

## Background

Since the inception of the Apprenticeship Levy, the Salisbury Managed Procurement Services team at Salisbury NHS Foundation Trust have delivered a range of support for employers to increase their uptake of Apprenticeships. This provides a range of local, regional and national support services including the procurement of apprenticeship providers, the management of apprenticeship provider quality and engagement, and the contracting process, all of which have delivered considerable savings for employers in

Commercial & Managed Procurement Services



information, and ordering forms/guides. Employers experiencing issues with



registering should email [sft.commercial@nhs.net](mailto:sft.commercial@nhs.net) for an invitation.

## Our Commitment to Buying Organisations

We operate a standard Service Level Matrix for both Buying Organisations (employers) and Suppliers as follows :

Initial response to enquiry email	Two working days from receipt
Issue of orders to Suppliers (via Docusign)	Ten working days from receipt of order (where order submitted correctly)
Error correction (where Salisbury error)	One working day from receipt

## Procurement Levels and how to use

Salisbury's Education Procurements work on two distinct levels – a **general Apprenticeship framework**, onto which any provider meeting the minimum criteria can list all the programmes they run. Due to the volume of changes in both apprenticeships available and Suppliers' offers, Salisbury do not maintain a course by course listing. Instead, Suppliers are required to list their offers on the Apprenticeship Service website, <https://findapprenticeshiptraining.apprenticeships.education.gov.uk/> Employers can either direct award via the Salisbury ordering / call off process, or run a further competition against the employers' criteria following the process later in this Guide.

## Higher Level Procurements

**Higher Level Procurements** are where Salisbury have worked with partner organisations, such as NHS England or employer groups, to set a more stringent awarding criteria for providers. These are typically profession specific, have asked in depth questions about quality, delivery, and added value available to employers. These include national further competitions as well as regional procurements and those aimed at enabling provision for smaller professions. As with the general framework, employers can either direct award via Salisbury, or a further competition can be run against specific additional questions. Providers' bid responses for higher levels procurements are available from the FutureNHS Workspace.

Higher Level Procurements are listed in the second section of this guide, and should be referred to first before looking for providers for those standards on the main framework.

## External Resources (click on titles to access webpages)

**NHS Futures** is our employer only workspace area, containing guides, provider details, order forms, and all the information you need to utilise the Framework. You don't need to be an NHS organisation to join.

**Skills England** is a complete listing of all apprenticeships, able to be searched, or filtered by route, level, standard name, keyword or standard number.

**Please note** if using the "Find a Provider" function on this website, this does not mean the provider is on the framework, and is not an exhaustive list of those providing the standard concerned.

**The NHS Leadership Academy** - Salisbury work alongside the NHS Leadership Academy to enable the inclusion of various NHS LA programme content within apprenticeships. Programmes from these providers can be ordered in the normal way via Salisbury, however please ensure the content title (e.g. Mary Seacole) is listed in the "Pathways" section of the order form.

The [Apprenticeship Funding Rules](#) are set by the Education & Skills Funding Agency and vary according to the year of the apprentice's enrolment

[Ofsted Reports](#) for providers can be viewed on the Ofsted website, and you can set regular searches to be informed of changes to providers' status direct to your inbox

### [Accessing Providers](#)

Employers wishing to access providers should access the Providers' bids and contact details via [NHS Futures](#) and when enrolling learners, download the URN Order Form, which the employer should complete and return to Salisbury, who will then issue the appropriate contract to the Provider. **It is important that employers follow this process in order to be fully protected by NHS Contracts which include the Providers' bid responses and commitments**, and to ensure compliance with both their internal procurement requirements and PCR2015. Providers are all told not to issue contract paperwork direct to employers, if they do this please return them and notify Salisbury. The call off / contracting flowchart is included at the end of this Guide.

