# BSW Academy: checklist for commencement on Apprentice Trainee Nurse Associate Course (TNA)

### The following checklist will provide the responsibilities for you, your organisation, and the Higher Educational Institute (HEI) in meeting the minimum requirements for the TNA course and to create an action plan to address any gaps.

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| **Requirement** | **Responsibility** | **Complete:**  **Yes or No?** | **Action plan** | **Notes** |
| Background reading and information:  [Nursing Associates - The Nursing and Midwifery Council (nmc.org.uk)](https://www.nmc.org.uk/about-us/our-role/who-we-regulate/nursing-associates/)  [Nursing associates | Health Education England (hee.nhs.uk)](https://www.hee.nhs.uk/our-work/nursing-associates)  [Training and funding nursing associates | NHS Employers](https://www.nhsemployers.org/articles/training-and-funding-nursing-associates) | Candidate &  Line Manager / Employer |  |  |  |
| Have you discussed and considered the role that the TNA will undertake in your organisation once they complete their training? | Discussion between Candidate and Line Manager / Employer |  |  | [Standards for nursing associates - The Nursing and Midwifery Council (nmc.org.uk)](https://www.nmc.org.uk/standards/standards-for-nursing-associates/) |
| When considering which HEI Provider: Are you fully aware of the course content, delivery plan, release time for student days and the **minimum requirement** of 6 hours off the job learning?  (Please note the NMC have their own requirements that have to be met, therefore this will probably be more than 6 hours for TNAs) | Candidate and Line Manager / Employer |  |  | Contact local Training Hub or Apprenticeship Lead for BSW, for details of HEIs (Universities) and start dates for course contacts. |
| **Requirement** | **Responsibility** | **Complete:**  **Yes or No?** | **Action plan** | **Notes** |
| **Does the Candidate have the entry requirements:**  Is the TNA currently employed in a health and social care setting, with their Line Managers support, plus:  Mathematics and English Grade C or above (4-9) or equivalent OFQUAL accredited Level 2 - Functional Skills **(Certificates must be available as the HEI need this evidence)**  Plus, the ability to study up to level 5. | Candidate with support an guidance from Line Manager / Employer  Candidate |  | Need help with numeracy (maths)? | [Become a nursing associate - Nursing Associates (hee.nhs.uk)](https://nursing-associates.hee.nhs.uk/about-the-role/become-nursing-associate/)  [Becoming a nursing associate - The Nursing and Midwifery Council (nmc.org.uk)](https://www.nmc.org.uk/education/becoming-a-nurse-midwife-nursing-associate/becoming-a-nursing-associate/)  <https://www.nationalnumeracy.org.uk/>  <https://www.nationalnumeracy.org.uk/what-numeracy/how-improve-your-maths>  [Health Education England - Functional Skills | Open Awards](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fopenawards.org.uk%2Fwhat-we-offer%2Fhealth-education-england-functional-skills%2F&data=05%7C01%7Cpetra.freeman1%40nhs.net%7Ca876ba8ffab44a3f432408db8918dd9f%7C37c354b285b047f5b22207b48d774ee3%7C0%7C0%7C638254512114184460%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=4MSzV0KYlhoU5bnxgXw2gxxLbx3E2hHEoavzdDwtAMs%3D&reserved=0)  [Bksb - HASO (skillsforhealth.org.uk)](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhaso.skillsforhealth.org.uk%2Fbksb%2F&data=05%7C01%7Cpetra.freeman1%40nhs.net%7Ca876ba8ffab44a3f432408db8918dd9f%7C37c354b285b047f5b22207b48d774ee3%7C0%7C0%7C638254512114184460%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=pD%2FDqgUlwKT47fNu%2Bm7NjftSI77mQdqjI%2B2skFvL%2F3o%3D&reserved=0) |
| NVQ Level 3 or equivalent or relevant healthcare experience **(Certificates must be available as the HEI need this evidence)** | Candidate  (with Training Hub support) |  |  | Please contact your local Training Hub or University if you are unsure. |
| Do you have access to a computer and intermediate IT skills? | Candidate and employer |  |  |  |
