

**Timeline for Workforce Planning**

(NB this timeline should be used in conjunction with the document [Moving Forward with Modern Apprenticeships – An illustrated guide to establishing MA programmes in NHSScotland](#))

Modern Apprenticeship (MA) providers have to bid to Skills Development Scotland (SDS), each financial year for funding and delivery of Modern Apprenticeships.

This time frame is to:

- support collaborative working with MA providers, either internal or external;
- facilitate NHS workforce planning for Modern Apprenticeships.

**Preliminary decision making process**

- **By September** – NHS Boards investigate and agree involvement in MA Programmes
- **September – October** – NHS Boards identify a MA provider, either internal or external, to work collaboratively on identifying:
  - relevant MA Framework, select learning pathway, if applicable and any additional training that may be required for the role
  - MA level
  - age range 16-19 or 20 -24 year olds or over 25 years old.
- Funding is available for the following groups in the public sector
  - 16-19 years olds
  - 20-24 years old employed by the public body for 3 months or less
  - Over 25 years old – Construction framework only.

**Bidding process for MA providers and SDS (for information only)**

