

**Start your journey here**

NHS Graduate Management Training Scheme (NHS GMTS)

Host Organisation Application Templates

**September 2023 Intake**

**To be used by NHS and Health and Social Care Host Organisations**

looking to host trainees across the following specialisms of the Scheme:

* General Management
* Human Resources
* Finance
* Health Informatics
* Six-month Operational Placement only for Policy & Strategy or Health Analysis Trainees

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**Application Return Information**

**All applications need to be submitted to the local regional NHS GMTS Team:**

|  |  |
| --- | --- |
| **Region** | **Email address for submission and queries** |
| East of England | eoe@leadershipacademy.nhs.uk |
| London | graduateenquiries.lase@leadershipacademy.nhs.uk |
| Midlands | midlands@leadershipacademy.nhs.uk |
| North East & Yorkshire | england.gmts.ney@nhs.net |
| North West | nwla.gmtsnw@nhs.net |
| South East | gmts.selll@leadershipacademy.nhs.uk |
| South West | leadership.SW@leadershipacademy.nhs.uk |

**Stage one: Section one - Statement of Commitment – Applicant Information**

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| 1. **Please state if you are applying as an Integrated Care System (ICS) on behalf of your constituent organisations or in partnership with one or more organisations**
 |
|  |
| Name of lead host organisation |  |
| Lead host organisation type |  |
| ICS constituent / partner organisation (if applicable) |  |
| ICS constituent or partner organisation type (if applicable) |  |

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| 1. **Please confirm the number of trainees you are pledging to host:**
 |
| General Management |  |
| Health Informatics |  |
| Human Resources |  |
| Finance |  |
| Policy & Strategy or Health Analysis six month Operational Placement |  |

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| 1. **Please confirm the address each trainee will be based.**

Please indicate by specialism and placement if more than one location applies including if trainee will be expected to work across multiple sites or will be working remotely or hybrid).**Important: We must have an address for each placement below. Addresses cannot change as Trainees will be offered places on the Scheme based on the information provided below.** |
| 3a) Placement one: |
| Will the Trainee be eligible for the High Cost Area Supplement (HCAS)? If so inner London, Outer London or Fringe? |  |
| 3b) Placement two: |
| Will the Trainee be eligible for the High Cost Area Supplement (HCAS)? If so inner London, Outer London or Fringe? |  |

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| 1. **Point of contact for this application**
 |
| Name  |  |
| Job title  |  |
| Email address  |  |
| Telephone number  |  |

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| 1. **Executive Sponsor for this application**

The executive sponsor is committing to being accountable for the trainee(s) experience and is the escalation point to which concerns will be raised following Placement Manager. Applications will not be accepted without executive sponsor support. |
| Name  |  |
| Job title  |  |
| Email address  |  |
| Telephone number  |  |

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| 1. **Point of contact for all Memorandum of Understanding and invoicing arrangements.**
 |
| Name  |  |
| Job title  |  |
| Email address  |  |
| Telephone number  |  |

**Stage one: Section two - Statement of Commitment – Confirmation of Host Commitments and Expectations**

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| 1. **By submitting this form the applicant(s) are acknowledging and committing to the expectations outlined below.**

For ICS or partner applications the Lead host acknowledges and signs up to these commitments on behalf of all constituent or partner organisations.   |
| * Lead Host organisation will make a financial contribution of £24,000 per trainee for the duration of their Scheme, and agrees be invoiced in three stages of £7,000, £12,000 and £5,000[[1]](#footnote-1).
 |
| * To work with the regional and national NHS GMTS Teams to provide trainees with a high-quality placement experience that provides stretch and leadership opportunities.
 |
| * To provide allocated trainees with an inclusive culture of learning and development within the placement.
 |
| * To accommodate and support trainee time out of placement to attend scheme and education events.
 |
| * To provide trainees with experience of and exposure to work across health and social care sectors in their Integrated Care System Constituent Organisations.
 |
| * To identify a clinical ‘buddy’ who will have time to develop a relationship with the trainee over the duration of the scheme.
 |
| * To provide allocated trainees with internal and external networking opportunities.
 |
| * To provide trainees with clear work objectives and a personal development plan.
 |
| * To provide allocated trainees with exposure and access to senior teams.
 |
| * To put in place a comprehensive orientation plan at the beginning of the first placement. This should give the trainee(s) the broadest overview of the health service as is possible, including how patients experience the NHS.
 |
| * To identify a sponsoring executive who should have overall responsibility for the quality of trainee experience and be a point of escalation in matters of dispute.
 |
| * To assign trainees dedicated, inclusive and supportive Programme and Placement Managers (PPM) who meet the requirements of the PPM role profiles. They should have good knowledge of the Scheme and values congruent with fast-track development of future NHS leaders.
 |
| * Programme Managers should not be in the same immediate team as Placement Managers.
 |
| * To ensure the identified Programme and Placement Managers attend regional Placement Manager training (as required).
 |
| * To support and adapt for reasonable adjustments where require
 |
| * To put in place appropriate logistical arrangements to enable trainees to fully participate in and engage with the placement organisation (including but not limited to local team induction, IT equipment, building pass, assistive equipment and software etc).
 |
| * All Trainees undertake a standard DBS check as part of onboarding. Should an Enhanced DBS check be required, this is the responsibility of the host organisation.
 |
| * It is the responsibility of the host organisation to provide any mandatory training that the host organisation would normally expect their employees to undertake.
 |
| * It is the responsibility of all Programme and Placement Managers and organisational GMTS leads to be familiar with any GMTS policy and process updates, these will be communicated by e-mail and held on GENI.
 |

