Nursing Associate Test Site Partnerships: Guidelines for applicants

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- Appendix 1: Sample Nursing Associate Test Site Application Form
- Please read these Guidelines and the separate Terms and Conditions in advance of filling in the online submission form (available on the HEE website from 1 July 2016).
- The deadline for applications is 5pm, Wednesday 10 August 2016. Applications that are submitted late will not be considered.
- Online application form: https://healtheducationyh.onlinesurveys.ac.uk/nursing-associate-test-sites-application-form
- For further information, contact HEE.NATestsiteApplications@nhs.net
1. Introduction

1.1 Health Education England (HEE) invites health and care employers across Sustainability and Transformation Plan (STP) footprints and education providers to apply to become test site partnerships and be part of an innovative programme across England to test and establish a new nursing support role, name the Nursing Associate. The selected test site partnerships will deliver the education and training for the Trainee Nursing Associate role and enable the introduction of the new role from December/January 2016/17.

1.2 This important initiative is a key component of the government and HEE’s commitment to build capacity to care and capability to treat within the health and care workforce for today, and to meet future needs. The Nursing Associate will be a challenging, rewarding and valuable role in itself, and will provide a route into the Registered Nurse degree as part of the over-arching nursing career framework.

1.3 HEE will use grant funding to support the selected test sites. Applicants should read the accompanying Terms and Conditions prior to submitting an application.

2. Background

2.1 Nationally, HEE is committed to establishing a number of test site partnerships across STPs comprised of a partnership with at least one education provider to train for approximately two years a minimum of 20 students commencing in January 2017; and each to be willing to participate in the monitoring and evaluation of the programme.

2.2 The objective of the two year Trainee Nursing Associate programme is to:

- establish test site partnerships to ensure delivery of high quality and innovative programmes of education and training for Trainee Nursing Associates that generate learning and good practice around the introduction of this new role. This is to ensure the wider establishment and on-going sustainability of the role, including its alignment with work-based learning routes such as graduate nursing apprenticeships, and the Registered Nurse degree.
- generate innovative and effective test site partnership models as pioneers of training and role development which meet HEE’s quality standards.
- operationalise policy by developing a deep understanding of the Nursing Associate functionality and how its scope of practice equips trainees to deliver high quality care to

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1 NHS planning guidance published in December asked NHS organisations and local authorities to work together to make a joint plan for their local health and care services – a ‘sustainability and transformation plan’ (STP). After agreeing the right geographical area (‘footprint’) for their STP, NHS leaders have developed five-year plans covering all areas of NHS-commissioned care in their area
2 Working title.
3 On training days, trainees will be designated as ‘Trainee Nursing Associate’
3. Core features of the programme

3.1 Participating test site partnerships will be part of a two year national programme to establish the new role of Trainee Nursing Associates.

3.2 Test site partnerships will work together to deliver high quality training for Nursing Associates and equip them to practise across a variety of settings.

3.3 Given this is an employer driven programme the lead employer will accept the funding allocation, and all partnership members will keep to the standard terms of the funding arrangement and any further terms or conditions as set out in the notification letter, or in any contract or understanding prepared specifically for the project.

3.4 Education providers must be:

- Nursing and Midwifery Council accredited providers of pre-registration education, or
- able to demonstrate that they are working towards achieving NMC accreditation within the lifetime of the test site initiative
- pursuing nursing apprenticeship approval

3.5 The total sum available to each test site is a maximum of £5,000 per student per year (ie a per capita total of £10,000 for the two year period ending December 2018). In addition, an allocation of a maximum of £1,750 per year will be made per student to cover placement costs (ie a per capita total of £3,500 over the two year period). See Section 13 for more detail on finance. See also the separate Terms and Conditions on the HEE website.

3.6 The number of test sites is not fixed. The initial goal is to ensure that 1,000 Trainee Nursing Associates are recruited before the end of 2016, to start their work and studies in January 2017. The participating employers will identify trainees to be participants. Participating employers will provide placements, with additional placement providers involved where necessary to diversify and extend experience. The aspiration is to achieve a variety of test sites, across urban and rural settings, with an appropriate range of experience available to the trainees.

