



Guidance for Pre-registration Allied Healthcare Professions (AHP) Degree Programmes



Date policy agreed: October 2023

Review Date: October 2026



GIG
CYMRU
NHS
WALES

Addysg a Gwella Iechyd
Cymru (AaGIC)
Health Education and
Improvement Wales (HEIW)

Table of Contents

Pre-registration AHP Programmes.....	2
3 Year full-time AHP Degree Programme	2
Funding	3
Up to 4 years part-time AHP Degree Programmes	4
Entry requirements.....	6
Funding	4
Annual Leave	6
Maternity/paternity Leave	6
Sick Leave.....	6
Information for all Pre-registration AHP Programmes	6
Maternity/paternity Leave	7
Sick Leave.....	7
Appendix A.....	8

Date

October 2023

Pre-registration AHP Programmes

This guidance is aimed at Pre-registration Education stakeholders including employers, Higher Education Establishments, and students. Health Education and Improvement Wales (HEIW) is responsible for commissioning education and training to meet the needs of the NHS in Wales. There are a number of pre-registrations AHP programmes that fall within this remit.

Each year, HEIW funds places on behalf of NHS Wales on pre-registration AHP programmes. The current pre-registration programmes are:

- 3-year full time AHP degree programmes
- Part time/flexible Occupational Therapy and Physiotherapy degree programmes
- MSc/Post-Graduate Diploma 2-year pre-registration AHP programmes

This all-Wales guidance describes the different AHP pre-registration programmes that HEIW commission and details their funding arrangements.

3 Year full-time AHP Degree Programme and MSc/Post-Graduate Diploma (PG Dip) 2-year pre-registration AHP programmes

A 3 year full-time AHP programme or MSc PG Dip 2 year programme that consists of university based teaching and placement based learning.

Individuals that meet the entry requirements of their chosen university are eligible to apply for the programme through UCAS for the 3 year programmes or direct entry for an MSc/PG Dip. Details of entry requirements can be accessed from the university's individual web sites.

HEIW commission the following programmes from the Welsh universities detailed below:

Bangor University

[Full time Physiotherapy \(PgD\)](#)

Cardiff Metropolitan University

[Full time Human Nutrition and Dietetics BSc \(Hons\)](#)

[Full time Dietetics \(PgD\)](#)

[Full time Podiatry BSc \(Hons\)](#)

[Full time Speech and Language Therapy BSc \(Hons\)](#)

Cardiff University

[Full time Occupational Therapy \(BSc\)](#)

[Full time Occupational Therapy \(MSc\)](#)

[Full time Physiotherapy \(BSc\)](#)

[Full time Physiotherapy \(MSc\)](#)

Swansea University

Full time and Part time Occupational Therapy, BSc (Hons)

Full time Paramedic Science, BSc (Hons)

Wrexham Glyndwr University

Full and Part Time BSc Occupational Therapy

Full Time BSc Physiotherapy

Full Time BSc Nutrition and Dietetics

Full Time BSc Speech and Language Therapy

Full Time BSc Paramedic Science

Funding

Funding arrangements for the 3-year BSc or 2 year MSc PG Dip pre-registration programmes are as follows:

- Applicants can apply for an **NHS Wales Bursary** from [Student Awards Services \(SAS\)](#) on agreement to commit to work in Wales for 2 years on completion of their programme (18 months for PG Dip 2year Programmes). Applicants must register their intentions on the [Welsh Health Registration System](#) on SAS website and complete the declaration within the NHS Wales Bursary Scheme Terms and Conditions.

The **NHS Wales Bursary Scheme** provides the following financial support to students:

- The cost of tuition fees
 - A means-tested bursary for living costs
 - £1,000 non means tested grant,
 - In addition, students are supported for costs such as travel and accommodation (whilst on placement), Childcare, Disabled Student Allowance, Dependents Allowance and Parental Learning Allowance.
 - If eligible, you will have access to a student loan (subject to Student Loans Company regulations)
- Welsh domiciled students, who do not wish to commit to work in Wales on completion of their course, will have access to the standard student support package available from Student Finance Wales if they have not already had a student loan for a previous degree programme.
 - Non-Welsh domiciled students, who do not wish to commit to work in Wales will continue to be eligible to study in Wales but will need to secure funding from an alternative source, this may include funding from the relevant funding body in their home country.
 - Students can self-finance their training.

Up to 4 years part-time AHP Degree Programmes

A part-time programme in physiotherapy or occupational therapy over four years. These programmes can be accessed by either:

- current employees within NHS Wales from relevant disciplines
- candidates who do not work for the NHS but want to study part time.

The available programmes in Wales are:

- [Part time BSc Occupational Therapy | Wrexham Glyndwr University](#)
- [Part time BSc \(Hons\) Occupational Therapy | Swansea University](#)
- [Part time BSc \(Hons\) Occupational Therapy | University of South Wales](#) and [part time BSc \(Hons\) Physiotherapy | University of South Wales](#)

For NHS employees in receipt of salary backfill funding (described below) the employee will spend the agreed number of hours per week as a student, with the remainder of their weekly contracted hours fulfilling their current role in their substantive employment.

Funding

There are two funding routes available for this part time route.

