

# Supporting Returners

## A Guide to Finance for Supporting Organisations

Version 9.3, 3 December 2024

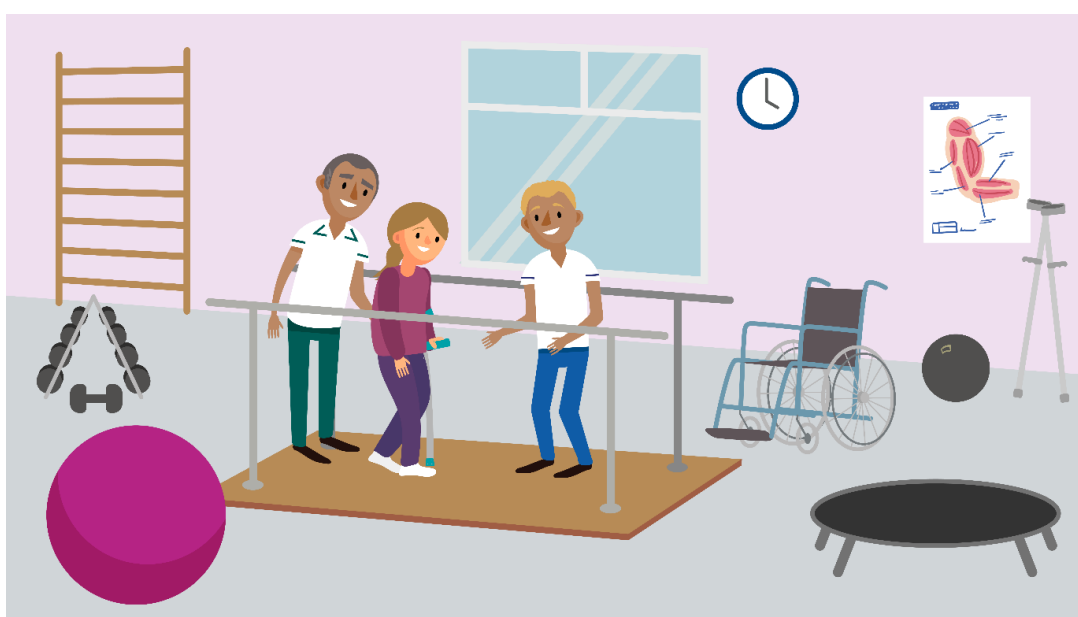


## Introduction

NHS England's (NHSE) Return to Practice HCPC Programme has been developed to support returners and practitioners to update their skills to maintain or renew their HCPC registration.

The organisation guide has been designed to inform eligible organisations how to claim the £500 financial support available to them for providing supervised practice for a returner registered on the NHSE Return to Practice HCPC Programme.

NHSE reserves the right to decline any claims that are not eligible within the current guidance.



## Eligibility Criteria: Organisations

NHS organisations and selected non-NHS organisations are eligible to receive financial support by means of a payment for £500 for providing supervised practice for returners. A separate claim can be made for each returner who is supported by an organisation.

Non-NHS organisations include; social care, primary care, education and NHS-commissioned services as well as charitable organisations.

**Private companies are not eligible to receive financial support via the NHSE Return to Practice Programme for HCPC Registrants.**

The payment of **£500** is to be used by the provider for the purpose of supporting the returner and is to be awarded to individual departments that host returners. The monies can also be used to benefit the service in educational development through funding of courses or education equipment. The payment is to support any expenditure incurred in

relation to set up costs e.g. DBS, setting up of Honorary contract, indemnity insurance etc as well as travel between sites whilst on supervised practice (With regards to mileage and parking, returners can only claim the cost of travel from home to work base and back, and can only claim parking at their base supervised practice location as part of their claims). **It is requested these costs are not passed onto the returner as it is considered the supervised practice fee will cover these costs.**

Should the returner decide to undertake supervised practice with more than one provider then the **£500** can be divided by the respective supporting organisations, this will need to be negotiated between the providers.

