

# NHS PROCUREMENT GRADUATE TRAINING SCHEME 2025

## OVERVIEW

The NHS Procurement Graduate Training Scheme is a **national training and development programme**, established by the Yorkshire & Humber Skills Development Network in 2020 for graduates to join procurement teams in NHS Organisations throughout England.

This is a **highly- focused development pathway** for graduates to become the next NHS Procurement middle managers and beyond.

A '**grow your own model**' enables you to recruit bright graduates and develop technical specialists for your own organisation:

- **2 year Band 4 salary**
- **Apprenticeship levy** for training.
- **£6k fee payable to SDN** per graduate to cover scheme operating costs for the duration of the scheme.
- **Manager staff time commitment** - hiring managers to recruit at assessment centres, attend welcome event and reviews, support and mentor graduate throughout the scheme.
- **Graduate time commitment** - apprenticeship studies (approx. 38 days), developmental opportunities, workshops and conferences. Undertake a minimum of 2 within-organisation rotations.

## THE MODEL

Career development from day one with experience in different roles within **Procurement, e.g. buying and tendering, contract management, materials management, inventory control.**

Minimum of **2 x rotations** within same NHS Organisation or between partnering NHS Organisations.

Technical skills development via a fully funded procurement qualification – **Chartered Institute of Procurement Supply (CIPS) Level 4 Commercial Procurement and Supply Apprenticeship.**

Personal development opportunities through the Skills Development Network.

