PROGRAMME CONDITIONS

2023-24

 Apprenticeships1

This document applies to ALL apprentices

Programmes of study in the School of Health Sciences (HSC) prepare you for eligibility to apply to enter the Nursing and Midwifery Council (NMC) register, or eligibility to apply for registration with the Health and Care Professions Council (HCPC).

There are several requirements, including professional conduct (see **Fitness to Practise** below), associated with the programmes in HSC to which you must adhere. Failure to meet the programme requirements, having a poor attendance record, or behaving in a way that is contrary to the expected standards of professional conduct and British Values may be subject to the University’s disciplinary procedures and this may affect the ability to register with the HCPC or NMC.

Health professionals frequently work in diverse multidisciplinary teams. To achieve the standards and competencies required by the programme of study you must be prepared to spend time learning both in the school and on placement with all fellow learners, qualified health professionals and the public across a range of settings. In doing so, you must uphold the values of dignity and respect for all people.

**It is mandatory for you to read the Programme Conditions at the start of the programme of study and sign and submit the online agreement by the end of the first week at university**. Not signing these programme conditions indicates that you **do not agree** that the conditions are reasonable. If so, you will need to contact your Course Director for an initial discussion.

It is important to take the time to read and understand the Programme Conditions and the steps to sign and submit your agreement via Blackboard. ***Apprenticeship Programme Conditions Apprentice Guidance*** is available via your cohort blackboard site.

 1 Nursing Degree Apprenticeship (NDA) and Trainee Nursing Associate (TNA) Apprenticeship.

**At the start of the programme**

**DECLARATION OF CRIMINAL RECORD (DBS (Disclosure and Barring Service) check)**

HSC programmes of study are exempt from the [Rehabilitation of Offenders Act (1974)](http://www.legislation.gov.uk/ukpga/1974/53). As a requirement of employment, the employer will have carried out checks, through the Disclosure and Barring Service (DBS), of any criminal record. This is an Enhanced DBS check.

If you have received any convictions or cautions since the time of your enhanced DBS check, you should comply with your employer’s policy regarding this.

**When signing this document, you are certifying that you have received no** **warnings, cautions or convictions since this was completed.**

If, after signing this document, or during your studies, you receive any convictions, cautions, warnings, pending charges, or are subject to any professional body or regulatory body disciplinary procedures **these must be reported to your Course Director and employer immediately**. Failure to disclose any of the above may result in your place on the programme being withdrawn or action being taken under the [University’s disciplinary procedures](https://my.uea.ac.uk/departments/learning-and-teaching/students/academic-cycle/regulations-and-discipline).

**Assurance from your employer is required** prior to you undertaking any placement activity and ideally before the start of the programme. If the necessary assurances have not been received prior to the start of the placement block, you will be unable to start placement.

You must complete the declaration of good health and character annually as part of your progress review and inform the Course Director or Progress Review Co-ordinator immediately if there is any change.

**OCCUPATIONAL HEALTH**

The employer will have a policy regarding Occupational Health processes with which you must comply as part of your contract of employment.

**When signing these Programme Conditions, you are certifying that you comply with that policy.**

If there has been any significant change in your psychological and/or physical health, you should notify the employer and Course Director immediately. You will then be required to follow your employer’s Occupational Health processes; your registration in the school will be subject to satisfactory health clearance.

Continuation on the programme of study is subject to maintaining satisfactory health enabling the outcomes of the programme to be met. In the interests of yourself and those of fellow apprentices, staff, and service users, you may be required to undergo a medical examination. All information divulged to Occupational Health Staff is confidential but if the school has concerns about your health, then a report, with your consent, may be required from them in relation to fitness to continue the programme.

**Risk Assessment**

If your employer, OH (Occupational Health) or medical review identifies health-related vulnerabilities or adjustments, or, if a risk is identified, your employer will undertake a local risk assessment to ascertain any adjustments needed. You will also be required to undertake a local risk assessment when you go to a ‘hosted placement’ outside your own organisation to again ensure any adjustments can be met. This will enable any risks to be mitigated and where this is not possible, you will need to arrange a meeting with your Course Director and employer to discuss appropriate options including an individual plan or the possibility of needing to take a break in study.

**Disabilities, Additional Needs and Reasonable Adjustments**

As part of the admissions process you were encouraged to disclose any form of disability or specific learning disability or need (SpLD), including dyslexia to the UEA.

