



ADSS Cymru

Yn arwain Gwasanaethau
Cymdeithasol yng Nghymru
Leading Social Services in Wales



Llywodraeth Cymru
Welsh Government

NHS Wales Planning Programme for Learning

Postgraduate Diploma in Healthcare Planning

COHORT 5 – Deadline for applications 23rd June 2023

Recruitment Pack

In partnership with Cardiff Business School



www.cardiff.ac.uk



Purpose

Planning is the foundation of the Welsh healthcare system and so there is a need for strong and robust planning skills to support NHS Wales. Unlike Finance and Human Resources (HR) colleagues, planners come from a variety of backgrounds and experiences and have often not had the opportunity to study a formal planning qualification.

Consequently, Welsh Government, working with the NHS Wales' Planning Community, has created a Planning Academy which will further develop the knowledge of planners and those that plan, within the Welsh system.

It will achieve this through a variety of learning events and activities, building a community to collectively raise expertise, sharing knowledge, experience and best practice.

One of the main pillars of the Planning Academy programme is the Postgraduate Diploma in Healthcare Planning and we are looking for talented, enthusiastic individuals to undertake it.

Take time to read this recruitment pack to find out more.

Academic Partner

Cardiff Business School, ranked 6 in the UK in the last Research Excellence Framework, has been awarded the 5- year contract to deliver the Postgraduate Diploma for Healthcare Planning, following which a decision will be taken on the continuation of the diploma. The course began in October 2019 and four cohorts of students have already commenced the programme.

Students accepted onto the programme will study at Cardiff University, part of the prestigious Russell Group and the top University in Wales, to achieve their Healthcare Planning qualification through an 18-month programme of learning. It will be taught by an interdisciplinary team of academic experts from the Business School, School of Medicine and the School of Mathematics, to address the varied skills required within successful planning.

The programme will provide a mixture of learning sessions, practical exercises, online material and assessments over six modules all led by an expert academic delivery team. These modules will seek to develop the necessary skills to undertake sustainable integrated planning that will support the new ways of working required by the Wellbeing and Future Generations (Wales) Act 2015, and the new environment outlined in A Healthier Wales: Our Plan for Health and Social Care (2018). Guest speakers and case studies will punctuate the learning with relevant, interesting insights to help the cohort apply the learning to their organisations.

The Diploma is helping to raise the professional profile of planning as a mechanism for transformation. It is providing a gateway to the development of a talent pipeline within NHS Wales whilst also providing a route for succession planning.

If you have any queries about the Diploma please feel free to contact the Programme Director, Professor Helen Williams (williamsh54@cardiff.ac.uk), who can either answer questions via email or arrange a time for a Teams call.

Course outline

The postgraduate diploma is an 18 month part-time course comprising of six modules:



Each module will be 20 credits. With the exception of 'Research, Business Planning, & Evaluation' (see later), modules are built around 2 days of in-person facilitated delivery at Cardiff University, supplemented with digital learning resources. Beyond that you will need to engage in independent study, and although most of this will be for you to schedule around your other commitment some specific study days will be timetabled to facilitate peer learning and faculty support opportunities.

In total the time commitment for each module includes working through the online material, attending facilitated sessions (in Cardiff and online), additional independent reading (within and beyond scheduled cohort study days), and preparing for and undertaking assessment.

- **Strategic Planning and Innovation**

Strategic planning and appropriate use of innovation are central to NHS sustainability. This module provides you with a platform to understand, analyse and make appropriate strategic planning choices and manage innovation within your organisation and the wider NHS.

- **Collaborative Planning and Integration**

Healthcare is supported by collaboration at a variety of levels within and increasingly across organisations. In the context of a drive towards integration, you will explore the rationale for, and types of, collaboration as well as the role of organisational structures, processes and agency in enabling or inhibiting it.

- **Healthcare Planning Evidence and Analytics**

Evidence informed decision making is supported by commissioning, generating and interpreting relevant data analysis, supported by accessible presentation to enable understanding and use. This module will support critical engagement with data analytics, relevant for planning in healthcare.

- **Resourcing: Finance and People**

Planning has implications for organisational resources. This module will provide knowledge of principles, processes and techniques relevant for financial planning, risk management and monitoring performance. It will also explore the people-related considerations that may influence planning decisions.

- **Research, Business Planning, and Evaluation**

This module will develop your knowledge of the research process and the use of different types of evidence to inform planning and change. You will consider approaches to developing a compelling business case and explore a range of approaches to service evaluation. *Note this module will be delivered wholly online, with scheduled online support provided.*

- **Leading and Planning Change**

Effective leadership and management of change is essential to avoid an ‘implementation gap’ between what planners intend and what happens on the ground. This module will evaluate the evidence base and practical implications for leading change. You will be assisted to reflect on ways in which you might develop your ‘leadership’ and ‘change agent’ repertoire.

Travel, subsistence and accommodation costs, for those students needing to stay in Cardiff will be supported by the individuals’ employer.