### [Why order through Salisbury Managed Procurement Services?](#)

**Please also see the ordering flowchart at the end of this Guide.**

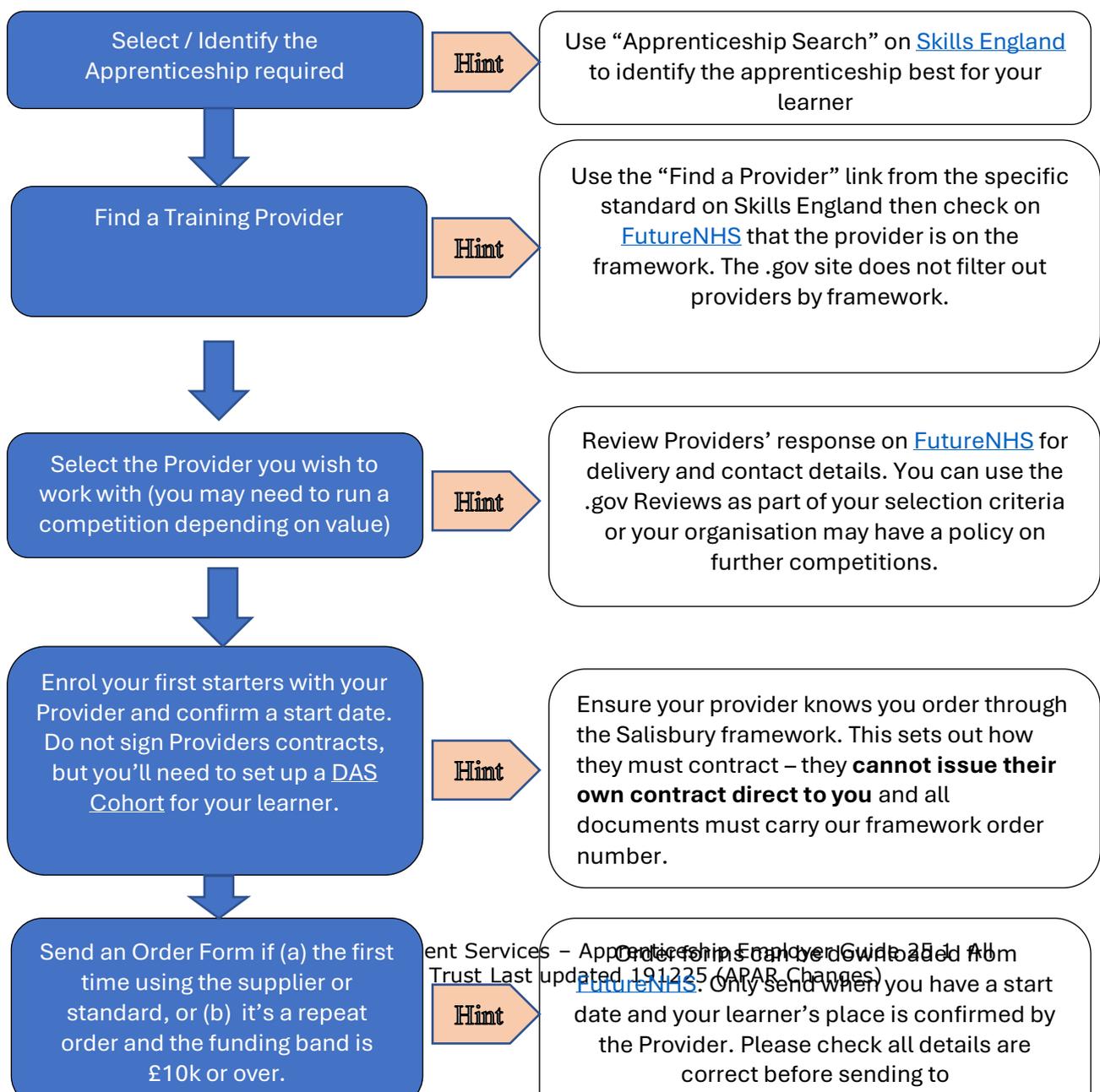
- The only specialist health education procurement service
- A service from the NHS, for the NHS (and other partners)
- Higher level competitions are the only national procurements evaluated by system partners, subject matter experts, and employers
- No cost to employers at any time
- No need to employers to conduct expensive and lengthy local procurements – fully managed service where a further competition is requested by employers
- Regularly updated for new standards and providers to join, and fully compliant with Public Contract Regulations
- Stringent entry thresholds and checks on providers to ensure high quality training delivery
- Streamlined, easy process
- The URN (Framework Order) process is your protection that the correct and current contract is being used for your providers and gives you compliance with the Public Contract Regulations, and DHSC contract requirements for NHS organisations.
- Please complete the order form and send to Salisbury when you know the number of learners who will be enrolling
- This includes commitments to free resits / retakes, protection from penalty charges, and ensures providers' commitments on national procurements are included within the contract
- Salisbury will automatically check most current contract version is in place but cannot do that without a URN form for enrolments

