

1. What is the AHP Careers Fellowship Scheme?

The AHP Careers Fellowship Scheme supports career development for the AHP workforce in the public health and social care sector in Scotland. It does this by funding AHP staff to participate in a learning programme and to lead and deliver a work-based project.

2. Who can apply for an AHP Careers Fellowship?

The Scheme is open to AHP staff working in the public health and care sector in Scotland. This encompasses AHPs, AHP healthcare support workers (HCSW) and AHP assistant practitioners employed in NHSScotland or local authorities in Scotland (please see the [AHPs included in the scheme section](#) of the AHP Careers Fellowship webpage for more information).

We will also consider applications from the AHP workforce within the third sector, further and higher education where they are submitted in partnership with health and social care AHP services and where there is anticipated benefit to people using/delivering health and social care services.

3. What does an AHP Career Fellowship entail?

If you are awarded a Fellowship you will be funded for up to 2.0 days per week to;

1. participate in a learning programme delivered by NES - approximately 5 days in total over 12 months delivered via a combination of face to face workshops (where possible) and digital sessions **and**
2. lead your own rehabilitation/recovery focused work-based project over 10-12 months to improve, change or develop AHP services. This can be in your own team, service, locality, organisation or region. We will also consider national projects

You will be part of a cohort of AHP Fellows who are all engaging with the learning programme and leading their own work-based projects.

4. What can I apply for?

- You can apply for funding to release your time (or additional hours if you are part time) for up to 2.0 days per week to do your work-based project over 10-12 months and participate in the learning programme
- The amount of release that you request (and are awarded) will depend on the nature and scope of your work-based project. This may be negotiated and adjusted (in consultation with you, your line manager and your AHP Director) following review by the allocation panel

- The Fellowship funding is primarily for the release of your time/capacity to lead your work-based project and participate in the learning programme. Depending on the nature of your project it may also include a component that supports learning for others e.g. training a group of staff in a particular approach or skill if this is required for your work-based project
- The Fellowship funding can support reasonable travel within Scotland where it is clearly required for the delivery of your work-based project and/or to attend the learning programme workshops

5. What kind of work-based project can I do?

Your work-based project should be something that...

- you want to do, feel enthusiastic about and can evidence needs to be done
- you've already discussed with, and sought buy in from, others who will need to be involved e.g. colleagues, your team, line manager, service heads and relevant others
- contributes to local or national strategy and priorities. We are particularly interested in projects that
 - address health inequalities,
 - support new models of AHP service delivery including in primary care,
 - support the AHP contribution to the renewal and recovery agenda across health and care
- is team, service, organisation or region wide. We'll also consider national projects
- can be achieved over 10 to 12 months
- is innovative, is about change and development and/or building on learning, not simply a continuation or expansion of existing service delivery

Before you apply make sure you to find out about some of the work that is most likely already happening in your area of interest and refer to it in your application. For example, it's much better to say you are going to build on learning from an initiative in another service or connect with national work in order to apply it locally, rather than not mentioning any work that is already happening.

6. How big does the work-based project have to be?

- The scope and duration of your project will depend on your experience, what you hope to get out of it and what the anticipated impact on the service is
- It should be a piece of work that can be completed in 10-12 month
- Your project can be team, service, organisation or region wide. It can also be national

7. How can I apply?

First, discuss your proposed work-based project **and** what you hope to get from being an AHP Fellow (i.e. your own learning outcomes) with your line manager, service manager, AHP Director or a Director/Associate Director in your Local Authority and other relevant people e.g. team members, other colleagues, local or national leads for related work.

Then complete the application form and submit to AHP.fellowships@nes.scot.nhs.uk by 12.00 (noon) on Friday 15th October 2021

8. Do I need line manager and director support to apply for an AHP Fellowship?

Yes, this is very important. Your application must be supported and approved by:

1. your own line manager, and
2. your service manager and budget holder, and
3. your AHP Director (if you work in the NHS, an integrated health and social care team or if your project is in partnership with the NHS) or a Director/Associate Director level senior manager (if you work in a Local Authority)

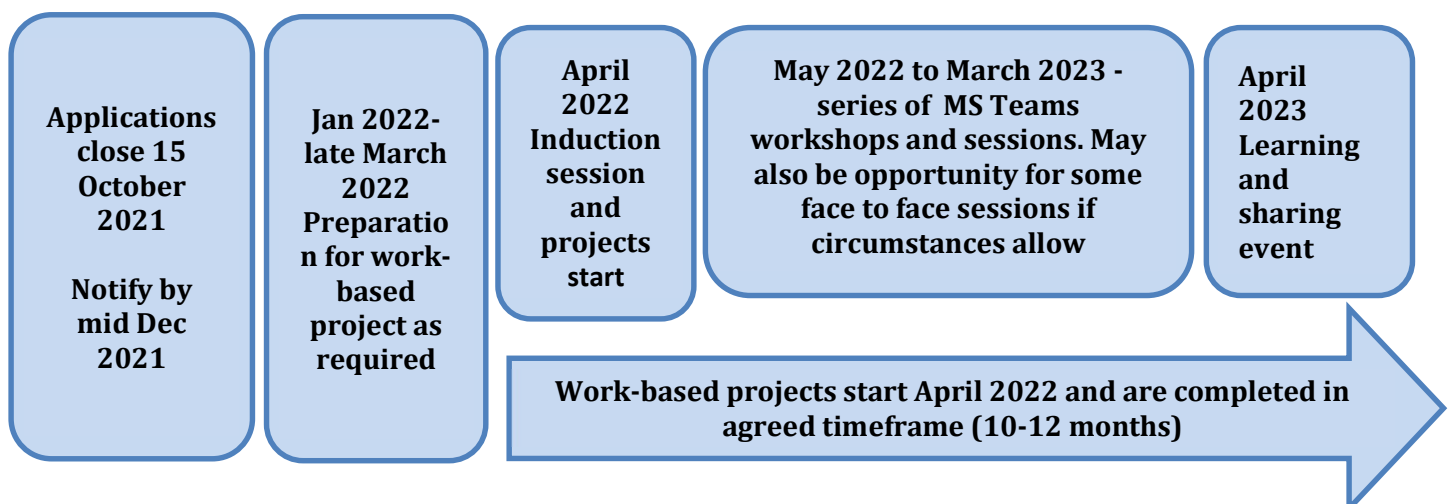
Seeking support for your application from the people listed above is vital and can make a huge difference to your proposed Fellowship successfully progressing or not. Organisation structures, budget holding, and line management arrangements vary across health and social care. For some of you obtaining the support you need may only require you to speak to one or two people (because they hold several of the roles listed above). For others it may mean seeking support from 3 or 4 different people. For this reason, we advise that you start the process early.

