

# **Continuing Professional Development (CPD) Funding Guidance for Nursing Associates, Nurses, Midwives and AHPs in NHS Organisations / Primary Care Training Hubs 2023/24**

**Funding Process and Frequently Asked Questions**

### 1. Background

In line with the Department of Health and Social Care (DHSC) confirmation of continuing professional development (CPD) investment for nursing associates, nurses, midwives and allied health professionals (AHPs) for 2023/24, this guidance has been written to ensure the funding is managed and available for eligible frontline professionals. This funding will be distributed and managed through NHS England regional offices.

This guidance is intended to support CPD requirements of nursing associates, nurses, midwives and AHPs in NHS Trusts and GP Practices. This investment will allow access to funding linked to personal professional requirements as well as system and population health priorities. This funding aims to support the NHS, and support building skills and expertise of our workforce vital to services and communities.

### 2. Purpose

The CPD funding is intended to be used as an individual development fund for frontline clinical professionals to:

- Equip them with new clinical skills to enhance the care they provide to patients and develop their careers.
- Support staff in moving between sectors, for example, by enabling nurses and AHPs in hospitals to move to new roles in primary care and community care, supporting improved primary care access and out of hospital care.
- Support the maintenance of their continuing professional registration by helping them to meet requirements from their professional regulators.

For clarity, this funding is an investment solely for CPD and cannot be used for funding backfill or mandatory training.

### 3. Funding allocation

Each organisation is being provided with an allocation for every registered nursing associate, nurse, midwife and AHP. Allocations are calculated on NHS Digital workforce headcount data (December 2020) and will continue on the same basis and criteria as applied in 2022/23.

### 4. Eligibility criteria

CPD funding is available to specific eligible professions, the headcount for which is used to calculate allocations. Registered nursing associates, registered nurses, midwives and allied health professionals (listed below) in the NHS (in England) are eligible for the CPD funding. This funding settlement has been secured and agreed with HM Treasury specifically as part of the Department of Health and Social Care's negotiations for the NHS workforce in England. **This funding is not available for nursing, midwifery and allied health professionals in social care, local government or in other sectors outside of NHS in England (including CICs and social enterprises).**

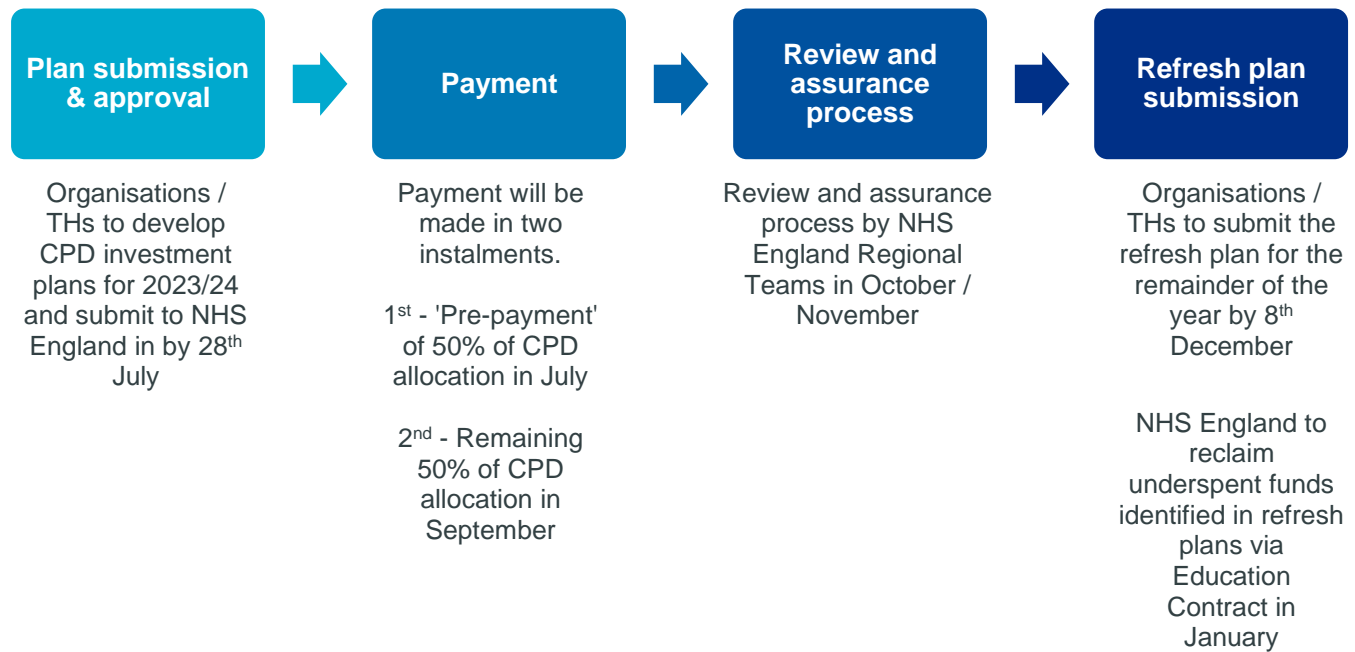
Below is the list of 14 professions that are included in the AHP group.

- Art Therapist
- Chiropracist/Podiatrist
- Dietitian
- Drama Therapist
- Music Therapist
- Paramedic
- Occupational Therapist
- Operating Department Practitioner
- Orthoptist
- Osteopath
- Physiotherapist
- Prosthetist/Orthotist
- Radiographer
- Speech and Language Therapist

## 5. Process and timeframe

The following process is outlined to ensure there is an investment plan in place and a reporting mechanism back to NHS England and the DHSC. Reporting of this work will be through the NHS England Regional Teams and will ensure we are able to capture spend, uptake and benefits of this investment from a regional perspective, and provide assurance required nationally on utilisation of CPD investment.

