Process for applying for Trainee Nursing Associate Programme

**Step 1:**
Does your employer support your application for the programme and agree to the release time required for learning/practice?

**No**

**Step 2a:**
Discuss with your employer. Once discussed and agreed, continue to Step 2b.

**Yes**

**Step 2b:**
Contact your local Programme Manager for a further discussion regarding the minimum entry requirements & introduction to key contacts. Details of the Programme Manager for your area are below:

- **Lesley Young:** Cheshire and Merseyside
- **Haley Whelpton:** Lancashire and South Cumbria
- **Lindsay Butterworth:** North East and North Cumbria
  - Humber, Coast and Vale
  - Greater Manchester
  - South Yorkshire and Bassetlaw
  - West Yorkshire and Harrogate

**Step 3a:**
Link to University, Local NA Partnership and Apprenticeship team if required.

**Step 3b:**
Direct to local FE college and Apprenticeship Hub.

If you meet the minimum requirements:

- **Step 3a:**
  - Link to University, Local NA Partnership and Apprenticeship team if required.
- **Step 3b:**
  - Direct to local FE college and Apprenticeship Hub.

If you do not meet all the minimum requirements:

- **Step 3a:**
  - Link to University, Local NA Partnership and Apprenticeship team if required.
- **Step 3b:**
  - Direct to local FE college and Apprenticeship Hub.

**Return to Step 2b.**

**Points to consider:**
- Recent Enhanced DBS will be required.
- Occupational Health check will be required.
- Individual entry requirements for each University may differ.

**Programme Managers contact details:**
- Lesley Young, Lesley.young@hee.nhs.uk, 07768505017
- Lindsay Butterworth, Lindsay.butterworth@hee.nhs.uk, 07785381217
- Haley Whelpton, haley.whelpton@hee.nhs.uk, 07825793251
Funding available to support TNAs and Employers confirmed for all starters up to end of March 2020

There are two funding streams with an enhanced offer to support trainees that spend at least 50% of the programme in a Learning Disabilities setting.

**Standard funding offer – total of £7,200**

The present funding per Trainee Nursing Associate is £3,200, paid in installments, this is to support the trainee e.g. travel expenses, uniforms, IT equipment. In addition, there is a one-off payment of £4,000, this is to support nursing workforce development more broadly and is paid with the first payment. There is an anticipation that it will help to prepare the workforce for the deployment of nursing associates.

**Enhanced Learning Disabilities offer - £7,900 per annum**

For those trainees who can evidence that they spend 50% of their time, while on programme, in a Learning Disabilities setting the total package of funding is £7,900 per annum and can be used to support the release of staff.

**Expectations from HEE**

The funding supports the implementation and development of the Nursing Associate role; HEE may require interaction with TNA employers in relation to data returns and quality assurance of the programme.

**Apprenticeship Levy**

This should be accessed to fund course fees (£15,000), where apprentice levy is not paid by the employer, and all non-levy places at the HEI have been utilised, it will be necessary to arrange a levy transfer via the HEE apprenticeship team.