

Recording Trainee Nursing Associate Hours: Learner Guidance

Trainee Nursing Associates (TNA) must provide evidence of the learning hours received. In order to meet:

- The Nursing and Midwifery Council (NMC) requirements for registration
- Requirements for apprenticeship funding.

Without this evidence, your continued attendance on the apprenticeship is at risk and you cannot register with the NMC as a Nursing Associate on successful completion of your course.

Types of learning hours:

1. Off-the-Job-Training (OTJT)

Off-the-Job-Training is a requirement for all apprenticeships; on this course, this is a 7.5 hour day, per week, throughout the year. These hours count towards the 'theory' hours required by the NMC programme and it is therefore essential that you have evidence of completing them.

How OTJT is achieved

- University attendance: your employer has agreed to release you from work for one day per week for scheduled University theory hours.
- On the weeks when you are not at university: an equivalent amount of time (7.5 hours) is used to undertake a range of other learning opportunities. This may include time spent on guided study, learning support and writing assignments. You should negotiate with your manager and Practice Supervisors/ Practice Assessor how you take these hours.

2. Professional Statutory Regulatory Body (PSRB)

To achieve the required 1150 theory hours for NMC registration as a nursing associate, an additional 460 hours (approximately 5 hours/week) learning activity is required. This may include reading, assessment preparation, tutorials etc.

3. Protected Learning Time (PLT)

Protected learning time is achieved in the workplace or another health or care setting during which you are learning and are supported to learn. The NMC require a minimum of 1150 practice hours over the 2 years., which is evidenced through PLT.

- A minimum of 460 practice PLT hours will be achieved during your external placements (30 hours per placement week or to meet part time hours).
- You will need additional PLT practice hours whilst in your normal place of work, of approximately 9 hours per week when you are not on leave, (9 hours per week meets the minimum practice hours required by the NMC). This is in addition to the off-the-job-training hours referred to above.

Please note Protected Learning Time is not the same as supernumerary time i.e. you do not need to be supernumerary for the hours to count as protected learning time (this also applies to external placements where you may or may not be supernumerary).

You must be supervised during protected learning time. The level of supervision required is a matter of professional judgment by your Practice Supervisors / Practice Assessor; for some activities, you will require direct supervision and for others indirect supervision is appropriate.

How PLT can be achieved:

- Opportunities to practise skills
- Practice Supervisors / Practice Assessors sharing knowledge and effectively demonstrating how to put that knowledge into practice safely
- Being observed in practice
- Being provided with constructive feedback on your performance
- Taking advantage of available resources, learning and CPD opportunities
- Being delegated to other Practice Supervisors/ Practice Assessor and anyone else who may suitably enable learning
- Following a patient pathway across settings
- Reflecting on learning with your Practice Supervisors/ Practice Assessor
- Supernumerary time

Suggested ways of managing PLT in your workplace

There are many ways of achieving the above, please talk to your Practice Supervisors / Practice Assessor about how this can be managed, and here are some suggestions:

- Being proactive and planning times in advance by:
 - Identifying on the rota who is supervising you and for how much time.
 - Structuring identified supervised shifts so that you agree priority learning needs, receive constructive feedback on performance and have an opportunity to reflect on progress
 - Taking other learning opportunities, e.g. attending departmental teaching sessions.
- Being on the alert to unplanned learning opportunities such as:
 - Ad hoc teaching
 - Observing practice or procedures/being observed
 - Useful learning episodes with other professionals/staff.

- Record your PLT meticulously on attendance returns, write reflections and log experience frequently.
 - A shift working with your Practice Supervisors / Practice Assessor can count as a block of hours
 - Capture your ad hoc learning experiences in addition
 - Get into good professional habits of logging and reflecting on your learning.

Your responsibilities as a learner:

- Be proactive in identifying your priority learning needs for PLT episodes. Where possible make suggestions for how this can be achieved e.g. *I would like to care for patient X because...* Be open to negotiation with your Practice Supervisors / Practice Assessor.
- Seek feedback, reflect on your learning, and record this.
- Be aware of learning opportunities that occur outside of planned PLT sessions and ensure these are recorded as they count towards total PLT hours.
- Record reflections in skills documentation
- Have all documentation up-to-date and be proactive in ensuring that your progress reviews are completed and submitted on time.
- Report appropriately any concerns if you are not achieving the required hours (see course handbook).
- Complete attendance timesheets monthly, see separate instructions.

Please note that we do not need to see a record of all your shifts just learning hours as listed above.

Practice Supervisors/ Practice Assessor responsibilities:

You can expect your workplace Practice Supervisors / Practice Assessor to:

- Oversee and negotiate with you how PLT and OTJT is to be achieved and to check that it is being correctly organised; i.e. off-the-job-training equivalent to 7.5hours/week throughout the year and PLT for practice learning 9 hours per week
- Sign your attendance timesheets for your learning in your workplace
- Check that the accumulation of PLT is on track when you complete your progress reviews
- Report any slippage in hours to the Practice Education Facilitator / Education Lead and agree an action plan.

You can expect your external placement Practice Supervisors / Practice Assessor to:

- Oversee the whole of your placement learning by either supervising you personally or identifying who will be responsible for supervising you at times when they are not there
- Organise and agree 'spoke' placements where relevant
- Sign your attendance timesheets whilst on placement with them
- Support you to organise the completion of any outstanding hours if you have incurred any absences during the placement.

Personal Tutor responsibilities:

At regular intervals you can expect your Personal Tutor to check:

- Your PLT experience and progress in achieving learning outcomes

- That you have completed your monthly timesheets correctly
- The accumulation of hours is on track for NMC registration at the end of the course. Action plans to be developed with practice partners if any slippage.

Final note:

You will be learning all the time as you apply your reading and theory to practice. If you find you are achieving your learning outcomes, but you cannot identify the attached learning hours, it could be that you are not capturing all the learning that is taking place. If consider that, you are not receiving the PLT and it is affecting your progress we will need to support you. For guidance on how the hours are accumulated throughout the course see table 1 below.

Please contact your Practice Supervisors/ Practice Assessor, Practice Education Facilitator / Education Lead or Personal Tutor if you have any questions or concerns.

Table 1: Guide to recommended accumulation of learning hours at 6 monthly intervals, calculated on an example 46 week year to allow for 6weeks annual leave (this will be slightly different based on individual annual leave allowance)

	OTJT	PSRB	PLT	EP
6 Months	172.5	115	172.5	115
12 Months	345	230	345	230
18 Months	517.5	345	517.5	345
24 Months	690	460	690	460
Total	Theory: 1150 hours		Practice: 1150 hours	

OTJT – Off The Job Training – based on 7.5hrs per week

PSRB – approximately 5hours per week

PLT – Protected Learning Time – based on a minimum of 9 hours per week

EP - External Placement – based on 30hrs per week

* This is a minimum requirement, and it is recognised that some students may wish to undertake additional learning opportunities to stretch their knowledge and skills further as they develop through the course