Reasonable Adjustments, including Assessment Adjustments, are provided to you to meet our legal requirements under the Equality Act 2010.

Reasonable adjustments such as additional time in examinations and class tests, or specific resources will be made available wherever possible and reasonably practicable, where an application and appropriate evidence is submitted to Student Services (STS) following the UEA procedure.  Please note, what is considered as Reasonable Adjustment needs to be aligned with programme expectations and professional, statutory, and regulatory body requirements.

You are advised to discuss any form of disability with your Adviser at the earliest opportunity and to complete a Reasonable Adjustment Plan (RAP). It is your responsibility to initiate this process with your Adviser. You are encouraged to share relevant sections of your RAP with your placement provider to facilitate any adjustments whilst on placement.

Reasonable adjustments in employed practice are the responsibility of your employer and funded under the Access to Work fund.

**During the programme**

**ATTENDANCE AND ENGAGEMENT**

100% attendance is expected at sessions due to the professional nature of the programmes in the School of Health Sciences and the integrated nature of the curricula. Absences are monitored and regularly reviewed. You are required to demonstrate that all missed learning, from both university study and placement experience has been subsequently achieved. The University Student Engagement Procedure provides further details, and you are required to adhere to this policy. Access this full policy via HSC Student Zone/Key School Policies and Guidance.

The school policies relating to Attendance and Engagement for Practice Education are also available on the HSC Student Zone Blackboard Site. Please refer to the relevant profession-specific Attendance and Engagement policy for Practice Education.

**Student Academic Engagement Process**

Where your engagement (or lack thereof) gives rise to concern, the UEA Student Academic Engagement Process may be initiated to explore any issues and to provide support to you. In cases where a lack of engagement is persistent and/or you do not respond to help and support, this may impact on your fitness to practise. The UEA Student Academic Engagement Process and HSC guidance can be accessed via HSC Student Zone/Key School Policies and Guidance.

The School Policies relating to Attendance and Engagement for Practice Education are also available on the HSC Student Zone Blackboard Site. Please refer to the relevant profession-specific Attendance and Engagement policy for Practice Education.

**PARTICIPATION IN TAUGHT PRACTICAL/SKILLS SESSIONS**

During the programme you will be required to participate in all practical/skills sessions. During these sessions, you are expected to promote an environment of dignity and respect for fellow apprentices and lecturers and maintain confidentiality.

You are required to wear clothing appropriate for the practical/skills session being undertaken; for example, flat, closed toe shoes or boots, loose-fitting trousers and (modest) t-shirt or sweatshirt. Some practical/skills sessions require you to wear uniform.

*Further details will be provided by programme teams as appropriate to the programme of study.*

Practical/skills sessions often reflect a realistic context, which may include undressing to an appropriate level, taking place in a mixed gender setting; acting as a subject for the practice of clinical skills, and practising skills on others. You are expected to highlight to the lecturer/tutor any issue that might stop you participating and to discuss these with your Adviser or Course Director as appropriate. **Reasonable adjustments may be offered for reasons of religious observance at your request**.

**Virtual learning**

Across the UEA, engagement with the Virtual Learning Environment (VLE) on Blackboard is monitored and regularly reviewed. You are expected to engage with **all** learning activities and materials set by your programme of study. Engagement with the VLE may be synchronous or asynchronous.

*Synchronous* online learning is a LIVE teaching event. You and staff access the material at the same time e.g., a lecture, seminar, or discussion group.

*Asynchronous* online learning has flexibility as to when it is carried out. It is not a LIVE teaching event and therefore is not dependent on engaging at a specific date and time e.g., pre-recorded sessions, set activities or virtual discussion boards.

**AUDIO/VISUAL RECORDING OF TAUGHT SESSIONS FOR PROFESSIONAL DEVELOPMENT**

During the programme of study there may be opportunities for you to be audio/visually recorded for the purposes of your professional development and that of your fellow learners. Any such recordings will be stored on the secure school server and will only be available to fellow staff and learners on the same programme. You will be asked to give consent prior to or at the time of recording.

Where a recording is made which includes apprentices delivering (e.g., apprentice presentations), and where the delivery is not linked to summative assessment, you will be informed how your personal data will be used.

You can opt out of recording, or ask that material is edited where it is not required for summative work. The request must be made as soon as possible after the recording is completed. Requests from yourself to have contributions removed should only be acted on if you are either identifiable in the recording or where you can accurately describe your contribution and how far into the lecture it occurred.

