

# NHS PROCUREMENT GRADUATE TRAINING SCHEME

EMPLOYER GUIDE — 2021/22

## CONTENTS

- OVERVIEW
- THE MODEL
- 2020/21 ACHIEVEMENTS
- QUALIFICATIONS & TIME MANAGEMENT
- FINANCIAL COMMITMENT
- BREAKDOWN OF SDN FEE
- ORGANISATION COMMITMENT
- INTERESTED IN A GRADUATE
- SUPPORT FROM HCSA
- CONTACT DETAILS



*NHS Skills Development*  
Developing Today to Influence Tomorrow

# 2021/22

## NHS PROCUREMENT GRADUATE TRAINING SCHEME

### OVERVIEW

Following the success of the pilot year, SDN Y&H, now with support from HCSA and NHS E&I, are advertising the **National** training and development programme for **Graduates to join Procurement teams in NHS Trusts, CCGs, CSUs and ALBs in England.**

The Graduate scheme is a highly-focused development pathway for graduates to become the next **NHS Procurement middle managers** and beyond.

This is a 'grow your own model' to recruit bright graduates and develop technical specialists for your organisation.

### THE MODEL

Career development from day one with experience in different roles within **Procurement, e.g. buying and tendering, contract management, materials management, inventory control.**

**2 year band 4 contract (£22k-£24k).**

**Salaried role** with full benefits package.

**27 days** annual leave and pension scheme.

Study leave and full financial support.

Minimum of **2 x rotations** within same NHS Organisation or between partnering NHS Organisations.

Technical skills development via a fully funded procurement qualification – **CIPS Level 4 Diploma in Procurement and Supply.**

Personal development opportunities through the Skills Development Network.

Pastoral support through **mentoring.**

**Peer support** and development with other trainees.

End point assessment after 2 years progression to **band 5/6.**

**“ MY EARLY EXPERIENCE WITH THE SCHEME HAS BEEN NOTHING BUT POSITIVE WITH THE STANDARD OF APPLICANTS BEING PHENOMENAL AND I AM REALLY EXCITED TO BE WELCOMING OUR GRADUATE IN SEPTEMBER. ”**

Hiring Manager, YAS



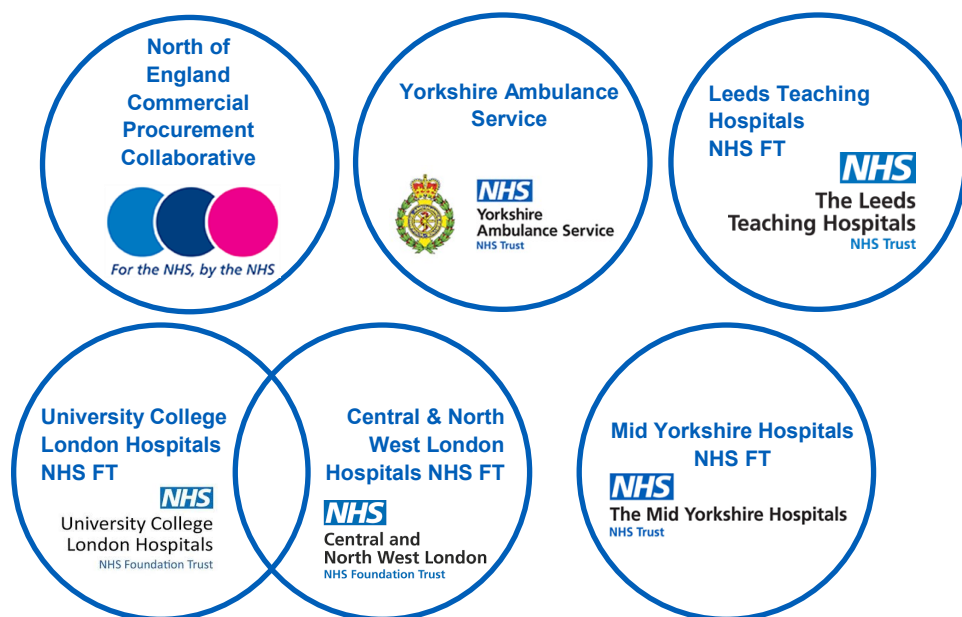
## 2020/21 ACHIEVEMENTS

The SDN Y&H achieved their goal of securing 5 graduate placements across Yorkshire & Humber and London. The huge number and high quality of applications for the scheme was a welcome surprise. Through the use of Target Jobs and our new Pathways 2 NHS Procurement website, graduates were able to apply for the scheme with ease and the pilot year has so far exceeded expectations.

