Health & Social Care Academy ‘Clinical Skills Hub’ Policy 2025-2026

Policy name:	**Clinical Skills Hub**
Policy reference:	
Created by:	**Assistant Principal: Partnerships & Growth**
Approved by:	**Deputy Principal: Finance and Resources**
Date of last review:	**August 2025**
Date of next review:	**August 2026**
Revision number:	3

This document is available in other formats including audio, Braille and other languages. The same applies to all material which is referenced within in it. For further assistance, please contact the Quality Department on 01925 494280 or email quality@wvr.ac.uk

Contents

1. Purpose....3
2. Scope....3
3. Responsibility....4
4. Administration....4
5. Application Procedure....4
6. Eligibility....5
7. False or Fraudulent Claims....5
8. Fee Subscription Service....5

1. Purpose

Warrington & Vale Royal College's 'Clinical Skills Hub' forms part of the Health & Social Care Academy located at the college's Warrington & Winsford campuses. The purpose of the Clinical Skills Hub is to deliver bespoke and responsive clinical skills training to the local Health & Social Care workforce. Training will be influenced by stakeholder feedback and delivered in a way that meets employer and employees needs in order to increase access and participation. From August 2025, access to the training provided by the Clinical Skills Hub will be via membership to a fee paying subscription service. As part of the subscription, members will receive unlimited access to ongoing Clinical Skills courses for their staff and will also be able to request bespoke training where it is not part of the standard offer. This will ensure a cost-effective, viable and sustained programme of specialist training for the Health & Social Care sector within both Cheshire & Warrington.

2. Scope

At Warrington campus, the Clinical Skills Hub was initially funded by the Warrington Transformation Fund and Warrington Borough Council. Specifically, the funding supported the recruitment of a specialist Clinical Skills Educator, the cost of delivery for a period of 18 months (January 2024 to July 2025), associated marketing, promotion and employer engagement costs and related administration.
At Winsford campus, Clinical Skills training was originally funded via the UKSPF Multiply project until March 2025.
Access to the programme of Clinical Skills courses during these funded periods was free and was open to all Health & Social Care providers and their staff across Warrington and Cheshire West.
Training delivered within the Clinical Skills Hub does not qualify for other funding (i.e. from the Adult Skills Fund) and is therefore considered to be 'full cost' provision.

The proposed list of courses that will be on offer include (but are not limited to):

- React to Red
- Wound Care & Assessment
- PEG Feeding
- Medication Management
- Understanding & Management of Dysphagia in the Community
- Syringe Driver
- Venepuncture
- Catheterisation
- Recognising Sepsis
- Respiratory Care
- Verification of Death
- Observations for Care Staff
- Signs of Deterioration
- Care Planning
- Pressure Injury
- End of Life Planning
- Mental Capacity Act & Best Interests

Delivery will take place at the Warrington & Vale Royal College 'Health & Social Care Academies' at Warrington and Winsford campuses, with some scope for delivery at an employer's premises where there is bespoke training request for a whole cohort. Allocation of places onto a course will be completed on a first-come first-serve basis. Each Clinical Skills course will be repeated throughout the delivery period to ensure fair access. The subscription fee does not cover any other student costs incurred to attend the training such as:

- Travel costs
- Employer backfill costs
- Childcare
- College meals

Enrolment onto the Clinical Skills Hub courses is dependent upon employer-referred students having had no prior disciplinary action at the college. All students who apply to train at the college are required to complete a criminal conviction disclosure, which must be reviewed by members of the Executive Leadership Team before an offer of a place on a course can be provided.
Where an employer enrols staff onto Clinical Skills courses who subsequently do not attend and a course is consequently cancelled last minute, a cancellation fee may be charged to the employer.

3. Responsibility

It is the responsibility of the Assistant Principal: Partnerships & Growth to monitor and update the plan. The Deputy Principal: Finance & Resources will be alerted to any discrepancies.

4. Administration

Application and enrolment onto the Clinical Skills Hub courses will be completed via the College Business Centre and overseen by the Clinical Skills Educator and relevant Business & Partnerships Manager. The Business Centre Administrator will manage the application and enrolment process, and provide enrolled students with the relevant on-boarding information ahead of the course start date.

5. Application Procedure

Applications to enrol onto the Clinical Skills Hub courses can be accessed via the college website: https://wvr.ac.uk/facilities/health-social-care-academy. Applicants are required to provide their employer's authorisation as part of the application process.

