

**To: Social Care & PIVO Employers**

NHS England  
3rd Floor  
3 Piccadilly Place  
Manchester  
M1 3BN

31<sup>st</sup> May 2023

Dear Colleagues,

**Re: Funding for Trainee Nursing Associates (TNAs) employed in Social Care/Private, Independent and Voluntary Organisations (PIVO) 2023/24**

This letter sets out the arrangements for funding TNAs within Social Care across NHS England and ensures that a consistent approach is followed in terms of payment to employers. These arrangements include recording activity, data validation processes, payment timetables and responsibilities.

**TNA Apprenticeship Programme**

The below points apply for TNAs commencing on the apprenticeship programme within Social Care on or before 31<sup>st</sup> March 2024:

- Each TNA will receive total funding of **£8,000 over two years (£4,000 per year)**
- For trainees that are working at least 50% of their practice time within a Learning Disability field, Autism or both will be eligible to apply for enhanced total funding (limited places available. Details to be confirmed) of £15,800 over two years (£7,900 per year).

**Payments**

Regional finance teams will be provided with validated data which will be used to inform payments and financial forecasts. Any changes in regional activity will be reflected and adjusted in line with the Student Data Collection Tool (SDCT) verification.

- Funding will only be provided for TNAs registered within the HEI returns.
- Non-NHS Employers (Social Care employers) that do not have an Education Contract in place, will be required to sign and return a contract prior to payments being received from NHS England.
- Once the employer has returned the contract to NHS England, they will be then required to invoice.
- NHS England will continue to make payments at two intervals over the length of the programme i.e. First payment will be made within 6-9mths of the TNA commencing on programme. Second payment will be made in Year 2 within 3-6mths period.

- **Please note:** Since the merger with NHSE on 1 April 2023 invoices should be submitted via Tradeshift. Paperless invoicing via Tradeshift is NHS England's and NHS SBS's only preferred method of billing as it delivers several significant benefits to you as a supplier, including quicker receipt of pre-validated invoices and thus ability to pay quicker, whilst supporting our net zero carbon emission ambitions. If you are not currently using Tradeshift, we recommend you move to adopting electronic invoicing.



Important changes  
for all suppliers trad



Tradeshift  
Supplier's User Guic

If you are unable to access Tradeshift - please email PDF invoices to the following email address [sbs.apinvoicing@nhs.net](mailto:sbs.apinvoicing@nhs.net) copying in [nw.nursing@hee.nhs.uk](mailto:nw.nursing@hee.nhs.uk) .

### Data Collection and Validation

Data Collection Period	Data Received / Validation	Local Supply Reporting Available
15 February to 30 June 2023	Throughout July 2023	Week commencing 7 August 2023
1 July to 31 October 2023	Throughout November 2023	Week commencing 4 December 2023
1 November 2023 to 14 February 2024	Between 15 February and 10 March 2024	Week commencing 20 March 2024
15 February to 30 June 2024	Throughout July 2024	Week commencing 7 August 2024

If you require any further information, please do not hesitate to contact me.

Yours sincerely,

**Jean Hayles,**  
**Deputy Regional Head of Nursing, Midwifery & Public Health (WT&E)**  
**NHS England (Northwest)**