Module Dates

There will be two days of induction at Cardiff University in September as you start the programme, after which you will study each module in turn. For each module, the online materials, which need to be worked through prior to the facilitated delivery in Cardiff, will be released at the beginning of the module, with the assessment deadlines then at the end of the module.

Dates	Facilitated delivery in Cardiff (Note - Provisional timetable*)	Module
September 2023	18 th & 19 th September 2023	Induction – Enrolment, Welcome, Student Services, Cohort Building
September 2023 to November 2023	23 rd & 24 th October 2023	Module 1: Strategic Planning & Innovation
November 2023 to February 2024	22 nd & 23 rd January 2024	Module 2: Collaborative Planning for Integration
February 2024 to May 2024	22 nd & 23 rd April 2024	Module 3: Healthcare Planning – Evidence and Analytics
September 2024 to November 2024	14 th & 15 th October 2024	Module 4: Resourcing – Finance & People
November 2024 to February 2024	n/a	Module 5: Research, Business Planning, & Evaluation
February 2025 to May 2025	24 th & 25 th March 2025	Module 6: Leading & Planning Change

**The full timetable will be confirmed July 2023 for 2023/24 academic year and July 2024 for 2024/25 academic year.*

It is important to note that as this is the final cohort of the Planning Academy’s Diploma in Healthcare Planning, it is important that applicants are able to attend all these facilitated delivery dates as future alternative dates will not be available. The Business School will undertake endeavours to provide alternative support for any student absolutely not able to attend any particular session, but this will necessitate a far greater element of individual study.



Cohort 1

Eligibility Criteria

You will need the support of your employer organisation / organisation that you work with to be able to join the programme.

Candidates will normally have to either be:

- a) Graduates of a recognised University with a minimum of 2:1 and at least 3 years relevant professional work experience.

OR

- b) Have extensive professional qualifications and/or significant professional work experience.

If you wish to be recommended for entry on the basis of experience alone then your employer must discuss

your experience with the Academic Lead, Professor Helen Williams – WilliamsH54@cardiff.ac.uk. Please contact Helen if you have any questions regarding the programme.

For NHS Wales employees, your employing organisation will be responsible for supporting the candidates, both in terms of reimbursing travel, subsistence and accommodation costs, likely to arise when attending the taught modules in the Cardiff Business School; and in supporting sufficient study time, access to information and managerial support to undertake the course.

Feedback from the Participants

“The course brings significant opportunity to network with NHS planning colleagues from across NHS Wales from a range of service areas that I would not ordinarily be networked with. I have already taken advantage of some of the new connections through the course of my work which has been brilliant.”

“I’m so pleased that we got to study Strategic Planning and Innovation before Covid-19 hit. We had learned all about planning in the Military and developed some great contacts who proved to be invaluable when we needed to pivot everything.”

“It’s hard to juggle the work required, the job and family life, but the things that we are learning, the network we are building, make it totally worth it.”

“I’m scared about the Analytics module but I’m excited at the same time. I know that analytics will help me so much to plan, and working with academics who make the content matter accessible, will provide the perfect opportunity to get this skillset under my belt.”

Postgraduate Diploma in Healthcare Planning Student Profile

Requirement	Essential	Desirable
ACADEMIC		
Cardiff University requirement: Educated to degree level or at least 3 years of equivalent experience	✓	
Cardiff University requirement: 3 years relevant managerial or project management experience	✓	
Ability to study at a post-graduate level 7	✓	
Academic knowledge of basic research and statistical analytical skills (or ability to demonstrate use of this in work environment)		✓
EXPERIENCE		
Experience of contributing to, or developing a complex, multi-disciplinary service plan	✓	
Experience of developing and implementing business cases		✓
Experience of monitoring and evaluating plan implementation		✓
Experience of long-term strategic planning		✓
Experience of contributing to, or leading, a decision making process	✓	
Experience of working within a planning environment		✓
Experience of collaborative working with stakeholders		✓
Experience of influencing through project work, chairing meetings, staff leadership	✓	
Experience of participating in, or leading, change management programmes	✓	
Commissioning experience		✓
Experience of (or ability to demonstrate basic understanding of) managing resources (financial or workforce)	✓	
CURRENT POSITION		
Applicant will be in a position to carry out a meaningful project as part of the diploma, with the potential to implement identified changes as a result of the project	✓	
Applicant is at a stage in their career where the course will benefit both them as individuals and the organisation	✓	
Applicant has a current and particular need to develop specific planning skills, either within planning as a chosen career path, or where planning will form a significant part of future workload e.g. working towards General Manager/Divisional Manager level	✓	
Applicant has sound knowledge of the current planning system within NHS Wales	✓	
Applicants have an interest in, and basic knowledge of the current political and legislative environment impacting on the health and social care field	✓	

Welsh Government Sponsorship

The Welsh Government is supporting the Planning Programme for Learning and has supported the planned postgraduate diploma with 100% funding for the first two years. For those starting the programme in September 2022 onwards, the Welsh Government and NHS Wales will share the costs on a 50/50 basis.