| Internal application form or expression of Interest and decision made on chosen University | Candidate, with Managers agreement and support |  |  | Contact local Training Hub or Apprenticeship Lead for BSW, for details of HEIs (Universities) and start dates for courses. |
| PRIMARY CARE ONLY:  Check eligibility for ARRS – if employed before April 2019, is role being replaced? | Employer |  |  | ARRS roles have specific employment contracts. A TNA will have a new employment contract in this situation. Please contact your local Training Hub for support and information on ARRS funding. |
| **Requirement** | **Responsibility** | **Complete:**  **Yes or No?** | **Action plan** | **Notes** |
| Further support and funding available:  Employer is responsible for claiming funds from HEE: £8,000 (£4,000 per year, over two years) | Employer |  |  | [Employer resources | Health Education England (hee.nhs.uk)](https://www.hee.nhs.uk/our-work/nursing-associates/training-nursing-associates)  Please contact your local Training Hub and / or the NHS England team: [nursingassociates.sw@hee.nhs.uk](mailto:nursingassociates.sw@hee.nhs.uk) |
| Set up Digital Apprenticeship Scheme (DAS) account. | Manager and / or Employer |  |  | Please refer to webpage (to follow links relating to the DAS and understanding the apprenticeship levy): [BSW Apprenticeships webpage](https://bswtogether.org.uk/training-education/apprenticeships/) |
| Secure (‘in agreement’) Apprenticeship levy funding or government co-investment funding (within 6 months of start date) | Manager and / or Employer with responsibility for Learning and Development. |  |  | Please refer to webpage (to download latest levy application forms and related documents): [BSW Apprenticeships webpage](https://bswtogether.org.uk/training-education/apprenticeships/)  Return URN Form? |
| **Start of application with HEI** | | | | |
| **Student Application** to the University | Candidate, with Managers agreement and support |  |  | Please check with HEI for more details. |
| Has a NMC modification form been completed stating the Name of your chosen HEI? | Manager and / or Employer  In conjunction with chosen HEI and PCN |  |  | Please check with HEI for more details.  *Please note this may have been completed by your local PCN* |
| Is there a current practice area setting audit (**also known as The Learning education audit**) (from an HEI) in place? | Employer |  |  | Do you have other TNA or Nursing Students with an approved HEI?  Please check with HEI for more details. |
| Interview with the University | Candidate, with Managers agreement and support |  |  |  |
| New satisfactory DBS/register on update service | Employer or HEI |  |  | Please contact chosen HEI for more details, many HEI’s undertake DBS for successful candidates. |
| **Requirement** | **Responsibility** | **Complete:**  **Yes or No?** | **Action plan** | **Notes** |
| Recent occupational health clearance or statement of health from employer  Up to date immunisations, Hep B, MMR, Tetanus | Evidence of recent assessment from employer (How recent?) |  |  | Please contact the chosen HEI for more details |
| **Once place agreed on a programme** | | | | |
| Initial Assessment (IA) and Learning Difficulty and Disability (LDD) including Prior Learning Assessment (APEL) | HEI / Candidate |  |  | Please contact the chosen HEI for more details |
| Skills Gap Analysis.  Training Plan | HEI / Candidate |  |  | Please contact the chosen HEI for more details |
| Contract (NMC Declaration of Interest) between employer and HEI | Employer / HEI |  |  | Please contact the chosen HEI for more details |
| Have you discussed employment terms and conditions of the TNA?  E.g., contract of employment for the duration of the course as an Apprentice Nurse Associate, minimum of 30 hours at Band 3 Equivalent and other terms and conditions | Employer with the Candidate |  |  | Please refer to local arrangements, policies, and procedures of your organisation for more details |
| Have you identified a named Mentor / Practice Assessor / Supervisor (registered clinician) and allocated time for supervision of the TNA? | Employer |  |  | [Standards for student supervision and assessment - The Nursing and Midwifery Council (nmc.org.uk)](https://www.nmc.org.uk/standards-for-education-and-training/standards-for-student-supervision-and-assessment/) |
