

# Guidance for Pre-registration Nursing Degree Programmes



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GIG  
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WALES

Partneriaeth  
Cydwasanaethau'r  
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Shared Services  
Partnership  
Workforce, Education and Development Services

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### Version Control

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## Pre-registration Nursing Programmes

NHS Wales Shared Services Partnership (NWSSP) is responsible for commissioning education and training to meet the needs of the NHS in Wales. There are a number of pre-registration nursing programmes that fall within this remit.

Each year, NWSSP funds places on behalf of NHS Wales on pre-registration nursing programmes. The current pre-registration nursing programmes are:

- 3 year nursing degree programme
- 2 year nursing degree programme for HCSWs
- Part time/flexible nursing degree programme
- 2 year pre-registration Nursing Programme at post-graduate level

This all Wales guidance describes the different pre-registration nursing programmes that NWSSP commission and details their funding arrangements.

### 3 Year full-time Nursing Degree Programme

A 3 year full-time nursing programme that consists of 50% university based teaching and 50% clinical placement based learning.

#### Entry requirements

Individuals that meet the entry requirements of their chosen university are eligible to apply for the programme through UCAS. Details of entry requirements can be accessed from the universities individual web sites.

NWSSP commission the following fields of nursing from the four Welsh universities detailed below:

#### [University of South Wales](#)

Adult, Child, Mental Health and Learning Disabilities

#### [Cardiff University](#)

Adult, Child and Mental Health

#### [Swansea University](#)

Adult, Child and Mental Health

#### [Bangor University](#)

Adult, Child, Mental Health and Learning Disabilities

## Funding

Funding arrangements for the 3 year pre-registration nursing programme are as follows:

- Applicants can **only** apply for an **NHS Wales Bursary** from [Student Awards Services \(SAS\)](#) on agreement to commit to work in Wales for 2 years on completion of their programme. Applicants must register their intentions on the [Welsh Health Registration System](#) on the SAS website, and complete the declaration within the NHS Wales Bursary Scheme Terms and Conditions.

The **NHS Wales Bursary Scheme** provides the following financial support to students:

- The cost of tuition fees
  - A means-tested bursary for living costs
  - £1,000 non means tested grant,
  - In addition students are supported for costs such as travel and accommodation (whilst on placement), Childcare, Disabled Student Allowance, Dependents Allowance and Parental Learning Allowance.
  - If eligible, you will have access to a reduced student loan (subject to Student Loans Company regulations)
- Welsh domiciled students, who do not wish to commit to work in Wales on completion of their course, will have access to the standard student support package available from [Student Finance Wales](#).
  - Non-Welsh domiciled students, who do not wish to commit to work in Wales will continue to be eligible to study in Wales but will need to secure funding from an alternative source, this may include funding from the relevant funding body in their home country or self finance.
  - Students can self-finance their training

## 2 year full-time nursing degree programme for HCSWs

A full-time programme for HCSWs to join the 3 year full-time nursing degree course at year 2.

## Entry requirements

HCSWs that have successfully completed one of the courses in the following list are eligible to apply to enter onto the 3 year nursing degree programme at year 2. There may be other education programmes that enable access to year 2 of the programme, further details can be obtained from individual universities.

Details of entry requirements can be accessed from the universities individual web sites.

[Certificate in Health Care Studies for Health Care Support Workers](#)  
Swansea University

[Cert HE in Health Care Nursing Support Worker Education](#)  
University of South Wales

[Foundation Degree \(FdSc\) Healthcare Practice](#)  
Coleg Llandrillo

#### Funding

The funding arrangements are the same as for the full 3 year programme detailed above.

#### Up to 4 years part-time/flexible Nursing Degree Programme

A part-time/flexible programme for current HCSWs employed within NHS Wales. This is also available to HCSWs who work within GP practices, where the GP has agreed to release the member of staff for the agreed time, and the local health Board has agreed to support this staff member in terms of the commission and placement provision.

The HCSW will spend the agreed number of hours per week as a student nurse, with the remainder of their weekly contracted hours fulfilling their current role as a HCSW in their substantive employment.

The university may configure the weekly hours into block periods of learning, rather than a number of hours every week. The completion of these hours will provide sufficient time over the duration of the course for the student to complete the required amount of placement hours and have study time, as per NMC regulations.

[Swansea University](#)

[Bangor University](#)

[University of South Wales](#)

[Open University](#)

Further detailed information on this programme at Swansea, Bangor and USW universities can be found at appendix B.

## Entry requirements

This route is available for those HCSWs that meet the university's eligibility criteria to apply, entry requirements can be accessed from the universities individual web sites.

HCSWs may be eligible to join the part-time/flexible nursing programme at various points along the programme dependant on their qualifications. Further information can be obtained from individual universities.