### [Framework Provider Selection Criteria](#)

In order to be accepted onto this Framework, providers have had to demonstrate / agree the following :

- Registration on the ESFA Apprenticeship Provider and Assessment Register,
- Where an Ofsted visit / full report has been issued, this must be Grade 1 or Grade 2 relating to both the overall outcome and apprenticeship delivery,
- Where an Ofsted Monitoring Visit / Report has been issued, this must show Significant Progress or Reasonable Progress across all reported areas, and cannot include any finding of Insufficient Progress or less for any delivery area,
- Organisations without an Ofsted visit / report must provide evidence of learner success rates above the national average for apprenticeships (across all courses).
- Must provide within the Levy funding band, one resit for every exam, assessment or module and one resit at EPA for each learner
- Must not require additional entry criteria to that listed in the Standard

Please note providers may be removed where their Ofsted rating subsequently falls below the above criteria.



## Employer Provider Selection Criteria

The framework allows for Direct Award by employers (buying organisations) in the following circumstances :

Provider Scenario	Direct Award Permissible	Further Competition Required
Only one provider on Framework for the required standard	Yes	No
Face to face delivery required, only one provider offering in employer's region	Yes	No
Online delivery required, only one provider on Framework	Yes	No
Multiple providers on framework, only one meets employer's set criteria (e.g. Ofsted Grade 1, success rates above required percentage, etc) which must be disclosed to suppliers	Yes	No
Multiple providers on framework offering same delivery method	No	Yes
Contract Value (over contract lifetime including all standards delivered) with a single supplier exceeding £663k	No	Yes

- The provider listed is the only provider on the framework offering the required Apprenticeship (based on provider's framework listing submissions), or the only provider already selected by a Higher Level (further competition) procurement and listed in that Profession Specific guide, or
- Where the employer requires face to face delivery, the provider is the only one on the framework listing the relevant Delivery Region, or
- Where the employer has a set reasonable travel distance for learners, the provider is the only provider on the framework meeting that distance criteria (which should be transparent and the rationale clear for selecting the distance), or

- Where the employer has selected a reasonable first threshold (for example, Ofsted rating or Apprenticeship Success rate), the provider is the only provider on the framework meeting that criteria. Such criteria must be transparent and may not be set so as to exclude or disadvantage other suppliers.
- The rationale for any direct award must be open and transparent, and must be within the Standing Financial Instructions / Procurement Rules of the buying organisation.

Where the above criteria are not met, a Further Competition will need to be conducted involving all providers on the framework who (a) meet the regional delivery requirements in which the buying organisation is based, and (b) all providers listing national delivery of the apprenticeship. This must be compliant with the Public Contract Regulations 2015, Section 33, Regulation 8(b).

### **Buying Organisation Reminder – Public Contract Regulations 2015**

Buying organisations and suppliers are reminded that at all times the liability for the selection decisions of the buying organisation rests with that organisation, and at no time shall Salisbury NHSFT be liable for any consequences arising from those decisions. Buying organisations must publish their award decisions within 30 days in line with the Public Contract Regulations 2015.