9. Will my grade or terms and conditions change if I get a Fellowship?

No. You will remain employed by your current employer and your terms and conditions are not influenced by being awarded a Fellowship

10. What's the timeframe for an AHP Careers Fellowship in 2021/22?

Applications close on 15 October 2021. You will be notified of the outcome of your application by mid December 2021 and, if you are successful, you will start your Fellowship in April 2022. The learning programme component will run from April 2022 to March 2023 (approximately 5 days in total including an induction session and a learning/sharing event). During this time you will also be doing your work based project. The length of your project will vary depending on its scope and your work circumstances, but it should start in April 2022 and be no less than 10 months and up to 12 months



11.How are AHP Fellowships awarded?

The AHP Carers Fellowship is a competitive process. All applications are reviewed by a panel who make recommendations to fund or not. Decisions are based on;

- How the proposed fellowship represents a learning opportunity for the individual and their anticipated learning outcomes
- The nature and scope of the work-based project
- Portfolio considerations i.e. aiming to ensure a spread of Fellows across professions, grades and geography

The panel may agree a straight “yes, recommend fund” or “no, funding not recommended”. It may also agree “yes with conditions” or suggest adaptations or adjustments to proposed Fellowships. If this is the case we will have further discussions with you (and your line manager/AHP Director) to agree if it is possible to progress or not.

12.What will the learning component of the AHP Fellowship include?

- The learning component is approximately 5 days in total; including induction session, a series of workshops and sessions delivered via MS Teams (with possibility of some face to face if circumstances allow) and a learning and sharing event.
- The induction session will include information about managing work-based projects, what to expect from the rest of the programme, establishing action learning sets and arranging your own network to support your Fellowship.
- The series of workshops and shorter sessions will be based on aspects of the 4 Pillars of Practice and will be built around the leaning outcomes Fellows have outlined in their applications.

13.Do I have to attend the full AHP Fellowship learning programme?

Yes. If you are successful in being awarded a Fellowship you will be expected to participate in as many of the workshops/digital sessions as you can and do your work-based project.

14.Do I need to arrange mentorship or support?

Yes, this is very important to support your learning as you lead your work-based project and participate in the programme. If you are successful in being awarded a Fellowship you will be asked to enter into an agreement with someone locally who will act as support/mentor for you. Where we agree it is necessary and appropriate, we will also identify a person at NES who will offer regular support and guidance.

15.Can I apply with a colleague?

Yes, we will consider applications for up to two people to co-lead a project. In this instance;

- Submit separate applications forms, making it clear on your form that you are applying to co-lead a project and name who your co-lead is. This will allow the panel to review your applications jointly. Whilst the anticipated project outcomes will be the same your individual learning

outcomes will be different depending on your circumstances and, possibly, your different roles in delivering the work-based project. Your line managers may be different as well

- The total time requested (for both of you together) should not be more than 2.0 days per week over the timeframe of your project. You don't have to ask for equal amounts of time, for example, you could ask 1.5 days for one person and 0.5 day for the other. Please don't ask for anything more than 2.0 days in total (this would be beyond the scope of the Fellowship funding)
- The review panel will be particularly interested in work-based projects that are shared/co-led by staff at different grades

16.Can my whole team apply?

We understand that work-based projects may involve the whole team to varying degrees. However, because the Fellowship is awarded to individuals we will need one person to be the primary applicant and recipient of the Fellowship even where the work is being done within a wider team (see 'Can I apply with a colleague?' if you wish to consider co-leading with one other person). If successful, the Fellowship will be awarded to that individual, who will participate in the learning programme and be the project lead.

17.Can I apply for the work-based project then find someone to do it?

One of the strengths of the Fellowship scheme is that it considers how the proposed work-based project will create the conditions and opportunities for the individual Fellow to achieve their own learning outcomes. Whilst the project has value in its own right it is also one of the main mechanisms through which the individual will develop over the course of the Fellowship. For this reason, we need to know who the Fellow will be at the time of application to be able to assess it fully.

18.What will the Fellowship Scheme not fund?

- The Fellowship cannot be used for capital funding, equipment or licences
- The Fellowship is not able to support applications related to pre-registration AHP programmes
- The Fellowship cannot support international travel
- The Fellowship cannot support the establishment of new posts

A few 'Top Tips' – learning from previous applicants

Contact the NES team to discuss your application before you submit it

Get a trusted colleague to read your application - if it's not clear to them it probably won't be clear to the panel

Check what's happening nationally that's relevant to your project - make sure you mention it

Don't use lots of profession or context specific jargon or abbreviations in your application

Stick to the word limit

Get buy in and support from the people who will be impacted by your project **before** you submit it

To talk to the NES team email ahp.fellowships@nes.scot.nhs.uk to arrange a time to discuss your idea before you apply