Confirmation on whether the student is eligible for funding **should only be sought** from WEDS where the student has previously started, but not completed, a pre-registration nursing programme that has also included all or some salary contributions.

In these instances, education providers must contact NWSSP, WEDS to confirm whether the student is entitled to further funding before offering an NHS Wales place to the student. Each student will be assessed on a case-by-case basis.

## Funding

Funding arrangements for the part-time/flexible nursing programme are as follows:

- Tuition fees paid by NWSSP
- Applicants who take up a training place on a part time/flexible nursing degree programme **will remain employed with their current employer** for the duration of the course.
- The employer will continue to pay the HCSW an annual salary equal to their current substantive salary for the duration the course. The HCSW will continue to pay their usual deductions from their salary, such as pension contributions, tax and National Insurance contributions.
- Employers should seek reimbursement from NWSSP of HCSW salary backfill costs at a rate of 16 hours per week at the current salary rate of the HCSW but no more than at midpoint of agenda for change band 3. The remaining required hours (up to 7 hours) will be funded by the employing organisation.
- HCSWs will only be reimbursed for travel costs in respect of travelling to clinical placements/higher education institution within Wales that **exceeds** the daily cost of travel between their **home and work base**. No reimbursement of expenses should be made to any student undertaking, on request, a placement outside Wales where a placement within Wales would have been available.
- NHS Wales HCSWs will be required to have an e-expenses account to claim reimbursement of travel expenses

- Employers should submit Invoices to NWSSP on a monthly basis detailing the breakdown of those costs in respect of:
  - a. HCSW salary backfill costs (16 hours) plus employer on-costs for the duration of the course (excluding overtime and any enhancements).
  - b. The cost of travel to the student from travelling to and from their clinical placement and/or higher education institution that **exceeds** the daily cost of travel between their **home and work base**
  - c. Reimbursed authorised mileage is at the NHS Wales reserve rate (previous public transport rate), currently 28 pence per mile. The HCSW's manager at the NHS Wales Organisation should ensure all travel claims are verified with the Education Lead in their organisation/HEI before these are approved for payment.
  - d. Please see Appendix A - Flowchart for the reimbursement of placement expenses.
  - e. NHS lease car payments will not be reimbursed by NWSSP. If any charges are incurred with lease car return, please contact NWSSP finance on [etfinance.nwssp@wales.nhs.uk](mailto:etfinance.nwssp@wales.nhs.uk).
  - f. NWSSP will reimburse costs in excess of normal car parking fees incurred by HCSWs to attend HEI/clinical placements. However, if a HCSW normally incurs car parking fees at their place of work, only fees in excess of this amount will be reimbursed.
- Invoices should be labelled for the attention of WEDS NWSSP and submitted to Velindre NHS Trust, NWSSP, PO Box 112, Pontypool, NP4 4DG or [etfinance.nwssp@wales.nhs.uk](mailto:etfinance.nwssp@wales.nhs.uk).
- HCSWs on this programme are **not** eligible to apply for the NHS Wales bursary scheme.

#### Maternity/paternity Leave

NWSSP will not reimburse employer's costs arising from a student's absence from training due to extended maternity leave.

The HEI and NHS Organisation must contact NWSSP when the student returns to their training to recommence backfill contributions.

Additional general information relating to maternity/paternity leave for all pre-registration nursing programmes can be found in the "Information for all Pre-registration Nursing Programmes" section below.

#### Sick Leave

NWSSP will not reimburse employer's costs arising from a student's absence from training due to extended Sick leave.

The HEI and NHS Organisation must contact NWSSP when the student returns to their training to recommence backfill contributions.

Additional general information relating to sick leave for all pre-registration nursing programmes can be found in the “Information for all Pre-registration Nursing Programmes” section below.

## 2 Year full-time Post-graduate Nursing Programme

A 2 year full-time post-graduate nursing programme that consists of 50% university based teaching and 50% clinical placement based learning.

NWSSP commission the 2 year post-graduate full-time nursing programme from the following Welsh universities:

[Swansea University](#) – MSc Nursing

[Bangor University](#) – PG Dip Nursing

### Entry requirements

This programme is available to individuals who have already achieved a first degree. Further details on entry requirements can be obtained from individual universities.

### Funding

Funding arrangements for the 2 year pre-registration post-graduate nursing programme are as follows:

- Applicants can **only** apply for an **NHS Wales Bursary** from [Student Awards Services \(SAS\)](#) on agreement to commit to work in Wales for 2 years on completion of their programme. Applicants must register their intentions on the [Welsh Health Registration System](#) on the SAS website, and complete the declaration within the NHS Wales Bursary Scheme Terms and Conditions.