Applicants who are not NHS employees in receipt of salary backfill funding can apply for the NHS bursary scheme. If you are eligible for the scheme, you will receive payment of tuition fees, £1000 non means tested grant, means tested living expenses grant in addition to support with childcare costs and disability support on a pro rata basis. Details are available on the HEIW webpages: [NHS Bursary - HEIW](#).

For those candidates that are NHS employees a number of funded places are made available on this route. Each employing organisation has their own processes for determining whether support can be offered. If an employee's place has been supported by their NHS employer, they will be eligible for their tuition fees to be paid in addition to salary backfill enabling them to continue to progress their studies on a part time basis whilst maintaining their contract of employment with the NHS. The number of employees funded is determined by HEIW in collaboration with employers on an annual basis. Employees are required to apply for a place on the programme directly through the HEI recruitment process. If they are successful in their application and are offered a place, their line manager will need to agree that their funding can be supported. Line managers must email ETFinance.HEIW@wales.nhs.uk with the names of those members of staff who have been allocated funding.

Employed route funding arrangements for the part-time programme are as follows:

- Tuition fees paid by HEIW
- Applicants who take up a training place on a part time degree programme **will remain employed with their current employer** for the duration of the course.
- The employer will continue to pay the employee an annual salary equal to their current substantive salary for the duration of the course. The employee will continue to pay their usual deductions from their salary, such as pension contributions, tax, and National Insurance contributions.
- Employers should seek reimbursement from HEIW of salary backfill costs at a rate of 16 hours per week at the current salary rate of the employee but no more than at midpoint of agenda for change band 3. The remaining required hours (up to 7 hours) **MUST** be funded by the employing organisation. HEIW will fund employees to be reimbursed for travel costs in respect of travelling to clinical placements/higher education institution within Wales that **exceeds** the daily cost of travel between their **home and work base**. No reimbursement of expenses should be made to any student undertaking, on request, a placement outside Wales.
- NHS Wales employees will be required to have an e-expenses account to claim reimbursement of travel expenses.
- Employers should submit Invoices to HEIW on a monthly basis detailing the breakdown of those costs in respect of:
 - a. Employee salary backfill costs (16 hours) plus employer on-costs for the duration of the course (excluding overtime and any enhancements).
 - b. The cost of travel to the student from travelling to and from their clinical placement and/or higher education institution that **exceeds** the daily cost of travel between their **home and work base**.
 - c. Reimbursed authorised mileage is at the NHS Wales reserve rate (previous public transport rate), currently 28 pence per mile. The line manager at the NHS Wales Organisation should ensure all travel claims are verified with the Education Lead in their organisation/HEI before these are approved for payment.
 - d. Please see Appendix A - Flowchart for the reimbursement of placement expenses.
 - e. NHS lease car payments will not be reimbursed by HEIW. If any charges are incurred with lease car return, please contact HEIW finance on ETFinance.HEIW@wales.nhs.uk.
 - f. HEIW will reimburse costs in excess of normal car parking fees incurred by employees to attend HEI/clinical placements. However, if an employee normally incurs car parking fees at their place of work, only fees in excess of this amount will be reimbursed.

- Invoices should be labelled for the attention of HEIW and submitted to HEIW via ETFinance.HEIW@wales.nhs.uk.
- Employees on this programme are **not** eligible to apply for the NHS Wales bursary scheme.

Annual Leave

Annual leave entitlement for NHS Employees in receipt of salary backfill should be maintained at their contractual entitlement, recognising there has been no change to an individual's T&C's agreed through this route of education and thus their employment contract remains extant for this period.

Programme specific term dates can be supplied to employers on request to HEIW at HEIW.EdCommissioning@wales.nhs.uk.

Maternity/paternity Leave

HEIW will not reimburse employer's costs arising from a student's absence from training due to extended maternity leave.

The HEI and NHS Organisation must contact HEIW when the student returns to their training to recommence backfill contributions.

Sick Leave

HEIW will not reimburse employer's costs arising from a student's absence from training due to extended long term sick leave.

The HEI and NHS Organisation must contact HEIW when the student returns to their programme of study to recommence backfill contributions.

Additional general information relating to sick leave for all pre-registration AHP programmes can be found in the "Information for all Pre-registration AHP Programmes" section below.

Information for all Pre-registration AHP Programmes

Entry requirements

These programmes are available for applicants that meet the university's eligibility criteria to apply. Entry requirements can be accessed from the university's individual web sites.

Maternity/paternity Leave

Students should adhere to their employer's/university's Maternity, Adoption, Paternity and Parental Leave policies.

Where a student needs the length of their training to be extended due to maternity leave, the HEI should formally request additional funding from HEIW by completing the online change request form.

Sick Leave

Students should adhere to their employer's/Universities Sickness Leave policy. Where a student needs the length of their training to be extended due to Sickness, the HEI should formally request additional funding from HEIW by completing the relevant change request form.

If you have any queries or need further explanation then please email:
ETFinance.HEIW@wales.nhs.uk/ HEIW.EdCommissioning@wales.nhs.uk.

Appendix A
employee route

Flowchart for the reimbursement of placement expenses for students funded via the

