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**Health Education England  
Midlands**

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21 July 2020

Dear Colleague,

### **Guidance for 2021/22 Commissioning Process for STP & HSST Programmes**

The online portal for requesting funding for STP and HSST posts, for trainees commencing in 2021/22 is now open. Requests for funding, should be based on your organisation's workforce need and should meet the criteria for application detailed in appendix 1.

Once your request has been submitted, funding will be reviewed in line with our investment plan and quality assessment processes.

The submission of your request does not guarantee that your department will be funded, but the information provided, will be used to assess trainee placement capacity and to determine whether a post should be funded.

#### **STP Funding**

##### **Direct Entry Trainees**

In line with the nationally agreed approach to supporting STP Trainees, Health Education England will provide salary support for each direct entry post, for the duration of the 3-year programme. Funding for trainees commencing in September 2021, will be at the bottom of a Band 6 Agenda for change Salary (plus 24% on-costs) at the 21/22 rates. Funding will increase incrementally, in line with Agenda for Change rates and will be for the duration of the 3-year programme.

Please note: Confirmation of the rate will be communicated once the 2021/22 Agenda for change rates are released.

##### **In-Service Trainees**

Health Education England will provide a salary contribution for all in-service trainees. Funding will increase incrementally, in line with Agenda for Change rates and will be for the duration of the 3-year programme.

##### **North East**

<b>Year 1</b>	<b>87.5% of Direct Entry salary plus 24% on-costs</b>
<b>Year 2</b>	<b>87.5% of Direct Entry salary plus 24% on-costs</b>
<b>Year 3</b>	<b>87.5% of Direct Entry salary plus 24% on-costs</b>

##### **Yorkshire and the Humber**

<b>Year 1</b>	<b>100% of Direct Entry salary plus 24% on-costs</b>
<b>Year 2</b>	<b>20% of Direct Entry salary plus 24% on-costs</b>

<b>Year 3</b>	<b>20% of Direct Entry salary plus 24% on-costs</b>
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### STP Educational Training Support

HEE will allocate £2,000, per trainee, each academic year, for educational training support. This funding will be included in the Trust's Learning Development Agreement (LDA), along with the salary support for trainees. The primary purpose of this funding is to contribute to the travel and accommodation expenses that a trainee will incur as part of the academic component of the programme. Trainees can also utilise this funding to support other activities, that will enhance their learning, for example, attendance at conferences. Funding cannot at present, be utilised to fund specific elective modules.

### HSST – Training Grant

Health Education England will provide an allowance of [£13,000 per trainee](#), per academic year to support the costs associated with the HSST programme.

HSST Year	Training Allowance
Year 1	£13,000
Year 2	£13,000
Year 3	£13,000
Year 4	£13,000
Year 5	£13,000

### HSST & STP Academic Component Tuition Costs

HEE will fund the tuition costs for all commissioned STP and HSST posts and these costs will be paid directly to the relevant University for the academic element of training.

### Education Funding Review

The Educational Funding Review is still being carried out and whilst this is being undertaken, there will be no change to the funding model for current HSST & STP trainees and those commencing the programme in September 2021, for the duration of the 3-year programme.

### HSST & STP Commissioning Timeline

The online portal can be accessed using the following link: [Healthcare Science 2021/22: Demand Scoping Survey](#)

For your information, we have included a timeline below of key dates for the 2021/22 commissioning cycle for STP & HSST posts.

HSST & STP Commissioning timeline	
15 <sup>th</sup> July 2020	Application portal opens
2 <sup>nd</sup> October 2020	Application portal closes
October 2020	Local HEE office reviews applications
November 2020	Moderation by NSHCS
w/c 23 <sup>rd</sup> November 2020	Letters to organisations confirming commissions

If you have any questions regarding the commissioning process, please e-mail: [healthcare.science.wm@hee.nhs.uk](mailto:healthcare.science.wm@hee.nhs.uk) and copy in your local HEE Lead (details below)

We thank you for your support for the Healthcare Science profession and look forward to working with you to meet the future workforce needs.

