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Leadership Academy

Graduate Management
Training Scheme

**Grad
Mail**

The latest graduate news

Hi colleague!

Welcome to the second e-bulletin from the NHS Graduate Management Training Scheme (GMTS) designed to keep you up to date with all things scheme-related.

In this bulletin we'll provide you with a timeline of information you can expect over the summer, and we'll tell you more about Geni - our online talent management system the Scheme structure and team GMTS.

If you haven't yet received your offer letter from NHS Business Services Authority don't worry it will be on its way to you shortly. If you don't receive anything from BSA by mid July, please get in touch with them directly via grad.hrqueries@nhsbsa.nhs.uk.

Geni – online talent management system



Whilst on the scheme you'll have access to a variety of useful resources through Geni, our online talent management system. You'll use Geni for lots of things including recording your annual leave, tracking your progress against scheme competencies, documenting your Performance Reviews with your managers and accessing policies, procedures and useful guidance documents.

You'll receive access to Geni in the next month or so. An email will be sent to the email address you provided on your application. You'll be asked to populate your profile with a short bio and profile picture, this will be really helpful for us to get to know you better.

We'll also set you up with an nhs.net email address, in time we'll ask you to replace your personal email address in Geni with this address instead so we have one address to contact you.

We'll tell you more about Geni and your nhs.net account in July.

Team GMTS

Over the summer you'll likely have contact from different teams that support GMTS including Resourcing, NHS Business Services Authority and Local Leadership Academy colleagues.

There's a whole host of people committed to supporting you, you'll get to know us all over the summer and after your Welcome Event in September.

For now here are the names of National team members you will see floating around the Pathmotion chats coming up:

- Natalie Waters - Programme Administrator
- Amanda Davidson - Programme Support Manager
- Helen Sambrook - Programme Co-ordinator
- Liz Melson - Programme Co-ordinator
- Tarique Chowdhury - Programme Engagement Manager

We've also created [these slides](#) to give an overview of who you can expect to access support from. There will be an opportunity to interact with your Regional Trainee Support Manager in a Pathmotion live chat in August too so look out for these dates.

Scheme structure and education dates

You'll probably be wondering how the Scheme hangs together and what you'll be doing on the Scheme and when. To help you answer some of these questions we thought it would be useful for you to have a look at [this GMTS overview guide](#).

This alongside [your education dates here](#) will help you to see how you'll spend your time on the Scheme and how each of the Scheme elements fall across your 2/2.5 years.

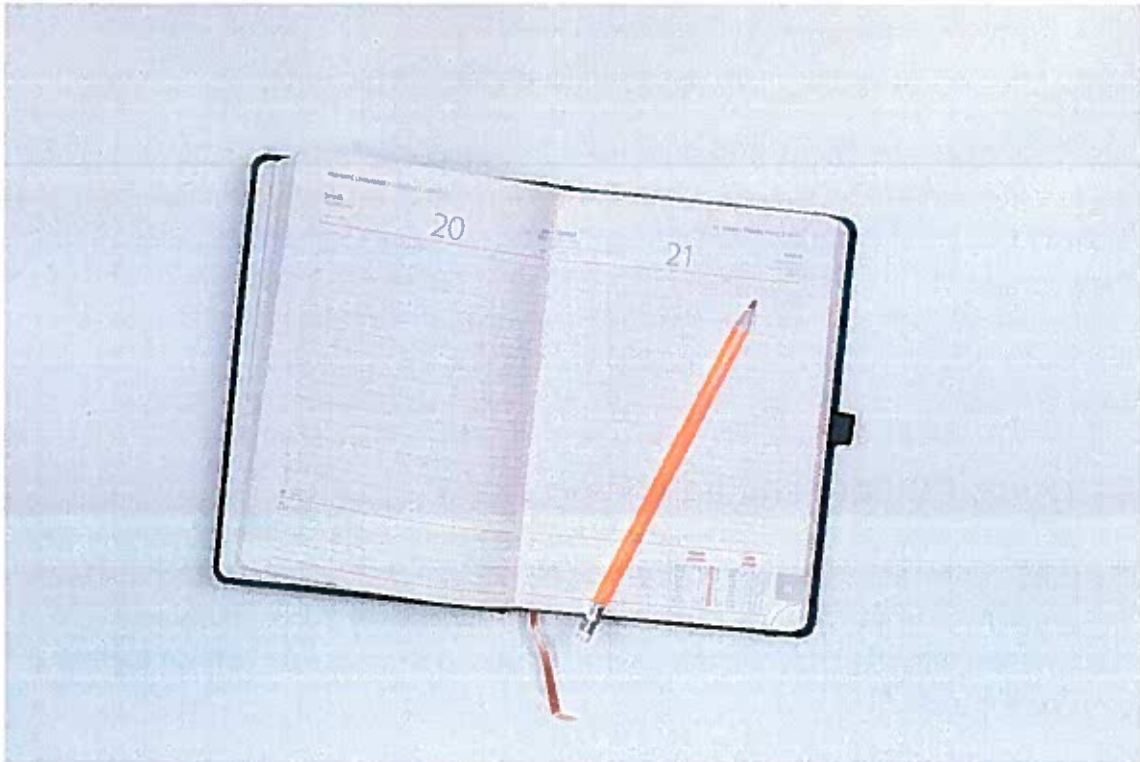
Please be aware annual leave requests across GMTS Scheme commitments including education, Experiential Learning, exams/resit exam periods etc will not be approved. Some of you have been in touch to inform us about pre-booked leave, we will be reaching out to you soon to advise on any that clash with Scheme commitments that cannot be changed.

