

Moving NHS Leadership Academy GMTS Finance Trainees to Level 7 Apprenticeships

An Introduction

The NHS Graduate Management Training Scheme (GMTS) is changing; these changes are incremental and initially impact the existing GMTS Finance specialism only.

The existing GMTS Finance specialism will change to a Level 7 Apprenticeship scheme for Trainees joining the GMTS intake from March 2021 and will be named the “**GMTS - Finance Apprenticeship**”

This paper provides responses to Frequently Asked Questions (FAQs) to introduce the planned changes. It is accompanied by supporting documents and an infographic, ‘**Explaining the Changes**’ for convenience.

Frequently Asked Questions

1. What is a Level 7 Apprenticeship?

Higher and degree Apprenticeships are available up to Level 7. They combine work with study and include work-based placements in the NHS and academic and a professional qualification relevant to finance in the NHS.

Level 7 is a higher level than the current GMTS Finance specialism.

All GMTS – Finance Apprentices are graduates with a minimum 2:2 degree at point of entry to the Apprenticeship.

2. Rationale – why are things changing?

The current GMTS Finance specialism is part of the renowned Graduate Management Training Scheme which has delivered a number of CEO’s, CFO’s and Directors for the NHS. This specialism includes a CIPFA professional qualification that already meets the Knowledge, Skills and Behaviours elements of a Level 7 Apprenticeship.

Combining the current finance scheme with the Apprenticeship scheme is an opportunity to further increase the development offer given to trainees

3. What are the benefits of the new GMTS – Finance Apprenticeships?

The GMTS – Finance Apprenticeship brings new benefits to the training and education for apprentices and hosts:

- A reduced number of exams, from 12 to 10
- Increased support for Apprentices with support from an additional work-based coach to support both apprentices and Placement Managers/Mentors
- Additional time to complete all requirements from 2 ½ to 3 years
- Facilitates access for hosts to the Apprenticeship Levy of payments directly to the Education Provider (See 4.4)

The new GMTS – Finance Apprenticeship additionally formalises the three-way relationship between the GMTS Trainee, the Education Provider and managers responsible for the Trainees' progress on their Placement and has more robust means of measuring Trainees' progress and success up to qualification.

4 What are the main differences between the current CIPFA Professional Qualification in the GMTS and a new Level 7 GMTS Finance Scheme Apprenticeship?

NOTE: Please refer to the added infographic, 'Explaining the Changes'

5 Will the other GMTS specialisms change to Level 7 Apprenticeships?

We are constantly reviewing the quality, structure and relevance of the NHS Graduate Management Scheme (GMTS) for the needs of the health and social care system.

We are working with Trainees, Education Providers, Hosts and other stakeholders to consider other specialisms and Apprenticeships. We will keep all stakeholders informed as things progress.

6 How long will the new GMTS – Finance Apprenticeship be?

The new Apprenticeship for finance Trainees will change the duration of the specialism from 30 to a maximum of 36 months.

7 What happens to the Hosts' financial contribution?

From March 2021 hosts **will continue** to provide a contribution of £24,000 for each Trainee for **all** GMTS specialisms.

The hosts' contributions support the wider costs of delivering a graduate scheme that trains, educates and exposes a diversity of future NHS leaders to real work-based experiences.

8 How are hosts contribution payments paid?

Hosts contribution will be staged as follows:

Financial Year	Payments
2020/21	£1,000
2021/22	£12,000
2022/23	£11,000
Total	£24,000

9 How does this impact our Apprenticeship Levy?

Positively the change to a higher-level apprenticeship has enabled the provision of the education element from the Apprenticeship Levy and hosts of GMTS – Finance Apprenticeship trainee will also contribute £21,000 from their levy to the Education Provider.

Invoices for the new Apprenticeships will all be met directly through the Digital Apprenticeship Service (DAS).

The Apprenticeship provider will be paid directly by Education and Skills Funding Agency (ESFA) from the monies in the host organisation's levy account, which they pay into monthly through PAYE. The employing organisation maintains control of the DAS and which apprentices are on Scheme at any given time.

Primary placement hosts will set up transfer of their levy, BSA maintains control of DAS and transfer of levy onto the education provider.

10 What additional support will there be for Trainees?

Trainees will benefit from the Institute for Apprenticeships requirements for a robust mentoring and assessment process which will ensure consistently high standards of support and rigour in evidencing the right behaviours, skills and knowledge competency, as well as development opportunities for the Workplace Mentor. All Apprentices will have to complete a negotiated project aligned to the business plan bringing tangible improvements and/or savings to the NHS.

Work-based coaches are provided in **addition** to the direct support **already provided** by GMTS, e.g. Training Support Managers (TSMs), Mentors or Buddies

11 How will progress and attainment be measured for the new Apprenticeships?

The new **Level 7 GMTS Finance Scheme Apprenticeship** has three core elements:

1. Knowledge
2. Skills
3. Behaviours.

Knowledge element

- Attained by studying for professional qualification modules in the same way as the current GMTS. The current CIPFA qualification is made up of 12 modules
- The Apprenticeship has an initial 11 modules, followed by an end point assessment
- End point assessment is completed after all preceding 11 modules are completed.

Skills and Behaviours elements

- GMTS Trainees have always been required to submit a log of practical experience with a reflective statement
- The Apprenticeship requires a detailed log of 400 days of Trainees' experience and a portfolio of evidence
- Mapped to ten skills and behaviours
- Followed by a Project Report answering four set questions requiring reflection on elements of work experience.