Yours faithfully



Leanne Clews  
Deputy Head Quality and Commissioning, HEE Midlands

## Appendix 1

Criteria for application:

1. **Work-based training accreditation:** Training Centres must be accredited with the National School of Healthcare Science (NSHCS). If in process, applications for trainees will only be accepted if the self-assessment for accreditation with the NSHCS has already been submitted. Please note that Professional Body accreditation alone, will not be considered as training accreditation.
2. **Year one rotations:** Please note that applications from training centres which have not arranged and agreed rotational elements of learning will not be considered.
3. **Train the trainer:** At least one member of staff within the training centre should have attended the NSHCS Train the Trainer Event or is on the list to attend a future Train the Trainer Event.
4. **Workforce planning:** Please include in your application the information required for workforce planning. Either a succession plan for trainees post qualification or how you see this post adding value to the local or national workforce for your specialty.
5. **Recruitment and selection:** If a trainee post is approved, it is mandatory for qualified members of staff (congruent to the number of applications), to participate in the online shortlisting of candidates and interviews for the STP candidates at the NSHCS in Birmingham.
6. **Application endorsement:** To endorse your application, please ensure you provide details of the relevant Organisational/Trust Workforce Lead, Learning and Development Agreement (LDA) Lead, Head of Education, or the Organisational Lead Scientist. This is to ensure that the appropriate organisation-wide contacts are aware of the application so that HEE funding for trainees is appropriately directed from organisations' Learning and Development Agreements to individual training centres / departments.
7. **Programme commitment:** As an employer you are undertaking the responsibility to host the trainee for the **full** duration of their training programme. If there are service, staffing, or departmental changes, efforts should be made by the organisation to safeguard the training of trainees.
8. **Exceptional circumstances:** Should there be any exceptional circumstances during the training programme, which affect the trainee and are outside of their control, the organisation will be called upon to extend the period of training to maximise the trainee's opportunity to complete.

*If you do not currently meet one or more of the above criteria, please contact your local HEE office to discuss:*

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[www.hee.nhs.uk](http://www.hee.nhs.uk)  
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**East of England:** quality.eoe@hee.nhs.uk

**North East:** Sally.Drew@hee.nhs.uk

**North West:** Nicholas.Fowler-Johnson@hee.nhs.uk

**South East:** Shakira.Greaves@hee.nhs.uk

**South West:** Christina.Doncom@hee.nhs.uk

**Guidance notes:**

1. Submission of a form does not result in automatic allocation for funding for a post.
2. Queries about the online portal: should be directed to: [healthcare.science.wm@hee.nhs.uk](mailto:healthcare.science.wm@hee.nhs.uk)
3. **Application review:** applications will be reviewed in three phases
  - a. By HEE staff to assess the criteria for application noted above.
  - b. An expert panel to assess suitability of the department to deliver the curriculum and assess the application based on workforce needs
  - c. HEE & NSHCS will then assess the application based on funding available and recommendations of the expert panel.
4. **Application outcomes:**
  - a. Submission of a form should not result in the expectation that funding for a trainee post will be made available.
  - b. Please note that HEE have no control over the Department of Health funding timelines and as such you will be notified about the outcome of your application when HEE have been informed of the annual education and training budget allocation.
5. **Application withdrawals:** Please note that HEE, together with the NSHCS can take the decision to withdraw trainee posts or trainees if accreditation is not maintained or if the training centre is deemed as providing a poor trainee experience with regard to work-based training and inability to deliver the training curriculum.
6. **Changes to the training department structure, facilities, or named persons within this document:** to ensure we have a robust and updated database of contacts, it is imperative that you directly inform the following stakeholders of any changes in the information you have provided in this form:

**HEE National Lead for Healthcare Science in West Midlands:**

[healthcare.science.wm@hee.nhs.uk](mailto:healthcare.science.wm@hee.nhs.uk)

**HEE National School of Healthcare Science based in Birmingham:** [nshcs@hee.nhs.uk](mailto:nshcs@hee.nhs.uk)

**London:** aarti.makan@hee.nhs.uk and healthcarescience.london@hee.nhs.uk

**Midlands:** healthcare.science.wm@hee.nhs.uk

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7. **HSST Educational Supervisor:** The Education Supervisor for HSST must have relevant professional qualifications and experience to supervise a PhD level trainee. They must have undertaken appropriate and up-to-date training educational principles and assessment as agreed by the NSHCS (e.g. Training the Trainers programme, offered by the NSHCS in England or MRCs) and would usually be expected to take on the role of co-supervisor of the research project as part of the academic supervisory team.

8. HSST trainees who wish to apply for the HSST programme must have HCPC registration as a Clinical Scientist.
9. **Further information for training centres and training departments**  
STP Programme: <https://nshcs.hee.nhs.uk/programmes/stp/trainers/>  
HSST Programme: <https://nshcs.hee.nhs.uk/programmes/hsst/supervisors/>  
Work-based training accreditation: <http://www.nshcs.hee.nhs.uk/accreditation-landing-page/accreditation-for-work-based-providers>  
Knowledge base for training centres:  
<https://nshcs.hee.nhs.uk/knowledgebase/accreditation/trainingcentres/>