Your education dates will be helpful to discuss with your managers when you get to meet them over the summer. We recognise they may provoke questions, feel free to ask these in upcoming Pathmotion chats.

The cohorts/groups for the Elizabeth Garrett Anderson Programme and Experiential Learning have not yet been allocated, and therefore you will need to keep all of the dates on the document flexible please. When you're advised of your specific groups you'll be able to release some dates.

We'll provide you with more information on your education, study days and academic progression in your next GradMail and there will also be an opportunity to speak to your education provider via Pathmotion in mid-end July.

Important timeline of upcoming activities



We're sure you're keen to know what is coming up and when over the summer. There is much more information we'd like to give you, but so as not to overwhelm you we've put together this timeline that provides you with a fairly brief overview of activities and when you can expect things to happen.

Make a note in your diary of important dates or actions, [this 2019 onboarding timeline](#) will be useful to guide you over the forthcoming months.

Your placement information

Scheme representatives and your Local Leadership Academies are working hard to place you in the best organisations. Decisions are made in partnership with local NHS managers who share the aim of allocating trainees to placements which they believe will provide the best development opportunities for you.

Towards the end of June you will be provided with your allocated placement organisation(s).

The address you provided on your application will be used in considering placement allocations. If you change this address before your start date of 5 September 2019, please email both grad.hrqueries@nhsbsa.nhs.uk and nhsgrads.trac@hee.nhs.uk as soon as possible.

It's important you make an effort to visit your first placement organisation over the summer at a mutually convenient time.

In preparation for your visit we'd suggest you:

Research the organisation

Look at their website, search for them in the news and read any recent board papers or business plans which are publicly available. Get a brief understanding of the issues they're currently facing and get an idea of the things you'd be interested in seeing when you start there.

Speak to your buddy

A buddy will be allocated to you whilst you are on the scheme. Your buddy will usually be a trainee in their second year from the previous intake. You should hear from them in July. Your buddy can advise you on how to approach your visit and whether or not they're within the same organisation as you, they'll be able to offer some useful insights.

Pathmotion live chats

Don't forget the next live chat is due to take place on **Monday 1 July, 5:00 - 6:00pm**, the link to subscribe and join the live chat is [here](#). The focus will be general Q&A, why not take a look at the **transcript of the last chat that took place on 19 June** [here](#) as some of the questions you may have could be covered in this document.

Other chats scheduled to take place over summer and links to subscribe and join them are summarised below:

- [General Q&A Tuesday 9 July, 12:00-1:00pm](#).
- Specialism specific chats – weeks commencing 15 and 22 July. Dates and links to be confirmed in issue 3 of GradMail.
- Meet your Regional Trainee Support Manager (RTSM) – early-mid of August. Dates and links to be confirmed in issue 4 of GradMail.
- [General Scheme Q&A Tuesday 27 August, 5:00-6:00pm](#).
- [General Scheme Q&A Thursday 29 August, 12:00-1:00pm](#).

We hope you found this bulletin helpful, please make a note of important dates and action any points relevant to you.

Why not also [read this blog](#) from Andy Hill one Yorkshire and the Humber's successful participants completing the Scheme. It is an open, honest and insightful story about how he has navigated the scheme, with helpful tips on what he discovered and what he found was useful. Andy is now in Strategic Finance at NHS England and NHS Improvement.

Finally if you're not able to join us at an upcoming Pathmotion chat you can always email graduatescheme.nla@hee.nhs.uk with any questions.

The Graduate Management Training Scheme team

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