



HEE
1st Floor, Blenheim House, Duncombe
Street, Leeds, LS1 4PL

Sodexo, HMP & YOI Bronzefield
1 Southampton Row, London WC1b
5HA

11 July 2022

To Sir/Madam

Schedule One – Services, Change Control Notice to your NHS Education Contract dated 1st April 2021: Sodexo, HMP & YOI Bronzefield Non-recurrent services Trainee Nursing Associate placements during 2021-23 NHS Financial Years.

Please find below Change Control Notice, to be appended to your NHS Education Contract.

The Change Control Notice is pursuant to **Clause 17 – Variation and Change Control of Schedule 1 – “Services”** of your **NHS Education Contract dated 1st April 2021**, that the terms of Schedule 1 – Services is varied to include non-recurrent Services as set out below with effect from May 2021 to May 2023

The offer relates specifically to non-recurrent Services associated with **Nursing Associate Trainees** and is enacted in accordance with **Schedule One “Services” Subsection 15 - Additions to Services and Annex 1 – Change Control Notice**, detailed below.

For the avoidance of doubt, you must accept **all** the terms in the Change Control Notice issued in Annex A.

If there are any errors, please contact the nominated service manager identified in Annex 1, who will, if necessary, amend and re-issue this Change Control Notice offer.

To accept the service, kindly acknowledge receipt of this letter and Service specification outline in Annex A by signing via DocuSign and returning both Acceptance of this letter and Annex A – Change Control Notice.

Signed for and on behalf of HEE:



Signed:

Print name: 
Title: Regional Director (South East)
Date: 11 July 2022

ANNEX 1

Change Control Notice

Title of Change	Extension of Contract to cover Trainee Nursing Associate starters
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Change Control Notice (CCN to the following agreement):		
Agreement name		Date of Agreement
NHS Education Contract		5 April 2022
Date Change Requested	Date CCN Raised	Expiry date of CCN
5 April 2022	11 July 2022	31 May 2023

Contact Information for the proposed change	
Originator	Other Parties
Name: [REDACTED] Company: Health Education England Telephone: [REDACTED] Email: [REDACTED]	Name: [REDACTED] Company: Sodexo, HMP & YOI Bronzefield Telephone: [REDACTED] Email: [REDACTED]
Clauses and Schedules affected Schedule 1 – Services, Section 15 – Additions to Services in the NHS Education Contract dated 1 st April 2021	

Associated Change Control Notices

CCN No.	Name of Agreement	Date of Agreement



Health Education England

Not Applicable

Reason for change
Additions to Services

Description of Change

Services Schedule – “Services” - Trainee Nursing Associates, as a Service
Schedule of the NHS Education Contract

1. MANAGER OF SERVICES

1.1. The nominated Service manager from HEE shall be [REDACTED]

1.2. The nominated Service manager from the Provider Shall be [REDACTED]

Introduction

1.3. Background

The Nursing Associate role is a support role that will sit alongside existing healthcare support workers and fully-qualified registered nurses to deliver hands-on care for patients. HEE have agreed to provide a continuation of funding support package for providers who are supporting Trainee Nursing Associates on a Programme of Education supporting Apprenticeships. This funding enables the further growth of infrastructure and support around the TNA and to enable employers to embed this role into their organisation.

1.4. Aims and Key Objectives

High level aims and objectives have been agreed as per the Education Contract.

1.5. Award Details

The total sum available to the Provider is £8,000 for each trainee nursing associate over the two-year training period. The first payment will be £4,000 per trainee based on the number of trainees listed in the recruitment survey. The second payment of a further £4,000 per trainee will be based on the number of trainees in post after 12 months, evidenced by the education provider student data. The Provider shall invoice for the funding for the first payment once:

- a signed Contract has been received by HEE; and
- the education provider has confirmed the trainee numbers to HEE.



Health Education England

The Provider shall invoice for the funding for the second payment once the number of trainees in post after 12 months has been evidenced by the education provider student data.

Invoices should be coded with: XXCWARDLE and sent to:

Health Education England

T73 Payables F485

Phoenix House

Topcliffe Lane

Wakefield

WF3 1WE

1.6. DURATION:

Funding will be awarded between 5 April 2022 & 31 May 2023

2. Expectations/ Expected Outcomes

2.1. Service Description

For the employer to continue to provide ongoing support, monitoring and evaluation. These arrangements include recording activity, data validation processes and responsibilities

2.2. Delivery Plan

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 will be required to invoice HEE via the HEE programme lead.

2.3. KEY PERFORMANCE INDICATORS

The provider will comply with populate and submit HEE reporting tools ahead of the stated reporting deadlines.

3. FUNDING

Sodexo, HMP & YOI Bronzefield has been awarded £16,000 as part of this expansion.



Health Education England

4. TERMINATION

HEE will follow the termination process described at Clause 38 of the NHS Education Contract.

5. OBLIGATIONS ON TERMINATION AND SURVIVAL

Clauses 39.3 and 39.4 of the NHS Education Contract will apply to all deliverables set out under this agreement.

Changes to contract

Schedule 1 – Services, Section 15 – “Additions to Services” is varied to include non-recurrent services - Extension of Contract to cover Trainee Nursing Associate starters

Impact of change on other agreement provisions

None

Timetable for implementation

The change Control Notice shall take effect from 5 April 2022 until 31 May 2023

Acceptance

**Signed for and on behalf
of THE PROVIDER**

Signed: [REDACTED]

Print name: [REDACTED]

Title: Mr

Date: 19 July 2022

**Signed for and on behalf
of HEE**

Signed: [REDACTED]

Print name: [REDACTED]

Title: Regional Director (South East)

Date: 11 July 2022