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| To Trust, Organisation and Training Hub Advanced Practice Leads | **South East Region**  **Faculty of Advancing Practice**  [acpenquiries.se@hee.nhs.uk](mailto:acpenquiries.se@hee.nhs.uk)  1st March 2023 |
| Via email |

Dear Colleague,

**RE: Advanced Clinical Practice Programme 2023/2024**

I am writing to invite you to identify learners for advanced practice programmes in the following pathways:

|  |  |  |  |
| --- | --- | --- | --- |
| **Training pathway** | **Tuition fees** | **Additional funding** | **Notes** |
| ACP MSc | Full tuition fees paid to the HEI for a period of 3 years practice | An education grant of approximately £6,000 per annum paid directly to the employing organisation via the education contract.  (£2,600 of this must be available at service level to support trainee supervision) |  |
| ACP Apprenticeship | N/A (paid by the employer through the apprenticeship levy) | £2,600 per annum to support trainee supervision | The supervision fee is available for new starts in 2023/24 and starts from 2021/22 and 2022/23 who are now in year two and three of the programme. It is paid for one year and a new application for trainees who are following the apprenticeship route must be submitted each year. |
| ACP Top-up modules | Tuition fees paid to the HEI for named modules agreed between HEE and the employer. Modules must be completed within a single academic year and must upskill the individual to fully meet the multi-professional framework for ACP | £2,600 per annum to support trainee supervision | Top-up modules are for learners who have completed an ACP PgDip and require further modules to complete the full MSc. No other PgDip can be considered. Top-up modules must be completed within the academic year and no further funding for modules will be committed. |
| ACP credentials | Any module that meets the HEE endorsed credential criteria. | None |  |

Expectations around AP funding are as follows:

* Employers have completed the 2023 Readiness for Advanced Clinical Practice checklist to identify areas for development
* There is an identified local population/service need for advanced practice workforce development.
* Alignment to the key principles in the Health Education England Multi-professional Framework for Advanced Clinical Practice (2017) and guidance from The Centre for Advancing Practice.
* Regular communication with HEE SE Advancing Practice Faculty with 6 monthly bipartite meetings between the AP lead and the Faculty to assess trainee progress.
* There is a named individual who has the support of the employer, has a named supervisor, and meets the academic requirements to undertake this programme of study.
* Funding is for programmes of accredited academic study for staff who are already registered as nurses, midwives, pharmacists or AHPs to train as advanced practitioners.
* This is a specific offer to develop advanced practice. It cannot be replaced by an equivalent offer of funding for other activity.
* Staff supported by this funding must be academically eligible and ready to start a course in 2023/24 academic year.

**Communication**

Funding is to support the development of a trainee advanced practitioner into an identified workforce development need. It does not automatically transfer with a trainee should they decide to leave their post. If the trainee pauses or steps off the programme for any reason the Advancing Practice Faculty Team must be informed as soon as possible.

Any changes must be communicated to the Advancing Practice Faculty via our email inbox [acpenquiries.se@hee.nhs.uk](mailto:acpenquiries.se@hee.nhs.uk) as soon as possible to discuss any possible implications and to explore potential solutions.

**Please ensure all parties who enter into this agreement are aware that if any of the original circumstances change, if the trainee steps off or does not complete the programme, or if the trainee moves from the original place of employment funding may stop. Each case is considered on an individual basis and a decision made and communicated to all parties.**

**AP lead next steps:**

* All documentation is accessed via the organisation’s SharePoint folder. A link was sent to the AP lead for the organisation at the beginning of February 2023. Contact [acpenquiries.se@hee.nhs.uk](mailto:acpenquiries.se@hee.nhs.uk) if you have not been able to access this folder.
* Complete the 2023 Readiness for Advanced Clinical Practice checklist.
* Complete the AP Trainee Application Spreadsheet.
* Applications must be submitted by **midnight on Friday 31st March.**

**Where information is missing, requests will not be considered**

**What happens next:**

* Following submissions from employers, HEE will review the indicative demand against the criteria outlined in appendix 1.
* Allocation of funding is dependent on budget constraints. Once a funding offer is agreed in principle, we will require that the trainee, the supervisor and the manager sign the funding commitment statement: this will be via an MS forms link which will be sent via email to all.
* **FUNDING WILL NOT BE RELEASED UNTIL COMMITMENT STATEMENT SIGNATURES HAVE BEEN RECEIVED (via the MS forms link).**
* The HEI will be advised of successful applicant names and their corresponding Organisation/ Trust/ Primary Care Hub.
* A funding offer does not guarantee an offer of a place at the HEI. Individuals must apply directly to the HEI and follow the HEI application and interview processes.

If you have any questions, please refer to the SE Region **Advancing Practice – A guide to implementing and funding advanced practice 2023-2024** and by watching our **Advancing Practice funding briefing January 2023.**  Both resources can be found on our

**ADD IN LINK TO WEB PAGES HERE??**

If you have specific questions about modules and start/finish dates, please refer to the course prospectus in the first instance and to the HEI directly if you have further queries. If your question is not answered in the notes or you would like to provide any updates, please contact [acpenquiries.se@hee.nhs.uk](mailto:acpenquiries.se@hee.nhs.uk)

Kind regards,



Sarah Goodhew

Advancing Practice Faculty Lead

HEE South East

**Appendix 1**

**Allocation of Funding Process**

The following information outlines the process by which applications will be assessed for the allocation of training for advanced practice funding.

Once a preliminary decision to award funding has been made, HEE SE Faculty of Advancing Practice may request submission of job descriptions and job plans to validate that the trainee has an appropriate level of supervision and support and that an appropriate AP post is available on completion of training.

**Funding will ONLY be released upon receipt of completed commitment statement MS forms from trainee, supervisor and manager.**

**Decision matrix**

|  |  |  |
| --- | --- | --- |
| **ESSENTIAL CRITERIA – assessed from demand form, no funding offer will be made if these criteria are not met.** | **0 - NO** | **1 - Yes** |
| Named supervisor |  |  |
| AP post available on completion of training |  |  |
| Line manager support for training |  |  |
| **SUPPLEMENTARY CRITERIA – assessed from demand form, applications that meet these criteria will be prioritised.** | **0 - NO** | **1 - Yes** |
| Job description/job plan mapped to ACP framework |  |  |
| Plan in place for impact evaluation of role |  |  |
| Organisation has mapped role to ICS priorities |  |  |

To support decision making the Faculty of Advancing Practice will also evaluate:

* Readiness for ACP checklist to assess the organisation’s readiness to support advanced practice.
* AP pathways are matched to ICS top priorities
* Diversity and representation across professions