



NHS Greater Glasgow and Clyde HNC in Healthcare Practice/Pre- registration Nursing Programme

Information Booklet

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1. HNC Healthcare Practice and Pre-registration Nursing Programme Overview

This paper has been prepared to provide you with information on the options available to you and to allow you to make an informed decision as to whether or not you wish to apply for the HNC in Healthcare Practice (HNC HCP)/Pre-Registration Nursing Programme (PRNP).

Duration

The HNC HCP programme will commence in August for a period of one academic year (36 weeks at 2 days per week) at City of Glasgow College (City campus), Glasgow Clyde College, Glasgow Kelvin College and West College Scotland (Paisley campus). Upon successful completion of the programme healthcare support workers (HCSW) articulating to Glasgow Caledonian University (GCU) are required to complete additional 3 days of learning on campus. HCSWs articulating to the University of the West of Scotland (UWS) are required to complete additional 6 days of learning on campus. This affords the same learning opportunities as non-NHS students articulating to year 2. Following the completion of any additional requirements and the completion of satisfactory criminal record and health checks, students will progress to year 2 of adult, child, learning disability or mental health programmes at GCU or adult and mental health programmes at UWS Paisley Campus.

Terms and Conditions of Service

Whilst undertaking the HNC HCP programme you will retain your current terms and conditions of service. All relevant NHS Greater Glasgow and Clyde (NHSGGC) policies and procedures will continue to apply. Your salary, National Insurance contributions and pension arrangements will remain the responsibility of NHSGGC. You will be paid at your current pay grade and receive incremental credit in line with your current conditions.

If successful in articulating into year 2 of a PRNP this will change as you will become a full-time student and must choose to either resign your post or take a career break. Funding options available for these 2 courses of action are detailed on page 8.

Hours of Work

In order to meet the application criteria you must work a minimum of 25.0 hours per week in your substantive HCSW role. You will attend college 2 days each week over the 36 weeks of the academic year. Your days in college will be dependent on the campus you attend. Your remaining substantive HCSW hours will be worked as normal. These hours will be used towards the minimum of 662 practice placement hours required to articulate into year 2 of a university PRNP.

Tuition Fees and Backfill

You will need to apply to the Student Awards Agency Scotland (SAAS) for payment of your HNC HCP tuition fees. If you have previously received funding from SAAS for an unrelated course of study you may be eligible for additional funding and this will be reviewed on an individual basis. If not eligible for funding, they may still be eligible to apply for other support from SAAS and partially fund the course fees yourself. Please discuss this with the relevant college as payment plans can be arranged.

Funding from the Scottish Government for backfill to support your college attendance will come centrally into the Board twice per year, and will be claimed by your management accountant.

Annual Leave

Annual leave cannot be taken during college term time and has to be negotiated with your line manager. Annual leave requires to be up-to-date before you begin the PRNP where you will be given designated annual leave in line with your academic programme timetable.

Practice Learning Experiences

There is no supernumerary component to the programme. The college will be responsible for assessing your performance during the HNC HCP programme. A named registered practitioner will also support and appraise your performance as you work towards specific outcomes/competencies, and endeavour to make time to support your professional development and allow you time to observe and undertake the relevant skills and opportunities commensurate with year 1 pre-registration students.

Your progression on the programme is dependent on achieving a satisfactory level of academic/practical competence. You will undertake a graded unit which must be passed at level A or B. You may have to undertake an additional placement in an inpatient area to be able to achieve competence in this unit. The need for the additional placement will be assessed by your college once you have commenced the programme. If this is required, your college will liaise with NHSGGC practice education team to arrange this.

Absence

If for any reason you are unable to attend college you must follow NHSGGC absence reporting procedures, notify the HNC HCP programme Curriculum Manager at your college and email NHSGGC HNC HCP programme co-ordinator at practiceeducation@ggc.scot.nhs.uk

Termination of the HNC HCP Programme

The programme of study will be terminated if you fail to meet the academic and practical requirements of the programme. This will have no impact on your substantive HCSW position.

Withdrawal from HNC HCP Programme

If you take the decision to withdraw from your programme of study at any point, you must inform your line manager and the HNC HCP programme Curriculum Manager at your college as well as emailing NHSGGC HNC HCP programme co-ordinator at practiceeducation@ggc.scot.nhs.uk

This will have no impact on your substantive HCSW position.

2. HNC HCP Programme Entry Requirements

- 12 months continuous service with NHSGGC in a substantive nursing HCSW role working a minimum of 25.0 hours per week in this role
- 2 Highers at Grade C or above including English; or SCQF Level 6 NC/NQ in a health or care-related subject; or 1 Higher, preferable English, plus Foundation Apprenticeship in care; or other equivalent qualifications and experience
- Applications are also invited from individuals with no formal qualifications. These applicants will be considered on an individual basis and may have to undertake an additional written activity
- Statement in support of application from line manager and authorisation from budget holder, and another reference
- Evidence of good communication and numeracy skills
- A commitment to a 3 year programme of study

Please note that due to how this programme is funded, you must have the right to work in the UK on an unlimited time basis to be eligible to study on this programme.

