



FD SC Nursing Associate Apprenticeship Programme

All you need to know!



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Introduction

This guide provides potential applicants to the programme with some useful information about the FD SC Nursing Associate Programme at Middlesex University. This programme is an apprenticeship programme, and we work closely with employers to provide this programme across North Central London.

The programme is 2 years long, and a sample of what years 1 and 2 look like are on page 12, but this calendar is produced specifically for each cohort with dates.

This guide can be used by candidates wishing to apply for the programme alongside our 'How to prepare for interview' document.

Overview of the Nursing Associate Apprenticeship Programme at Middlesex University

As apprenticeships are new to nursing, it is helpful to give a definition:

'An apprenticeship is a job with training to industry standards. It should be about entry to a recognised occupation, involve a substantial programme of on and off-the-job training and the apprentice's occupational competence should be tested by an independent, end point assessment. Apprenticeships are employer-led: employers set the standards, create the demand for apprentices to meet their skills needs, fund the apprenticeship, and are responsible for employing and training the apprentice. But the needs of the apprentice are equally important: to achieve competence in a skilled occupation, which is transferable and secures long term earnings potential, greater security and the capability to progress in the workplace'

[\(https://www.instituteforapprenticeships.org/quality/what-is-a-quality-apprenticeship/\)](https://www.instituteforapprenticeships.org/quality/what-is-a-quality-apprenticeship/)

Our students are known as Trainee Nursing Associates (TNAs), and those who are successful in all elements of the programme will become NMC Registrants as Nursing Associates. To ensure all TNAs are successful in meeting the requirements of the programme we provide a high level of support to include very close monitoring of attendance, performance and achievements.

The programme is designed to provide an equal balance between theory and practice in order to meet the NMC programme requirements. Students who are successful will achieve 120 credits at level 4 in year 1 and 120 credits at level 5 in year 2. As apprentices you will be based within an employer, and achieve 20% off the job learning by attending university for 9 weeks a year as well as other learning activities.

The components of the programme are shown below;

Year 1:	Weeks:	Pattern
University attendance	9 weeks	Spread throughout the year
Hub placements	12 weeks	2 x 6-week placements
Spoke placements	8 weeks	4 x 2-week placements
Non-assessed weeks	23 weeks	Spread throughout the year

Year 2:	Weeks:	Pattern
University attendance	9 weeks	Spread throughout the year
Hub placements	12 weeks	2 x 6-week placements
Spoke placements	10 weeks	5 x 2-week placements
Non-assessed weeks	21 weeks	Spread throughout the year

The terms used above will now be defined.

Definition of terms:

- Theory weeks
- Hub placements
- Spoke placements
- Non-assessed weeks
- Annual leave
- Tri-partite reviews
- Meeting SSSA
- Programme hours
- End point assessment

Theory weeks – during these weeks the TNAs attend university, and cannot be rostered to work any shifts, or the Sunday night that precedes these weeks. There are 9 theory weeks per year of the programme, which reflect the 20% ‘off the job learning’ as relevant to the apprentice role. Annual leave cannot be taken during these periods.

Hub placements – during these weeks the TNAs work within their own area of employed practice and are assessed using the Practice Assessment Document (ePAD) for their part in the programme. They will work alongside a Practice Supervisor (PS) and a Practice Assessor (PA) in the same way as other students, and that PA will assess them using the ePAD. This follows the NMC (2018) model of protected learning. Annual leave cannot be taken during these periods.

Spoke placements – there are 4 spoke placements of 2 weeks in year 1 of the programme, and 5 in year 2, these are outside of the TNAs usual place of work. This is to ensure a wider range of learning opportunities, and that NMC requirements are met. The TNAs are supernumerary for these periods, as they will be unfamiliar with the areas of practice. Annual leave cannot be taken during these periods. Spoke placements are organised by the programme team, and details are provided to TNAs 2 weeks in advance of the placement.

