

## NHS PROCUREMENT GRADUATE TRAINING SCHEME 2024



“ THE GRADUATE  
PROCUREMENT SCHEME HAS  
TAUGHT ME SO MUCH ABOUT  
WHAT GOES ON BEHIND THE  
SCENES & ENABLES THE NHS TO  
FUNCTION ON A DAY-TO-DAY BASIS. ”



### OVERVIEW

The NHS Procurement Graduate Training Scheme was established in 2020 by the Yorkshire & Humber Skills Development Network and has since developed into the National Scheme. Now, with support from HCSA and NHSE, we are advertising the **National** training and development programme for Graduates to join Procurement teams in **NHS Organisations**.

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

This is a ‘grow your own model’ to recruit bright graduates and develop technical specialists for your organisation.

### 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.**

**2 year (26 months dependent on Apprenticeship) band 4 contract (£25k - £27k).**

**Salaried role** with full benefits package.

Paid annual leave and pension scheme.

Study leave and full financial support.

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.**



## ACTIVE COHORTS



### NORTH WEST

Cohort 3: 2023 - 2025  
3 organisations  
4 graduates



### WEST MIDLANDS

Cohort 2: 2022 - 2024  
1 organisation  
1 graduate

Cohort 3: 2023 - 2025  
3 organisations  
3 graduates



### SOUTH EAST

Cohort 2: 2022 - 2024  
2 organisations  
2 graduates

Cohort 3: 2023 - 2025  
2 organisations  
3 graduates



### SOUTH WEST

Cohort 2: 2022 - 2024  
1 organisation  
1 graduate

Cohort 3: 2023 - 2025  
2 organisations  
2 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