The **NHS Wales Bursary Scheme** provides the following financial support to students:

- The cost of tuition fees
  - A means-tested bursary for living costs
  - £1,000 non means tested grant,
  - In addition students are supported for costs such as travel and accommodation (whilst on placement), Childcare, Disabled Student Allowance, Dependents Allowance and Parental Learning Allowance.
- Non-Welsh domiciled students, who do not wish to commit to work in Wales will continue to be eligible to study in Wales but will need to secure funding

from an alternative source, this may include funding from the relevant funding body in their home country or self finance.

- Students can self-finance their training
- Post-graduate students are NOT entitled to a student loan.

## Information for all Pre-registration Nursing Programmes

### Maternity/paternity Leave

Students should adhere to their employer's/university's Maternity, Adoption, Paternity and Parental Leave policies.

Where a student needs the length of their training to be extended due to maternity leave, the HEI should formally request additional funding from NWSSP by completing appendix D and returning to NWSSP by either post or email.

### Sick Leave

Students should adhere to their employer's/Universities Sickness Leave policy.

Where a student needs the length of their training to be extended due to Sickness, the HEI should formally request additional funding from NWSSP by completing appendix C and returning to NWSSP by either post or email.

If you have any queries or need further explanation then please email:  
[ETFinace.nwssp@wales.nhs.uk](mailto:ETFinace.nwssp@wales.nhs.uk)/ [NWSSP.WEDSEdCommissioning@wales.nhs.uk](mailto:NWSSP.WEDSEdCommissioning@wales.nhs.uk).

## Appendix A

## Flowchart for the reimbursement of placement expenses



## Appendix B

## Part-time/flexible nursing degree programme – commencing in academic year 2017/18 only

	<b>Swansea University</b>	<b>University of South Wales</b>	<b>Bangor University</b>
<b>Duration</b>	Either 4 years  Or  2 years and 9 months programme (starting on 2 <sup>nd</sup> January 2018) Only for staff who have completed a Level 4 programme equivalent to the first year of the nursing degree	3 years – starting in year 2.  Only for staff who have completed a Level 4 programme equivalent to the first year of the nursing degree	2 years and 9 months programme – starting in year 2.  Only for HCSW within BCUHB who have completed a Level 4 FdSc Healthcare Practice programme equivalent to the first year of the nursing degree
<b>Start Date</b>	6 <sup>th</sup> September 2017	28 <sup>th</sup> September 2017	9 <sup>th</sup> April 2018
<b>Finish Date</b>	<b>4 year programme</b> 4 <sup>th</sup> September 2021  Consolidation of practice commences 16 <sup>th</sup> May 2021 (working 37.5 hours in placement)  This means they will be working no HCSW hours from 16 <sup>th</sup> May 2021.  <b>2 years 9 months programme</b> 4 <sup>th</sup> September 2020  Consolidation of practice commences 16 <sup>th</sup> May 2020 (working 37.5 hours in placement)  This means they will be working no HCSW hours from 16 <sup>th</sup> May 2020.	27 <sup>th</sup> September 2020  Consolidation of practice commences 8 <sup>th</sup> June 2020 (working all contracted hours in placement).  This means they will be working no HCSW hours from 8 <sup>th</sup> June 2020.	9 <sup>th</sup> January 2021  Consolidation of practice commences w/c 23 <sup>rd</sup> August 2020 and finishes w/c 3 <sup>rd</sup> January 2021  This means that they will work their contracted hours in placement from 23 <sup>rd</sup> August 2020
<b>Contract Arrangements</b>	Staff will remain employed in their current roles and paid at their current salary. Their current terms and conditions will remain unchanged.		
<b>What will be the Student element</b>	22.5 hours per week	23 hours per week	23 hours per week