| **Requirement** | **Responsibility** | **Complete:**  **Yes or No?** | **Action plan** | **Notes** |
| Practice Assessor / Supervisor has appropriate training / qualification and has recently attended update (online training is available) | Employer |  |  | Please contact Tina Fear, at the Training Hub ([Tina.fear@nhs.net](mailto:Tina.fear@nhs.net)) for more details (if you work within Primary Care). Alternatively, you can contact your chosen HEI for more details; also Practice Assessor / Supervisor training can be accessed via E-Lfh portal:  <https://portal.e-lfh.org.uk/Component/Details/696297> (This should take approximately 3 hours) |
| Student uniform (if needed) and name badge provided | HEI |  |  | Please contact the chosen HEI for more details |
| Assessment Document Training (PAD) | HEI / Practice Assessor |  |  |  |
| Allocated and planned protected learning time for the TNA (please see notes section) | Employer |  |  | [nursing-associates-protected-learning-time-supporting-information.pdf (nmc.org.uk)](https://www.nmc.org.uk/globalassets/sitedocuments/education-standards/nursing-associates-protected-learning-time-supporting-information.pdf) |
| Practice Supervisor or appropriate person to have time allocated for regular progress reviews of academic and workplace development with the TNA and the HEI. | Employer |  |  |  |
| **Employer is usually responsible for and agrees** to arrange external placement patterns to meet NMC standards.  *TNAs must complete at least 2,300 programme hours, which are divided to achieve an equal balance of theory and practice learning.* | Employer |  |  | [programme-standards-nursing.pdf (nmc.org.uk)](https://www.nmc.org.uk/globalassets/sitedocuments/education-standards/programme-standards-nursing.pdf)  [Training and funding nursing associates | NHS Employers](https://www.nhsemployers.org/articles/training-and-funding-nursing-associates)  *The trainees* ***must complete at least two substantial*** *placements (****totalling 675 hours****) in settings other than their primary place of employment. Across all four fields of nursing.* |
| **Requirement** | **Responsibility** | **Complete:**  **Yes or No?** | **Action plan** | **Notes** |
| Placements are currently arranged directly between TNA employers, within BSW |  |  |  | Please contact Petra Freeman (BSW Apprenticeship Lead) for latest version of the BSW placement flowchart and request template:  [Petra.freeman1@nhs.net](mailto:Petra.freeman1@nhs.net) |
| BSW Honorary Contract to be used and completed initially prior to / during induction at each new placement | Candidate, with Managers agreement and support |  |  | Please contact Petra Freeman (BSW Apprenticeship Lead) for latest version of the BSW Honorary Contract: [Petra.freeman1@nhs.net](mailto:Petra.freeman1@nhs.net) |
| Further information and FAQ: | aLL |  |  | [HEE TNA FAQ](https://www.hee.nhs.uk/sites/default/files/documents/Nursing%20associates%20Frequently%20asked%20questions%20%28FAQs%29%20for%20employers.pdf) |
| Please see the link to the HEE Student Hub for further support | Student Trainee Nursing Associate |  |  | [Student hub | Health Education England (hee.nhs.uk)](https://www.hee.nhs.uk/our-work/student-hub) |

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| **Student on programme** | | | | |
| * Actively engage in all learning opportunities offered and seek out new learning opportunities, where appropriate and relevant. * Actively contribute to supervision, seek feedback and recognise own development needs. * Work in partnership with their supervisor to negotiate and agree the learning plan to address performance or support enhanced learning opportunities. * Attend all University days and Placements (unless exceptional circumstances) and inform the University and Employer if they are unable to. | Candidate: |  |  | Please refer to local arrangements, policies, and procedures of your organisation for more details |