fees for all course lengths (paid directly to the University as part of the contracts) for the following:

- **Pre-Registration Pharmacists (1 Year)** HEYH will fund a training contribution in accordance with [Appendix A](#)
- **Clinical Psychology (3 years)** HEYH will fund a training contribution in accordance with [Appendix A](#).
- **Child and Adolescent Psychotherapy (variable durations).** Tuition fees for the pre-clinical MA in Infant Observational Studies at the University of Leeds (process to be managed by the Northern School of Child and Adolescent Psychotherapy).

Dental Staff

Apprenticeships (Full Time)

For details on Dental Nurse Apprenticeships please see page [8](#). Bursary details for Full Time Apprenticeships are apprenticeship minimum wage

Tuition fees will be paid directly to the education provider for the following:

- **Dental Therapists and Hygienists (2.25 years)** Full time Dental Therapy / Hygiene students will receive a NHS mean tested bursary paid directly by NHS Student Bursaries.
- **Dental Technicians (3 years)** Funded in accordance with [Appendix A](#).

Physician Associates

New students on Physician Associates Programme will have their tuition fees paid by HEYH and receive a training contribution in accordance with Appendix A.

Confirmed programmes are Leeds University (start September 2015) and Sheffield Hallam University (start January 2016).

Others programmes will be available in 2016 at the following Universities

Bradford – April 2016

Sheffield – Sept 2016

Hull and York commencement dates to be confirmed for 2016

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New Students 2015/16

HEYH will fund:

Tuition fees for all course lengths (paid directly to the University as part of the contracts) for the following:

- **Radiography**
 1. **Ultrasonography (PG Dip - 15 months)**
 2. **Mammography (PG Cert - 9 months)**HEYH will fund a training contribution in accordance with [Appendix A.](#)
- **Paramedic Practitioner Programme (6 months part time)**

HEYH will fund a training contribution in accordance with [Appendix A.](#)
- **Community Specialist Practitioner**
 1. **MSc Advanced Healthcare Practitioner Programme (part time)**

HEYH will fund a training contribution in accordance with [Appendix A.](#)
 2. **MSc Nurse Practitioner in Primary Care Programme (part time)**
 3. **One Year Full Time Degree – Community Specialist Programmes**

HEYH will fund a training contribution in accordance with [Appendix A.](#)
 4. **Two Years, Part Time Degree – Community Specialist Programmes**

HEYH will fund a training contribution in accordance with [Appendix A.](#)
- **Pharmacy Post-Graduate Clinical Diploma**
- For new students commencing programmes in September 2015 or January 2016, please refer to Appendix A for the agreed funding arrangements. Existing students will remain on existing arrangements.

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Specialist Skills and Post-Registration Development

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HEYH fund a variety of Specialist Skills and Post-Registration Development opportunities (formerly part of the Continuing Professional Development portfolio) with a number of providers. Please access the following web pages on the LETB's website for further information: <http://yh.hee.nhs.uk>

Eligibility Criteria

Access to SSPRD (**formerly known as CPD, LBR and PBE**) funded by HEYH is available to those staff meeting the following criteria:

The applicant

- Is employed by an organisation providing NHS commissioned services
- Is a specialist public health clinician which includes those clinical staff recently transferred from the NHS into Local Authorities
- Meets the entry criteria of the programme and have written support from their employing organisation.
- Education providers - [here](#)
- Courses in the region funded by Health Education Yorkshire and the Humber - click on the link: www.yhcoursefinder.co.uk

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Appendix A: New Student Rates 2015/16

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APPENDIX A				
2015/16 Student Rates				
Staff Group	Trainees	Contribution	Non Pay Allowance	Comments
Nursing	OU Nursing Students - Pre-registration	Please refer to Appendix C for details of Contributions relating to OU training		
	Direct Entry Nursing	£16,057		
	Shortened Midwifery (18month)	£25,597		
Community Specialist Provision	Health Visiting	£30,800		
	School Nursing	£30,800		
	District Nursing	£30,800		
	Occupational Health Nursing	£30,800		
	Practice Nurses	£30,800		
	Community Nurses in Mental Health	£30,800		
	Community Nurses in Learning Disabilities	£30,800		
	Community Nurses in Child	£30,800		
Advanced Practitioners	Advanced Clinical Practitioners	£12,320		
	Physician Associates	£10,000		Non-means tested bursary
Healthcare Science	STP Direct Entrants	£26,041	2,000 year 1, 1,000 year 2 and 1000 year 3	100% salary for the 3 years. Salary Incremental increases in Years 2 & 3
	STP In Service Trainees	£26041 Year 1 @100%, years 2 and 3 @20%	2,000 year 1 and 1,000 year 2	Salary incremental increases in Years 2 & 3 i.e. 20% of the incremented salary
	PTP	Band 6	£1,000	Year 1, 2 and 3 (Reviewable)
	HSST	£16,000		
Allied Health Professions	Occupational Therapy (In service)	£6,423		
	Dip HE Paramedic (2 years FT)	£6,500		Bursary administered by University
	Technician to Paramedic	£10,277		
	Post Reg Paramedic Practitioner	£4,183		42 days only
	Radiotherapy and Oncology Post Graduate	£10,000		Payment administered by the university
Diagnostic Imaging	Ultrasonography (Ultrasound)	£28,300		1 year FT or 2 year PT
	Mammography	£19,055		8 months maximum
	AHP Secondments (including Operating Department Practitioners)	£16,057		
Pharmacists	Pre-Reg Pharmacists	£25,597		
	Clinical Diploma in Pharmacy	£7,492		Training Contribution
Technicians	Dental Technicians	£6,858		Bursary administered by University
Assistant Practitioners	Foundation Degrees (ALL providers)	£3,000		
	Mammography	£3,000		
	Radiography	£3,000		
	Reablement	£3,000		
	Maternity Support Worker	£732		12 days
IAPT Practitioners	High Intensity	£16,254		Maximum 3 days
	PWP	£11,691		Maximum 3 days