Pastoral support through **mentoring.**

**Peer support** and development with other trainees.

End point assessment after 2 years progression to **band 5/6.**

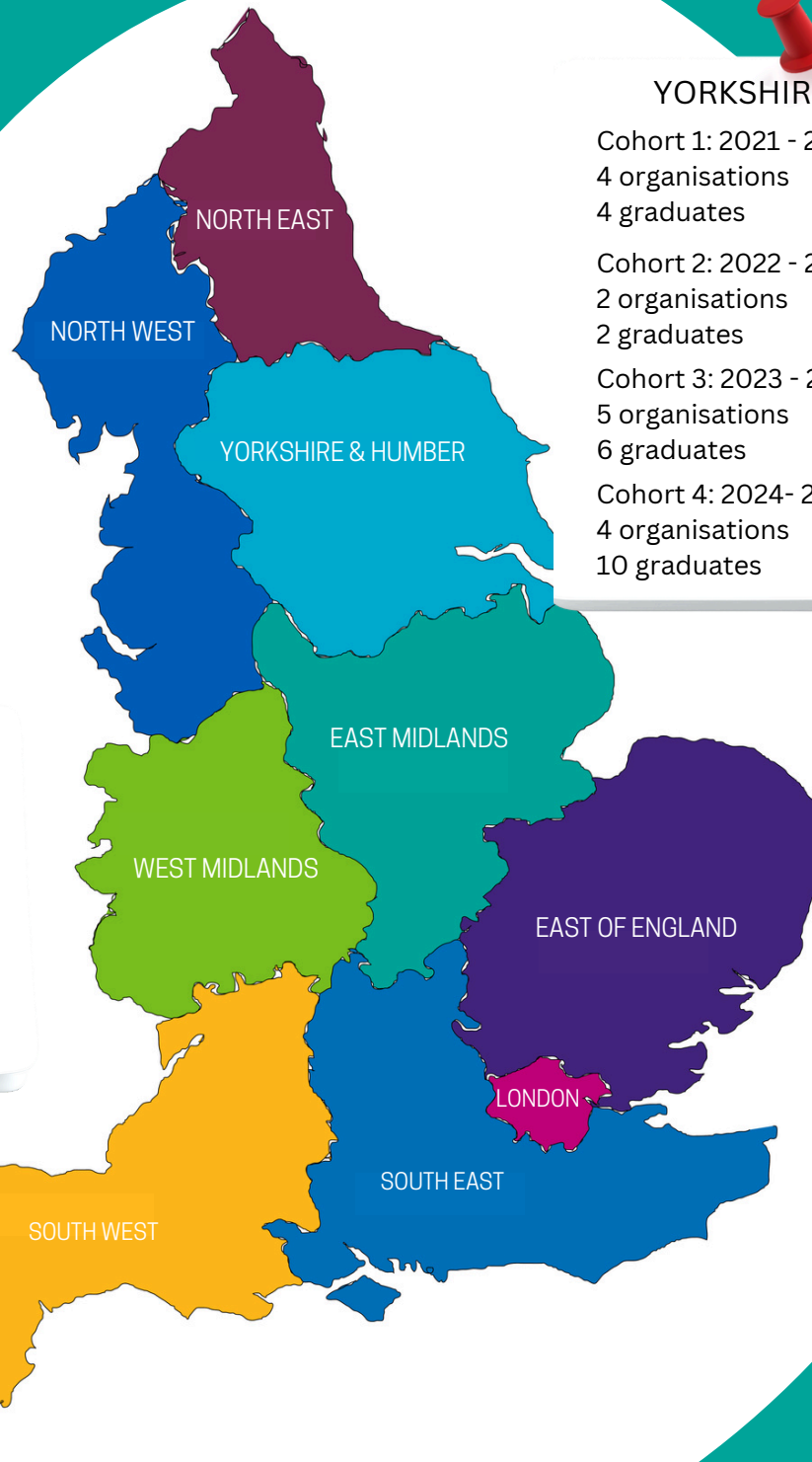


*“My early experience with the scheme has been nothing but positive with the standard of applicants being phenomenal and I am really excited to be welcoming our graduate in September.”*

Manager



# ACTIVE COHORTS



## WEST MIDLANDS

Cohort 2: 2022 - 2024  
1 organisation  
1 graduate  
Cohort 3: 2023 - 2025  
3 organisations  
3 graduates  
Cohort 4: 2024- 2026  
1 organisation  
1 graduate

## NORTH WEST

Cohort 3: 2023 - 2025  
3 organisations  
4 graduates  
Cohort 4: 2024- 2026  
4 organisations  
4 graduates

## SOUTH EAST

Cohort 2: 2022 - 2024  
2 organisations  
2 graduates  
Cohort 3: 2023 - 2025  
2 organisations  
3 graduates  
Cohort 4: 2024- 2026  
3 organisations  
3 graduates

## SOUTH WEST

Cohort 2: 2022 - 2024  
1 organisation  
1 graduate  
Cohort 3: 2023 - 2025  
2 organisations  
2 graduates  
Cohort 4: 2024- 2026  
2 organisations  
3 graduates

## YORKSHIRE & HUMBER

Cohort 1: 2021 - 2023  
4 organisations  
4 graduates  
Cohort 2: 2022 - 2024  
2 organisations  
2 graduates  
Cohort 3: 2023 - 2025  
5 organisations  
6 graduates  
Cohort 4: 2024- 2026  
4 organisations  
10 graduates

## EAST MIDLANDS

Cohort 2: 2022 - 2024  
5 organisations  
5 graduates  
Cohort 3: 2023 - 2025  
3 organisations  
4 graduates  
Cohort 4: 2024- 2026  
4 organisations  
8 graduates

## EAST OF ENGLAND

Cohort 3: 2023 - 2025  
3 organisations  
3 graduates  
Cohort 4: 2024- 2026  
2 organisations  
2 graduates

## LONDON

Cohort 1: 2021 - 2023  
2 organisations  
1 graduate  
Cohort 2: 2022 - 2024  
3 organisations  
7 graduates  
Cohort 3: 2023 - 2025  
1 organisation  
2 graduates  
Cohort 4: 2024- 2026  
4 organisations  
9 graduates





## WHY GRADUATES CHOOSE THIS SCHEME

- Robust, yet **personal, supportive and engaging application and assessment system**. A recruitment process that allows each candidate to have the confidence to be themselves and demonstrate to managers what they can bring to their team.
- Both face-to-face and virtual **training opportunities**, enable the graduates to learn and develop on the job.
- **Comprehensive induction programme** including 2-day residential at the start of the scheme.
- **Frequent reviews** with managers and the Graduate Scheme team to ensure development and satisfaction with the programme.