**Stage one: Section Three - Statement of Commitment – Leadership Development and Talent Management Information**

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| 1. **Please confirm if the following statements apply to your organisation / ICS / partnership:** (Delete as appropriate)
 |
| Currently hosting a NHS GMTS trainee | Yes / No (delete as appropriate) |
| Have hosted an NHS GMTS trainee in the last 24 months | Yes / No (delete as appropriate) |
| Has proven record of an organisational commitment to supporting fast track learners on the Scheme. | Yes / No (delete as appropriate) |

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| 1. **Please describe the organisation(s) understanding and commitment of the investment (financial and time resource) required to host a trainee.**

**(Approx. 250 words)** |
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| 1. **Please describe the organisation(s) commitment to leadership development and talent management.**

**(Approx. 250 words)** |
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| 1. **Please describe the organisation(s) understanding and commitment of support to the trainee(s) for the duration of time on the Scheme.**

**(Approx. 250 words)** |
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| 1. **Please describe the organisation(s) understanding and commitment to provide engaging and high-quality placements**

**(Approx. 250 words)** |
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| 1. **Please describe how the placements will align to the Scheme competencies.**

**(Approx. 250 words)** |
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| 1. **Please describe the organisation’s commitment and approach to equality, diversity and inclusion and how that translates or applies to the placement of a GMTS trainee.**

**(Approx. 250 words)** |
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**Stage two: Section one - Placement Support Information**

**Stage two sections are applicable if a trainee is allocated.**

**Information within this section is required for each trainee unless indicated within the question.**

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| 1. **Placement Information**
 |
| **Application Reference Number**As provided by the regional NHS GMTS Team |  |
| Specialism |  |

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| 1. **Programme Manager Details**

(Not applicable for Six-month Operational Placement only for Policy & Strategy or Health Analysis Trainees) |
| Name  |  |
| Job title  |  |
| Email address  |  |
| Telephone number  |  |
| Has this individual supported Gradate trainees in the last three years? | Yes / No (delete as appropriate)(If yes, please provide details) |
| Has this individual attended the Scheme Manager training in the last two years? | Yes / No (delete as appropriate)(If yes, please confirm date of training) |
| Please provide supporting evidence of this individuals ability to meet the Programme Manager role profile. |
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| 1. **Placement One Manager Details**
 |
| Name  |  |
| Job title  |  |
| Email address  |  |
| Telephone number  |  |
| Has this individual supported Gradate trainees in the last three years? | Yes / No (delete as appropriate)(If yes, please provide details) |
| Has this individual attended the Scheme Manager training in the last two years? | Yes / No (delete as appropriate)(If yes, please confirm date of training) |
| Please provide supporting evidence of this individuals ability to meet the Placement Manager role profile. |
|  |
| 1. **Placement Two Manager Details**
 |
| Name  |  |
| Job title  |  |
| Email address  |  |
| Telephone number  |  |
| Has this individual supported Gradate trainees in the last three years? | Yes / No (delete as appropriate)(If yes, please provide details) |
| Has this individual attended the Scheme Manager training in the last two years? | Yes / No (delete as appropriate)(If yes, please confirm date of training) |
| Please provide supporting evidence of this individuals ability to meet the Placement Manager role profile. |
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**Stage two: Section two - Trainee Placement Information**

**Information within this section is required for each trainee unless indicated with the question.**

This information will be uploaded to the trainee GENI record.

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| **Prepared By** |  |
| **Trainee Name** |  |
| **Programme Manager** |  |

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| 1. **Placement One (Operational Focus)**

(Please use this section for offering a six-month Operational Placement for Policy & Strategy or Health Analysis Trainees) |
| **Placement Manager** |  |
| **Trainee Role Title** |  |
| **Team / Department** |  |
| **Organisation** |  |
| **Base address** |  |
| **Orientation Plan** | Attach as necessary |
| **Job Description** | Attach as necessary |
| **High Level Deliverables:** |
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| 1. **Placement Two (Strategic Focus)**

(Not applicable for Six-month Operational Placement for Policy & Strategy or Health Analysis Trainees) |
| **Placement Manager** |  |
| **Trainee Role Title** |  |
| **Organisation** |  |
| **Team / Department** |  |
| **Base address** |  |
| **Job Description** | Attach as necessary |
| **High Level Deliverables:** |
|  |

1. Financial contribution is not applicable for hosting a six-month operational placement for Policy & Strategy or Health Analysis trainees. [↑](#footnote-ref-1)