Non-assessed weeks – these are the remaining periods in the year, when the TNAs remain with their own place of work and work as TNAs but are not being summatively assessed. They will continue to learn from their practice and should be supported to use the learning opportunities that arise and complete their reflective pieces known as formative learning activities (FLAs).

Annual leave – as employees the annual leave for TNAs is managed by the workplace manager not the university. The calendar provided at programme commencement for the cohort will show the dates of periods as defined above, thus will inform when annual leave can and cannot be taken.

Tri-partite reviews – these are quarterly reviews of the TNAs progress undertaken by the TNA's Manager (or nominated Deputy), the TNA themselves, and a member of the Middlesex University programme team.

Entry requirements and employer requirements

- Evidence of, GCSE in maths and English (grade 9 to 4, grade A to C) or Functional Skills Level 2 in maths and English (or equivalent) at the point of application.
- Evidence of currently living and having lived in the UK for 3 years or more with the right to work and study in England with no restrictions. The right to live and work in the UK must cover the duration of the apprenticeship programme.
- Be able to commit to the full-time programme.
- Capability and technological literacy to meet programme outcome
- Applicants will be required to demonstrate the appropriate values and attitudes for the programme in accord with the NMC Standards.

Prior to starting the programme, applicants will be required to complete a self-declaration form to provide information regarding your health and good character. This will include an occupational health assessment and criminal records checks.

Application process

Applications are welcome from candidates who meet the requirements above, who either work with one of our employer partners in North Central London (i.e. internal candidates), or who apply for a TNA position with one of those employers, as external candidates. The programme is advertised internally with the relevant employers, and externally, across London, in advance of each cohort, twice a year.

For external candidates, the initial part of the application process is managed by the NCL Training Hub and includes applicants providing their evidence of GCSE/Functional Skills, and an indication of their first and second choices of employers. If successful at this stage, an interview is conducted, and the panel for this includes the employer lead, and a member of the University's programme team. In order to prepare for the interview, there is a separate document for this provided to applicants.

Support during the programme

This programme has significant levels of support in place for you on your programme. These include the following:

Programme Leader (PL), who will be responsible for the overall delivery of your programme. Your PL will be there to support with any significant or challenging matters you experience on your programme.

Cohort Lead (CL) will support with any day to day matters such as absence, sickness, addressing any concerns or queries you may have with your programme.

Module Leader (ML) is responsible for the organisation and delivery of a module of learning of the programme. This ML may be a member of the teaching team of this module, and will be closely overseeing the module delivery and the progression of the students on it.

Seminar Leader (SL) is responsible for facilitating the teaching of a module to the students. Each cohort (new intake of NA students) is divided into groups so that the class size is appropriate for conducive learning. There will be an allocated SL for each group, facilitating the learning and supporting your preparation for module assessment.

Director of Programmes (DOP), who has the overall responsibility for developing and quality assuring the delivery of the programme, the DOP is contactable for any significant concerns that you may experience, however your first point of escalation, particularly for routine support is via the programme team roles above.

All of the above are university staff who are experienced members of the FdSc NA programme team. In addition to the above roles, you will have additional roles to support your overall programme progression, both at university and in your practice setting. These roles are:

Practice Education Team – who will oversee and support you in the practice setting, liaising with the above programme team colleagues, as needed to support your overall programme progression. In addition to this you will have further support roles to ensure that you have meaningful learning experiences that meet the programme requirements. These are:

Practice supervisor (PS) - an allocated member of staff from the practice setting who will support and supervise your progress in the practice learning environment.

Practice assessor (PA) – an allocated colleague from the practice setting who will assess and confirm your achievement of practice learning for each placement.

Academic Assessor (AA) - this will be a member of the programme team from the university, who will collate and confirm your achievement of competencies and overall progression on the programme. Your allocated AA will work very closely with your practice education team to ensure that you feel well supported to progress accordingly, identifying and facilitating any additional support as required.

All of the above colleagues work in close partnership to ensure that each TNA is fully supported on their NA programme journey.