You cannot opt out when a recording is part of an assessed summative item of work however, you will still be informed how your data will be used and material recorded for summative work would not be made available beyond the assessors of the work.

**AUDIO/VISUAL RECORDING OF TAUGHT SESSIONS BY APPRENTICES FOR PERSONAL REASONS**

If for any reason you wish to record LIVE/synchronous taught sessions for your own purpose, you must gain explicit consent from both staff and fellow learners concerned prior to recording.

Please note that any such recordings must be solely to support personal, individual learning. The sharing of any such recordings via any medium is forbidden under GDPR (General Data Protection Regulation) and the Data Protection Act 2018 (www.gov.uk/data-protection).

You are responsible for:

* Ensuring that the session leader has been informed if a recording using a personal device is taking place
* Engaging with recordings in an appropriate manner
* Ensuring that recordings are for personal education use and not shared with a third party
* Ensuring that material recorded through personal devices is curated appropriately, not shared with a third party, and kept only for the duration of the taught programme, after which the files are destroyed.

Read the full [UEA Lecture Capture Policy](https://www.uea.ac.uk/documents/20142/1370399/Policy%2Bon%2BLecture%2BCapture%2Bfor%2BEducation%2BPurposes.pdf/96bc3982-600d-6efe-07c0-da23c482a0d5?t=1607945323525olicies). We will share any updates to this policy via HSC Student Zone and your UEA email address.

**INFORMATION SHARING REGARDING APPRENTICE PROGRESS**

During the programme, personal information that is provided is passed to the Education and Skills Funding Agency (ESFA), the Department for Education and the Apprenticeship Assessment Organisation (for full details see your Training Plan) for the purpose of tracking progress, confirming eligibility for funding or for processing end-point assessments.

Information regarding your ability to deliver care in practice placement areas, professional conduct, and academic ability will be shared including regular progress reviews and Personal Development Plans (PDPs) where appropriate between appropriate staff in the School of Health Sciences, the employer and those responsible for supporting you with your learning and assessment within the placement setting. This is to ensure you are supported throughout your studies and that any issues or difficulties are identified as soon as possible.

The [Student Privacy Notice](https://www.uea.ac.uk/web/about/university-information/statutory-and-legal/data-protection) covers several ways in which the university can use your personal data. It also outlines your rights under data protection legislation.

**CONFIDENTIALITY**

Apprentices on a professional programme must adhere to the professional requirements for confidentiality in **all** aspects of work and practice ([HCPC, 2018](https://www.hcpc-uk.org/resources/guidance/confidentiality---guidance-for-registrants/); [NMC, 2018](https://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/nmc-code.pdf); FMH Confidentiality Policy – See HSC Student Zone.).

As guidance, please note, none of the following should be named, or otherwise identified in work produced during studies:

* Service users or significant others
* Members of clinical or educational staff
* Staff at UEA
* Other learners
* NHS Trusts
* Hospitals, wards, or departments
* Nurseries or educational settings
* Any other placement providers.

You should consult your Adviser for further guidance on this matter.

**DATA SHARING WITH E-LEARNING TRAINING PROVIDERS**

Full details on data sharing regarding placements can be found in the [UEA Student Privacy Notice](https://www.uea.ac.uk/web/about/university-information/statutory-and-legal/data-protection). Your name, UEA email address and UEA number will be shared as per [GDPR](https://gdpr-info.eu/) to allow you to complete mandatory online training required for your placement.

**PRACTICE EDUCATION**

**Expectations**

Practice education experience occurs across a range of health, social care, charities, and educational settings over a wide geographical area across the East of England region.

**Please note for some HSC programmes, it will be necessary to undertake placements outside of the East of England region**.

The process of allocation to a practice placement is complex and the aim is to ensure a process that is fair to all and ensure you have an appropriate placement profile. Practice experience is carefully planned according to educational need and practice partner capacity.

The allocation of practice placements is at the discretion of the University and may be subject to changes at short notice where circumstances are outside the University’s control. In exceptional circumstances you may need to change placement area, for example, in the event of a pandemic situation. **It will not normally be possible to change a practice area once allocated.**

Travel Arrangements to Placements

You will be required to travel to and from a practice placement area and may also be required to travel within that setting. Arranging travel as required and within the necessary time limits is your responsibility. Travel and accommodation expenses will not be reimbursed by the UEA and will need to be reclaimed from your employer.