Guidance regarding award of contracts under framework agreements, as per the [Public Contract Regulations 2015](#)

- When the terms of a framework agreement are not precise enough to directly award a contract under Regulation 33(7) or 33(8)(a), the Buyer must run a further competition, as per Regulation 33(8)(b) or 33(8)(c).
- When the terms of a framework agreement are precise enough to directly award a contract, the Buyer must award the contract to the top ranked supplier in accordance with the assessment of award criteria when the framework agreement was established, or in accordance with any pre-prescribed rules (call-off protocol) regarding the use of catalogues, or reassessment of award criteria based on requirements configuration variations.

For further information about awarding contracts under our frameworks please contact [sft.commercial@nhs.net](mailto:sft.commercial@nhs.net)

- Procurement Act 2023 – Please note that as a Framework already “in flight” at the time of the new Procurement Act, this Framework will continue under PCR 2015 as its legal regime, and not the Procurement Act. If you are not ordering through the Framework, you must ensure your provider selection method meets the Procurement Act 2023 requirements.

### **Mini / Further Competitions**

Where a mini / further competition is indicated or required, we recommend contacting your internal Procurement team first for support and guidance. Please note your organisations may have lower thresholds than those in legislation – using the framework cannot override your own organisation policies.

Your mini / further competition should follow the Framework recommended process :

### **Framework Providers Available**

Due to the number of changes to Suppliers on the framework (e.g. Ofsted suspensions), please always check the most recent Guide / List, located at <https://future.nhs.uk/SalisburyApprenticeshipEF> which is open to any employer, not only those within the NHS. You will be requested to register, this is to prevent Suppliers from accessing information only available to Employers.

### **Higher Level / Profession Specific Providers**

Providers in this section have been awarded against more detailed criteria. There will be providers listed in this section who are not on the Level One framework – where this is the case, they are only awarded for the standards in this section, not their entire programme offering.

### **Corporate, Education, and Support Services Programmes**

**C1546.410 National - HR Standards mapped to NHS England People Profession Roadmap**  
NHS People Profession Apprenticeships  
Employers Guide

The future of human resources and organisational development [report](#), published in November 2021, sets out a vision for the future of HR and OD in the NHS for 2030. The report’s recommendations inform an ambitious programme of work with key actions for NHS England, ICS’s, employing organisations, Chief People Officers, and People Professionals - that will deliver on the workforce challenges and aspirations set out in the NHS Long Term Plan, People Plan and delivering on the ‘People Promise’ for the people who work in the NHS.

Supporting and developing the NHS People Profession is a key enabler to delivering this vision and, within that, apprenticeships have an important part to play. The report requires that “Organisation and ICS Chief People Officers, or equivalent, ensure that all people professionals have professional development plans aligned to the delivery priorities and have access to apprenticeship programmes to enable CIPD accreditation at all stages of the career journey.”

To deliver these aims, NHS England has been working especially closely with CIPD and Health Education England. This partnership working has established a new delivery model for NHS People Profession Apprenticeships that supports building the capabilities described in our [People Profession Roadmap](#)

Following an extensive procurement and Supplier verification process, 8 Suppliers have been approved to deliver NHS People Profession Apprenticeships aligned to the Map.

Training Provider	Apprenticeship Standards
Bespoke Professional Development	ST0239 HR Support Level 3 ST0238 HR Consultant partner ST0813 Senior People Professional (HR,L&D,OD Routes)
BPP Professional Education Ltd	ST0239 HR Support Level 3 ST0238 People Professional ST0813 Senior People Professional (HR,L&D,OD Routes)
MBKB Group Limited	ST0239 HR Support Level 3 ST0238 People Professional ST0813 Senior People Professional (HR,L&D,OD Routes)
Reed Learning (Watson Martin)	ST0239 HR Support Level 3 ST0238 People Professional ST0813 Senior People Professional (HR Route only)
The WKCIC Group	ST0239 HR Support Level 3 ST0238 People Professional
University of Keele	ST0813 Senior People Professional (HR Route only)

**C1546.432 National Procurement with NHS England  
ST0830 Health and Care Intelligence Specialist**

The JGA Group Limited

National

Please note a dedicated resource area for this standard, and support available from NHS England, is located on Salisbury’s Employer Resource Workspace at <https://future.nhs.uk/SalisburyApprenticeshipEF>

Employers unable to register/access direct should email [sft.commercial@nhs.net](mailto:sft.commercial@nhs.net) to request.