Further support available to you, as a student at Middlesex University includes:

Learning Enhancement Team (LET)

This team support students to become more confident, fluent, and skilled in academic communication and thinking skills and in performing calculations and applying statistics. They empower students to have confidence in their studies with dedicated English language and writing, and mathematical and numeracy sessions. Some of these sessions are timetabled into the FdSc NA programme, and further support can be gained by accessing designated workshops, one to one appointment or drop-in-session facilitated by this team.

Disability and Dyslexia service

This dedicated team will arrange support packages for students affected by a specific learning difficulty or medical condition that impacts on their study. This team also provides a screening service for students who may this during their programme.

Designated Health and well-being team

Our health and well-being team at Middlesex University support with any physical or mental health concerns, and provide a free counselling service to our students.

Library Liaison

At Middlesex University we have extensive library facilities, with online resources for online study and an on-campus library. The library on campus is open 24hours a day during traditional term time. During other periods, i.e. Christmas and later months of summer it is open for 12hours a day, but closed on bank holidays. However, students are advised to check the opening times, if attending campus for this facility only.

The FdSc NA programme also has a designated Liaison Librarian who can help you get the best from the library to help you succeed. You can access library support via online chat or make a one to one appointment, once you become an enrolled student.

Student Union

Middlesex Students' Union (MDXSU) exists to help students make the most of their time at university. It is led by students and for students, central to the university experience and work to support all aspects of student life.

You will also be introduced to all of the above support resources at the commencement of your programme.

What you will be studying

Within the nursing associate programme, you will be studying a variety of modules to support your progression to becoming a registered professional. Below is an overview of the modules you will be working towards in your first year of study. For each module, you will have several days where you need to attend university to learn through lectures. You will be expected to complete work prior to the session, attend the face to face lecture and then complete work after the session. This will ensure that you get the most out of the programme and maximise your learning potential.

Each module assessment has one or two components only, in order to ensure that assessment load for students is manageable. These are compiled of both formative and summative submissions. Formative submissions could be considered as drafts of your ideas and an opportunity to gain feedback from your tutor, and, depending on the type of formatives, your peers also. Formative submissions are not graded. Summative submissions are at the end of a module to assess the learning gained and ensure you have achieved the learning outcomes.

NIP 1900 - Study skills for Nursing Associates

This module is one of the initial modules in the programme and it aims to support students with the development of their academic study skills and prepare them to acquire the skills necessary to study and work successfully as a student nursing associate, plan their own professional development, and develop their role within the inter-disciplinary team.

- This module is assessed by a 1500-word assignment.

NIP1902 Foundations of Scientific Principles for Nursing Associate Practice

This module aims to introduce and develop students' knowledge of key scientific concepts and clinical skills essential to their role as a Nursing Associate. Key scientific principles include knowledge of body systems and homeostasis, anatomy and physiology, social and behavioural science. Clinical skills pertaining to the role of the Nursing Associate include, infection control, monitoring of physiological parameters and a range of nursing procedures.

- This module is assessed through completion of a workbook.

NIP1903 - Foundations of Nursing Associate Knowledge

This module aims to start developing your knowledge of the role and function of the Nursing Associate (NA) in managing health and illness across a range of health and care settings. It will provide you with the fundamental NA knowledge required to support basic nursing assessment, support, and allow you to enable people in managing and improving their physical and mental health, as well as preventing their ill health.

- This module is assessed through a 2500-word assignment.

NIP1901 Foundations of Professional Nursing Associate Practice

This module aims to provide the student with a foundation to enable the development of appropriate professional attitudes, values, knowledge, skills and conduct to be a Nursing Associate. It considers relevant Laws, health policies and the NMC Code and how these are relevant to the Nursing Associate role.

- This is assessed by a ten-minute pre-recorded presentation.

NIP1904 Nursing Associate Practice 1

Students will be able to demonstrate knowledge and skills in meeting the fundamental care needs of people across their lifespan, with a range of physical, mental, cognitive, and behavioural health challenges. The students shall demonstrate high standards of professional conduct in line with the NMC code in all aspects of their practice and be able to carry out a range of procedures, under supervision, that are expected of them at this level, in a variety of health and social care settings.