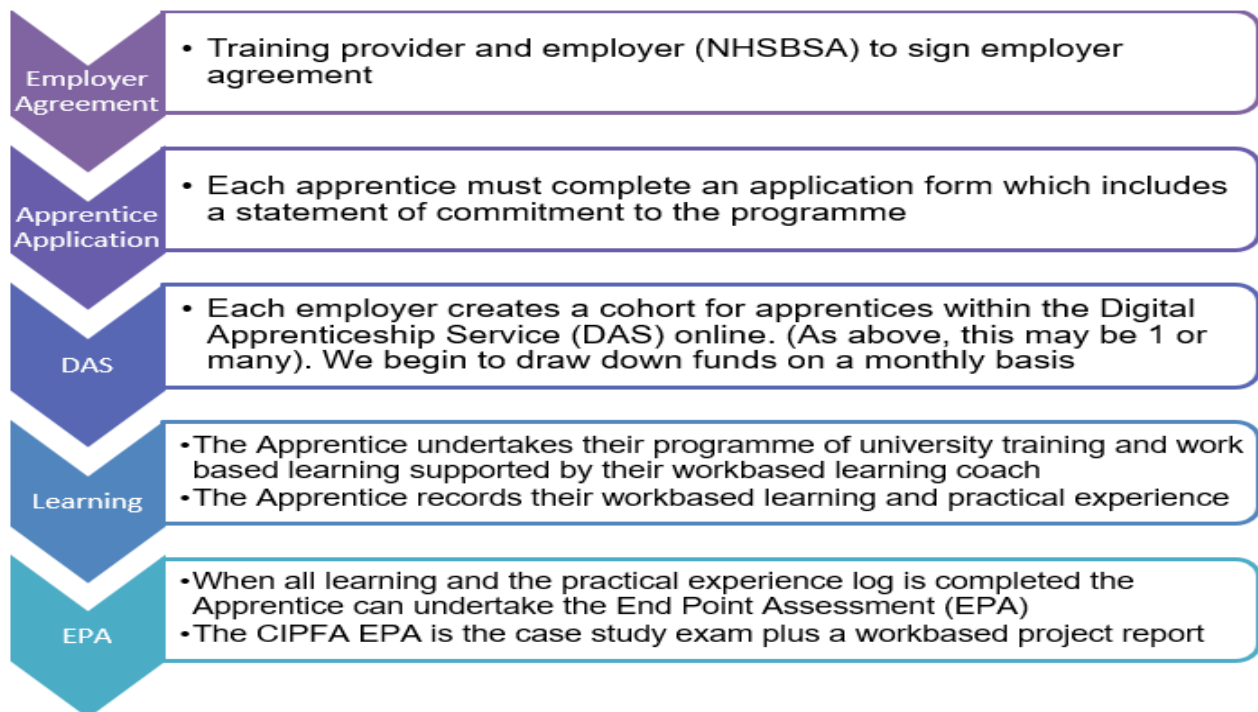
Best practice evidences that recording and reflecting on experience as it is gained, rather than leaving the exercise to the end, is better and this change makes that a formal requirement. The Project Report requires four fuller and reflective responses to chosen elements of the experience log after the case study examination, and within 24 days.

12 Will there be changes to relationships between Trainees, education provider and hosts?

There will be an Employer Agreement between the Apprenticeship Provider and the employing organisation, NHS Business Services Authority (NHSBSA).

There is also a Trainee Commitment Statement that confirms their commitment to the new Apprenticeship. This Commitment Statement is agreed and signed by the Education Provider, the Apprentice and their line manager.

13 What does the new GMTS Finance Scheme Apprenticeship look like?



14 What is the difference in timings of the new GMTS – Finance Apprenticeship?

The current learning programme

	Dates	Graduate Scheme Events	Work Events	
YEAR 1	Sept - Dec	Orientation - EGA 1 - EL 1 & AL 1	Placement 1 Start	FA + MA
	Dec - March	EGA 1 Asses - EGA 2 - EL 2 & AL 2	Perf Review 1	CFR + AA
	April - June	EGA 2 Assess - EGA 3 - AL3	YEAR END - Perf Review 2 - Placement 2 Start	
	July - Sept	EGA 3 Assess - EL 3 & AL 4	Perf Review 3	BM + FM + PSFR
YEAR 2	Sept - Dec	EL 4 - AL 5		SPD + CGL + TAX
	Dec - March	AL 6	Perf Review 4	
	April - June	AL 7	YEAR END - Perf Review 5 - Placement 3 Start	Straegic Level
	July - Sept	EL 5 & AL 8	Perf Review 6 - Placement 4 Start	
YEAR 3	Sept - Dec			Submit PEP when 400 days reached
	Dec - March	Career Development	Perf Review 7	
SCHEME ENDS				

The new Apprenticeship programme

	Dates	Graduate Scheme Events	Work Events	
YEAR 1	Sept - Dec	Orientation - EGA 1 - EL 1 & AL 1	Placement 1 Start	FA + MA
	Dec - March	EGA 1 Asses - EGA 2 - EL 2 & AL 2	Perf Review 1	CFR + AA
	April - June	EGA 2 Assess - EGA 3 - AL3	YEAR END - Perf Review 2 - Placement 2 Start	
	July - Sept	EGA 3 Assess - EL 3 & AL 4	Perf Review 3	PSFR + SPD
YEAR 2	Sept - Dec	EL 4 - AL 5		FM + CGL
	Dec - March	AL 6	Perf Review 4	
	April - June	AL 7	YEAR END - Perf Review 5 - Placement 3 Start	SPF + Tax
	July - Sept	EL 5 & AL 8	Perf Review 6 - Placement 4 Start	
YEAR 3	Sept - Dec			Gateway review EPA
	Jan - Mar			
	Mar - June	Career Development	Perf Review 7	
SCHEME ENDS				