

NHS Skills Development
Developing Today to Influence Tomorrow

NHS PROCUREMENT
GRADUATE TRAINING
SCHEME 2023

PATHWAYS 2



PROCUREMENT



“ 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

OVERVIEW

The NHS Procurement Graduate Training Scheme was established in 2020 by the Yorkshire & Humber Skills Development Network and has since developed into the National Scheme. Now, with support from HCSA and NHSE, we are advertising the **National** training and development programme for Graduates to join Procurement teams in **NHS Trusts and ICBs 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 – **Chartered Institute of Procurement Supply (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**.

QUALIFICATIONS & TIME MANAGEMENT

Whilst on the scheme, the graduates will complete the CIPS Level 4 diploma. The following commitment is required:

The total qualification time (TQT) 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.
- £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.

Subject to Trustee approval, following their commitment and generous funding towards the scheme in 2022, HCSA are continuing their support for the 2023 graduate cohort. This partnership will enable SDN to offer more support and training throughout the scheme, offering opportunities such as the HCSA Procurement Development Programme.

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.



HCSA

“ 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. ”

Hiring Manager

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 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
- September 2022—confirm commitment & placement(s)
- Prepare Job Description & meet with SDN
- Confirm contacts for HR & Apprenticeship Levy Lead
- Meet with SDN, HR & Apprenticeship Levy Lead
- March/April 2023 —attend Assessment Centre
- Follow up with HR to ensure on boarding is moving forward
- Attend Graduate Lunch
- July 2023 —Meet with CIPS provider for overview
- Apprenticeship Levy Leads manage Levy payment with CIPS provider
- Confirm Mentor prior to Graduate starting in September 2023



INTERESTED IN A GRADUATE?

Expressions of interest are required by the start of September. Please send an email stating how many graduates you would be interested in placing to Lauren Butcher, Graduate Scheme Manager, lauren.butcher3@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 the end of September 2022. 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.

“ I CANNOT WAIT TO START IN SUCH AN EXCITING GRADUATE SCHEME. ”

Graduate,
2021 Cohort

Visit our website:

www.pathways2nhsprocurement.com

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



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Skills Development Network

Health Care Supply Association

NHS England