### CIPS Level 4 Commercial Procurement and Supply Apprenticeship. >

- Graduate Procurement Development Programme (PDP) (provided by HSCA)
- Attendance at **HCSA Winter conference** during the second year.
- **Support in finding permanent work** following completion of the Graduate Scheme.

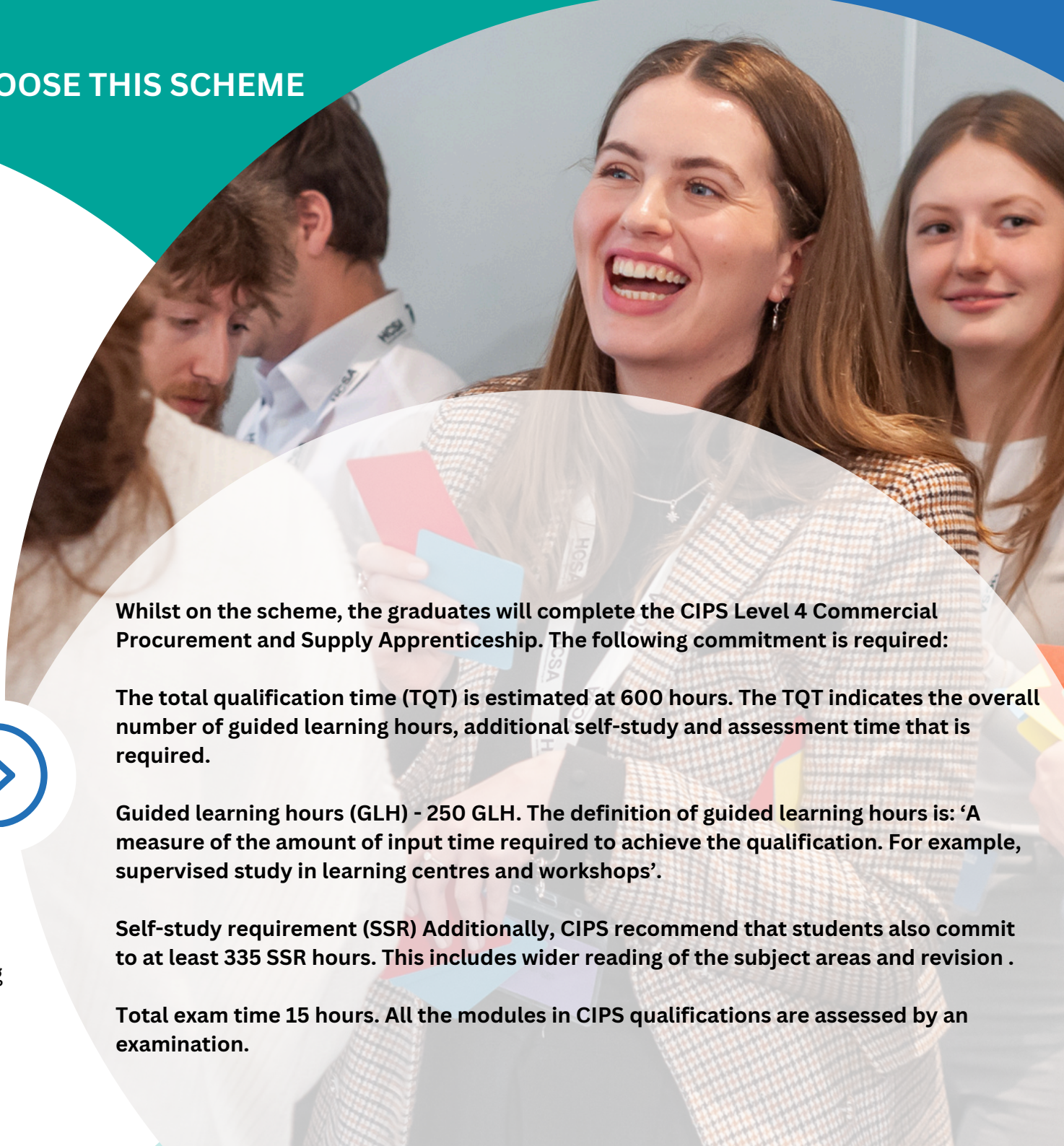
Whilst on the scheme, the graduates will complete the CIPS Level 4 Commercial Procurement and Supply Apprenticeship. The following commitment is required:

The total qualification time (TQT) is estimated at 600 hours. The TQT indicates the overall number of guided learning hours, additional self-study and assessment time that is required.

