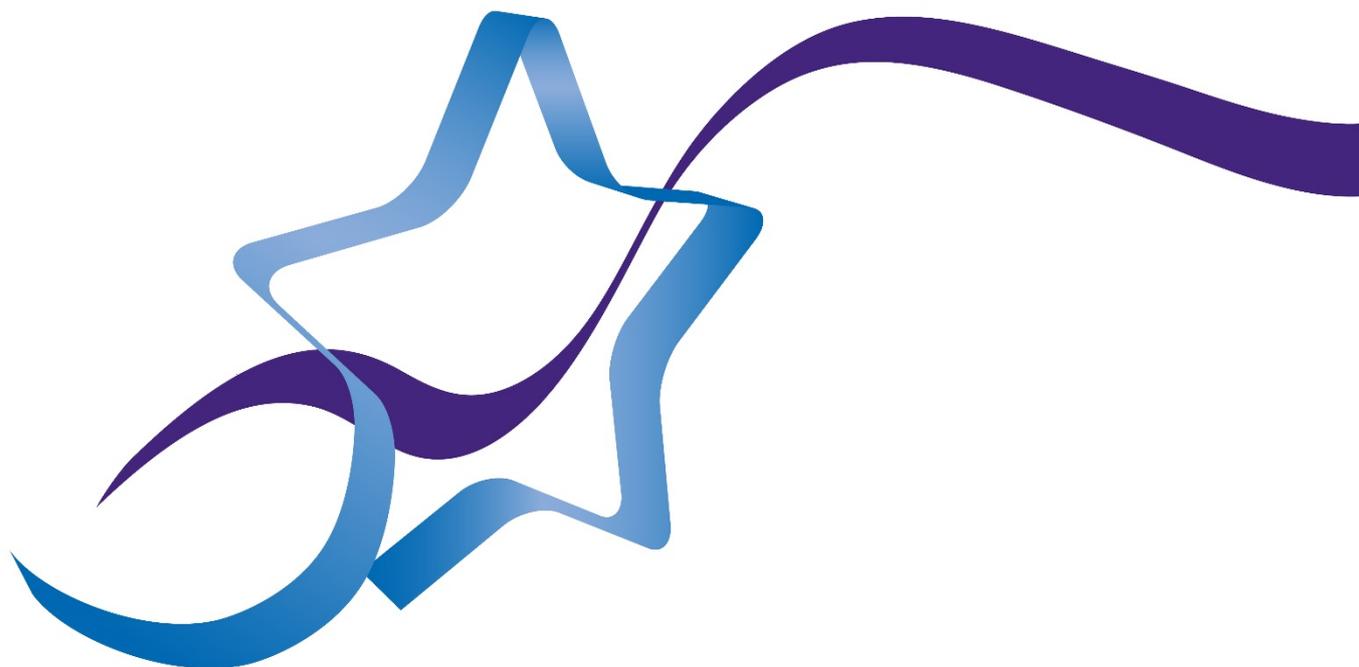


GMTS

Accreditation Guidance- 2018

Information pack to support 2018 accreditation and allocation of trainees to placements



The information contained in this pack is intended as a guide to help support the national process for accreditation and allocation of trainee placements for the 2018 intake of trainees' first and second placements. It is important there is a consistent approach nationally however there is room for local customisation of documents.

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1. Key principles

The NHS Graduate Management Training Scheme (GMTS) is a national scheme with an annual intake of trainees and has been running since 1956. It is a long standing and highly respected scheme with Alumni of the Scheme now working across the NHS. Most notably, four of the last five NHS Chief Executives and the Chief Executive of NHS England are Alumni of the Scheme. The intake of trainees has averaged just over 100 for the last few years. The allocation of trainees to regions will be calculated by looking at the size of the region and feedback based on trainee experience of support in the region and engagement with placement organisations. The 2018 intake will increase to a cohort of 200.

The Scheme is NHS focussed and the aim is to develop future leaders in healthcare. In order to support this, it is important trainees have an experience that is reflective of the diversity of the NHS in its current form. Trainees starting on the Scheme tend to start with little or non-NHS or work experience therefore their first placement tends to be more operationally focussed and as such may be better undertaken in an Acute or Foundation Trust organisation (examples of work could be managing rotas, bed shortages and other more reactive tasks). As the trainees move into their second placements their development needs are more strategic, examples of work could involve more project work, collating information, dealing with or making recommendations.

All placements will need to be accredited by the Local Leadership Academy (LLA) and in line with national guidance. Organisations interested in offering a trainee placement will be required to provide evidence they have the capacity and commitment to support a trainee in their placement. The Programme and Placement Manager will also be required to attend mandatory training and local scheme activities.