<b>of the HCSW's hours be?</b>			
<b>How will placements be planned?</b>	<p>Tuesday, Wednesday, Thursdays of each week will be a combination of:  <b>Tuesday</b> - theory day  <b>Wednesday</b> - theory/placement day  <b>Thursday</b> – placement day</p> <p>There will be a 7 week part-time placement in: September – December 2018 and January to April 2020</p> <p>There will be a 12 week <b>37.5 hour</b> placement in May to August 2021.</p>	<p>Each week of the programme is allocated as either: <b>Theory</b> or <b>Placement</b> and will be for <b>23 hours</b> per week.</p> <p>From 8<sup>th</sup> June 2020, all contracted hours will be worked as a student nurse for their consolidation placement.</p>	<p>Each week of the programme is allocated either as theory or placement and will be 23 hours per week over 45 weeks.</p>
<b>Why are the placements duration so specific?</b>	<p>To meet NMC requirements, the programme has to include 2300 hours of practice (50%).</p> <p>Some of these hours have been included as accreditation of prior learning (APL) from their clinical roles. The remainder has to be designed into the programme.</p>		<p>To meet NMC requirements, the programme has to include 2300 hours of practice (50%). Some of these hours have been included as accreditation of prior learning (RPL) from their FdSc qualification which is mapped to level 4 of BN programme.</p>
<b>How will remaining contracted hours be worked?</b>	<p>Any remaining hours will be worked as a HCSW in their current role. This means that students will not be able to have a placement in their current place of work, including their final placement. This is a condition of the NMC revalidation process.</p>		
<b>How will the student's hours be funded?</b>	<p>WEDS will contribute to 16 hours of salary paid to the organisation, the remaining required 6.5 hours Swansea will be funded by the Health Board.</p>	<p>WEDS will contribute to 16 hours of salary paid to the organisation, the remaining required 7 hours will be funded by the Health Board.</p>	
<b>Where will the placements be?</b>	<p>Placements will be within the employing health Board.</p> <p><b><i>For Powys employees, some placements will have to be within other Health Boards (see below)</i></b></p>	<p>Placements will be mainly within BCUHB, including the private sector or associated areas such as out of hours.</p>	

	<p>Placements will include medical, surgical and community placements with some specialist places also included to meet learning outcomes.</p> <p>When allocating placements, the student's home address and personal circumstances will be taken into consideration. Arrangements can also be made to provide accommodation whilst on placement.</p>		<p>Placements will include medical, surgical and community placements with some specialist places also included to meet learning outcomes.</p> <p>When allocating placements, the student's home address and personal circumstances will be taken into consideration. Arrangements can also be made to provide accommodation whilst on placement.</p>
<b>Powys employees placements</b>	<p>Placements will be within the employing health Board.</p> <p>For Powys employees, some placements will have to be within Hwyl Dda UHB and ABMU.</p>	<p>Placements will be within the employing health Board.</p> <p>For Powys employees, some placements will be within Cwm Taf UHB and Aneurin Bevan UHB.</p>	n/a
<b>What are the contractual obligations for taking a place on this programme?</b>	<p>It is anticipated that students on this programme will commit to working in their employing Health Board post registration as a Nurse. As they are not in receipt of the bursary students are not required to formally commit to working in Wales on graduation.</p>		
<b>How will annual leave be allocated?</b>	<p>Annual leave entitlement will remain unchanged and annual leave periods will be allocated within the programme. The annual leave "weeks" are likely to be sufficient for annual leave to be taken. Staff and Managers will need to ensure that this is managed on an individual basis, to ensure annual leave entitlement is met.</p>		

Education Provider: Name of Student: Course:
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Date Commenced on Course: Start Date of Break (dd/mm/yy): Anticipated Date of Recommencement (dd/mm/yy): Intake Returning To (mm/yy): Length of Extension Request: Anticipated Completion Date on course:
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<u>Amount of Additional Funding Requested (£)</u>	£	
Bursary / Salary Costs	£	
Dependants & Other Allowances	£	
Childcare	£	
Contract funding	£	NIL
Total	£	

1. Please specify reason for students extension request?

2. What has the Education Provider put in place to mitigate the circumstances leading to the request for additional funding?

3. Does the Course Tutor confirm that a funded extension is likely to lead to the student completing the course successfully at the end of this extended period?  
YES / NO *delete as appropriate*

Explain your reasoning to the answer above providing evidence where appropriate

4. Does the Course Tutor confirm that, without a **funded** extension, the student is unlikely to complete the course successfully?

Explain your reasoning to the answer above providing evidence where appropriate

**Signed:**

Course Director

**Date :**

*I declare that, in my opinion, granting this additional bursary or salary funding represents the best value for money option taking account of the level of additional cost and the probability of the student qualifying*

**Signed:**

Head of School

**Date :**

**Note:**

Requests for Maternity Leave will need to be submitted on a BUR101 (MAT) form

Please return completed forms to:

WEDS Finance, NWSSP, 4/5 Charnwood Court, Nantgarw, CF15 7QZ

**Email:** [etfinance.nwssp@wales.nhs.uk](mailto:etfinance.nwssp@wales.nhs.uk)

***forms will be returned if the detail provided is deemed insufficient***

**NOTIFICATION OF STUDENT MATERNITY LEAVE**

**1. Course Details**

Name of Course

Name of

Academic Year

**2. Student Details**

Student's Name

Student Reference

**3. Maternity Leave**

3.1 Start date of Maternity Leave Date

3.2 Anticipated Return Date Date

3.3 Anticipated Course Completion Date Date

**4. Authorisation (to be completed by the designated officer at the university/college)**

Comments:

**I certify that the details shown above are, to my knowledge, correct.**

Signature

Date

**Finance Contact (to confirm payment information):**

Name

Tel/Email

BUR 101 MAT