

# Student Streamlining Scheme

## Frequently Asked Questions



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| <b>Q1</b> | <b>What is the Student Streamlining Process?</b>  |
|           | <p>The Student Streamlining Process is a programme specifically tailored to match student health professionals to positions in NHS Wales Health Boards and Trusts in preparation for when they complete their studies.</p> <p>The process has been designed to minimise duplication of effort on the part of the students and Health Boards as all vacancies are advertised at one time on one platform and students are required to submit only one application form.</p> <p>In brief, students are invited to access a Matching Scheme to select four vacancies and to submit an application form. Students are then invited to attend an interview and, based on where they have ranked their chosen posts and following interview, will be allocated to a post.</p> |
| <b>Q2</b> | <b>Who is this scheme open to?</b>  |
|           | <p>Currently, this scheme is for students studying in the following Universities in Wales</p> <ul style="list-style-type: none"> <li>• Bangor University</li> <li>• Cardiff University</li> <li>• Cardiff Metropolitan University</li> <li>• Glyndwr University</li> <li>• Swansea University</li> <li>• University of South Wales</li> </ul> <p>All graduating students who wish to apply for posts in NHS Wales Health Boards and Trusts will need to apply to the Student Streamlining Process (SSP). This is the case, regardless of their bursary whether they have signed up to the bursary scheme or if they have taken a student loan. All posts suitable for newly qualified Students will be advertised via the matching scheme.</p>                          |
| <b>Q3</b> | <b>What are the aims of the Streamlining Process?</b>   |
|           | <p>There are three main aims:</p> <ol style="list-style-type: none"> <li>1. To get the right graduates, with the right values and right skills in the areas of need at the right time</li> <li>2. To provide enhanced opportunities for graduates to stay and work in Wales upon graduation</li> <li>3. To create an environment within NHS Wales whereby graduates feel more aligned with Welsh Services, the Welsh agenda and secure jobs to stay in Wales</li> </ol>   |

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| <b>Q4</b> | <b>Do you have a website?</b>  |
|           | <p>Yes, more information can be found via the below link:<br/> <a href="#">Student Streamlining Scheme - NHS Wales Shared Services Partnership</a></p>   |
| <b>Q5</b> | <b>What are your contact details?</b>  |
|           | <p>Nursing &amp; ODP's Email Address:<br/> <a href="mailto:NWSSP.StudentStreamlining.Enquiries@wales.nhs.uk">NWSSP.StudentStreamlining.Enquiries@wales.nhs.uk</a></p> <p>Midwifery Email Address:<br/> <a href="mailto:NWSSP.MidwiferyStudentStreamlining.Enquiries@wales.nhs.uk">NWSSP.MidwiferyStudentStreamlining.Enquiries@wales.nhs.uk</a></p> <p>AHP's and HCS's Email Address:<br/> <a href="mailto:NWSSP.AHPHCSStudentStreamlining.Enquiries@wales.nhs.uk">NWSSP.AHPHCSStudentStreamlining.Enquiries@wales.nhs.uk</a></p> <p>PA's Email Address:<br/> <a href="mailto:NWSSP.PAStudentStreamlining.Enquiries@wales.nhs.uk">NWSSP.PAStudentStreamlining.Enquiries@wales.nhs.uk</a></p> |
| <b>Q6</b> | <b>When do I receive an email informing me to log into the Matching Scheme website?</b>  |
|           | <p>You will receive an email to sign up to the Matching Scheme approximately 6 months prior to your qualifying date. This email will include a link to the Matching Scheme website and details of how to log in.</p>   |
| <b>Q7</b> | <b>What does the Streamlining process involve?</b>   |
|           | <p>When first logging onto the Matching Scheme, you will be required to agree to the Terms of Use in line with GDPR regulations and the use of your information.</p> <p>Once you have created an account, you will have access to complete an application form, which includes Values Based questions and Monitoring Information.</p> <p>You will then be able to view all suitable graduate vacancies for all Health Boards &amp; Trusts at the same time within the Matching Scheme ahead of ranking your preferred four vacancies in order of preference.</p>   |
| <b>Q8</b> | <b>What vacancies will be available for me to apply for?</b>   |
|           | <p>All vacancies suitable for newly qualified Students are provided to the Student Streamlining Team by NHS Wales Health Boards and Trusts, prior to the launch of the Matching Scheme.</p> <p>Throughout the students' shortlisting window, should any further vacancies suitable for new graduates be identified by the Health Boards or Trusts, the Student Streamlining Team will be notified and will update the Matching Scheme accordingly. Students will then be notified by email of any additions to the Matching Scheme and will be able to log in and view these positions that have been added.</p>   |
| <b>Q9</b> | <b>What if the job I want is on NHS jobs and not on the Matching Scheme?</b>   |
|           | <p>There should be no vacancies advertised on the NHS Jobs website which are eligible for Newly Qualified Students to apply for as these vacancies should be housed within the Matching Scheme.</p>  |