3.7 While individual employers may employ as few as one trainee, the partnership overall must have at least 20 Trainee Nursing Associates in employment and training. (Likewise, a partnership could include just one employer, with at least 20 Trainee Nursing Associates, with diversity of experience enabled through additional placements as necessary.)
3.8 The test sites are an opportunity to give Trainee Nursing Associates the right knowledge, skills, competence and experience for this rewarding new role and to develop outstanding qualified practitioners, paving the way for:

- the successful progression of the first qualifying cohort into employment as Nursing Associates
- the potential progression of qualifying trainees into Registered Nursing
- further student intakes (through a work-based learning route), and
- the wider adoption of the role across England (through an apprenticeship model)

3.9 This includes creating the right environments for excellent practice and innovation to flourish. In the workplace, this involves establishing the role of Trainee Nursing Associate; ensuring curriculum-aligned experience that enables the building of knowledge, competencies and skills; and providing clear leadership, supervision and support for the embedding of the new trainee role as a precursor to that of qualified Nursing Associate. In the education and work placement context, it requires appropriate learning provision and a diversity of well-supported placements with skilled mentorship and assessment. Across all participating organisations it requires a culture that accepts and actively enables the new role and the trainees to succeed and a willingness to innovate and explore routes to establishing a new role as a model for wider adoption.

3.10 To build sustainability, HEE is seeking evidence of scalability to demonstrate how test site partnerships will sustain and increase their involvement in employing and/or training Nursing Associates in the longer term.

3.11 To support career progression into nursing, Trainee Nursing Associates will need to demonstrate that their prior experience and learning qualifies them to apply for APEL \(^7\) into existing pre-registration nursing degree programmes \(^8\). Test site partnerships must ensure that programmes include opportunities for accreditation of prior experiential learning (APEL).

3.12 Values based recruitment, numeracy and literacy will be central to the recruitment process in 2016, which will be conducted jointly by employer and education provider to ensure shared entry criteria are met.

3.13 Test site partnerships will be expected to implement HEE’s national Nursing Associate Curriculum. The Trainee Nursing Associates will achieve a Level 5 qualification (equivalent to a Level 5 foundation degree). HEE will be working with the NMC, Skills for Health and Skills for Care to identify the Nursing Associate competencies.

3.14 The following will be available on the HEE website:

- Guidelines for applicants
- Online application form
- FAQs

\(^7\) Accreditation of Prior Experiential Learning
\(^8\) NMC Standards for pre-registration nursing education, p66
4. **The role of HEE**

4.1 Test site partnerships will be part of a national (England-wide) programme in which the local and regional HEE offices will play a key role in monitoring and support. This will allow flexibility for providers to deploy the role effectively, bespoke to local needs.

4.2 HEE will govern the programme by ensuring nationwide communications; monitoring; evaluation; and enabling the sharing of practice and learning.

4.3 There will be a Nursing Associate Implementation Group, with representation of HEE offices across England and other key specialists, which will report to the HEE Board.

5. **Key terms and conditions**

5.1 Applicants are asked to read the separate document, Terms and Conditions, available on the HEE website from 1 July 2016. This will be binding with regard to all grants given.

5.2 Some of key considerations relating to the grant application process are set out below:

- The lead organisation in any partnership must be an employer allied to an STP footprint that will accept the funding allocation, and all partnership members will keep to the standard terms of the funding arrangement.
- Applications that are incomplete or arrive after the deadline will not be considered.
- HEE reserves the right to issue supplementary documentation at any time during the grant-making process to clarify any issue.
- HEE reserves the right to offer funding in part in response to applications for grant funding.

5.3 By submitting the final application form applicants commit to:

- Working openly with HEE officials and any programme delivery agents – including independent evaluators.
- HEE publicly announcing any funding allocation and engaging in other publicity including sharing learning from the work of test sites.
- Data sharing throughout the process including attrition, progression at key stages and destination.
- Sharing learning and experiences with other potential Nursing Associate employers and educators (in addition to evaluation, this is likely to include local meetings co-ordinated through the HEE local offices and annual meetings of all test sites).
6. **Finance**

6.1 For education providers, there is a per capita sum of up to £5,000 per year (i.e. £10,000 per Trainee Nursing Associate over the two year period ending 31 December 2018). The student per capita cost is expected to include: marketing, recruitment, buildings and environment costs, resources, staffing, staff training, course development, pastoral support, careers advice, teaching materials, education and placement provider monitoring, assessing and reporting, examinations and all other costs relating to education provision.