### EAST MIDLANDS

Cohort 2: 2022 - 2024  
5 organisations  
5 graduates

Cohort 3: 2023 - 2025  
3 organisations  
4 graduates



### EAST OF ENGLAND

Cohort 3: 2023 - 2025  
3 organisations  
3 graduates

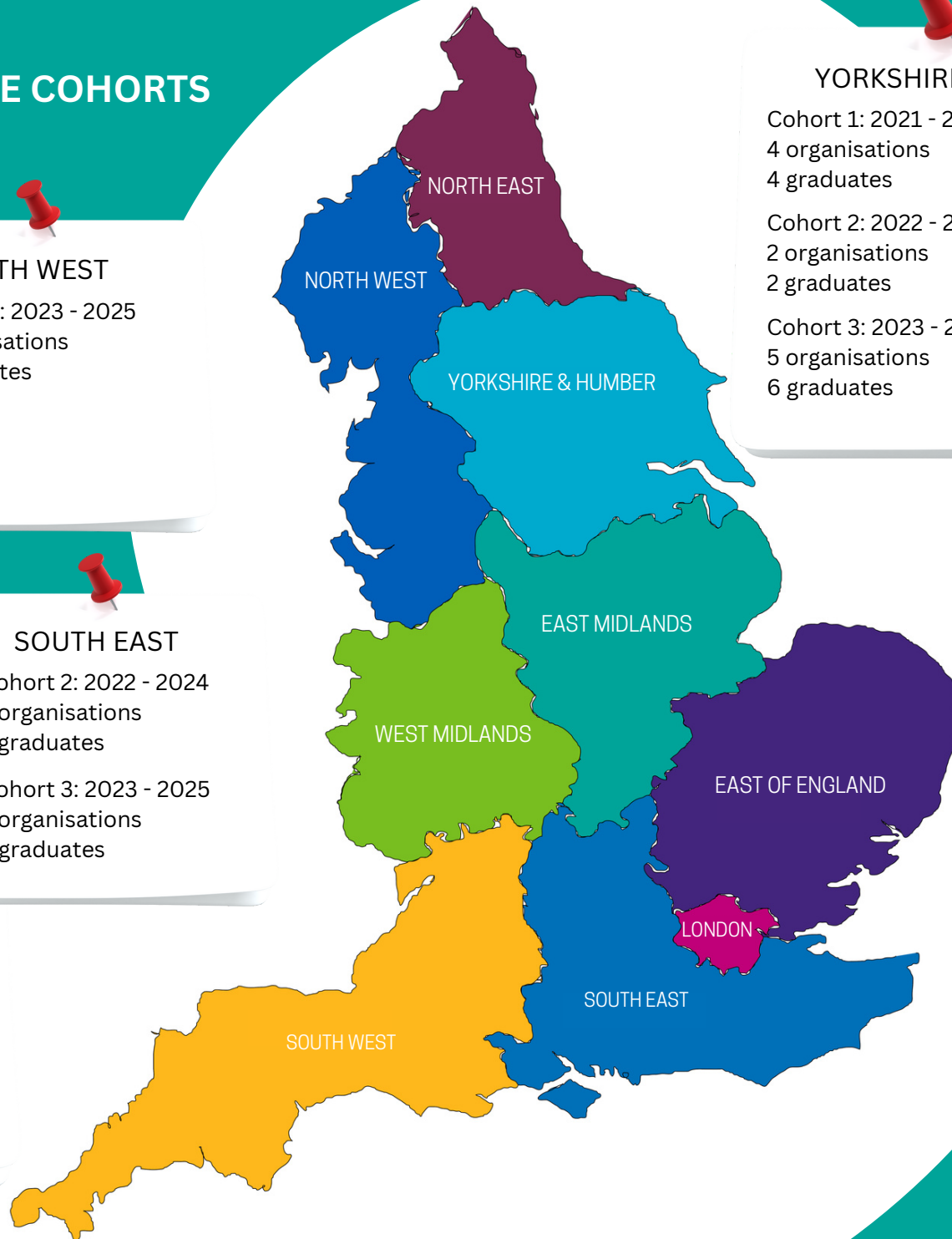


### LONDON

Cohort 1: 2021 - 2023  
2 organisations  
1 graduate

Cohort 2: 2022 - 2024  
3 organisations  
7 graduates

Cohort 3: 2023 - 2025  
1 organisation  
2 graduates







## WHY GRADUATES CHOOSE THIS SCHEME

- Robust, yet **supportive and engaging application and assessment process**. A recruitment process that allows each candidate to be confident and show managers what they can bring to their team.
- Both face-to-face and virtual **training opportunities**, allowing the graduates to learn and develop on the job.
- **2-day residential** at the start of the programme to support with cohort engagement and networking.
- **Frequent reviews** with 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 to **HCSA Winter conference** at the start of the second year.
- **Support in finding permanent work** following the Graduate Programme.



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

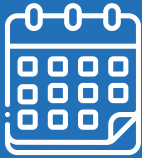
The total qualification time (TQT) is estimated at 600 hours. The TQT indicates the overall number of guided learning hours, additional self-study and assessment time that is required.

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 .

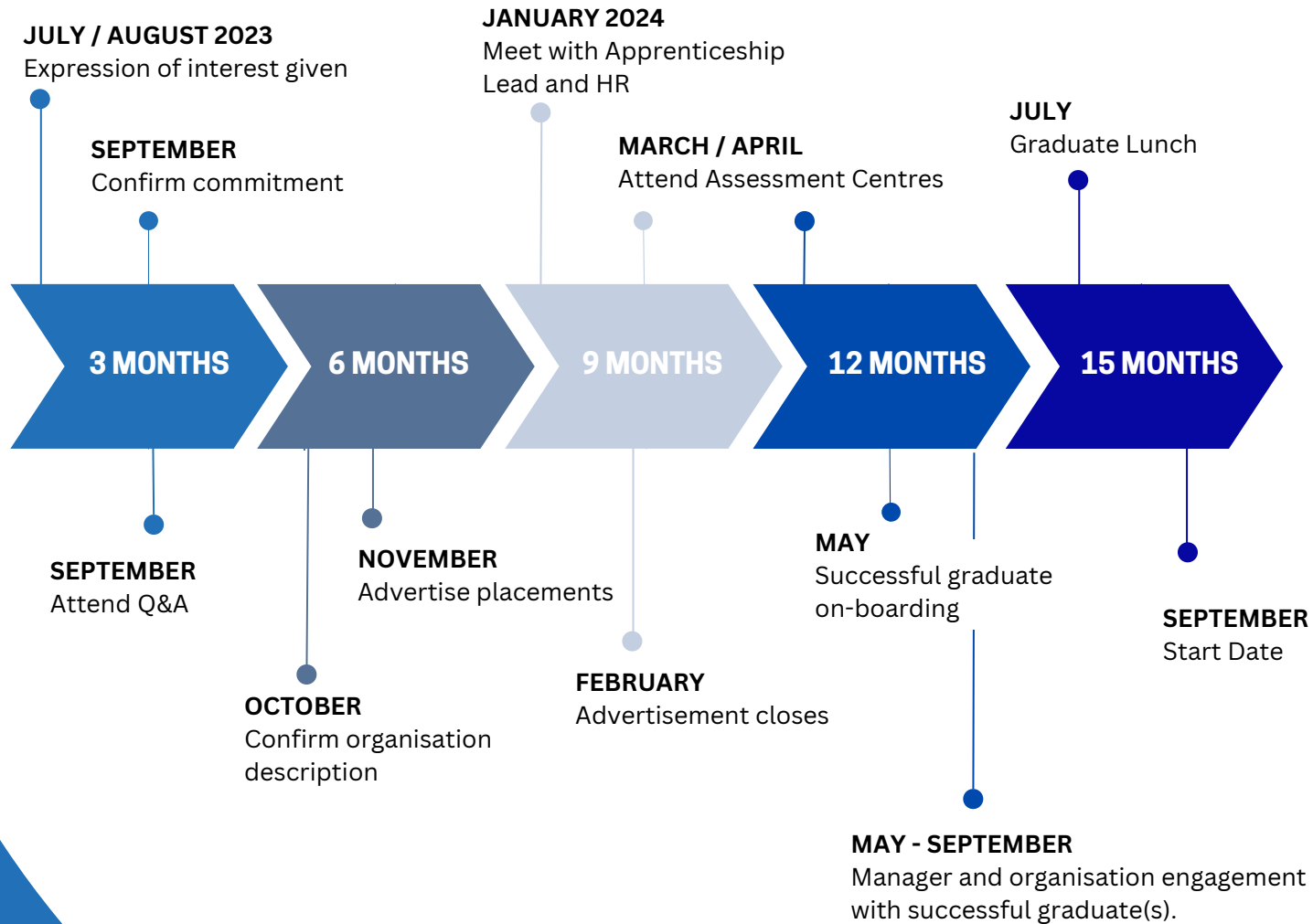
Total exam time 15 hours. All the modules in CIPS qualifications are assessed by an examination.