This funding covers the course fees of **£6,052** per student per diploma.

The final decision as to which candidates can be admitted onto the programme rests with Cardiff University. This process does not replace the University's standard admissions process.

Course Participants

It is proposed that there will be 25 participants for Cohort 5. Applications will be considered from planners, those who plan and individuals wishing to develop their planning capability across NHS Wales.

Applications will also be considered from those in Social Services/Local Authorities who are working with NHS Wales colleagues in planning. Please contact Jenny Williams, workforce@adss.cymru to discuss these opportunities.

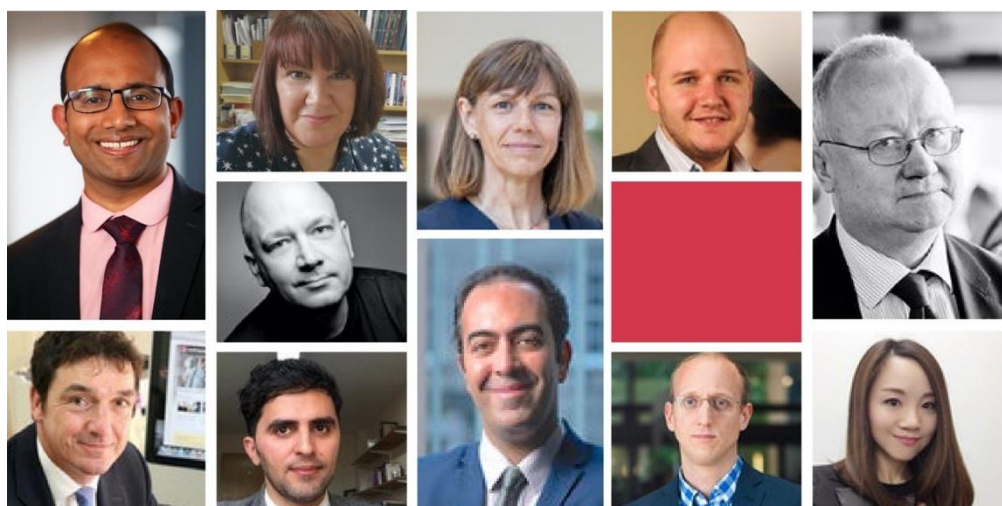
How to Apply

The application process will be managed locally, and therefore your employing organisation will need to assess your ability to be selected to study for this qualification.

The expression of interest is attached at Annex 1. This will need to be completed and returned to your Director of Planning by 23rd June 2023. Your organisation must ensure this reaches Welsh Government by 3rd July.

Successful candidates will be required to formally apply to Cardiff University by the end of July 2023 and will be notified in early August 2023 if they have secured a place for autumn 2023. The decision from this application process will be final and not subject to appeal processes.

Task	Deadline
Deadline for applications to Directors of Planning within your organisation	23rd June 2023
Deadline for receipt of applications to Welsh Government	3rd July 2023
Candidates: proof of qualification and eligibility will be confirmed by Cardiff Business School	17 th July 2023
Welsh Government to notify successful candidates	24 th July 2023 onwards
Cardiff Business School to invite candidates to course	1 st August 2023 onwards
Enrolment/induction event	September 2023



Expression of Interest

Name:			
Position:			
Organisation:			
Contact details: Phone and Email			
Qualifications held:	Qualification title	Date completed	Institution
Equivalent degree level experience:			
Describe how you meet the ‘essential criteria’ expected for those studying for the Diploma in Healthcare Planning (no more than 500 words)			
Describe how you meet the ‘desirable criteria’ expected for those studying for the Diploma in Healthcare Planning (no more than 500 words)			
What benefits do you believe you will achieve by completing the Diploma in Healthcare Planning? (no more than 500 words)			
How will your organisation benefit if you undertake this course? (no more than 500 words)			
<p>Please sign below to confirm these two GDPR statements:</p> <ul style="list-style-type: none"> • I confirm that I am happy to share my details with Cardiff University, Welsh Government and other interested parties. • I confirm that if I am accepted onto the programme I am happy for Cardiff University to share details about my progress on the programme with relevant staff within the Welsh Government responsible for the commissioning and evaluating the programme. <p><i>Note: this sharing of information will only relate to student progression and only in a ‘yes/no format’, for example whether students have successfully progressed from Year 1 to Year 2, fully completed the Diploma, been delayed in completing their studies, or have withdrawn or are no longer a student. No details of your personal circumstances or module marks will be shared.)</i></p>			
(signature)			
<p>COMPLETE PRIOR TO NOMINATION TO WELSH GOVERNMENT:</p> <p>I <u>insert Director of Planning signature</u> confirm that this application is endorsed and has been quality assured. <u>Insert organisation name</u> are assured and have witnessed sufficient evidence of qualifications for this diploma has been received from the nominee.</p>			

Please return this form to your Director of Planning by 23rd June 2023

Directors of Planning should forward those applications they support to the Welsh Government by 3rd July 2023, please return to HSS-PlanningTeam@gov.wales