Guided learning hours (GLH) - 250 GLH. The definition of guided learning hours is: 'A measure of the amount of input time required to achieve the qualification. For example, supervised study in learning centres and workshops'.

Self-study requirement (SSR) Additionally, CIPS recommend that students also commit to at least 335 SSR hours. This includes wider reading of the subject areas and revision .

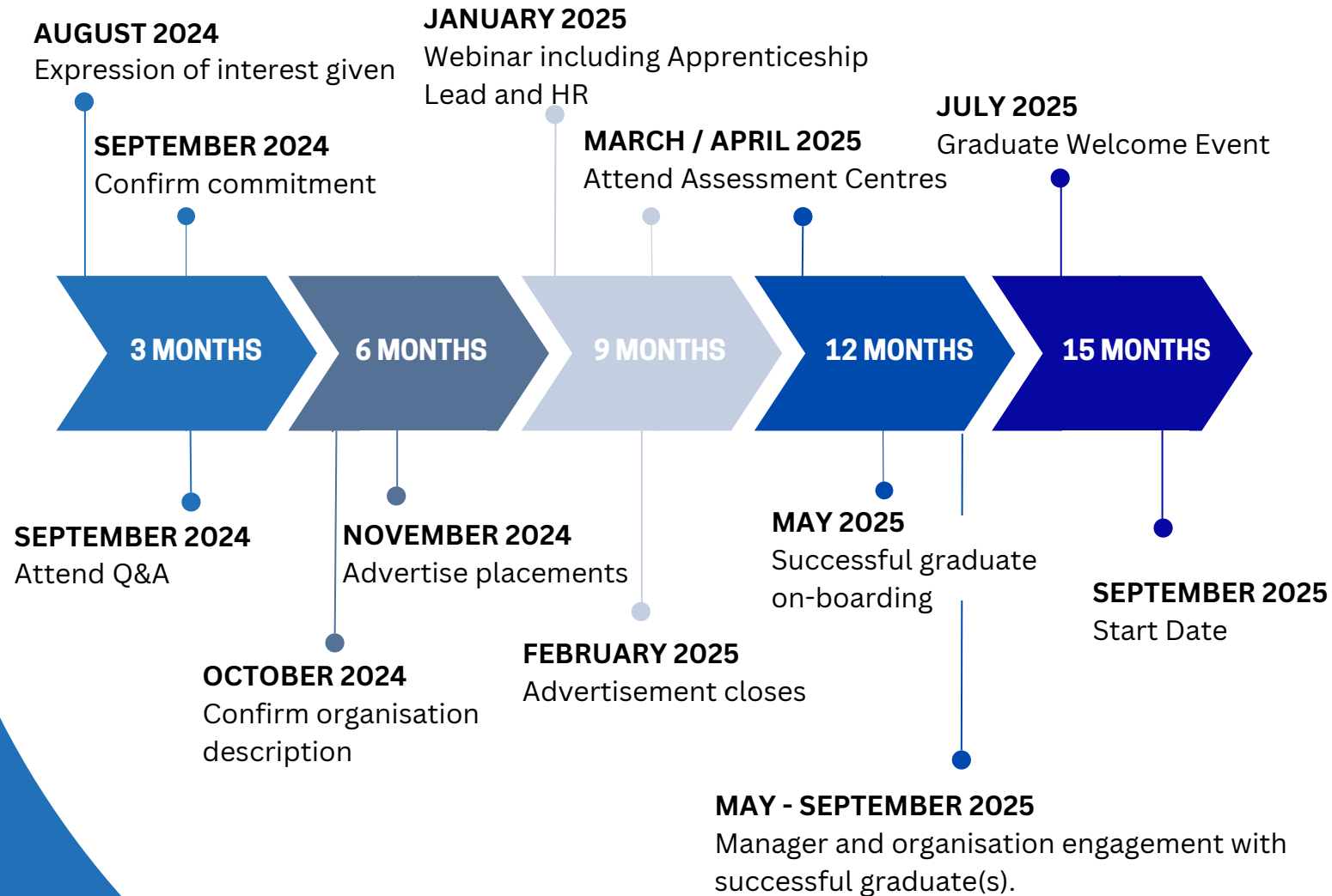
Total exam time 15 hours. All the modules in CIPS qualifications are assessed by an examination.