## TIME FRAME

Manager input prior to successful graduate starting







## ORGANISATION COMMITMENT

The SDN team deliver a comprehensive admin 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 2023—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 2024 —attend Assessment Centre**
- **Follow up with HR to ensure on-boarding is moving forward**
- **Keeping Warm programme with successful graduate(s)**
- **June 2024 —Meet with CIPS provider for overview**
- **Attend Graduate Lunch**
- **Apprenticeship Levy Leads manage Levy payment with CIPS provider**
- **Confirm Mentor prior to Graduate starting in September 2024**

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



## BUDGET



## FINANCIAL COMMITMENT

- 2 year (26 months dependent on Apprenticeship) band 4 salary (including on costs).
- Apprenticeship levy for training.
- £6k fee to SDN per graduate to cover scheme operating costs for the duration of the scheme.
- Where graduates are 'shared' between organisations these costs will also be shared.
- Manager staff time commitment - hiring manager to assess at assessment centres, 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. ”**



NHS England & HCSA are continuing their support for the 2024 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 HCSA Procurement Development Programme.

### What the SDN fee covers:

Organisation requirement gathering: - Heads of Procurement, staff structure, number of graduate roles and type of roles.

Organisation wider team engagement – HR Directors, Recruitment Leads and Apprenticeship Levy Leads for advertising the scheme across the organisation, on boarding and apprenticeship levy funding.

Recruitment and selection of graduates - national graduate recruitment campaign over 3 months, advertising through 80% of Universities across England, applicants assessed through CV applications, online tests, online interviews and arranging assessment centres.

On programme training and support - apprenticeship pathway sourcing, mentor support, developmental workshops, 2 - 3 rotations, manager and graduate progress reviews.





## INTERESTED IN BEING PART OF THE SCHEME?

Expressions of interest are required by the start of September. Please send an email stating how many graduates you would be interested in placing to Lauren Butcher, Graduate Scheme Manager, [lauren.butcher3@nhs.net](mailto:lauren.butcher3@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 placements are required by the end of September 2023. You will be asked to complete a form which will request details of the host organisation, manager title along with HR and Apprenticeship Levy Lead contact details.

**If you want to keep up to date with the Procurement Graduate Scheme, the development and the incredible journey our graduates are on, make sure you sign up to our mailing list. Just follow the sign up link below or send us an email.**



**“ THE RECRUITMENT PROCESS HAS BEEN VERY SATISFYING, HONESTLY ONE OF THE MOST SUPPORTIVE AND ORGANISED PROCESSES I HAVE BEEN THROUGH. ”**



**SIGN UP**



[www.pathways2nhsprocurement.com](http://www.pathways2nhsprocurement.com)

