

**Healthcare Science Sleep
Science Apprenticeship
2022/23: Guidance for
Employers**

Level 2 or Level 4 Diplomas

**National School of Healthcare Science
Health Education England, Midlands**

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Introduction

Health Education England (HEE) are looking to work with employers to deliver Healthcare Science Sleep Science Apprenticeships, including the Level 2 Diploma or Level 4 Diploma in Healthcare Science in 2022/23.

HEE will support the embedding of level 2 and level 4 Sleep Science apprenticeships during 2022/23 through the provision of implementation support funding. For each successful expression of interest that an employer submits, and for which an apprentice starts on programme this financial year, HEE will provide a contributory one-off training grant of £10K per apprentice provided the departments application is successful.

The national report for NHS England by Professor Sir Mike Richards: Diagnostics: Recovery and Renewal¹ in England highlighted the Covid-19 pandemic has increased the need “for radical change in the provision of diagnostic services.”

The report noted that “Many beneficial changes in relation to diagnostic pathways, such as increased use of virtual consultations and community services, have already been made”, and more needs to be done such as new strategies for the development of the non-registrant healthcare science workforce using apprenticeships.

New workforce and education models are required to ensure a sustainable pipeline of staff with the specific knowledge and skills required for sleep science services. Multiple systems of support are required to ensure successful implementation of this model including educational and practice/clinical supervision.

HEE are looking for employers within NHS diagnostic services that will support the development of a new workforce trained with the specific skills and knowledge needed for this sector. The Healthcare Science Sleep Science (HCS-SS) Apprenticeship, (including the Level 2 or Level 4 Diploma in Healthcare Science) has been funded for 2022/23 with places allocated across the seven HEE regions; North West, North East & Yorkshire, Midlands, East of England, South East, South West and London.

¹ <https://www.england.nhs.uk/wp-content/uploads/2020/11/diagnostics-recovery-and-renewal-independent-review-of-diagnostic-services-for-nhs-england-2.pdf>

Participating in the programme

What are the benefits of being part of this programme?

As well as contributing to bridging the current workforce gap the HCS-SS apprenticeship offers an opportunity to establish a career pathway into healthcare science.

Programme criteria

The following minimum criteria need to be met for applications to be considered by the HEE HCS-SS evaluation panel:

- Apprentices will be working within a sleep or respiratory service for the full 14 month or 27-month training period respectively for L2 or L4.
- Utilise agreed units from the Level 2 or L4 Healthcare Science Diploma (see Appendix for specific units for sleep science apprenticeships)
- Training programme within the workplace will offer experiential learning opportunities.
- Apprentices will receive a minimum of 20% off the job training.
- Employers have access to apprenticeship levy funds:
 - £5000 for the level 2 apprenticeship; £9000 for the level 4 apprenticeship
- Trusts without available levy funds may be eligible to request a levy transfer or reserved funding from the government.
- Clinical supervision is required for the 14- or 27-month period. The on-programme assessor requirements are:
 - to have worked in the HCS sector for at least 3 years
 - have a supervisor role
 - best practice 'gold standard' is for assessors to already hold or be working towards an assessor qualification within 12 months of starting to assess the apprentice. Acceptable qualifications are D32/D33, A1 or A2, CAVA, TAQA
 - must complete CPD to ensure up to date clinical practice
- Clinical supervision capacity identified for 14- or 27-month period to ensure competency within the Healthcare Science Apprenticeship standard² can be met.
- Placement model identified for the 14- or 27-month training period.
- Potential apprentices must meet education requirements for the Healthcare Science Apprenticeship standard².
- Both employer and apprentice(s) will agree to participate in pilot evaluation exercises (examples may include interviews and evaluation surveys).

² <https://www.instituteforapprenticeships.org/apprenticeship-standards/healthcare-science-assistant-v1-0>
<https://www.instituteforapprenticeships.org/apprenticeship-standards/healthcare-science-associate-v1-0>

Remuneration

What funding is available and how can it be used?

To support employers in developing the programme, preparing for the apprentices, and supporting them through the training programme, one-off implementation support funding of £10K per apprentice will be provided by HEE.

The funding can be used flexibly and is intended to contribute towards the cost of developing and running the programme. The training grant may be used towards the cost of salary, infrastructure costs such as practice supervision and/or educational supervision or any other costs associated with the apprentice successfully completing the apprenticeship.

Please note, apprentices must start the training programme in line with provider start dates, and before 31st March 2023.

Course Providers

The following providers were awarded as part of a national procurement for level 2 and level 4 cardiorespiratory apprenticeships.