Completed application forms are to be sent to clinicalskills@wvr.ac.uk

Upon receiving an application, the Business Centre Administrator will confirm receipt of the application form and complete a student record check. The student record check will include:

- A search of college student records to ensure that the applicant has not had any previous disciplinary action whilst studying at the college

- An employer check – to ensure that the applicant is employed by a subscribing employer and that all fees are paid up to date.
- Criminal Conviction check – any declarations will be sent to the Welfare team to follow up on and seek approval for enrolment from the Executive Leadership Team

If the application passes the aforementioned checks, then the Business Centre Administrator will contact the applicant to confirm available courses and complete the enrolment process. All on-boarding instructions will be provided by email following enrolment and will include date(s), times, location and the contact information of the trainer.

The processing of an application form will be delayed should the applicant provide an incomplete application form.

6. Eligibility

Applicants are eligible to enrol onto the Clinical Skills courses if they meet the following criteria:

- Are employed by a subscribing Health & Social Care provider
- Or work in a self-employed role within Health & Social Care and are members of the subscription service
- Are able to provide employer authorisation for release and attendance (where necessary)
- Are 18+ years old
- Have not had any prior disciplinary action at the college

Where an employer has failed to pay their subscription fees on time, applicants from that organisation may be refused enrolment until payment is brought up to date.

7. False or Fraudulent Claims

Where students are found to have intentionally given misleading or inaccurate information the college will claim back the cost of the course. Providing false statements may result in the student being sanctioned in accordance with college disciplinary policy. A record will be made of fraudulent incidents and subsequent actions taken. Incidents will be reported to the Executive Leadership Team and reported to the student's employer as necessary. In some instances, a referral may be made to the Police with the possibility of prosecution.

8. Fee Subscription Service

The Clinical Skills Subscription Service will launch in August 2025. An annual fee will be calculated by provider and will cover the period from 1st August 2025 to July 31st 2026. Providers will have the option to pay a one-off annual fee or on a monthly payment plan. Once providers have registered their interest, they will be provided with their annual and monthly fee options and a subscription service contract for completion. Upon receipt of the completed contract, the college will invoice the

employer for the annual fee or 1st monthly fee to secure the place on the subscription register. If a provider chooses to pay a monthly fee then they will be invoiced on a monthly basis by the college's Finance department and payment will be required in line with the college's Financial Regulations (https://d36i36zeavk0em.cloudfront.net/files/Financial-Regulations-2024-2025.pdf?v=1721988096).

There are 4 'intake' periods available throughout the academic year for providers to subscribe to the Clinical Skills Subscription Service. The intake points are listed below:

Sign up period deadline	Duration of subscription	Subscription commencement date
11th July 2025	1 year	1st August 2025
17th October 2025	9 months	1st November 2025
16th January 2026	6 months	1st February 2026
17th April 2026	3 months	1st May 2026

Fees are charged in accordance to the size of organisation and therefore, the size of the staffing workforce who could access the training. Whilst access to the Clinical Skills provision is predominantly via a subscription service, where there is availability, non-subscribing employers may be able to refer staff to the courses on a 'pay as you go' basis. However, enrolment places on the Clinical Skills courses will be allocated to employees from subscribing Health & Social Care providers as a priority.

Fees are outlined below:

Care Organisation Size (no of beds)	Monthly Fee	Annual Fee (for year long subscriptions)
Micro (1 to 20 beds)	£60.00	£720.00
Small (21 to 50 beds)	£125.00	£1500.00
Medium (51 to 100 beds)	£200.00	£2400.00
Large (101 beds +)	£275.00	£3300.00
Domiciliary Care Organisation Size (no of staff)	**Monthly Fee**	**Annual Fee (for year long subscriptions)**
Micro (Up to 20 staff)	£60.00	£720.00
Small (21 to 50 staff)	£125.00	£1500.00
Medium (51 to 100 staff)	£200.00	£2400.00
Large (101 staff +)	£275.00	£3300.00
Non-Subscription Fees (pay as you go fee)	£50.00 per enrolled staff member	
Super homes		
1-4	£100	£1200
5-10	£200	£2400

Where a provider signs up for a 9, 6 or 3 month long subscription, the annual fee will be reduced by 25%, 50% or 75% accordingly.

Subscription memberships will be renewed automatically on 1st August each year and will be renewed on a year-long basis, regardless of when a provider initially commenced their subscription membership.

It is the responsibility of the subscribed provider to inform the college in writing by 30th June if they do not wish to renew their membership for the following subscription year. Once the request is received, the college will confirm the cancellation of the subscription and any payment plans/invoices will be ceased from 31st July.

The college will not offer refunds for any requests to cancel a subscription mid-year and subscribing providers will remain liable for any outstanding fees for the remaining period of the subscription fees.