6.2 For employers and placement providers: there is a per capita sum of up to £1,750 per year to cover placement costs (i.e up to £3,500 per Trainee Nursing Associate to over the two year period), with the expectation that placements will be provided across a range of health and care settings.

6.3 The following employer and placement provider costs will not be funded: capital projects and costs, running costs, backfill of trainees or staff, salaries.

6.4 Applicants are asked to the ways in which their grant application provides value for money and value added.
7. Nursing Associate Test Site Implementation: overview of timetable

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning; Course development; Recruitment of Trainee NAs; Liaison with evaluators and HEE.</td>
<td>Course delivery; Placement delivery; Appropriate employment; Student support; Monitoring.</td>
<td>Course and placement delivery. Employment. Support. Monitoring.</td>
<td>Course and placement delivery. Employment. Support. Monitoring.</td>
<td>Course delivery; Placement delivery. Employment. Student support. Monitoring.</td>
<td><strong>Sept-December 2018:</strong> progression advice and support for trainees</td>
<td>Final evaluation feedback and publication</td>
</tr>
<tr>
<td>Evaluation visits to sample sites</td>
<td>Evaluation feedback: implement learning</td>
<td></td>
<td></td>
<td></td>
<td><strong>Sept</strong> National learning event.</td>
<td><strong>Oct</strong> Evaluation visits to sample sites.</td>
</tr>
</tbody>
</table>
8. Guide to filling in the application form for Nursing Associate Test Sites

8.1 The application form to be a test site is divided into five sections:

Section 1: The partnership
Section 2: Your test site plan
Section 3: Monitoring, evaluation and sharing learning
Section 4: Finance
Section 5: Ensuring quality
Section 6: Submitting the form

Each of these sections is summarised below, with the related scoring values.

8.2 The word counts included in the form are suggested maximum word limits. Applicants do not need to write up to the word count for any of the questions if they can answer the question clearly using fewer words. Text exceeding the word limits may not be considered in assessing applications.

8.3 All questions must be answered and the form must be submitted before the deadline of 5pm Wednesday 10 August 2016. Late entries and incomplete entries will not be considered.

8.4 To ensure questions are answered appropriately, applicants are asked to read these application guidelines and the separate Terms and Conditions which are available on the HEE website from 1 July 2016.

8.5 A copy of the application questions is appended, however all applications must be submitted through the online portal.

9. Assessment of applications

9.1 Core eligibility questions and criteria will be checked, to ensure all questions have been answered and key criteria have been met.

9.2 All applications that meet the core eligibility criteria will be assessed by a team of assessors, including HEE representatives and external experts.
9.3 Questions subject to scoring will be measured by the following index:

<table>
<thead>
<tr>
<th>Grade label</th>
<th>Grade</th>
<th>Definition of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unacceptable</td>
<td>0</td>
<td>The proposal completely fails to meet the required standard or does not provide an answer</td>
</tr>
<tr>
<td>Weak</td>
<td>1</td>
<td>The proposal significantly fails to meet the standards required, contains significant shortcomings or is inconsistent with other aspects of the application</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>2</td>
<td>The proposal meets the required standard in most material respects, but is lacking or inconsistent in others</td>
</tr>
<tr>
<td>Good</td>
<td>3</td>
<td>The proposal meets the required standard in all material respects</td>
</tr>
<tr>
<td>Excellent</td>
<td>4</td>
<td>The proposal meets the required standard in all material respects and exceeds some or all of the major requirements</td>
</tr>
</tbody>
</table>

9.4 Three questions are assigned a potential score of 8 because of their significance to the programme. These are questions 28, 32 and 33 (Section 5: Ensuring Quality). Responses to these three questions are scored to a scale of 0-8:

Not met 0 ................................. 8 Outstanding

9.5 The total potential scores per section are set out below:

<table>
<thead>
<tr>
<th>Section</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1: The partnership</td>
<td>8</td>
</tr>
<tr>
<td>Section 2: Your test site plan</td>
<td>24</td>
</tr>
<tr>
<td>Section 3: Monitoring, evaluation and sharing learning</td>
<td>Core eligibility criteria only</td>
</tr>
<tr>
<td>Section 4: Finance</td>
<td>4</td>
</tr>
<tr>
<td>Section 5: Ensuring quality</td>
<td>48</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>84</strong></td>
</tr>
</tbody>
</table>

9.6 A number of questions are for background only, and are not scored or subject to core eligibility. These include questions 5, 9, 10, 10a, 10b and 12.
10. Section 1: The test site partnership

10.1 In this section, applicants are asked to provide contact details for the lead and all other partners. They are asked to provide information about the organisations involved and the geographical area covered, and whether this is urban and/or rural.