## TIME FRAME

Manager input prior to successful graduate starting







## ORGANISATION COMMITMENT

The SDN team deliver a comprehensive service, providing material to aid with the creation of the graduate role, advertising the scheme and conducting application reviews and initial interviews, as well as facilitating the on-boarding process. To ensure a suitable candidate is selected and a smooth on-boarding process is conducted, the following is required from the Hiring Manager and Organisation offering the placement:

- **Attend Q&A meeting**

- **September 2024—confirm commitment & number of placement(s)**

- **Provide organisation description**
- **Confirm contacts for HR & Apprenticeship Levy Lead**
- **Meet with SDN, HR & Apprenticeship Levy Lead**
- **March/April 2025 —attend Assessment Centre**
- **Keeping Warm programme with successful graduate(s)**
- **Follow up with HR to ensure on-boarding is moving forward**
- **Attend Graduate Welcome Event**
- **Apprenticeship Levy Leads manage Levy payment with CIPS provider**
- **Confirm Mentor prior to Graduate starting in September 2025**



- **Social Engagement**
- **Building Connections**
- **Regular two way contact**




## BUDGET



## FINANCIAL COMMITMENT

- 2 year Band 4 salary
- Apprenticeship levy for training.
- £6k fee to SDN per graduate to cover scheme operating costs for the duration of the scheme.
- Manager staff time commitment - hiring manager to assess at assessment centres, Attend reviews, Attend End Point Assessment (EPA) at end of scheme, feedback to SDN on the scheme.
- Graduate staff time commitment - apprenticeship studies (approx. 38 days), mentoring and other developmental workshops, minimum of 2 rotations.



*I RECOGNISE I AM GETTING  
INDIVIDUALS WITH UNIQUE SKILLS  
AND FRESH IDEAS AND A RESOURCE I  
CAN UTILISE FOR VALUE ADDING  
ACTIVITIES THAT I HAVE PREVIOUSLY  
BEEN UNABLE TO DO.  
HIRING MANAGER*



## What the SDN fee covers:

- Organisation of wider team engagement, liaison and support, e.g. HR Directors, Recruitment Leads and Apprenticeship Levy Leads, for cohesion of the scheme across the organisation including on-boarding and apprenticeship levy funding.
- Promotion of scheme with national graduate recruitment campaign- attending student events, careers fairs, and advertising throughout universities across England.
- Recruitment and selection of graduates. Applicants assessed through online applications, tests and initial interviews. Organisation and facilitation of assessment centres, job offers and on-boarding.
- On programme training and support - apprenticeship provider liaison, mentor guidance, graduate welcome event, graduate residential, 8-week initial training, developmental workshops and opportunities throughout the two years, regular manager and graduate progress reviews, graduate networking events and graduate 1:1 personalised support.

NHS England & HCSA are continuing their support for the 2025 graduate cohort. This collaboration will enable SDN to offer more support and training throughout the scheme, offering opportunities such as a Welcome residential and the HSCA Procurement Development Programme.





## INTERESTED IN BEING PART OF THE SCHEME?

**Expressions of interest are required by the  
7th of September 2024.**

Please send an email stating how many graduates  
you would be interested in placing to Caron  
Godbold-Darbyshire , Graduate Scheme Manager,  
**Caron.Godbold-Darbyshire@nhs.net**

Following this an MS Teams invite will be sent inviting  
you to attend a Q&A meeting to discuss any thoughts  
or questions you may have about the scheme.

Confirmation of commitment and number of  
placements are required by the end of September  
2024.

Please don't hesitate to contact us to discuss the  
scheme further.



Pathways 2 NHS Procurement



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*THE PROCUREMENT GRADUATE  
SCHEME ENABLES YOU TO  
DEVELOP AND GROW, IT OFFERS  
PROGRESSION IN ITSELF.  
GRADUATE*

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