For Healthcare Science STP or PTP programmes please contact a member of the HEYH team to confirm national training providers

All training contributions are paid to students on a pro-rata to attendance basis.



Appendix B: Salary Replacement Trust Returns 2015/16

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The salary replacement trust return forms can be found [here](#).

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Appendix C: University Course Summary 2015/16

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Undergraduate Courses 12-13	Full Time/Part Time	Bradford	Hull	Huddersfield	Leeds	Leeds Beckett	Sheffield Hallam	Sheffield	Open	York	York St John
Pre-Reg Nursing (All branches)	FT 3 years - PT 4 years	√	√	√	√	√	√	√	√	√	√
Pre-Reg Midwifery	FT 3 years - 18 month	√	√	√	√		√			√	
Physiotherapy	FT 3 years - PT 4 years	√		√		√	√				√
Occupational Therapy	FT 3 years - PT 4 years	√		√		√	√				√
Diagnostic Radiography	FT 3 years	√			√		√				
Radiotherapy and Oncology	FT 3 years - PG Dip 2 years						√				
Podiatry				√							
Speech and Language Therapy						√		√			
Orthoptics	FT 3 years							√			
Operating Department Practice	FT 2 years		√	√			√				
Dietetics	FT 2 years - PG Dip 2 years					√					
Dental Hygiene and Therapy	FT 27 months				√			√			
2nd Registration Courses											
Community Specialist Provision (Health Visitors, School Nurses, District Nurses)	FT 1 year PT 2 years		√	√		√	√				
Advanced Nurse Practitioners	FT 1 year PT 2 years			√		√					
Physician Associates	25 months (2 years)				√		√				
Scientists and Technicians											
Clinical Psychology			√		√			√			
Pharmacy		√			√						
Support Worker Training						√	√				
Paramedic Training							√				
Foundation Degrees		√	√								
Diagnostic Imaging					√						

For Healthcare Science STP or PTP programmes please contact a member of the SHA team to confirm national training providers



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Funding 2015/16

Back fill for 2015/16 will be £16,057 (inclusive of on costs) pro-rata to programme requirements. This includes Annual Leave and sickness for short periods that do not involve any lengthening of the programme. Where students are required to step off the programme funding will cease until the student recommences the programme and will continue to a maximum of 219 weeks. Therefore any hours required by the student to complete their training in excess of the 219 weeks will need to be supported by the employer unless specifically agreed with HEYH.

From the 1st September 2015, actual rates (inclusive of on costs) for new Degree students are as follows:

Year 1:	£12,845 p.a. (52 weeks) – 30 hours per week
Years 2, 3 & 4	£10,277 p.a. (167 weeks) – 24 hours per week

All organisations in the Yorkshire and Humber patch will receive a quarterly contract payment linked in line with the appropriate salary replacement cost rate for students in training.

Invoices from Non NHS Organisations should be raised exclusive of Value added Tax, as training contributions are effectively grants that do not attract VAT

Existing students will remain on current arrangements.

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DH	Department of Health
FT	Full Time
FY	Financial Year
HE	Higher Education
HEI	Higher Education Institutions
LADD	Learning And Development Database
NVQ	National Vocational Qualification
PG Cert	Post Graduate Certificate
PG Dip	Post Graduate Diploma
PT	Part Time
QCF	Qualifications and Credit Framework
SFA	Skills Funding Agency
SSLDF	Support Staff learning and Development Fund
SSPRD	Specialist Skills and Post-Registration Development (also known as CPD or LBR)
UCAS	Universities and Colleges Admission Service



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