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|            | <p>The majority of vacancies on NHS Jobs either require an immediate start and/or require previous experience within a similar role, meaning that Students are not eligible to apply.</p> <p>If you are aware of an available position suitable for newly qualified students which is not displayed on the Matching Scheme but is advertised on NHS Jobs, please inform the Student Streamlining team. The team will then provide this information to Health Board key contacts who will review the advertisement.</p> <p>Should it be agreed that this position is open to applications from newly qualified Students, the vacancy will be added to the Matching Scheme and will become available for Students to select during the Shortlisting window.</p> |
| <b>Q10</b> | <b>When does the organisation receive my application form?</b>  |
|            | <p>Following the students shortlisting window, Recruiting Managers will then be able to log into the Matching Scheme to review the applications submitted for their vacancies only.</p>   |
| <b>Q11</b> | <b>Will the Recruiting Manager consider my degree results?</b>  |
|            | <p>The degree classification students are awarded will not have a bearing on shortlisting. Shortlisting and interviews (where applicable) are completed before University results are released.</p>   |
| <b>Q12</b> | <b>Will a Recruiting Manager still shortlist me if their post was my fourth choice?</b>   |
|            | <p>Recruiting Managers are not made aware of student preferences and how they have chosen to rank the vacancies. Recruiting Managers will not know which other posts students have selected and can only view applications for their own vacancies.</p>   |
| <b>Q13</b> | <b>How many posts can I apply for?</b>  |
|            | <p>Students can apply to a maximum of four vacancies.</p>   |
| <b>Q14</b> | <b>Do I have to select posts in the Health Boards where I have carried out my placements?</b>   |
|            | <p>Students are encouraged to keep an open mind about the excellent opportunities that exist across all Health Boards and Trusts. Students are encouraged to select vacancies across Wales in which you would be willing to accept an offer.</p>  |
| <b>Q15</b> | <b>What if I forget my password to the Matching Scheme?</b>   |
|            | <p>Please contact us by email and we will be able to reset your password for you.</p>   |
| <b>Q16</b> | <b>Can I change my application after the Matching Scheme closes?</b>  |
|            | <p>No. You will be required to have completed your application form before the student shortlisting window concludes as your application cannot be amended after this date.</p> <p>If you are having difficulties submitting your application during the allocated time frame, please ensure that you communicate with the Student Streamlining team at the earliest opportunity who will be able to assist you.</p>  |

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| <b>Q17</b> | <b>How does the allocation work?</b>  |
|            | <p><i>The Matching Scheme has a built-in algorithm which will allocate students to posts based on information from your application form and Interview (where applicable) and from each Recruiting Managers shortlisting selection.</i></p> <p>The weighting of the algorithm is 2:1 in the student's preference, which means that your preference carries a greater weighting to that of the Recruiting Manager's.</p> <p><i>Example; if you are the strongest candidate on both your first and second choice posts, you would be allocated to your first-choice post.</i></p> <p>The Student Streamlining team will then publish the allocation to you via the Matching Scheme. Once this has been completed, there is no further action required on your behalf until you are invited to complete pre-employment checks.</p> <p>The Student Streamlining team have developed a comprehensive Escalation process which supports those Students who have not been allocated to a position or have mitigating circumstances which prevents them from taking up their allocated position.</p> <p>During the Escalation Process, the SSP team work closely with Health Boards and Trusts in Wales on behalf of the student to achieve a confirmed allocation.</p> <p>For any Students using the Escalation Process, following the conclusion of this period the Student Streamlining team will upload details onto Trac in order for NWSSP Recruitment to process Conditional offer letters and commence pre-employment checks.</p> |
| <b>Q18</b> | <b>Will I be allocated to a position I don't want?</b>  |
|            | <p>The Matching Scheme encourages students to select a maximum of four preferences, however we recommend that you only select vacancies in which you want to work within.</p>   |
| <b>Q19</b> | <b>What organisations are included in this scheme?</b>  |
|            | <p>All NHS Wales Health Boards and Trusts are included in the Student Streamlining Process.</p>   |
| <b>Q20</b> | <b>Who are the Key Contacts for both NHS Organisations and University?</b>  |
|            | <p>The Student Streamlining Team will send email communications ahead of the launch of your Student Streamlining process detailing key contacts for both NHS Organisations and Universities.</p>  |
| <b>Q21</b> | <b>Can I get help with my application?</b>  |
|            | <p>Students are required to complete their application form with their own individual answers, however, should you require further assistance please contact your University for further support.</p>   |
| <b>Q22</b> | <b>What if I have a holiday or time off booked after my education?</b>  |
|            | <p>If you are planning on taking time out before you begin employment in your allocated position, please inform the Streamlining team who can contact the future Line</p>   |

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|            | <p>Manager to ensure they are aware and in agreement with a delayed start to your position*.</p> <p>*Please note these arrangements are due to the discretion of the Health Board/Line Manager.</p>  |
| <b>Q23</b> | <b>What if the job I want is on NHS jobs and not on the Matching Scheme?</b>   |
|            | <p>All Health Boards and Trusts have confirmed that all posts suitable for newly qualified Students will only be made available via SSP.</p> <p>Vacancies posted on NHS Jobs either require an immediate start and/or require previous experience within a similar role, meaning that graduates are not eligible to apply.</p>   |
| <b>Q24</b> | <b>Who is the Key Contact for the NHS Wales Bursary?</b>   |
|            | <p>A dedicated web page is on the Health Education Improvement Wales (HEIW) site where all information, forms and updates are held.<br/> <a href="https://heiw.nhs.wales/education-and-training/undergraduate-education-for-health-professionals/nhs-bursary/">https://heiw.nhs.wales/education-and-training/undergraduate-education-for-health-professionals/nhs-bursary/</a><br/> The bursary team have a dedicated inbox for enquiries, queries and requests;<br/> <a href="mailto:HEIW.bursary@wales.nhs.uk">HEIW.bursary@wales.nhs.uk</a></p> |