The core eligibility criteria are as follows:

- Test site partnerships must be rooted in STP footprints and include at least one education provider.
- Applicants must be established organisations (third, public or private sector).
- The education providers must be either a Nursing and Midwifery Council accredited provider of pre-registration education, or able to demonstrate that they are working towards achieving NMC accreditation within the lifetime of the test site initiative.
- Applicants must have a partnership agreement available on request: applications that cannot provide this will be rejected.

10.2 Applicants must show rigour with regard to the ensuring targets, terms and conditions are met by all partners across the two year period (Question 7) Score: 0-4 points

10.3 Applications that are able to provide a variety of placement experiences across a variety of health and care settings will be scored favourably (Question 8). Score: 0-4 points

10.4 Scoring: this section is checked to ensure that core eligibility criteria above are met and to provide background information. Applicants not meeting core eligibility will be rejected. The total potential score for this section (over and above core eligibility criteria) is 8 points.

11. Section 2: Your test site proposal

11.1 This section seeks information about the partnership work plan and intended outcomes. Applicants must commit to having at least 20 Trainee Nursing Associates in place for January 2017, and to run a two year programme (Questions 11 and 12). Individual employers may employ one or more Trainees, but must be part of a partnership that totals at least 20 trainees.

11.2 With regard to marketing and recruitment, applicants are asked to provide evidence that they will have the requisite number of Trainee Nursing Associates recruited by the end of December 2016, to start in January 2017. Applicants should outline:

- the candidate pool(s) through which participants will be recruited
- the marketing methods that will be used to attract applicants
- the entry requirements
- the selection process (this should involve employer(s) and education providers and use values-based recruitment)

(Question 13) Score: 0-4 points
11.3 With regard to outcomes, HEE expects alignment with the objectives of the Nursing Associate test site programme and a commitment to its purpose and ethos (Question 14) Score: 0-4 points

11.4 A concise and clear two year plan should include:

When: Key activities in chronological order.
What: Key activities aligned to project outcomes.
   Use target numbers where possible.
Where: Where the activities will take place.
Who: Which organisation will be responsible for managing the activity.

(Question 15) Score: 0-4

11.5 Applicants are asked to evidence how their two year plan serves and represents local populations and their health demographics.

(Question 16) Score: 0-4

11.6 Applicants must indicate their alignment with their area’s Sustainable Transformation Plan (STP), including more than one plan if the partnership covers more than one STP area. This is a core eligibility: there must be alignment. (Question 17) Score: 0-4 points

11.7 Applicants are asked identify the extent to which they are interested in offering nursing apprenticeships, and any relevant experience or steps they have taken in this regard.

(Question 18). Score 0-4

11.8 Scoring: this section is checked to ensure that core eligibility criteria are met. Applicants not meeting core eligibility will be rejected. The total potential score for this section (over and above core eligibility criteria) is 24 points.

12. Section 3: Monitoring, evaluation and sharing of learning

12.1 National monitoring and evaluation is key to learning and development of the Trainee Nursing Associate test site programme. HEE will collect data on progress, equality and diversity and destination (including interest in or actual progression into a nursing degree). Section 3 is made up five of core eligibility questions regarding evaluation and monitoring. Three of these align with the HEE Quality Framework.

12.2 Applicants should note that in evaluation, the impact of the role on other staffing groups and on service users will be considered, and therefore a wider set of data may be required. There will also be local and national events for the sharing of experience and learning throughout the course of the test site initiative including an annual national test site conference. An evaluation framework and plan will be made available to test sites in January 2017.

