

The Psychological Wellbeing Practitioner Apprenticeship: procurement guidance for employers

Introduction

The Psychological Wellbeing Practitioner (PWP) Apprenticeship offers employers an opportunity to recruit PWPs, which is an Improving Access to Psychological Therapies (IAPT) role.

Among its applicants, the PWP Apprenticeship will attract people who do not have an undergraduate-level degree, those who wish to change career direction, and former IAPT service users who wish to give something back. During employment as a PWP apprentice, a trainee will undergo on-the-job training at an IAPT service and attend a level 6 (equivalent to final-year undergraduate) course at a recognised university. The employer will pay a salary, while the university fee is drawn down through an apprenticeship levy. Following a further period of on-the-job training, the apprentice must successfully complete an assessment – after which they will enter the PWP workforce.

PWPs make a positive difference to people's lives through brief psychological interventions. They help people in difficulty to move forward by applying the principles of cognitive behavioural therapy (CBT), through face-to-face meetings, by phone, online and by delivering courses.

PWP Apprenticeship procurement

Setting up PWP Apprenticeship places is a straightforward and easy-to-follow process for which there is support readily available from knowledgeable and helpful NHS procurement hubs and local Health Education England offices.

Many large organisations and health trusts have a procurement department, and may also have experience of administering apprenticeship schemes. IAPT services planning to offer the PWP Apprenticeship should link with these departments which will offer support and advice on the procurement steps to be followed. If, however, your organisation does not have a procurement department, contact your local NHS Collaborative Procurement Hub who will assist.

Dynamic Purchasing System (DPS)

The PWP Apprenticeship should first be listed on an organisation's dynamic purchasing system (DPS) before it can be procured. The DPS owner will manage this aspect of the process. Template procurement documents are available at most organisations and should be used by IAPT services and their partner universities for the apprenticeship procurement process. Procurement advice can be sought from the four NHS Procurement Hubs listed below. Most of these are geographically named apart from NHS Commercial Solutions which covers the South East. In certain regions there may be other providers who can assist.

- [NHS Commercial Solutions](#)
- [NHS North of England Commercial Procurement Collaborative](#)
- [Core: East of England Collaborative Procurement Hub](#)
- [NHS London Procurement Partnership](#)

Links to DPS providers

If you do not require procurement advice but need access to a relevant DPS, the links below will provide the required information.

- [NHS Shared Business Services](#)
- [North of England Commercial Procurement Collaborative: Apprenticeships Dynamic Purchasing System](#)
- [NHS London Procurement Partnership: Apprenticeship Training Providers Dynamic Purchasing System](#)
- [NHS Commercial Solutions: Frameworks and Contracts](#)
- [NHS East of England NHS Collaborative Procurement Hub](#)

Steps to follow

1. Consider collaborating with other nearby IAPT services to procure the apprenticeship: the larger the cohort, the more attractive it will be for approved providers to submit an offer. Employers may choose to undertake this process individually, but this may result in fewer offers being received.
2. The DPS owner will provide a suite of template documents for completion, and a user guide.
3. Once you have agreed your evaluation process, your procurement support will approach the market with your requirements and oversee the formal procurement process.
4. Under the guidance of procurement support you will need to evaluate and score the offers. If you are working collaboratively this evaluation will be a joint process and you will need to reach collective agreement on the preferred bidder.
5. Award accordingly.
6. Employers who are levy payers access a Government website where they approve funding for their apprentices and insert who the training provider is. All levy payers will know how to access the site with their account details.
7. The Education Skills Funding Agency requires that before any apprenticeship start on an approved standard, an End-Point Assessment Organisation (EPAO) must give an in-principle commitment to deliver the assessment. The form for this is provided as Appendix 1.

Other useful links

[Skills for Health: Procurement Toolkit](#)

Appendix 1

End Point Assessment Organisations (EPAO) in Principle (pre-registration). See pages 3 and 4.

- This guidance has been produced by NHS England and NHS Improvement working in partnership with Health Education England, and Essex Partnership University NHS Trust.

Appendix 1

End Point Assessment Organisations (EPAO) in Principle (pre-registration)

The Education Skills Funding Agency (ESFA) and the Institute for Apprenticeships and Technical Education are working to make sure that every apprentice, employer and provider who starts on a standard is aware from the start of their programme which End-Point Assessment Organisation (EPAO) is likely to conduct the End Point Assessment (EPA).

By completing this form, you are confirming a commitment to submit an application to the Register of End Point Assessment Organisations (RoEPAO) for a specified standard. Any subsequent full application to the RoEPAO are subject to approval by the ESFA. Once completed, please submit this form (pages 3 and 4 only) to apprentice.assessment@education.gov.uk Please contact that same address with any queries.

General information	
Organisation:	
Contact details:	
Name:	
Are you currently a registered EPAO?	
If yes, please provide EPAO ID:	
Name of standard you are pre-registering for:	
IFATE Standard code (if assigned):	
Has a formal decision been made within your organisation to deliver assessment for this standard?	
<i>Examples of such decisions include governance approval, business case agreed, funding committed.</i>	
If yes, please provide details:	
Capacity	
What volume of learners would you anticipate having the capacity to assess on this standard in a 12-month period?	
What is the minimum volume of assessments you would need to deliver on an annual basis to make this standard financially viable?	
What geographic regions will you cover?	
If this standard is currently in development, how soon after publication of the standard and assessment plan do you plan to submit an application to the register?	
If you answered 6 months+ to the previous question, please give approximate date:	
External quality assurance <i>Certain standards require external recognition from other bodies.</i>	
Please indicate if your organisation is recognised by any of the following:	

Other information	
Please tell us of any specific circumstances that would affect your decision to offer assessment for this standard?	
Declaration I confirm that will I submit an application to the register of end-point assessment organisations for the above specified standard. I also confirm that I am authorised to sign this form on behalf of my organisation.	
Signature:	
Title:	
Date:	