**\*N.B: All invoices for supporting returners undertaking supervised practice must be submitted within the same financial year of the placement taking place.**

## Education Funding Agreement

NHS organisations are no longer required to raise and send an invoice to NHSE, instead payments will be paid via the **Education Funding Agreement**.

**To receive your funding; please complete this online [form](#).**

It is recommended that you complete and submit the form as soon as you have confirmed a start date with the returner(s) for them to commence their placement. A separate form is required for each returner you support. You will receive £500 per returner supported.

Once you have submitted the form you will then receive your funding via the next Schedule of the Education Funding Agreement. There is no requirement to raise any invoices.

The Education Funding Agreement Schedule is aligned with the financial year, and funding is transferred each financial quarter. **For requests between January and March, please submit an invoice instead.** Dates of each Schedule can be found in *Table 1*:

Date
June 2023
September 2023
January 2024 (please submit by 18 <sup>th</sup> December 2023)
June 2024
September 2024
January 2025 (please submit by 16 <sup>th</sup> December 2024)

*Table 1: Education Contract dates for 2023/24 and 2024/25*

The chart below outlines the process for claiming via the Education Contract:

NHSE will pay £500 to an eligible supervised practice provider



The returner will need to be formally registered with the Programme. Neither the returner nor supporting organisation can access funding if not registered. Please use the returner's unique NHSE Return to Practice reference number to enable us to confirm their registration.



Once the returner's placement is confirmed, Trust Lead is required to complete an online form. This must include the returner's name and unique NHSE reference number.



Once the form has been submitted, the RtP Team will arrange for the transfer of funds with the Finance team.



Funding will be received in the next Schedule.



## Organisations Claiming Via Invoice

From December 1<sup>st</sup> 2022, NHS England requires purchase orders (PO) to be raised for some organisations prior to invoices being paid. The following organisations are exempt from this policy:

- GP/Dental Practice/Pharmacy
- Individual
- NHS
- University/College/School
- Council
- Community Interest Company (CIC)
- Hospices
- Utilities
- Government
- Nursing Homes
- Calder's

For all other organisations, a PO will need to be raised. Please email [england.r2pahp-hcs@nhs.net](mailto:england.r2pahp-hcs@nhs.net) prior to submitting an invoice to enable our finance team to raise the PO. The RTP team will check the eligibility of your claim and then request the finance team to raise the PO.

If you have previously claimed for supporting a returner, but are not exempt from claiming via PO, you will receive notification from NHSE regarding this.

Once a PO has been raised, if you are unable to submit a claim via the education funding agreement, please invoice NHSE using the process set out on page 6:

NHSE will pay £500 to eligible organisations supporting a returner on supervised practice



Organisations who cannot claim via the Education Contract must submit an invoice to NHSE to claim for the support they give to a returner. A separate invoice should be sent for each returner being claimed for. **Claims must be made in the same financial year that support is provided.**



A standard invoice needs to be sent by the Organisation once the returner has commenced supervised practice, and must include the following:

\*Returner name and profession

\*\*Placement dates

Returner's NHSE RtP Unique Reference Number (HCPC\_RTP\*\*\*)

\*NHSE's invoicing address

Supplier name

Supplier address

Named contact and office address

Price: £500



NHS England  
X24 PAYABLES K005  
PO BOX 312  
LEEDS  
LS11 1HP



Please send completed invoices directly to NHSE at [sbs.invoicing@nhs.net](mailto:sbs.invoicing@nhs.net). Please copy in the national RtP team ([england.r2pahp-hcs@nhs.net](mailto:england.r2pahp-hcs@nhs.net)). NHSE are dependent upon organisations to raise invoices. Invoices will be coded/approved and paid to supporting Organisations.

Should you have any questions regarding the process of claiming support or would like to confirm that your organisation is eligible to claim, please email [england.r2pahp-hcs@nhs.net](mailto:england.r2pahp-hcs@nhs.net)

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