12.3 Scoring: This section is only subject to a core eligibility check. Applicants who do not respond or indicate they will not take part will be rejected.
13. Section 4: Finance

13.1 Questions 24 and 25 ask applicants to state the per capita payment they are applying for with regard to education provision (to a maximum of £5,000 per trainee per year), and for placement provision (to a maximum of £1,750 per trainee per year). These questions are checked for core eligibility: applications cannot exceed the maximum figure. The information is then considered in conjunction with 26, which is scored for value for money.

13.2 In question 25 applicants are asked demonstrate how their application represents value for money, and to summarise the resource they will bring to the test site project. Score: 0-4 points.

13.3 This section is checked for core eligibility: applicants must not exceed the financial thresholds identified and they must account for salary arrangements for the trainees. It is also scored for value for money and value added. Total score: 0-4 points.

14. Section 5: Ensuring Quality

14.1 The development of the Nursing Associate role through test sites will be aligned with the HEE Quality Framework 2016/17. This framework has a focus on the quality of work-based placements, but in this instance provides an appropriate set of criteria across the wider development of the Trainee Nursing Associate role and the participating test site partnerships. Successful partnerships will be required to use the Framework to guide and assess their work. The Framework will also be integral to the evaluation of the overall programme.

14.2 The alignment of the call for applications and the Quality Framework in Section 5 of the application form is set out below.
<table>
<thead>
<tr>
<th>Nursing Associate Test Sites: what we are looking for?</th>
<th>HEE Quality Criteria: HEE Quality Framework 2016-17</th>
</tr>
</thead>
</table>
| Test site partnerships which ensure safe and effective care for patients, service users, carers and citizens, and a culture of safety and care for the Trainee Nursing Associates (such as DBS, standards and regulations, partner policies and practices, course content, placement policy; allowing concerns to be raised; complaints and response, anti-bullying; learning from mistakes) | 1.1 The culture is caring, compassionate and provides safe and effective care for patients, service users, carers and citizens and provides a supportive learning environment for learners and educators.  
Q27 Scoring: 0-4 points |
| Innovation is at the heart of the Trainee Nursing Associate test site initiative. We therefore seek test site partnerships which promote innovative practice and the skills and behaviours that support this (this can include research, new forms of education content and delivery, innovative placements and work management practices; education delivery in practice settings; methods for establishing the new role through trainee employment and placement; systems for learning from practice and other approaches). | 1.3. The learning environment provides opportunity to develop innovative practice, engage in research activity and promotes skills and behaviours that support such engagement.  
Q28 Scoring: 0-8 points |
| Test site partnerships where there is a learning environment that provides suitable facilities and infrastructure, including access to quality assured library and knowledge services. | 1.5. The learning environment provides suitable facilities and infrastructure, including access to quality assured library and knowledge services.  
Q29 Scoring: 0-4 points |
| Test site partnerships must have effective, transparent and clearly understood educational governance and arrangements, with processes in place to effectively evaluate, manage and improve the quality of education and training, and appropriate supervision and management of Trainee Nursing Associates in the workplace and other placements. Here, the education, training and experience on offer must have a measurable value that ensures qualifying Trainees are appropriately placed to progress into a nursing degree if they wish. | 2.1. The educational governance arrangements continuously improve the quality and outcomes of education and training by measuring performance against the standards, demonstrating accountability, and responding when standards are not being met.  
Q30 Scoring: 0-4 points |
| Test site partnerships will demonstrate that Trainee Nursing Associate recruitment, employment, work placement, education and training are fair and based on principles of equality and diversity. | 2.3. The educational governance arrangements ensure that education and training is fair and is based on principles of equality and diversity.  
Q31 Scoring: 0-4 points |
<table>
<thead>
<tr>
<th><strong>Nursing Associate Test Sites:</strong> what we are looking for?</th>
<th><strong>HEE Quality Criteria:</strong> HEE Quality Framework 2016-17</th>
</tr>
</thead>
</table>
| The Nursing Associate role must have the potential to work in different sectors and settings. Partnerships must therefore demonstrate the ways in which their development of the Nursing Associate role supports flexibility, adaptability and a multi-professional approach, where possible across diverse settings (for instance through course content, rotational placements, work experience, review and development of course structure). | 2.4. The educational leadership ensures that the learning environment supports the development of a workforce that is flexible and adaptable and is receptive to research and innovation.  
**Q32 Scoring:** 0-8 points |
| Test site partnerships must provide educational and pastoral support to the Trainee Nursing Associates, to ensure that the curriculum is achieved (for instance through supervision, management, mentoring, tutoring, buddying, study leave). Employers must demonstrate that, whether Nursing Associate trainees are internal or new recruits, they will have a meaningful and supported role at their place of employment and in work placement that aligns with the establishment of the Nursing Associate role. The release of appropriate staff to mentor is an important aspect of this: information is sought on who will mentor and the capacity for this. | 3.1. Learners receive educational and pastoral support to be able to demonstrate what is expected in their curriculum or professional standards and to achieve the learning outcomes required.  
**Q33 Scoring:** 0-8 points |
| Test site partnerships will proactively engage with patients, service users, carers, citizens and learners to shape the Nursing Associate role and education, and build an ethos of patient partnership. | 5.4. Providers proactively engage with patients, service users, carers, citizens and learners to shape curricula, assessments and course content to support an ethos of patient partnership within the learning environment.  
**Q34 Scoring:** 0-4 points |
| Test site partnerships will provide support for qualifying Nursing Associates and their progression into employment in the new role, building their potential to progress into registered nurses in the longer term. Partnerships will also demonstrate their plans for scalability in the long term to accommodate growth in this area. | 6.5 Transition from a healthcare education programme to employment is underpinned by a clear process of support developed and delivered in partnership with the learner.  
**Q35 Scoring:** 0-4 points |