Provider	Level 2 Healthcare Science Assistant (respiratory & sleep physiology)	Level 4 Healthcare Science Associate (respiratory & sleep physiology)	Delivery
CSR Scientific Training Ltd	Yes	Yes	National
Dynamic Training Ltd	Yes	Yes	National
Halesowen College	Yes	Yes	Regional (Midlands)
Luminate Education Group	Yes	Yes	National
Plymouth Marjon, City College Plymouth & Weston College	Yes	Yes	National
Sheffield College	Yes	Yes	Regional (Midlands, NE, NW)
University of Gloucestershire	No	Yes	National

Check with individual providers for course start dates.

Application Process

Application will be through submission of an Expressions of interest (EOI) to the Midlands HEE Office. EOI need to be submitted by 17:00hrs 19th August 2022. Notification of successful EOI will be in September. There are several apprenticeship providers, with programmes starting in September and March, as well as some rolling programmes which may start throughout the year. There may be an additional EOI round in autumn. All apprentices must have started on the programme by March 31st, 2023.

Employers (i.e., one organisation) may submit an EOI for up to 5 apprentices in 2022/23. Please note; if a high volume of expressions of interest are received, HEE will not be able to support all of them. Decisions for which expressions of interest are supported will, where possible, be aligned with implementation planning of community diagnostic centres (CDCs) and diagnostic academies.

Evaluation Criteria

Expressions of interest will be reviewed by HEE Midlands and other key stakeholders within ICBs. The following criteria may be applied to assess submissions.

	Evaluation Criteria	Weighting
EV1	Employer has access to apprenticeship levy funds	Pass/Fail
EV2	Employer commits to employing apprentice for full 14- or 27- month training period on a full-time contract	Pass/Fail
EV3	Apprentice will have appropriate access to online learning one day per week (including equipment and suitable environment for learning)	Pass/Fail
EV4	Employer commits to meeting 20% off the job training requirement	Pass/Fail
EV5	Clinical supervision capacity identified for 14- or 27- month period	Pass/Fail
EV6	Clinical supervisor is a registered Healthcare Science professional with an appropriate Healthcare Science qualification	Pass/Fail
EV7	Clinical supervisor has a minimum of three years' experience within Healthcare Science	Pass/Fail
EV8	Practice/clinical supervision capacity identified for 14- or 27- month period	Pass/Fail
EV9	Placement model identified for the 14- or 27- month training period (<i>overview in the form of a rota/table or bullet points</i>)	25%
EV10	Apprentice will have opportunity to undertake a range of activities to meet requirements of apprentice standard and qualification	25%
EV11	Supporting statement: Employer has demonstrated robust infrastructure, details of relevant education and training experience and additional information that may support learning experiences for the apprentice(s) (<i>max word count: 3000 characters</i>)	50%
Total		100%

During the evaluation of expressions of interest, a member of HEE Midlands may contact the lead employer/system lead for clarification.

Deadline for applications

Expressions of interest must be submitted via the online form by 17:00hrs on 19th August 2022.

Delivering the training programme

Education provision

HEE and Salisbury NHS procurement have undertaken a national procurement process to identify education providers able to deliver the level 2 and level 4 healthcare science apprenticeships.

This service is managed and owned by Salisbury NHS Foundation Trust and aims to deliver a range of support for employers to increase their uptake of apprenticeships.

There is no requirement for Trusts to use this framework, as some Trusts may have already run their own procurement. This framework is designed to enable those who haven't already procured (or who want to contract new providers) to do so with minimum effort.

If you wish to use the framework, please contact Sft.commercial@nhs.net

It is a requirement of the pilot that apprentices are given one day per week to attend college or complete distance/e-learning. This should be part of their paid employment and contributes towards their off-the-job training requirement. It is recommended that an additional three to four hours a week is also given to contribute towards assignment writing and evidence collection where possible.

How much are the training fees?

Education provision is procured via the apprenticeship route. The course fees for the level 2 apprenticeship are expected to be £5,000 and for the Level 4 £9000. It is the responsibility of the employer to ensure access to apprenticeship levy funds. Trusts without available levy funds may be eligible to request a levy transfer or reserved funding from the government. (n.b., with reserved funding the employer pays 5% whereas levy transfer pays 100% of training/assessment costs.) Further advice regarding apprenticeship funding rules is available from trust apprenticeship leads and the Gov.UK website.³ The HEE Talent for Care Relationship Managers can also provide further guidance if required.

Placement Training Programme

Employers must consider what the model for the placement training programme will be, for instance, will this consist of block rotations to enable training in all the clinical competency areas detailed. Employers should ensure there is a plan to ensure the full range of test procedures and tasks are experienced/undertaken.

Those undertaking a sleep science apprenticeship would need to become competent in the following procedures: pulse oximetry, blood pressure measurements, limited home based sleep studies, and supporting the initiation and follow up of treatment.