UEA have no liability for and provides no insurance cover if you are travelling to, from, between or during placements (including the use of your own vehicle for that purpose **for which business insurance will be required**). If using your own car during your course of study, you have a responsibility to discuss the need for any change with your insurance company and your employer.

Placement Attendance Hours

While on placement, you are required to gain experience of the different patterns of attendance hours appropriate to your professional programme and placement setting. This may include participating in delivering care throughout the full 24 hours of the day while on placement e.g., at weekends, night duty, extended hours, and being ‘on-call.’ The pattern of shifts will be allocated by your practice placement team. Practice placement hours, including sickness/absences must be accurately recorded on the appropriate documents and submitted by the due date.

**Uniform**

You will be required to follow the uniform policy/guidelines set by the relevant placement provider. **Uniforms should not be worn outside of the clinical setting except when undertaking a placement in a community environment**. Under no circumstance should you wear uniform whilst commuting / travelling to or from placement. For the avoidance of doubt, you must always adhere to the placement provider’s uniform policy.

Should you wish to request that a Reasonable Adjustment be made on placement with respect to clothing then this should be discussed with your Adviser or Course Director in the first instance, who will liaise with the placement provider and employer, if appropriate. Where appropriate, we will attempt to negotiate a reasonable adjustment, but this may not always be possible. Reasonable adjustments in practice may be documented within a Reasonable Adjustments Plan (RAP) discussed with your Adviser and shared by you with practice and placement colleagues.

You must be aware that if a requested adjustment contravenes a Trust’s uniform policy, you are expected to abide by that Trust’s decision. You must always adhere to either your employer or placement provider’s uniform policy.

**Health and Safety in Practice**

The provider of the clinical placement has vicarious liability for you during your periods of placement and will treat you as a staff member for the purposes of Health and Safety legislation.

You will be required to comply with all policies and procedures in operation in the practice organisations.

No clinical placement is without risk, the University and the practice organisations are working together to ensure that placements are as safe as possible. Placement providers will risk assess your placements and will provide appropriate Personal Protective Equipment.

**The University does not provide life insurance cover, you should therefore make your own arrangements.**

General Conduct and Fitness to Practise (FtP)

Healthcare regulators set standards of conduct, performance and ethics which apply to the professionals they regulate ([HCPC, 2016](https://www.hcpc-uk.org/globalassets/resources/guidance/guidance-on-conduct-and-ethics-for-students.pdf); [NMC, 2018](https://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/nmc-code.pdf)). These standards set out in broad terms how you and registrants are expected to behave. Adherence to these standards is what constitutes an individual’s fitness to practise (FtP).

If you fail to meet the standards of conduct required by the HCPC/NMC or behave in a manner that is contrary to the standards and conduct expected by the University, you may be subject to the [University’s disciplinary procedures](https://my.uea.ac.uk/departments/learning-and-teaching/students/academic-cycle/regulations-and-discipline). This may affect your ability to register with the NMC/HCPC.

In the interest of public protection, the school has a responsibility to promote and uphold these standards with all apprentices. Where these professional standards are not met, fitness to practise may be impaired and it may be necessary for the school to take action to protect the public. These actions can range from advice and support for you through to suspension from practice and referral to university disciplinary procedures. Depending on the nature of the concern raised in relation to the fitness to practise of an apprentice it will be dealt with in partnership between the UEA and the employer.

You must complete the declaration of good health and character annually as part of your progress review and inform the Course Director or Adviser if there is any change. By good health and character, we mean that you have not acquired a new and significant health condition that may impair your fitness to practise (good health) and that you have not acquired a new conviction, caution, warning, pending charge, or are subject to any professional body or regulatory body disciplinary procedures (good character).

HSC FtP Guidance is available on HSC Student Zone/Key School Policies and Guidance.

**Challenging Learning Material**

Developing skills in how to respond appropriately to sensitive material and emotionally challenging situations are integral to becoming a competent healthcare professional. Programmes in the School of Health Sciences include a diverse range of learning materials, which some students may find challenging, but that are essential to the curriculum. Although some academics may use their discretion to notify you in advance of sensitive content, there is no obligation nor expectation for them to do so.  If you find engaging with learning materials or learning experiences during your studies personally upsetting, it is incumbent on you as an adult learner to seek support, to enable you to build strategies that will empower you in future situations.