2. Accreditation of placements

The Graduate Scheme recruited 135 trainees on the 2017 intake and this number will increase to 200 from the 2018 intake and we want to ensure trainees go to the very best placements with the best opportunities to learn and develop. The Principles of accreditation are:

- To identify the very best NHS placement opportunities.
- To ensure a fair, equitable and robust process is in place for all organisations hoping to offer a trainee placement.
- To ensure a consistent approach nationally.
- To provide all interested organisations with information on the Scheme and the requirements and commitments of all members of staff involved in securing the placement.

The accreditation of a placement relies on:

- The information provided by the placement organisation.

- Their commitment to the Scheme in previous years and the feedback received by trainees on recent placements.
- Their commitment to supporting fast track learners and emerging leaders.
- Whether alumni of the Scheme are involved in the proposed placement infrastructure
- Identification of the Programme and Placement Manager and the supporting evidence of suitability.
- Attendance at manager training events and submission of all required information in advance of the placement start date including but not limited to a role outline and orientation plan.

By accrediting placements, there is an opportunity to:

- Identify Programme and Placement Managers for the placement opportunity and to provide them with the necessary training and development in advance of the placement starting.
- Provide a set of standards with which to hold organisations to account if the placement is failing to meet expected standards.
- Engage local supporters of the Scheme and regional Steering Groups to support the allocation of trainees locally and act as champions of the Scheme.

Placements are accredited annually and once a placement is accredited the placement will be monitored regularly. Monitoring the quality of placements through trainee and manager feedback is an on-going process that provides evidence to the quality of the placement.

First and Second Placement Accreditation- 2018 update

For the 2018 intake both **first and second placements for all specialisms** will be accredited during this round of accreditation and allocated in the summer of 2018 and will be confirmed to placement organisation named contacts by the end of June 2018. Trainees will be advised of both their placement organisations by 15th June 2018.

Collaborative bids

We would also welcome joint organisational bids incorporating both first and second placements. If you work closely with another organisation and between you could provide both a first and second placement opportunity across a health economy or STP we would be delighted to receive a collaborative statement of commitment for accreditation. If you would like to take this collaborative approach, please indicate this in the Expression of interest form and statement of commitment below and ensure that the corresponding placement organisation also submits an expression of interest and statement of commitment

3. Process for applying to become a host organisation- 2018

There are 3 stages to the accreditation process from this year and you will be required to complete (or have a suitable representative at all). This is to ensure consistency within regions

and also so organisations have an idea up front of the commitment and resource required to host a trainee. Any questions about accreditation should be directed to your LLA.

Stage 1: Expression of Interest

You will need to register an expression of interest by **1st March 2018** at the latest.

Please fill in the online Expression of Interest (EOI) using the link provided by your LLA. The Expressions of interest will be used to identify interested host organisations and to ensure consistency of commitment to quality of placements and experience for trainees.

The form and questions within it are intended to act as a first guide to suitable organisations and help us to understand commitment, and also culture of organisations and the leadership within them.

We will also use the information provided to support the statement of commitment (stage 3) if an organisation demonstrates continued commitment to that stage. Only those who submit an EOI will then be invited to stage 2.

Stage 2: GMTS Information Session

The format of this session will depend upon the local Graduate scheme lead. It may be in the form of an event which you need to attend or a WebEx that you will need to dial into. This stage will answer any initial reservations, go through the Statement of Commitment and advise on the criteria needed to become a host organisation.

Stage 3: Statement of Commitment

This document outlines the commitment that an organisation must demonstrate in supporting and developing an NHS Graduate Management Trainee. It also outlines the commitment of the NHS Leadership Academy, Local Leadership Academies and placement organisations dedicated to learning and development in relation to the hosting of Scheme participants. This commitment, which all parties are asked to sign up to, will help ensure that each participant has the best possible opportunities for a high-quality learning experience with support during and after their time on the Scheme. In turn, this will help the NHS Leadership Academy ensure it is providing the NHS with high quality leadership talent, both now and in the future.

You will need to complete a Statement of Commitment and submit it to the local Graduate scheme lead by the **30th April 2018** to be considered as a host organisation.

4. Allocation of trainees to placements

Once a placement has been accredited in principle, trainees will be allocated to these placements by the Local Leadership Academy. Some of the factors that may affect the allocation of trainees are:

- Where the trainee lives.
- Whether the trainee has caring commitments, childcare responsibilities or a mortgage.
- Whether the trainee has access to a car, or are they reliant on public transport or will they have to relocate.
- Whether the trainee has previous experience in the NHS and if so, what type of experience and in which organisation.