## TIME FRAME

March 2021	Scheme open for applications
April 2021	Deadline for applications
May 2021	Assessment Centre
September 2021	Graduate start date
November 2021	CIPS Level 4 commences

## ORGANISATIONS EMPLOYING A GRADUATE



“ AT YORKSHIRE AMBULANCE SERVICE WE HAVE REGULARLY STRUGGLED TO ATTRACT HIGH CALIBRE APPLICANTS FOR ROLES WITHIN THE PROCUREMENT FUNCTION. WE THEREFORE NEEDED TO THINK A LITTLE BIT DIFFERENTLY, AND THE PROCUREMENT GRADUATE SCHEME PROVIDED US WITH AN OPPORTUNITY TO DO JUST THAT WHILST IT ALLOWS US TO INVEST IN FUTURE PROCUREMENT PROFESSIONALS AND LEADERS. ”

Hiring Manager, YAS

## NUMBERS TO DATE

177	Applications
21	Invited to interview
12	Attended virtual assessment centre
5	Selected to for the graduate scheme

“ MY EXPERIENCE WITH THE GRADUATE SCHEME AND THE WHOLE PROCESS HAS BEEN VERY POSITIVE. SDN SPENT A LOT OF TIME PRE ASSESSMENT DAY, ORGANISING INTERVIEWS AND SHORTLISTING HELPING ORGANISATIONS FIND THE IDEAL CANDIDATES. BY THE TIME IT GOT TO THE ASSESSMENT DAY, THE REMAINING CANDIDATES WERE ALL EXCELLENT. INTERVIEWS CAN BE QUITE DAUNTING; HOWEVER IT DIDN'T APPEAR TO FAZE THE CANDIDATES TOO MUCH, MAYBE BECAUSE IT WAS ON MICROSOFT TEAMS. ”

Hiring Manager, MYH

## QUALIFICATION & TIME MANAGEMENT

The total qualification time is estimated at **600 hours**. The TQT indicates the overall number of guided learning hours, additional self-study and assessment time that is required.

**Guided learning hours** (GLH) - 250 GLH. The definition of guided learning hours is: 'A measure of the amount of input time required to achieve the qualification. For example, supervised study in learning centres and workshops'.

**Self-study requirement** (SSR) Additionally, CIPS recommend that students also commit to at least 335 SSR hours. This includes wider reading of the subject areas and revision.

**Total exam time** 15 hours. All the modules in CIPS qualifications are assessed by an examination.

## FINANCIAL COMMITMENT

- 2 year band 4 salary (£28k - £31k including on costs).
  - Apprenticeship levy for training.
  - Maximum £6k fee to SDN per graduate to cover scheme operating costs for the two year period.
  - Where graduates are 'shared' between organisations these costs will also be shared.
- Manager staff time commitment - hiring manager to assess at assessment centres, End Point Assessment (EPA) at end of scheme, feedback to SDN on the scheme.
- Graduate staff time commitment - apprenticeship studies (approx. 38 days), mentoring and other developmental workshops, minimum of 2 rotations.

*\*SDN fee may reduce depending on the number of organisations participating in the scheme.*

“  
HERE AT YORKSHIRE  
AMBULANCE SERVICE, WE  
ARE ABLE TO OFFER AN  
INTRODUCTION INTO A  
REWARDING CAREER IN  
PROCUREMENT, HIGH  
QUALITY TRAINING AND  
EXPOSURE TO, AND  
INSIGHT INTO THE  
CHALLENGES FACED BY A  
CRITICAL NHS  
ORGANISATION. IN  
RETURN, I RECOGNISE I AM  
GETTING INDIVIDUALS WITH  
UNIQUE SKILLS AND FRESH  
IDEAS AND A RESOURCE I  
CAN UTILISE FOR VALUE,  
ADDING ACTIVITIES THAT I  
HAVE PREVIOUSLY BEEN  
UNABLE TO DO. MOST  
IMPORTANTLY IT  
ADDRESSES SOME OF OUR  
SUCCESSION PLANNING  
CHALLENGES AS THE  
SCHEME PROVIDES A  
ROUTE TO FUTURE  
RECRUITMENT.”

Hiring Manager, YAS

Along with their general support and commitment to develop the Graduate Scheme, HCSA are generously contributing some funding to the 2021/22 Programme. This funding will help reduce the administration fee which organisations pay to SDN, hopefully enabling more organisations to support the scheme and see the benefits of employing a graduate.



## BREAKDOWN OF SDN FEE

Trust requirement gathering: - Heads of Procurement, staff structure, number of graduate roles and type of roles.

Trust wider team engagement – HR Directors, Recruitment Leads and Apprenticeship Levy Leads for advertising the scheme across the organisation, on boarding and apprenticeship levy funding.