Being assessed

Each component of the programme requires an assessment process in order for you to demonstrate learning and development. We understand this can cause anxiety for some of you but there is a lot of support available to help you.

Your clinical areas will use a Practice Assessment Document (PAD) to help identify areas to validate how you deliver care. This web-based tool (ePAD) will be accessed by you and the staff in practice who are allocated to support and assess your progress.

You will work alongside allocated practice supervisors (PS), who are qualified Nursing Associates or Registered Nurses and understand your programme and learning needs and will support you in your day-to-day learning.

When undertaking placements, you will also be allocated 1 Practice Assessor (PA). This experienced member of staff will carry out the formal assessments of your care delivery and be able to give you constructive feedback for all the formally assessed components in the ePAD.

There are 2 components to the majority of assessment processes in both theory and practice.

- **The formative stage** is an initial assessment that you will undertake in order to demonstrate that you are learning and developing new skills and knowledge. The formative stage is not graded but you will receive constructive feedback in order to help direct your ongoing development. The feedback may suggest areas for further work and inclusion in the next stage of the assessment process. This stage does not add to your final module outcome but is there as a learning tool.
- **The summative stage** of the assessment process is the work you will submit following the completion of all the teaching of each module. This assessment is graded and you will also receive feedback to help you identify how the grade was formulated. The pass mark, the learning outcomes and marking criteria for each module will be explained to you as will what format the assessment will take place e.g., a poster presentation or an essay.

Placement experiences

Students will attend a range of practice placements over the two years of the programme. Each year of study includes two placements (6 weeks) called 'a Hub'. This is a longer placement, in their own area of employment, during which they are assessed and are required to meet specific objectives/learn skill required for registration. Students will be working alongside supervisors and an assessor, who will support them throughout.

Apart from hubs, student will also have shorter (2 week) placements away from their workplace, in various geographical areas. These are called 'spokes'. There are four spoke placements in year 1, and five spoke placements in year 2. These placements will allow students to have an experience within a range of areas required by the NMC, including caring for patients with physical and mental health care needs, as well as children and young people and service users with learning disabilities. These placements are not formally assessed; however students will be expected to achieve a number of objectives specific to the speciality of the area and reflect on their experiences during the spoke placement with a written short essay.

Professional expectations

The programme is validated by the Nursing and Midwifery Council (NMC) and is mapped against the Standards for Pre- registration nursing associate programmes (NMC, 2023). Students must successfully complete the programme in order to be eligible to apply to join the NMC register.

You will be in contact with people throughout the programme and it is vital that you learn in a safe and effective way. You will be working in clinical practice and will be supervised throughout your assessed placements. Your employer, the NMC and Middlesex university have expectations around professional conduct. You will be expected to attend placements in a variety of clinical areas and you will be provided with a Middlesex university student uniform.

During the programme you will be learning about the NMC's (2018) The Code, Professional standards of practice and behaviour for nurses, midwives and nursing associates. This can be accessed online: [The Code: Professional standards of practice and behaviour for nurses, midwives and nursing associates - The Nursing and Midwifery Council \(nmc.org.uk\)](https://www.nmc.org.uk/standards-of-practice-and-behaviour-for-nurses-midwives-and-nursing-associates) These are the standards the registered staff are expected to work against. you will be expected to be able to work at the end of the programme.

Further information

The following links provide useful further information:

[Nursing Associates - The Nursing and Midwifery Council \(nmc.org.uk\)](https://www.nmc.org.uk/standards-of-practice-and-behaviour-for-nurses-midwives-and-nursing-associates)

[Become a nursing associate | Royal College of Nursing \(rcn.org.uk\)](https://www.rcn.org/standards-of-practice-and-behaviour-for-nurses-midwives-and-nursing-associates)

<https://www.ncltraininghub.org/courses/tna-for-candidates>

https://youtube.com/playlist?list=PL2jOqY51J3w1fwEqSezAsqN25dsJ_w7EW&si=zymIUjheNI_NFGL1