## Ordering Process

Employers should send the Order (URN) Form at the following point in enrolment:

- For Funding Band >£10k courses, when (a) the individual learner has a place offered, or (b) for multiple learners, when a cohort start date is confirmed by the provider
- For Funding Band <£10k, when (a) for rolling starts you have the first starter and know an approximate annual number, or (b) for one off courses when the provider has offered a place for the apprentice.

Even if you already have a contract with a provider, please update Salisbury with an order form for new starts unless a rolling annual number has been given as above. Some procurements time expire and this allows us to check the correct contract in place, and will allow the provider to quote the correct order number on their documents.

**Please do not** sign provider contracts / service agreements if they send them direct. They must be in the NHS framework contract only.

For other enrolment paperwork, such as ESFA compliant cost breakdown, Training Plans, etc, providers may send these direct but must quote the correct order cohort issued to them by Salsbury.

## Completing an Order

### Employer Details

The organisation employing the apprentice. The Organisation name **MUST** match exactly the HMRC PAYE name on the employers Digital Apprenticeship Service account – do not abbreviate or shorten. The Signatory name should be the person with authority to sign a contract between the employer and the training provider.

### Training Provider Details

This is the company, college or university providing the apprenticeship for your learner – not the apprentices' employer, or someone providing a placement. The name **MUST** match exactly to the Providers registration on the ESFA APAR register – this can be checked prior to completing by asking your provider, or by checking at <https://download.apprenticeships.education.gov.uk/apar>. The contact name should be the person who has confirmed your learner(s) have places. Please do not include the address.

### Completing the Apprenticeship details

**Standard number** – this will always start ST and is the Skills England allocated number for the apprenticeship. This can be checked either with your training provider, or at <https://www.instituteforapprenticeships.org/apprenticeship-standards/> We will return automatically any forms with different content or left blank.

### When to send an Order Form (URN request)

- **Order forms** can be downloaded from the Order Forms section on the FutureNHS Workspace - <https://future.nhs.uk/SalisburyApprenticeshipEF>
- **Once the places are confirmed** – please do not send ahead of having a start month confirmed by your provider, or before eligibility checks have been completed. For cohorts (more than one learner) please send once your provider has confirmed they have capacity, if numbers change following that the supplier reports that to us on their annual return. The numbers on Order Forms are not contractual, and we don't amend issued forms for changes in number of learners, or start dates after that indicated on the form.
- **If you have never previously used the provider for the required standard** then please send an order form
- **If the Standard is Level 6 or Level 7** please always send an order form, even if you have enrolled learners previously under a framework contract
- **If the Standard is above £10,000 funding band** and even if you have enrolled learners previously, please send an order form.
- **You DON'T need to send an order form** if the standard's funding band is below £10k **and** it is a repeat enrolment – i.e. you have a previous framework order covering that standard.

### When completed....

- Please send by email to [sft.commercial@nhs.net](mailto:sft.commercial@nhs.net) – not to individuals within the team, this will delay processing and may lead to duplication.

### When we receive it....

- We will allocate an order number within ten working days of receiving a correctly completed order form.

### Eligibility

Salisbury's framework / procurements are designed to be accessible across the public sector and some other organisations (e.g. charitable and SPBs). The full listing as published with the Contract Notice are :

## Framework Scope & Eligible Organisations

The Contracting Authority expressly reserved the right (i) not to award any contract as a result of the procurement process commenced by publication of this notice; and (ii) to make whatever changes it saw fit to the content and structure of the tendering competition; and in no circumstances will the Contracting Authority be liable for any costs incurred by the candidates.

