**TNA – Trainee Nursing Associate**

**Expression of Interest Form**

**Foundation Degree Nursing Associate (FDNA) - 2 Year course**

**Trainee Nursing Associate Apprenticeship**

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| --- | --- |
| GP Surgery Full Name and Address |  |
| Name of candidate: |  |
| Email address of candidate |  |
| Contact details of the candidates manager or Practice Nurse/Lead Nurse | Full name:  Email address: |
| Is your PCN involved if so can you provide their contact details |  |
| Name and email address of the person who is responsible for the signing of forms on behalf of the Practice | Full name:  Email address: |
| Please confirm that you have reviewed the readiness checklist and that the practice and candidate are aware of your roles and responsibilities  **Access the readiness checklist** [**HERE**](https://haso.skillsforhealth.org.uk/wp-content/uploads/2023/02/2023.02.13-Trainee-Nursing-Associate-Primary-Care-PF-Checklist.pdf) | Yes  No |
| Please confirm that the candidate can meet the entry criteria or needs to complete functional skills training  Please confirm that proof of qualification is available | Maths  English  Needs functional skills training  Yes  No |
| Please confirm that you understand how set up a digital account and access apprenticeship levy or a levy transfer?  **Guidance of how to do this can be found** [**HERE**](https://haso.skillsforhealth.org.uk/wp-content/uploads/2023/02/2023.02.07-HOW-TO-SET-UP-A-DIGITAL-SERVICE-AND-ACCESS-APPRENTICESHIP-LEVY-FUNDING-A-GUIDE-FOR-SMALL-AND-MEDIUM-EMPLOYERS.pdf) | Yes  No |
| Please confirm that you are happy for us to share your details with the following:   * HEE Regional Nursing Team * Training Hubs * HEE’s Levy Team | Yes  No |
| Please confirm what previous experience in PC, e.g. worked as HCSW or completed Care certificate |  |
| **For information** | |
| **National Trainee Nursing Associate webpages:**  <https://nursing-associates.hee.nhs.uk/>  <https://www.hee.nhs.uk/our-work/nursing-associates>.  **Funding information and guidance:**  Employers who start Trainee Nurse Associates on the apprenticeship programme within Primary Care, are also eligible to be supported with the following funding:   1. **HEE employer grant of £8,000 over two years (£4,000 per year) per Training Nursing Associate** – practices do not need to apply for this funding, HEE regional teams collect learner details from the university and contact the practice to arrange contracts and payment when the TNA starts on the programme. 2. **Additional roles reimbursement** [**(ARRS)**](https://www.england.nhs.uk/gp/expanding-our-workforce/) - Each PCN is allocated an additional roles reimbursement sum for the year. This is based on the PCN's weighted population share of the total ARRS funding.A PCN will be able to claim 100% of the TNA salary via ARRS – contact your PCN to find out how to access ARRS funding. 3. **Access levy funding for the apprenticeship course costs -** you will need to set up a digital apprenticeship account. You use this account to either: 4. Request a levy transfer to fund 100% of the course costs**\***   OR   1. Reserving government co-investment to fund 95% of the course costs   **Request a levy transfer or reserve government co-investment -** [**HERE**](https://haso.skillsforhealth.org.uk/wp-content/uploads/2023/02/2023.02.07-HOW-TO-SET-UP-A-DIGITAL-SERVICE-AND-ACCESS-APPRENTICESHIP-LEVY-FUNDING-A-GUIDE-FOR-SMALL-AND-MEDIUM-EMPLOYERS.pdf)  *(\*please note HEE will try to support you to find a levy transfer as much as possible however they are on guaranteed and therefore you should always ensure you have reserved co-investment and have factored that this will cover 95% of the course costs and you will be required to pay the remaining 5%, which is approx. £750)* | |

Please return this form to [syheartlandsicb.surreytraininghub@nhs.net](mailto:syheartlandsicb.surreytraininghub@nhs.net)