14.3 **Scoring:** In Section 5: Ensuring Quality, three areas are of particular importance to the Nursing Associate training programme: ‘support’, ‘innovation’ and ‘flexibility and multi-professional working’. These three questions account for just over a third of the total points in this section, with other questions being scored 0-4. The total potential score for this section is 44 points.
14.4 In addition to the quality criteria listed above, the monitoring and evaluation section (Section 3) of the application form references three criteria from the HEE Quality Framework:

Q21 Learner retention rates are monitored, reasons for withdrawal by learners are well understood and actions are taken to mitigate attrition of future learners.
Q22 Progression of learners is measured from commencement to completion for all health care learning programmes.
Q23 First destination employment is recorded and retention within first year of employment monitored, including the recording of reasons for leaving during the first year of employment.

Section 6: Submitting your proposal

Please see the end of Appendix A for information about this.

- Notification of application outcome will sent to all applicants by end of September.
- The Grant Terms and Conditions and Offer letter will be sent week commencing Monday 3\textsuperscript{rd} October
- Monday 10\textsuperscript{th} October – Earliest date for commencement of programme

APPENDIX A
Sample Nursing Associate Test Site Application Form

This template form is for information only. All applications must be made on line here and must be submitted by 5pm on Wednesday 10 August 2016. Please answer all questions, within word count where specified. These questions must be read in conjunction with the guidelines above.

Section 1: The test site partnership

The lead partner
1. Please state the name of the lead partner. This must be an employer allied to an STP footprint who will employ at least one Trainee Nursing Associate over the two year period. (The test site partnership must in total employ a minimum of 20 trainees.) Name of lead organisation; contact; position; email address; phone number; address; registration number (such as Companies House; charity registration number; licence number if available). (Core eligibility question: a health provider employing at least one Trainee Nursing Associate).

Names and details of other partnership members
2. All test site partnerships must have at least one education provider as a member. Please name the provider(s) below, with contact details. Please state their relationship to NMC accreditation. If you have more than five education providers in your partnership please email us separately with their names, contact details and NMC status (\texttt{HEE.NAtestsiteapplications@nhs.net}). (Core eligibility question: all named educations provider must comply with A, B or C in column 3 below.)
Requested:

<table>
<thead>
<tr>
<th>Provider name</th>
<th>Lead contact for each education provider, with address, email and phone.</th>
<th>Please state if the provider is: A. NMC accredited; B. working towards achieving NMC accreditation within the life span of the project C. pursuing nursing apprenticeship approval</th>
</tr>
</thead>
</table>

3. Are there any other healthcare organisations in your test site partnership which will employ Trainee Nursing Associates? Please name them here. This is not an essential requirement: partnerships need at least one lead employer in order to apply. If you have more than five additional employers in your partnership please email us separately with their names and contact details (HEE.NAtestsiteapplications@nhs.net).