Process

- All placements need to be accredited before a trainee can start.
- The accreditation process is an on-going process and includes accrediting a placement in principle until all the placement information has been received such as a job description and orientation plan.
- All placements can be changed if the required information has not been received and managers have not attended the required training.
- The accreditation process may start with or include a face to face event with prospective placement organisations to outline the process and the commitment required.
- Local steering groups can be involved in the sign off process of placement allocation.

5. Timeline of activity- 2018

To ensure national consistency, there are some key milestones in the accreditation process, particularly around confirmation of placement organisations to trainees.

Interviews (trainees)	London – 15/1/18 19/1/18 Leeds – 22/1/18 – 26/1/18 Birmingham- 6/2/18- 8/2/18	NHS Leadership Academy
Assessment Centre (trainees)	5/03/18 – 23/03/18 Leeds	NHS Leadership Academy
Expressions of Interest Deadline (organisations)	01/03/18	NHS Leadership Academy
Information Webex (organisations)	02/03/18 – 23/03/18	Local Leadership Academy
Deadline date for Statement of Commitments (organisations)	30/4/18	Local Leadership Academy
Placements confirmed with organisations	By end of June	Local Leadership Academy
Mandatory Placement and Programme Manager training (organisations)	July/ August	Local Leadership Academy
Trainees to have carried out a first placement visit (trainees and organisations)	July/ August	Placement Manager and trainee
Placements to provide orientation and job description to LLAs and trainees (organisations)	By 03/08/18	Local Leadership Academy
Welcome Event and the start of the Scheme (trainees)	13/09/18	NHS Leadership Academy
Specialism Specific Day (trainees)	14/09/18	NHS Leadership Academy
Second Placement starts- (Finance)	September 2019	Local Leadership Academy
Second Placement starts- (HR/General/Informatics)	November 2019	Local Leadership Academy

6. Indicators of a successful placement

Successful placements consist of:

- Supportive and engaged Programme and Placement Managers who demonstrate the values of supporting and developing fast track learners and role model good leadership behaviours.
- A commitment to supporting fast track learners on the NHS Graduate Management Training Scheme.
- A developmental work placement with clear work objectives and a personal development plan.

Action	Indicator of success
1. Supportive and engaged Programme and Placement Managers	
Statement of commitment with identified placement and programme managers	<ul style="list-style-type: none"> • Named individuals with contingency plans for any change of circumstance. Individuals have the relevant knowledge and skills to carry out the role. • Named Programme and Placement Managers have completed the required manager training and met with their trainee over the summer. • Managers have an understanding of and take an interest in the Scheme structure and the education programmes and associated time out for trainees. • Managers meet with the trainee over the summer to set up the placement. • Managers commit to and attend the manager training in advance of the placement start date.
Regular review meetings with the trainee	<ul style="list-style-type: none"> • Regular review meetings with trainees to review progress against competencies. • Managers regularly sign off and update the trainee competencies on Geni.
Partnership Working	<ul style="list-style-type: none"> • Between the national office Local Leadership Academy teams and host managers

2. A developmental placement with clear work objectives, a personal development plan which offers wider exposure for the trainee.	
A suitable workspace is identified for the trainee	<ul style="list-style-type: none"> • The trainee has a pass to access the building, a desk, access to a PC or a laptop and access to a phone.
Clear job role with outcomes	<ul style="list-style-type: none"> • The trainee has an orientation plan and a job role with work objectives which complement their competency framework.
Regular review meetings	<ul style="list-style-type: none"> • Regularly reviews of work objectives and a personal development plan.
Relationship with the Local GMTS lead	<ul style="list-style-type: none"> • Managers that flag any concerns about performance and placement issues.

Trainee feedback	<ul style="list-style-type: none"> • Positive or constructive from trainees. If the feedback is negative, then an understanding of why this is.
Development opportunities within the placement	<ul style="list-style-type: none"> • The trainee has access to senior meetings, has opportunities to network within and outside of the organisation.
Development opportunities across the health and social care landscape	<ul style="list-style-type: none"> • Enabling trainees to understand and have experience working in the wider context of health and care.

7. Appendices

Appendix 1- EOI form (Copy of online questionnaire)
Appendix 2- GMTS Overview Guide (including role profiles on pages 13-17)
Appendix 3- Scoring Template
Appendix 4a- Statement of Commitment Form
Appendix 4b- Additional Placement Form <i>Organisations who are completing multiple applications can add additional placements to the Statement of Commitment form by using this (for each placement offer)</i>
Appendix 5- Accreditation flowchart
Appendix 6- Key milestones
Appendix 7- Overview of support required