The Education Commissioning Process (2 year cycle)

**Education Commissioning Process**

The education commissioning process spans two years as illustrated in the diagram overleaf.

Each new cycle of the commissioning process will start in July each year, depicted in the diagram as year 1 (July to July), this will run in conjunction with the completion of the previous year’s cycle, year 2 (July to March).

NWSSP (WEDS) utilises the information in the submitted IMTP (January to March, Year 1) to inform the recommendations regarding education commissions for the following year (January to March, Year 2).

**IMTP Education Commissioning Templates**

In order to ensure that the IMTP documentation is a well informed, current and accurate reflection of the organisation’s requirements, it is imperative that there is continuous engagement with all the professional groups within the organisation throughout the year.
User Guide

- This interactive toolkit has been developed to describe the education commissioning process
- This resource is a ‘click and go’ guide which enables you to find the information you want on specific topics quickly and directly
- The contents page describes what each page of the document covers. Click the topic you want and you will go straight to it. Click the contents button from any page to return to the contents page
- Relevant information and tools are available on each page

Key for the Education Commissioning Processes

**KEY**

<table>
<thead>
<tr>
<th>Key</th>
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<tbody>
<tr>
<td>Welsh Government</td>
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<tr>
<td>Workforce, Education and Development Services, NHS Wales Shared Services Partnership (WEDS)</td>
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<tr>
<td>Health Boards/Trusts (Organisations)</td>
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Please note you are able to click on the following icons:

- FACT SHEET
- EARLY ENGAGEMENT
- COMMISSIONING PROCESS

Takes you back to the beginning

Takes you to the contents page

Takes you to the previous page

Takes you to the next page
Contents

The Education Commissioning Process (2 year cycle)  Page 4

Extended Role/Advanced Practice Education Commissioning Process FACT SHEET 2  Page 5

Healthcare Support Worker Education Commissioning Process FACT SHEET 3  Page 6

FACT SHEET 1 - Education Commissioning Template  Page 7

FACT SHEET 2 - Extended Role / Advance Practice  Page 8

FACT SHEET 3 - Assistant Practitioners / Healthcare Support Workers  Page 9

FACT SHEET 4 - Higher Education Institutions timetable  Page 10
The Education Commissioning Process (2 year cycle)

**YEAR 1**

- **July 1st**: Integrated Medium Term Planning (IMTP) guidance and requirements refreshed/revised following stakeholder feedback.
- **August 1st**: IMTP and commissioning templates (IMTP documentation) circulated to organisations.
- **September 1st**: Organisations develop/refresh IMTP and complete commissioning templates.
- **October 1st**: IMTP documentation submitted to Welsh Government following Board approval.
- **November 1st**: IMTP documentation forwarded to Workforce, Education & Development Services, NHS Wales Shared Services Partnership (WEDS) by WG.
- **December 1st**: IMTP analysed against national policy drivers, strategic commissioning plans and other sense-checking mechanisms. Draft education and training proposals developed.
- **January 1st**: Undergraduate commissions for September the following year identified.
- **February 1st**: Proposed education commissioning figures submitted to Staff, Trade Unions, Professional Leads and Professional Bodies.
- **March 1st**: Proposed education commissioning figures submitted to SEDG for consideration.
- **April 1st**: Proposed education commissioning figures and request for HCSW and AP funding submitted to the Health Minister for approval.
- **May 1st**: Higher Education Institutions (HEIs) informed of agreed commissioning numbers for September this year.
- **June 1st**: NWSSP (WEDS) funded Post Graduate Education - extended role/advanced practice (AP) education commissioning process.
- **July 1st**: NWSSP (WEDS) funded Assistant Practitioner/Health Care Support Worker (HCSW) education commissioning process.

**YEAR 2**

- **July 1st**: Proposed education commissioning figures shared with Trade Unions, Professional Leads and Professional Bodies.
- **August 1st**: Proposed education commissioning figures submitted to SEDG for consideration.
- **September 1st**: Proposed education commissioning figures and request for HCSW and AP funding submitted to the Health Minister for approval.
- **October 1st**: Higher Education Institutions (HEIs) informed of agreed commissioning numbers for September this year.