### Process for oversight of CPD Funding Allocation



**Timeframe**

When	Activity
May 2023	NHS England to send confirmation of 2023/24 CPD allocations and share investment planning template with organisations / Training Hubs
July 2023	Organisations / Training Hubs to develop CPD investment plans for 2023/24 and return them to NHS England by 28 <sup>th</sup> July 2023.
July 2023	'Pre-payment' of 50% of CPD allocation made to organisations / Training Hubs by NHS England via Education Contract* to support CPD activity for Q1&Q2.
September 2023	Remaining 50% of CPD allocation made to organisations / Training Hubs by NHS England via Education Contract*.
October/ November 2023	NHS England Regional Teams carry out review/assurance process with organisations to reflect on progress to date, identify risks and gauge confidence in delivery for the remainder of Q3 & Q4.
December 2023	Organisations / Training Hubs to submit their refreshed plan detailing actual activity to date and forecast plans for the remainder of the year by 8 <sup>th</sup> December 2023.
January 2024	Where required, NHS England to reclaim underspent funds identified in refresh plans via Education Contract.

Key:

- Organisation/Training Hub responsibility
- NHSE Responsibility

\*Payment methods may vary for Training Hubs. NHS England Regional Teams will advise where required.

## 6. Investment plan submission process

Organisations are required to submit an investment plan to NHS England by 28<sup>th</sup> July 2023 setting out their intentions for full CPD utilisation for the year. A refreshed investment plan is to be submitted to NHS England by 8<sup>th</sup> December 2023 to provide actual activity to date and updated forecast plans for the remainder of the year. Details including the type of investment, education provider, description of the activity, costs, number of places, when the money will be spent and which staff groups it will be spent on are mandatory requirements.

## 7. Review of investment plan

The NHS England Regional Office will collect and collate the information submitted by all organisations / THs in the region. They will summarise the key CPD themes (common requests for particular courses, workshops, webinars and other requests to support CPD) and also what some of the distinct differences may be (bespoke specialist courses). Ahead of the December refresh submission, a review and assurance exercise will be undertaken during October/November 2023 to understand confidence of delivery in the plans for the remainder of the year and to review actual activity to date.

## 8. Monitoring and reporting

The initial submission is required to be returned by 28<sup>th</sup> July 2023. Each region will monitor organisational plans throughout the year and a refreshed plan is due by 8<sup>th</sup> December 2023. Any underspends identified in the refreshed plan submission may be subject to reclaim by NHS England, arrangements for which will be made in the January Education Contract schedule.

Aggregated returns and a thematic analysis will be sent to the national team and NHS England Regional Directors to enable a collective understanding of the benefits of the additional investment.

## 9. Frequently Asked Questions (FAQs)

The following questions are intended to support organisations.

**1. Can the CPD funding be used for roles, i.e. secondments to rotational roles for leadership development?**

No, CPD funding can only be used for the development of staff in these roles and not for salaries or backfill.

**2. Can the money be used to pay for learning equipment like laptops / tablets?**

No this cannot be included as this is capital expenditure.

**3. Can the CPD funding be top sliced for administration costs?**

No, the funding is an individual development fund.

**4. Can the funding be used to pay for backfill to allow attendance at a conference?**

Conference fees can be claimed if they fit within the agreed allocation for personal CPD. Backfill, travel or subsistence is not included.

**5. What expectation is there for the Trust to track individuals who move around the system during the investment period? If a nurse moves to another Trust during the year, does any unutilised money follow them?**

Trusts will not need to track these individuals. Reporting will only need to be done for staff employed by the organisation. In terms of the unutilised money, that is for the Trust employing the individuals to assess. We do not expect an internal market to come into play to transfer

money. The NHS is one big employer and therefore the skills and expertise acquired are beneficial for any new employer.

### **6. How will organisations know how much they will receive and how will they receive it?**

Allocations have been set against NHS Digital's workforce data and will be issued through the NHS Education Contract process in two stages:

- An initial 'pre-payment' will be provided to organisations in July 2023 to support CPD activity taking place in Q1 – Q2.
- The remaining 50% CPD payment will be provided to organisations in September 2023 to support CPD activity taking place in Q3 – Q4.

### **7. Can the £333 be used as part payment for a more expensive course?**

Yes.

### **8. What happens if a member of staff moves out of area / into a new area?**

This fund is to support the NHS as a whole, and the skills and expertise of our workforce is vital to services and communities. Staff will move between organisations and take those skills to new roles in the NHS. We expect Trusts to work to this principle and avoid the introduction of any processes or policies that place any restrictions on staff (practical or financial).

### **9. Is the allocation pro-rata for part timers?**

No, all eligible staff groups are entitled to the same amount of funding, regardless of the hours they work.

### **10. Should a portfolio be provided for staff groups to record their CPD on?**

No. As part of the reporting we need assurance of completion of CPD programmes funded, not the detail of learning a portfolio would be used for. Any decision on use of portfolios is for the nurse / AHP and the organisation.

### **11. How will the system and local population health priorities feed into this process?**

Completed investment plans should align to the local systems transformation strategy and we would therefore expect system wide discussions across NHS sectors to take place through the Local People Boards (or sub-groups) to identify efficiencies wherever possible with education providers. In addition, part of the investment could be used for costs to enable the development of cost-effective courses to be run at scale within organisations or across systems.

## **Further questions**

If you have any further questions that have not been answered within this document, please send these to [<insert\\_email\\_address\\_here>](mailto:<insert_email_address_here>).