UNIVERSITY OF EAST ANGLIA

FACULTY OF MEDICINE AND HEALTH SCIENCES

ONLINE LEARNING CHARTER

**Rationale**

The aim of this charter is to encourage engagement with online learning to fulfil your course specific professional criteria. We have incorporated 3 key principles to help us all make the most of the online learning experience. Fostering 1) connectedness, 2) professionalism, and 3) respect, is key to maintaining engagement to support and facilitate learning, enhancing the experience for all taking part. Developing transferable professional etiquette skills through university, related teaching, and learning, will support you during your practice placement experiences as well – particularly where interactions with practice assessors/practice supervisors / practice educators and patients / clients may well take place online. Engagement in the online learning experience enhances continuing professional development, including communication skills (verbal, written and online), interpersonal skills and thinking differently.

**1: CONNECTEDNESS: SWITCH ON AND SAY ‘HI’!**

Engaging with the lecturer, your peers and the activities using digital technologies will enhance your learning experience and connectedness.

* Be guided by your lecturer about using the ‘hand up’ button, and when to ask questions, either using the microphone when prompted, or the chat function.
* Seeing faces on screen and hearing the person’s voice is much more personal than speaking to a blank screen. Consider the context of the interaction, for example, where possible, we would expect to have our cameras / microphones on in break-out groups, one-to-one meetings with advisers and tutorial groups.
* Using the chat function or alternatives - being able to talk informally (while remaining professional and appropriate), communication is important in fostering cohesiveness.

**2: PROFESSIONALISM: Upholding collegiality**

We are learning to be medicine and health care professionals, so our approach to being professional in person should be represented in our online learning:

* Be present and on time. If you are unable to attend for any reason, report your absence through eVision, to your employer through their usual absence reporting and appropriately make up any missed learning in the usual way.
* Be aware of how you present yourself online. Dress appropriately for your online session, the same way that you would if you were face-to-face. Also, be aware of your surroundings and background. There may be an option to change your background.
* Avoid eating / drinking with your microphone/camera on whilst actively interacting during the session.

**3: RESPECT: SUPPORTING EACH OTHER**

We all, learners, and teachers, have a shared responsibility to be collegiate and support each other to ensure we have a positive experience with our online teaching/learning.

* + Learning is social; we learn with others. Interacting and engaging (for example, using the chat and taking the microphone) is important in all sessions, especially in smaller groups.
	+ People may have internet connection or IT issues, as well as other distractions, which are out of their control. Peers may need additional help when re-entering the session.
	+ Supporting and encouraging all learners to feel comfortable to contribute [we are all different regarding our technological expertise].

**CONCLUSION**

These 3 key principles are applicable across all learning: synchronous (live), face-to-face in person, and asynchronous. If you anticipate any concerns in meeting these principles, or should you require assistance or adjustments to meet these, please contact your Course Director, Adviser, or the lecturer delivering the session. If you are struggling to use your camera and microphone due to lack of technology or equipment, please check your eligibility for the hardship fund: <https://my.uea.ac.uk/divisions/student-and-academic-services/student-services/student-life/financial-advice>.

This charter was created through a collaborative and iterative process with FMH students and staff.

APPRENTICE STATEMENT OF AGREEMENT TO THE PROGRAMME CONDITIONS

**Read the statements below and complete Step 2 in the *Apprenticeship Programme Conditions Apprentice Guidance* that you originally accessed via your cohort blackboard site.**

* I have read, understood, and will comply with the Programme Conditions.
* I have read, understood, and agree to comply with the UEA Lecture Capture Policy.

I accept to engage with and contribute to all aspects of virtual and face to face learning as required as part of my programme at UEA.

* I undertake to notify the School of Health Sciences of any changes in my address or personal circumstances or state of health during the programme.
* I certify that I have received no criminal convictions or cautions since I was offered employment as an apprentice. \*
* I certify that my physical and mental health has remained unchanged\* since I completed the Health Questionnaire.
* I understand that I have a responsibility to uphold the professional values and standards of conduct, performance, ethics required by the relevant healthcare regulators (NMC) to maintain my fitness to practise.
* I understand that my programme of study requires a range of practical skills to be developed and that these are underpinned by theory, and I consent to participate in practical skills sessions as required as part of my programme at the University of East Anglia
* I accept that these conditions apply throughout my Programme in the School of Health Sciences at the University of East Anglia.

\* If there has been any change to your circumstances, **do not complete** the online agreement process and contact your Course Director as soon as possible.