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1. **Strategic Education Development Group (SEDG)** – Provides an 'all Wales, all workforce' perspective to advise on current and future learning and development needs to meet service and workforce modernisation developments. SEDG is chaired by the Director of Workforce and OD at Welsh Government, Welsh Government is responsible for determining the appropriate route for decision making.
Extended Role/Advanced Practice Education Commissioning Process

**FACT SHEET 2**

<table>
<thead>
<tr>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmation of budget allocation sent to NWSSP (WEDS)</td>
<td>Review organisations’ extended role/AP requirements for current year as determined in current year’s IMTP</td>
<td>Any issues of ambiguity clarified with organisations</td>
<td>Funding is allocated across organisations</td>
<td>Organisations are informed of their confirmed allocation for extended role/AP education commencing in September this year</td>
</tr>
</tbody>
</table>

HEIs are informed of the commissions for each organisation for extended role/AP education commencing in September this year.
Assistant Practitioner/Health Care Support Worker (HCSW) Commissioning Process

**FACT SHEET 3**

**YEAR 1**

February
- Confirmation of budget allocation sent to WEDS

March
- Budget allocated across NHS organisations

April
- HCSW training plans developed mapped against the HCSW career framework
- HCSW training plans submitted to WEDS
- Training plans considered - seeking clarification if required

May
- Training plans agreed and organisations informed of their budget allocation.

June
- Start implementation of training plans
**FACT SHEET 1**

**Education Commissioning Template**

The education commissioning template which forms part of your yearly IMTP submission to Welsh Government consists of three separate and distinct sections.

- Undergraduate Education
- Post Graduate Education
- Assistant Practitioners and Health Care Support Workers (HCSW).

### Undergraduate Education

**These students will complete their training programme beyond the lifespan of the 3 year IMTP.**

You will need to indicate, for each professional group, the number of graduates that are required to enter the workforce at the completion of their studies (shown as the ‘year of output’ column in the IMTP template).

These figures will be based on the requirements within your workforce plan however, you should also take into consideration service redesign and any change of service provision required within role.

The commissioned places relate to students who will become registrants (mandatory or voluntary) at the point of qualifying/registration.

You are also required to engage with the Independent Sector and Local Authority to assess their education commissioning requirements.

### Post Graduate Education

**These students will complete their training programme within the lifespan of the 3 year IMTP.**

### Community Nursing

Within this section there are 2 staff groups that should be included:

- Staff who will undertake a whole programme within a community setting on a part time basis.

- Staff undertaking the Fundamentals of Care module. Once this has been completed staff can build their own Community programme by studying additional modules, which include:
  - Diabetic care
  - Wound care
  - Long term health conditions etc.

Modules may be different in your local HEI so please check if they offer any specific modules that will help you when considering Extended/ Changed or New Roles. Please contact WEDS for further guidance in commissioning specific modules.

**Non Medical Prescribing**

This relates to specific professional groups (excluding medical). When considering commissioning numbers, you also need to ensure there is a mechanism in place to support the maintenance of this competency for use in clinical practice.

**Extended Roles / Advance Practice**

Please see [FACT SHEET 2]

The prioritisation of these Extended / Advance Practice roles should be evidenced within the Narrative of the IMTP.

**Assistant Practitioners/Healthcare Support Workers**

These students will complete their training programme within the lifespan of the 3 year IMTP.

Please see [FACT SHEET 3]

The prioritisation of these roles should be evidenced within the narrative of the IMTP. Included in this section are pharmacy technicians and radiography assistants. Also included is the level 4 HCSW figures as well as diplomas that HCSWs may access to develop their roles and skills within specific areas.

If there is a specific programme that is currently not included within the template please use the additional or new education box to highlight this.
Extended Role / Advance Practice

The extended role / advance practice requirements specified in the IMTP template (submitted in March to Welsh Government) is the number that will be commissioned in September of that same year.

This allows Health Boards and Trusts to be responsive to evolving service change/redesign.

Modules

Staff can undertake a single stand alone module which will help them take on an extended role. Modules are supported on a year by year basis.

Standard modules are approximately 30 credits, if your module requirements exceeds 30 credits, please note this will require the support of 2 modules. Please feel free to add text to explain the figures if you believe they are not clear.