The offer aims to be flexible and allow employers to develop training placements in line with their service models. However, key principles will inform the development of the training programme. These principles are based on the training programme meeting the following:

1. Is overseen by a Designated Clinical Supervisor within their employing department.
2. Has a named qualified work-based practice/clinical supervisor in each placement/rotation.
3. Provides good experiential learning opportunities to meet the requirements of the apprenticeship standard² and qualification (Level 2 or 4 Healthcare Science Diploma)
4. Meets the Health Education England quality Framework⁴

³ <https://www.gov.uk/guidance/apprenticeship-funding-rules>

⁴ <https://www.hee.nhs.uk/our-work/quality>

Employers should liaise with the apprenticeship provider to finalise their training programmes and ensure planned experiential learning opportunities meet requirements. A list of the required modules that must be undertaken to achieve the required level 2 or 4 Diploma are in the Appendix.

Both the apprentice(s) and employer will be expected to participate in any evaluation of the programme.

Apprentice recruitment

How will apprentices be selected?

The employer will lead on selection in line with their trust Terms and Conditions. It is acceptable to offer these training opportunities to existing staff who meet the apprenticeship funding rules criteria.

All applicants for the post must meet the following criteria:

- Entry criteria - a Level 2 Maths or English qualification. A Science qualification at Level 2 is also highly recommended
- Meet apprenticeship funding rules³
- 16 years of age or older (there is no maximum age limit). Please note that staff member may need to be at least 18 years of age depending on safeguarding issues if employed in a community setting, please speak to your organisation apprenticeship lead for further information
- Appropriate DBS check and references as per the employing organisations' HR policies

How many hours will the apprentice work per week?

Apprentices can be on full- or part-time contracts. If on a part-time contract, then the duration of the contract will need to be increased accordingly. Services are reminded of the requirement for 20% will be 'off the job' training to include college study and tasks related to their development.

Supervision requirements

All HCS-SS apprentices must have a clinical supervisor who will oversee the training programme and placement supervisors in each placement/rotation.

Clinical Supervisor

A Clinical supervisor is appropriately trained and responsible for overseeing a specified apprentice's work and providing developmental feedback during a period of training. Clinical Supervisors will support apprentices to identify opportunities for learning in the workplace and provide supervision of the apprentice on a day-to-day basis, identifying if the apprentice requires additional support. Clinical supervisors are involved in and contribute to a work-based learning culture.

Partnerships between services, e.g., sleep and respiratory, must have a named person to act as a Clinical supervisor who has a minimum of three year's post qualification experience within either cardiology or respiratory at the point when the apprentice commences the programme.

A clinical supervisor is selected, appropriately trained and responsible for the overall supervision and management of the HCS-CR apprentices progress during the 14- or 27-month period training programme.

A Clinical supervisor is:

- a registered professional with a minimum of three year's post qualification experience within a sleep or respiratory service
- has a supervisor role
- best practice 'gold standard' is for assessors to already hold, or be working towards a recognised assessor qualification from one of the following D32/D33, A1, A2, CAVA, TAQA
- Practice/clinical supervision capacity identified for 14- or 27-month period to ensure competency within the Healthcare Science Apprenticeship standard² can be met.
- meet the education provider's requirements
- have capacity to support the apprentice through the training programme, meeting with them monthly as a minimum to review progress

The education provider should work collaboratively with the placement/clinical supervisors to ensure the overall training programme meets the apprenticeship standard, monitor the apprentices progress throughout the training programme and seek feedback for review meetings.

Placement supervisors

All placement supervisors should meet with the apprentice at the start of a placement/rotation to agree learning outcomes, training, and support. They should then meet with the apprentice regularly as agreed with the clinical supervisor to provide interim feedback and support.

Further information and FAQs

Can the apprentice be on site if the clinical supervisor is absent?

Yes, there will be times when the clinical supervisor is absent, for example on annual leave. This should be planned with appropriate supervision by another appropriate staff member and activities put in place for the apprentice in these instances. Arrangements must be in place for the management of unplanned practice/clinical supervisor absences, for example sickness, including who has responsibility for the supervision of the apprentice. Unexpected, prolonged absences would need to be escalated to the education provider and HEE.

Can apprentices spend their time across several sites?

Yes, there are several benefits to exposing the trainee to several sites and experiences, ensuring appropriate supervision requirements are in place.

Can the apprentice support service delivery?

Yes, however, as the apprentices are not yet qualified and still in training, they must always be supervised. The degree of autonomy with which they can operate will be determined by the professional supervising them at that time, based on their assessment of the apprentice's knowledge and skills.

Apprentices will be able to contribute to quality improvement activities. However, the bulk of their time should be spent on activities relating to achieving the learning outcomes of the apprenticeship standard, qualification and becoming competent in the following procedures: pulse oximetry, blood pressure measurements, limited home based sleep studies, and supporting the initiation and follow up of treatment.

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Apprentices should be undertaking activities (with the appropriate supervision) that support them in developing the knowledge, skills and behaviours required to function as an autonomous staff member on successful completion of the apprenticeship.