Requested:

<table>
<thead>
<tr>
<th>Employer name</th>
<th>Lead contact for each health care employer, with address, email and phone.</th>
<th>Please state sector and type of organisation (eg public/private/third sector; care home, hospital trust, GP practice etc)</th>
</tr>
</thead>
</table>

4. Are there any other healthcare organisations in your test site partnership which will provide placements for Trainee Nursing Associates, but not employ them? Please name them here. This is not an essential requirement. If you have more than five additional placement providers in your partnership please email us separately with their names and contact details (HEE.NAtestsiteapplications@nhs.net).

Requested:

Information about your test site partnership

5. Is this a new test site partnership or one already in existence (50 words)?

6. Are you able to make your Nursing Associate test site partnership agreement (or similar) available on request? Yes/No (Core eligibility question)

7. Please describe how you will work together to ensure targets and deadlines are met across the partnership over the two year period. (200 words) (score: 0-4 points)

8. Please indicate the range of placement experiences on offer (200 words) (score 0-4 points):

9. What geographical area is covered by your proposal? (50 words)

10. Which HEE region or regions do you plan to be active in as a test site partnership? Tick any/all that apply.

   North/South East/Midlands and East/South West

10.a. Does your test site partnership enable the Nursing Associate Trainees to have experience in urban areas? Yes/no
10.b. Does your test site partnership enable the Nursing Associate Trainees to have experience in rural areas? Yes/no

**Section 2: Your test site partnership proposal**

11. Please state how many Trainee Nursing Associates your test site partnership will recruit by 31 December 2016, for a start date of January 2017, for the two year test site partnership period (core eligibility question: must be a minimum of 20 overall):

12. If there is more than one employer in your test site partnership, please indicate how many Trainee Nursing Associates they are each likely to provide (individual employers may employ one or more Trainees, but must be part of a test site partnership that totals at least 20 trainees):

13. Please summarise your approach to recruitment and selection (this must include values based recruitment) (300 words) (score: 0-4 points):

14. What outcomes will your test site partnership achieve over the two year period? (200 words) (score: 0-4 points)

15. Provide a summary project plan detailing how you will implement the test site partnership over the two year period to achieve the outcomes listed above (600 words) (score 0-4 points):

16. Applicants are asked to evidence how their two year plan serves and represents local populations and their health demographics (200 words) (score: 0-4 points):

17. Please indicate your alignment with your area's Sustainable Transformation Plan (STP) (include more than one plan if your Partnership covers more than one STP area) (250 words) (core eligibility question; score: 0-4 points):

18. Please identify the extent to which partners are interested in offering nursing apprenticeships, and any relevant experience or steps they have taken in this regard. (200 words). Score 0-4

**Section 3: Monitoring and evaluation**

These are all core eligibility questions:

19. Will your test site partnership agree to participate in the wider evaluation? Yes/no

20. Will your test site partnership submit high quality data in accordance with the grant agreement? (This will include equality and diversity monitoring.) Yes/no

21. Will your test site partnership monitor learner retention rates, identify reasons for withdrawal, and develop actions to mitigate attrition of learners (HEE Quality Framework 6.2)? Yes/no

22. Will your test site partnerships monitor the progression of the Trainee Nursing Associates from commencement to completion, and share this information with HEE (HEE Quality
Will your test site partnership record first destination employment on completion of the course (HEE Quality Framework 6.4)? Yes/no

Section 4: Finance

24. Please indicate below the per capita sum you wish to apply for, to cover education costs up to and including December 2018 (see Guidelines Section 13). This is a core eligibility: applications must not exceed the per capita two year threshold of £10,000 (£5,000 per student per annum). It is also taken into consideration in the scoring of question 26.

25. Please indicate below the per capita sum you wish to apply for, to cover placement costs up to and including December 2018 (see Guidelines Section 13). This is a core eligibility: applications must not exceed the per capita two year threshold of £3,500 (£1,750 per student per annum). It is also taken into consideration in the scoring of question 26.

26. Please outline the ways in which your application represents value for money for the public and for HEE. Include any particular resource contributions or other funding your partnership would deploy to the benefit of the Nursing Associate test site partnerships. Please specify arrangements for salaries for Trainee Nursing Associates (and back fill as appropriate). This question is scored for value for money and value added. (250 words) (Score: 0-4 points).