Recruitment and selection of graduates - national graduate recruitment campaign over 3 months, advertising through 80% of Universities across England, applicants assessed through CV applications, online tests, online interviews and arranging assessment centres

On programme training and support - apprenticeship pathway sourcing, mentor support, developmental workshops, 2 - 3 rotations, manager and graduate progress reviews.

“  
THE RECRUITMENT  
PROCESS WAS  
OPEN, FRIENDLY  
AND REALLY WELL  
ORGANISED!”

2021 Graduate





## ORGANISATION COMMITMENT

The SDN team deliver a comprehensive admin service, providing material to aid with the creation of the graduate role, advertising the scheme and conducting application reviews and initial interviews, as well as facilitating with the on boarding process. To ensure a suitable candidate is selected and a smooth on boarding process is conducted, the following is required from the **Hiring Manager** and **Organisation** offering the placement.

- Attend Q&A meeting
- **October**—confirm commitment & placement(s)
- Prepare Job Description & meet with SDN
- Confirm contacts for HR & Apprenticeship Levy Lead
- Meet with SDN, HR & Apprenticeship Levy Lead
- End of **April**—attend Assessment Centre
- Follow up with HR to ensure on boarding is moving forward
- Attend Graduate Lunch
- **July**—Meet with CIPS provider for overview
- Apprenticeship Levy Leads manage Levy payment with CIPS provider
- Confirm Mentor prior to Graduate starting in September



## INTERESTED IN A GRADUATE?

*"I CANNOT WAIT TO START MY CAREER IN NHS PROCUREMENT THROUGH SUCH AN EXCITING GRADUATE SCHEME."*

2021 Graduate



Expressions of interest are required by **Friday 24th September**. Please send an email stating how many graduates you would be interested in placing to Lauren Butcher, [lauren.butcher3@nhs.net](mailto:lauren.butcher3@nhs.net) or Nigel Booth, [n.booth@nhs.net](mailto:n.booth@nhs.net).

Following this an MS Teams invite will be sent inviting you to attend a **Q&A meeting** to discuss any thoughts or questions you may have about the scheme.

Confirmation of commitment and placements are required by **Friday 15th October**. You will be asked to complete a form which will cover the host organisation, manager title along with HR and Apprenticeship Levy Lead contact details.

Visit our website:

[www.pathways2nhsprocurement.com](http://www.pathways2nhsprocurement.com)



To keep up to date with the progression of the scheme and the 2021 graduate cohort, make sure you follow our social media pages:



@NHSPATHWAYS



CPDSYORKSHUMBER



## SUPPORT FROM HCSA

A message from Lord Hunt of Kings Health PC OBE - President of the Health Care Supply Association

As President of the Health Care Supply Association I am immensely pleased to support the Procurement Graduate Scheme.

This Scheme creates an opportunity for graduates to work in a service that is at the very core of supporting the NHS. The range of roles is tremendous and the professional rewards are immense.

The HCSA is proud to be financially supporting the Scheme and working in partnership with Yorkshire & Humber Skills Development Network and NHS England and NHS Improvement.

I look forward to meeting Scheme Members in due course and being part of what will be an exciting career journey.

Philip Hunt

[HCSA Website](#)



**[www.pathways2nhsprocurement.com](http://www.pathways2nhsprocurement.com)**

Skills Development Network  
Health Care Supply Association  
NHS England & Improvement

**“ 2021 SAW NOE CPC RECRUITING A GRADUATE TRAINEE FOR THE VERY FIRST TIME. I WAS EXTREMELY IMPRESSED BY THE THOROUGH PROCESS UNDERTAKEN BY THE TEAM AT THE YORKSHIRE AND HUMBER SKILLS DEVELOPMENT NETWORK, WHICH INCLUDED VARIOUS APTITUDE TESTS (ADMINISTRATIVE, PURCHASING AND REASONING) TO CREATE A SHORTLIST OF CANDIDATES. THEY FOLLOWED THIS UP WITH AN INITIAL INTERVIEW. THIS MEANT THAT BY THE TIME THE ASSESSMENT CENTRE CAME AROUND, I, AND ALL THE RECRUITING MANAGERS, WERE PRESENTED WITH 10 EXCEPTIONAL CANDIDATES, THE VAST MAJORITY OF WHOM WOULD HAVE BEEN EXCELLENT ADDITIONS TO NOE CPC’S TEAM. WE ARE VERY EXCITED FOR SEPTEMBER WHEN OUR CHOSEN CANDIDATE COMES ON BOARD. ”**

Hiring Manager, NOE CPC

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