



Leadership Academy

Graduate Management
Training Scheme

Grad
Mail

The latest graduate news

Congratulations colleague!

Congratulations on making it through our rigorous recruitment and selection process. You and your peers in the 2019 intake stood out as having the potential to become successful future leaders of our NHS.

Have a look at your official welcome to the scheme [here](#) from Stephen Hart, Managing Director, NHS Leadership Academy.

Important paperwork



It's been a while since we first made contact to offer you a place on the scheme. **You'll receive your offer letter and other paperwork from NHS Business Services Authority (BSA) who will be your employer soon.** This will be issued by email to the address provided on your application form from TRAC - a system we use to support the process of you becoming an employee of BSA.

By now you should have received a link to TRAC, the link will prompt you to create an account and to input some important information. **Please be aware you may not receive information at the same time as your peers.** If you haven't received a link to TRAC please email nhsgrads.trac@hee.nhs.uk.

Some important things to note:

Correspondence from TRAC may go into your junk mail. **We recommend you make the TRAC email address a trusted/safe sender in your settings to ensure you don't miss anything important.**

If an email from TRAC requires your action, please reply directly to the email by hitting reply.

You may be contacted to provide updated ID documentation despite you providing this at Assessment Centre. Guidelines state some elements of ID documentation must be date stamped within the last 3 months at the point of processing and this may have expired in some cases. Please look out for correspondence regarding this and take action as advised immediately to avoid delays.

You will receive a link to a **Pre-Placement Fitness Assessment from Cosmas Application. This should be completed within 5 working days of receipt.** This is a medical questionnaire and isn't anything to worry about. Under the Equality Act 2010 the employer has a 'duty of care' to make reasonable adjustments in the workplace. Please declare any diagnosed conditions (or conditions you believe you may have) on the medical questionnaire in order that the necessary support/adjustments are put in place before you start on the scheme. If you don't receive this link please contact grad.hrqueries@nhsbsa.nhs.uk.

We will shortly begin the process of contacting your referees to obtain references. **Please contact your referees to make them aware, and remain connected to ensure they return the information as promptly as possible. If your referees have changes since application please send a message within TRAC or email nhsgrads.trac@hee.nhs.uk.**

As part of the pre-employment process and in line with NHS Employment Checks Standards a **standard Disclosure and Barring Service (DBS)** check will also be undertaken.

Your offer letter will contain requests for various information. Standard process is to chase for this information every 5 days through TRAC so you may receive several chases. **Please be as responsive as possible to information requests as your contract of employment can only be issued once your information is received, compiled and finalised.**

Upon receipt of all relevant information, **contracts of employment will be issued by August at the latest. You may not receive your contract at the same time as your peers.**

If you don't receive your contract from BSA by the end of August, please get in touch with them via grad.hrqueries@nhsbsa.nhs.uk.

Your Onboarding Process

How we'll share information with you

1. Monthly e-bulletins – your GradMail

This is the first of six e-bulletins that you will receive between now and September, designed to keep you up-to-date with all things scheme-related.

Following this introductory bulletin, you'll receive another in June, two in July and two in August. The content of future e-bulletins has been planned as follows, so if you don't find information you want in this issue, it is likely to be covered in the coming months:

June: Scheme structure and onboarding timeline, GMTS who's who and introduction to Geni.

July: Education – everything you need to know about your specialism education. Competencies – overview of your specialism competencies.

August: Welcome event, orientation and week one - what you can expect.

2. Geni – online talent management system

You will also have access to a variety of useful resources through Geni, our online talent management system. You'll use Geni for a variety of things throughout your time on the scheme so it's important you familiarise yourself with the system. We'll share further information with you about Geni in the next bulletin.

3. Pathmotion live chats

We will be running a series of online chats using a system called Pathmotion. You can join these sessions and have conversations with us about the Scheme.

Please put the first dates in your diary:

Wednesday 19th June 12:00-1:00pm the link to subscribe and join the live chat is [here](#). You'll also be emailed this link 10 minutes prior to the chat starting. The focus of this live chat will be welcoming you to the Scheme and provides an opportunity for you to ask us any questions you may have.

If you can't make this date don't worry a transcript will be shared and the chat will be repeated on **Monday 1st July 5:00-6:00pm**, the link to join the live chat is [here](#). You'll also be emailed this link 10 minutes prior to the chat starting. Your next GradMail will have been issued by this point so the chat will be an opportunity for you to ask any questions you may have based upon information provided.

Further Pathmotion live chat dates and links for the coming months will be provided in your next GradMail.

4. NHS Graduate Scheme Twitter account

For all you Twitter fans we have a NHS Graduate Management Scheme Twitter account and you can check out Twitter lists to find current [@NHSGradScheme](#) trainees, your peers on the 2019 intake and scheme alumni. If you are not on Twitter we'd encourage you to join as it is not only a good way to network but a useful source of information.

If you are on Twitter, then say hi to us so we can follow you back!

You can find us at <https://twitter.com/NHSGradScheme>.

5. Email correspondence

You'll receive emails from various parties via a number of email addresses. We appreciate this will be confusing, and ask that you regularly monitor your emails and look out for important information about the Scheme whether it be GradMails from the National Leadership Academy team, requests from TRAC and BSA, or introductions from your Regional Trainee Support Manager or

contact from your Local Leadership Academy. You'll find out more about the National and Local teams and other Scheme contacts in your next GradMail.

Why not start your preparations for the Scheme early?

How does the NHS in England work?

Take a look at this alternative guide to the NHS from the King's Fund. This useful animation is a whistle-stop tour of how the NHS works and how it is changing. [Watch this video](#).

FutureLearn also have some useful short courses which you may find helpful in preparing you for working within the NHS. [See here](#) for more information.

We hope this bulletin helps as an introduction, and answers some of your initial questions. If not, don't worry as we're sure the next few bulletins and Geni will guide you to the information you need. The Pathmotion chats are also a really valuable way for you to engage with us and ask us any questions you may have.

This is *your* onboarding process so we're keen to hear from you about what you'd like to see as part of this process and what is useful for you as you prepare to join us in September. Why not think about what would be helpful and let us know in upcoming Pathmotion chats.

Please make sure you read these e-bulletins thoroughly, and action any points relevant to you. If you have any questions about this e-bulletin or the Scheme please email graduatescheme@leadershipacademy.nhs.uk.

We look forward to meeting you soon!

The Graduate Management Training Scheme team

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