The awarding of a place on the Framework does not mean that there is any guarantee of subsequent contracts being awarded. Any expenditure, work or effort undertaken prior to contract award is accordingly a matter solely for the commercial judgement of potential suppliers. Any orders placed under this Framework will form a separate contract under the scope of this Framework between the supplier and the specific requesting other contracting body. The Contracting Authority and other contracting bodies utilising the Framework shall only use electronic portals during the life of the agreement.

Any values that have been provided are only an estimate. We cannot guarantee to suppliers any business through this framework agreement.

The Framework has been established by Salisbury NHS Foundation Trust, for use by the following bodies (and any future successors to these organisations):

The following Contracting Authorities are entitled to place Orders:

Salisbury NHS Foundation Trust and all bodies listed below :

- [Central Government Departments](#), Executive Agencies, Arms Length Departmental Bodies and Public Corporations (Please note Central Government departments may be subject to Government Digital Service approval before using the Framework Agreement)
- [Local Authorities \(England and Wales\)](#)
- [National Parks Authorities](#)
- Educational Establishments in England and Wales, listed by the [Department for Education](#) including Schools, Universities and Colleges listed :
- Police Forces and Fire and Rescue Services listed by [His Majesty's Inspectorate of Constabulary and Fire & Rescue Services](#)

- NHS Bodies England :

[NHS Integrated Care Boards](#)

[NHS Provider Organisations](#)

Primary Care Practices listed by the [NHS Business Services Authority](#)

- [Hospices in the UK](#)
- [Registered Social Landlords \(Housing Associations\)](#)
- [Charities](#) registered within England and Wales

- [Citizens Advice](#) in the United Kingdom
- Any corporation established, or a group of individuals appointed to act together, for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character, and (i) financed wholly or mainly by another contracting authority listed above in this section of this Framework Agreement;

(ii) subject to management supervision by another contracting authority listed above in this section of this Framework Agreement; or

(iii) more than half of the board of directors or members of which, or, in the case of a group of individuals, more than half of those individuals, are appointed by another contracting authority listed above in this section of this Framework Agreement

(iv) an association of or formed by one or more of the Contracting Authorities listed above in this section of this Framework Agreement

Entities which are not public sector bodies may also use the Framework Agreement if the Authority is satisfied that:

- such entity is calling-off goods and/or services directly, solely and exclusively in order to satisfy contractual obligations to one or more public sector bodies, all of which are entitled to use the Framework Agreement on their own account;
- all goods to be called-off by it are to be used directly, solely and exclusively to provide goods and/or services at sites occupied by such public sector body(ies); and
- it will pass the benefit of the call-off contract to such public sector body(ies) directly, in full and on a purely “pass-through” basis. Accordingly there must be no mark-up, management fee, service charge or any similar cost solely in relation to the supply of goods and/or services imposed on the relevant public sector body(ies), who must be able to benefit from the terms of the Framework Agreement in a like manner and to the same extent as if using the Framework Agreement on its/their own account.

Any ‘bodies governed by public law’ which under the Public Contracts Regulations 2015 means bodies that have all of the following characteristics

(a) they are established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character;

(b) they have legal personality; and

(c) they have any of the following characteristics:—

(i) they are financed, for the most part, by the State, regional or local authorities, or by other bodies governed by public law;

(ii) they are subject to management supervision by those authorities or bodies; or

(iii) they have an administrative, managerial or supervisory board, more than half of whose members are appointed by the State, regional or local authorities, or by other bodies governed by public law.

This Framework was launched as valid for four years, ending 23:59 on 31 March, 2025. Given the legislative changes around both Apprenticeships/Levy Funds, and the delay to the Procurement Act, we have utilised the two year extension period in the framework to run for new call-offs up to 31<sup>st</sup> March, 2027. As this is an extension period to existing framework contracts, new suppliers will not be able to apply/join during the extension period. We reserve the right to end this extension period early, and replace with a new Framework ahead of 2027 should legislative landscape clarity allow. Employers may enter into contracts which extend beyond the lifetime of the Framework – no maximum is set by the Framework for the length of that subsequent contract. All subsequent contracts under the Framework are non-exclusive and do not form a minimum financial commitment by the Contracting Authority(ies).