Section 5: Ensuring quality

The following questions are aligned with the HEE Quality Framework, which all test site partnerships are required to use. Each question carries a score of 0-4 points with the exception of questions 28, 32 and 33 which score 0-8 points.

Learning environment and culture

27. Summarise the ways in which your test site partnership will ensure the Trainee Nursing Associates are part of an environment and culture that ensures safe and effective care for patients, service users, carers and citizens, and safety for the Trainees. (250 words) Quality Framework Reference: 1.1

28. Innovation is at the heart of the Nursing Associate test site initiative. Summarise the ways in which your test site partnership will promote innovative practice and the skills and behaviour that support this through employment experience, placement and education (400 words). Quality Framework Reference: 1.3

29. What facilities and infrastructure will your test site partnership provide to support learning (including quality assured library and knowledge services). (200 words)

Educational governance and leadership

30. Outline the governance and other arrangements and processes in place to evaluate, manage and improve the education, employment and placement experience of the Trainee Nursing Associates. The education, training and experience on offer must have a measurable value that ensures qualifying Trainees are appropriately placed to progress into a nursing degree if they wish. (200 words) Quality Framework Reference: 2.1
31. Identify the ways in which you will ensure that the recruitment, employment and education of Trainee Nursing Associates is fair, and is based on principles of equality, diversity and widening participation. (200 words) Quality Framework Reference: 2.3

32. The Nursing Associate role must have the potential to work in different sectors and settings. Outline the ways in which your test site partnership will develop the Nursing Associate role to ensure flexibility, adaptability and a multi-professional approach. (400 words) Quality Framework Reference: 2.4

Supporting and empowering the Trainee Nursing Associates

33. Describe the educational, pastoral and work-based support that will be on offer to enable the Trainee Nursing Associates to achieve the learning outcomes required and ensure they are employed meaningfully and appropriately over the two year period. Include information on the profile of mentors, and capacity to deploy them. (400 words) Quality Framework Reference: 3.1

Developing and implementing curricula and assessments

34. Outline the ways in which your test site partnership will proactively engage with learners, and with patients, service users, carers and/or citizens to shape the Nursing Associate role and education, and build an ethos of patient partnership. (200 words) Quality Framework Reference: 5.4

Developing a sustainable workforce

35. Describe the support that will be in place to enable qualifying Nursing Associates to plan next steps, and make a successful transition to Nursing Associate on completion of their course, with the potential to progress into Registered Nursing if appropriate. Test site partnerships should also demonstrate their plans for scalability in the long term to accommodate growth in this area. (300 words) Quality Framework Reference: 6.5

Section 6: Submitting the form

Before submitting this form, please ensure you have included all of the evidence you wish to be considered. Please also remember that we may need to request additional information at short notice from the lead contact named in section 1.1.

Please ensure that you have read the Application Guidelines and the Terms and Conditions of grant funding on the HEE website.

By submitting your final application form you agree that HEE will use this application form and any related information you give us, including any personal information covered by the Data Protection Action 1998, for the following purposes:

- To decide whether to award you a grant
- To provide copies to other individuals or organisations who are helping us to assess and monitor the allocation
- To hold in a database and use for statistical purposes
By submitting your final application form you commit to:

- Working openly with HEE officials and any programme delivery agents – including independent evaluators
- HEE publicly announcing any funding allocation (for instance in press releases, in our publications and website, and through other government departments and any partner organisations assisting with the work) and engaging in other publicity including sharing learning from your work
- Sharing your learning and experiences with other potential Nursing Associate employers and educators
- Providing necessary documentary evidence, if required by HEE

By submitting your final application form you confirm that:

- The organisations named on this application form have given you the authority to complete this application on their behalf
- The activity in the application falls within the purposes and legal powers of those organisations
- The lead organisation or partnership is a health care employer with the power to accept the funding allocation, and all partnership members will keep to the standard terms of the allocation, and any further terms or conditions as set out in the notification letter, or in any contract prepared specifically for the project
- To the best of your knowledge, the information in this application is true and correct

Please submit this through the online portal by 5pm Wednesday 10 August 2016.

- Notification of application outcome will sent to all applicants by end of September.
- The Grant Terms and Conditions and Offer letter will be sent week commencing Monday 3rd October
- Monday 10th October – Earliest date for commencement of programme