Full Masters

Please note if you have previously been granted funding by NWSSP (WEDS) for a staff member to complete the full masters program there is no requirement to include for future years, as funding will automatically be allocated for them to complete their studies.

However, if a staff member is part way through a full masters program, not funded by NWSSP (WEDS), and funding is required for them to complete the masters, this will need to be included on the commissioning template.

Higher Education Institutions (HEI) and Health Boards/Trusts are informed of the commissioning numbers by June/July of that year.

Health Boards/Trusts must contact HEIs directly to confirm the staff who will be undertaking the modules and full masters commencing in September of that year.

WEDS funding will be prioritised and allocated to organisations, depending on the service requirements evidenced within the IMTP templates and narrative document.

When completing the IMTP template it is important to ensure that the information in respect of the name of the module or masters programme is accurate and the university highlighted is able to provide that training.
Assistant Practitioners / Health Care Support Workers (HCSW)

Developing Excellence in Healthcare: An NHS Wales Skills and Career Framework for Healthcare Support workers supporting Nursing and the Allied Health Professions, was launched in November 2015, and is mandatory for all new HCSWs from April 2016, and for all existing HCSWs from April 2018.

The Framework has been designed to underpin HCSW practice with the minimum education and training standards required.

The standards are detailed in the Framework document, and learning pathways for specific role groups will be available on the HCSW website.

In order to support implementation of the Framework an overall picture of the educational needs of this group of staff is required. This information will help to inform how commissioning monies will be spent in the future. From an organisational point of view, this will help to ensure that any money set aside for HCSW development by WEDS, is apportioned appropriately.

Supporting Current Practice

As part of the annual appraisal process managers should be identifying the learning/training that their teams need to complete the Framework pathway for their roles. The education requirements identified should be included in the IMTP to enable the commissioning process at a local and on an all Wales level. If suitable training programmes cannot be identified, or are not fit for purpose then this should be highlighted in the IMTP. Gaps can then be addressed as appropriate. This information will allow WEDS to assess the demand for these programmes on a local and on an All Wales basis.

Supporting Future Practice

Future modernisation and role/service redesign should be defined, in order to plan for future population needs as required by the Social Services and Well-being Act (Wales) 2014. This information will allow WEDS to assess the demand for these programmes on an all Wales basis.

Work-based Learning Programmes

The level of programmes supported will range from levels 2 to 4. The programmes could be full qualifications, such as the Level 3 Diploma in Occupational Therapy Support, or may be groups of units from a range of qualifications mapped to individual roles. Please note these units will be specific to the individual HCSW role.

In order for organisations to access funding to support HCSW development, you are required to demonstrate the HCSW development requirements within your IMTP submission. To undertake this you will need to liaise with your organisational lead for HCSW development.

Assistant Practitioners/Healthcare Support Workers

Included in this section are the pharmacy technicians and radiography assistants. Also included are the level 4 HCSW figures along with diplomas that HCSWs may access to develop their roles and skills within specific areas. If you have any specific programme that is currently not included within the template please use the additional or new education box to highlight this.
Higher Education Institutions (HEI) timetable

December

WEDS model the allocation of students to each HEI. Consideration is given to the following:

- Service reconfiguration plans
- Welsh Government policy
- Changes in working patterns
- Education capacity/viability.

Feb – March

Contract meetings between WEDS and HEIs to determine funding for the next academic year.

April

HEIs confirm placements on programmes with students; dependent on their exam results. Students are able to start to apply for the NHS student bursary.

June – July

Performance monitoring meeting between WEDS and HEIs focusing on financial performance.

Nov – Dec

Performance monitoring meeting between WEDS and HEIs focusing on student experience and quality.

Nov – April

HEIs in partnership with Health Boards/Trusts and service user representatives select students to fill commissioned numbers.

WEDS and HEIs will have regular contact throughout the year to discuss issues around education outside of the regular formal meetings.

Student placements

It is expected that non NHS funded students will only be accommodated if there is capacity *once all* NHS funded students have been placed and only where there is a direct benefit (financial/non financial) to NHS Wales.

When HEIs are allocating placements for the students it is expected that you will offer placements for at least the number of students that you identified in your IMTP.