3. Pre-registration Nursing Programme Requirements

- Completion of the HNC HCP programme
- Completion of university on campus study days
- Reference from your college
- Protecting Vulnerable Groups (PVG) Scheme Record Update
- Occupational Health clearance

4. Application Process

Prior to Applying

Read this information booklet carefully before making a decision. Take into account the financial aspects of the decision and also the study time commitment you are required to make.

Discuss your application with someone who knows your capabilities such as your SVQ Assessor or your line manager.

Ensure your line manager and budget holder has read this information booklet and both fully support your application. Your line manager should also provide a statement in support of your application.

Arrange for 2 people to provide you with references. One of these must be your line manager.

When you are satisfied that you have sufficient information and wish to proceed, you should complete and return the application form and all other required documentation sent to you with this pack to practiceeducation@ggc.scot.nhs.uk

Data Protection

To enable your application to be processed, personal data provided on your application form will be entered on to NHSGGC computer records. At all times use of this data will be strictly in accordance with Data Protection Legislation.

On Acceptance

Once your application has been submitted it will be reviewed by the short-listing panel and if all criteria are met you will be invited to attend for interview. The interview panel will consist of staff from UWS or GCU, City of Glasgow College or Glasgow Clyde College or Glasgow Kelvin College or West College Scotland, and NHGGC.

5. Progression to Years 2 and 3 - What Next?

Glasgow Caledonian University

Provided you meet the requirements for entry (see page 5) and you have successfully completed the 3 additional on campus days, you will progress to one of the PRNPs (Adult, Child, Learning Disability or Mental Health) at Glasgow Caledonian University.

University of the West of Scotland (Paisley Campus)

Provided you meet the requirements for entry (see page 5) and you have successfully completed the 6 additional on campus days, you will progress to one of the PRNPs (Adult or Mental Health) at the University of the West of Scotland, Paisley Campus.

The Pre-Registration Nursing Programme

You will enter year 2 of the 3-year programme and become a full time student. During this time nursing theory, nursing practice and nursing skills are covered, with 50% of the programme delivered in the University and 50% in a variety of practice learning environments.

All annual leave is dictated by the course curriculum.

6. Funding Options in Years 2 and 3

The funding options available to NHSGGC students who are successful in progressing to Years 2 and 3 of the Pre-registration course are:

- a) Resign from NHSGGC substantive post and apply for a SAAS bursary at <http://www.saas.gov.uk/> or;
- b) Take an unpaid career break as per NHS Scotland Workforce Career Break Policy which counts towards continuous service, and apply for a SAAS bursary at <http://www.saas.gov.uk/>

In addition to these options, all students are eligible to apply to NHSGGC Staff Bank.

7. NHS Scotland Workforce Career Break Policy

This guidance is designed specifically for staff who have successfully completed the HNC HCP programme and have been offered a place in Year 2 of a PRNP at Glasgow Caledonian University or the University of the West of Scotland

In Years 2 and 3 of the PRNP you will become a full time student and you must therefore choose to either resign your post or take a career break. If you opt to continue your service with NHSGGC rather than resign, you must complete a career break application, as per NHS Scotland Workforce Career Break Policy.

Please note that if you are on authorised leave for a career break, you have the option to remain as an active member of the NHS pension scheme by continuing to pay contributions. You'll have to arrange for this with your employer **before** your leave begins as arrears can't be paid on your return to work. During the first six months of authorised leave, both you and your employer will pay contributions. If your authorised leave extends beyond six months for a further period of 18 months, you'll have to pay both your own and your employer's contributions to remain active in the scheme. You can also choose to stop making scheme contributions while on authorised leave. In this case, once you stop making contributions your benefits will be preserved. When you return to work you can then re-join the scheme.

The link below provides an overview of the policy and all associated documents that require to be completed. **Please read this information carefully before proceeding with any application.**

[Career Break Policy Overview | NHS Scotland](#)

8. Withdrawal from HNC Healthcare Practice Programme/Pre-registration Nursing Programme

If you take the decision to withdraw from your study at any point, you must inform NHSGGC HNC HCP co-ordinator by emailing practiceeducation@ggc.scot.nhs.uk. If withdrawing from the HNC HCP programme you will remain in your substantive post. If withdrawing from the PRNP in years 2 or 3, having taken a career break, no guarantee of return to a particular post can be given, however every effort will be made to place an individual in a post of a similar grade and responsibility to that held prior to the career break, which will take into account the employee's experience, hours of work, location and qualifications.

Acknowledgement and thanks are given to NHS Lanarkshire for permission to use and adapt this document.