Should apprentices spend most of their time shadowing others?

No, this programme should provide apprentices with significant hands-on practical experience to prepare them for practice. It is therefore expected that they be given the opportunity to learn by undertaking the range of tasks expected of a trained and qualified assistant practitioner.

What activities is the apprentice expected to be involved in?

Apprentices will undertake a range of activities dependent on the learning environment in which they work, their knowledge and skills, and their competence and confidence. Activities should allow them to meet the requirements of the apprenticeship standard and link to the agreed learning outcomes as agreed in the learning plan.

Regional Support

To support the increasing numbers of L2/L4 apprentices working across physiological sciences, a Physiological Sciences Training Co-Ordinator will also be recruited during 2022/23 to support physiological measurement training across the Midlands region.

Programme Timeline

Round 1	
HEE to invite employers submit an expression of interest EoI to participate in HCS-L2/L4 CR apprenticeship programme	July 22
Closing date for submissions of EoI to participate in L2/L4 CR apprenticeship programme	Aug 19 th 2022
HEE to evaluate EoIs and allocate apprenticeship places	Aug 22 - Sep 22
HEE to inform successful employers of number of places allocated	Sep 22
Employers to confirm acceptance of allocated places	Sep 22
Employers to recruit to apprenticeship posts	Aug 22 – Mar 23
Apprentices commence with employer	Sep 22 – Mar 23
Employers to enrol apprentices with education provider	Sep 22 – Mar 23
Apprentices start college	Sep 22 – Mar 23

Contact details

Should you have any queries regarding the expression of interest process please contact please contact healthcare.science.wm@hee.nhs.uk, jo.horne@hee.nhs.uk or tammar.hassan@hee.nhs.uk

For assistance with any technical queries around procurement of apprenticeships, apprenticeship programmes or accessing the apprenticeship levy please seek assistance from your organisation's apprenticeship lead.

For assistance with unit selection or queries around credit content of units / overall programme please contact liz.sahu@hee.nhs.uk or jo.horne@hee.nhs.uk

Appendix

Healthcare Science – L2 Sleep Science Apprenticeship – Award unit selection

40 credits required; Units 1 – 5 Mandatory = 14 credits; 26 optional credits required
14 months training period to include EPA

Mandatory Units – L2 Healthcare Science apprenticeship standard

Unit Number	Mandatory Units	Credit
1	Healthcare Science Services	3
2	Employee Rights, Responsibilities and Personal Development in Healthcare Science	3
3	Working in Partnership in Healthcare Science	3
4	Investigating, Treating and Managing Human Disease and Disorder	2
5	Working Safely in the Healthcare Science Environment	3
Total		14

Optional Units Chosen - L2 Healthcare Science apprenticeship standard

Unit Number	Competency	Credit
21	Introduction to Anatomy and Physiology	3
24	Anatomy and Physiology: Cardiovascular, Lymphatic and Respiratory Systems	3
72	Measuring Blood Pressure using an Automatic Machine	1
79	Performing Spirometry in Adults	4
80	Performing Spot Oxygen Measurements	2
114	Obtain and Test Capillary Blood Samples	4
116	Sleep Diagnostics	10
Total		41

Healthcare Science – L4 Sleep Science Apprenticeship – Award unit selection

Minimum 100 credits required; Units 1 – 10 Mandatory = 37 credits; 63 optional credits required
27 months training period to include EPA

Please note that apprentices must take the mandatory units and core sleep units.
Employers can choose the additional option sleep units to meet service requirements.

Unit Number	Unit Status	Potential Employer Choices for Learner Unit Selection	Credit
1	Mandatory	Skills for Life-long Learning	2
2	Mandatory	Professional Practice and Person-centred Care	5
3	Mandatory	Legal and Ethical Context of Practice	3
4	Mandatory	Health, Safety and Security in the Healthcare Science Environment	3
5	Mandatory	Technical Scientific Services	5
6	Mandatory	Effective Communication in Healthcare	4
7	Mandatory	Audit, Research, Development, and Innovation	5
8	Mandatory	Leadership and Teamwork	3
9	Mandatory	Teaching, Learning and Assessing Practical Skills	4
10	Mandatory	Continuing Personal and Professional Development	3
Total Mandatory Units			37
11	Core	Scientific Basis of Healthcare Science: Clinical Science	25
51	Core	Scientific Basis of Cardiovascular, Respiratory and Sleep Science; Scientific Basis of Respiratory Disorders of Sleep	10
61	Core	Sleep Diagnostics	10
135	Core	Sleep Therapy	10
Total Core Sleep Units			55
59	Optional	Spirometry, Static Lung Volumes and Bronchodilator Response in Adults	10
68	Optional	Assisting with Electroencephalography	15
Total with option 59			102
Total with option 68			107