



HFMA e-learning - subscription service

(For NHS organisations in England)

Open access to HFMA's e-learning content made simple and affordable!

The HFMA e-learning subscription service is designed to enable larger numbers of staff within an organisation to utilise the training content in an even more straightforward and affordable way. The subscription term can be one, two (for commissioners) or three years and the cost is determined by the size and potential usage of your organisation. For this fee, complete access and deployment flexibility is offered to HFMA's suite of e-learning modules.

The benefits include:

Open access to HFMA e-learning to all personnel across your organisation (for a one or three-year term):

All staff within a subscribing organisation receive open access to HFMA's e-learning finance training content throughout the agreed subscription term. This new service allows widespread roll out of the programme across your organisation in a flexible and cost-effective way enabling large numbers of staff to enjoy access on demand to HFMA's e-learning content. Generous fair usage limits apply across the contract term (please refer to the table detailed within the order form overleaf to understand the subscription level appropriate for your organisation).

Unlimited access to all HFMA e-learning content (at both 'Introductory' and 'Finance in Practice' level):

The subscription service provides open access for each user across the organisation to the entire range of HFMA's e-learning content throughout the subscription period.

The 'Introductory Series' syllabus now offers a significant education programme covering a wide range of important finance themes, appropriate for both finance and non-finance staff. A total of 15 modules at this introductory level are currently available. In addition to this, the two higher level 'Finance in Practice' modules are also included. With over 20 hours of online learning being made available to each member of staff, this subscription service will enable a substantial increase in financial literacy amongst finance and non-finance staff across the organisation without the expense of charges being applied per module.

HFMA existing e-learning modules include the following:

- NHS Finance in England
- Managing Budgets
- NHS Governance
- Payment by Results
- Practice Based Commissioning
- Foundation Trust Financial Regime
- Primary Care Finance
- Business Cases
- Understanding the Accounts (Trusts)
- Understanding the Accounts (PCTs)
- Understanding the Accounts (FTs)
- Charitable Funds
- Foundation Trust Application Process
- Debtors and Creditors
- Costing
- Finance in Practice – Internal and external audit in practice
- Finance in Practice – Payment by Results in practice
- Finance in Practice – How to do the accounts in practice

Access will also be provided to any new HFMA e-learning modules developed and released during the subscription period. All refreshed content will also be made available to learners.



Content access flexibility:

The subscription service provides two options for learners to access the programme content.

The first option to access content is through HFMA's Learning Management System (LMS) which is a web based LMS integrated into the HFMA website. This has been the typical method to date which has proven to be an effective delivery platform for learners. This approach allows users to access content online as well as offering organisations the tools to manage and track staff through their learning.

Alternatively, HFMA has developed ground breaking technology allowing access to content through organisations' own LMS or other hosted learning environment. A small implementation cost applies which involves a simple download to provide an interface to the HFMA e-learning content. This approach allows even easier access to finance training by placing it alongside other e-learning material deployed within the organisation. Training records can also be integrated with Electronic Staff Records resulting in a streamlined management and reporting of learners' progress, alongside training passports and personal development plans.

When does the cost benefit of the subscription service outweigh the individual licencing option?

The subscription service option becomes a more cost effective route to adopt when an organisation requires approximately 30 or more staff to undertake the 'Introductory Certificate in Healthcare Finance' over the course of a year. The maximum number of staff which can be trained will depend on the subscription level and associated fee.

What support is given for the roll out of e-learning or integration with other onsite training?

Subscribers will also benefit from having access to an account management and training resource that will help you roll out the service in the most efficient way. HFMA will provide guidance and support for the integration of this e-learning alongside other onsite training or help support your training needs analysis and the design of a programme to meet those needs.

Subscription terms:

- HFMA's e-learning subscription offer is only available to NHS organisations in England.
- All subscription fees are exclusive of VAT and payable on 30 day terms from receipt of invoice.
- An annual invoice will ordinarily be sent for the 2 or 3 year contract however if an organisation wishes to pay for the 2 or 3 year contract on entering the subscription, a further 5% discount will apply to the overall cost.
- Contract terms are available in one, two and three year blocks.
- Subscription contract terms can commence at the beginning of any quarter during the calendar year (January, April, July or October).
- HFMA requires written confirmation 1 month prior to the end of a contract term if the subscription renewal is not required. If this is not received, an automatic renewal of the previous contract term will apply. Any increase in subscription rate will be communicated before this time.
- A fair usage level over the duration of the contract is applied to each subscription level. However, this only comes into effect when the overall number of subscribing organisations reach their maximum user level.
- The Introductory Finance publications which accompany the e-learning certificate package will be provided to an organisation up to their annual fair usage level and despatched in equal amounts on a quarterly basis or in line with the course uptake and completion levels, whichever is less.
- For a full list of terms and conditions of contract, please visit hfma.org.uk/e-learning

Contact details:

e-learning team on 0117 929 4789

E-mail: e-learningsales@hfma.org.uk

www.hfma.org.uk/e-learning

**Please turn over to
the HFMA e-learning
subscription service
order form**

HFMA e-learning Subscription Service Order Form

Please complete the form below and fax back to HFMA on 0117 929 4844

Organisation		
Organisation Address		
Invoice address (if different to above)		
Purchase Order No (if available)		
Finance Skills Training Lead		
Email		Tel Number

Subscription Service Levels Criteria

Please tick applicable box below
with the subscription term required
Cost per annum

Commissioners

Level	Usage per annum	Commissioners	Contract Term	Partners		Non Partners	
LEVEL 1	(175) learners*	Commissioners representing in excess of 100 GP Practices	3 Year	£7,000	<input type="checkbox"/>	£7,700	<input type="checkbox"/>
			2 Year	£9,600	<input type="checkbox"/>	£10,560	<input type="checkbox"/>
			1 Year	£12,000	<input type="checkbox"/>	£13,200	<input type="checkbox"/>
LEVEL 2	(125) learners*	Commissioners representing between 75 - 100 GP Practices	3 Year	£5,000	<input type="checkbox"/>	£5,500	<input type="checkbox"/>
			2 Year	£6,400	<input type="checkbox"/>	£7,040	<input type="checkbox"/>
			1 Year	£8,000	<input type="checkbox"/>	£8,800	<input type="checkbox"/>
LEVEL 3	(100) learners*	Commissioners representing between 50-74 GP Practices	3 Year	£4,000	<input type="checkbox"/>	£4,400	<input type="checkbox"/>
			2 Year	£5,200	<input type="checkbox"/>	£5,720	<input type="checkbox"/>
			1 Year	£6,500	<input type="checkbox"/>	£7,150	<input type="checkbox"/>
LEVEL 4	(85) learners*	Commissioners representing below 50 GP Practices	3 Year	£3,500	<input type="checkbox"/>	£3,850	<input type="checkbox"/>
			2 Year	£4,400	<input type="checkbox"/>	£4,800	<input type="checkbox"/>
			1 Year	£5,500	<input type="checkbox"/>	£6,000	<input type="checkbox"/>

Providers

Level	Usage per annum	Providers	Contract Term	Partners		Non Partners	
LEVEL 1	(175) learners*	Trusts turnover in excess of £150m	3 Year	£7,000	<input type="checkbox"/>	£7,700	<input type="checkbox"/>
			1 Year	£12,000	<input type="checkbox"/>	£13,200	<input type="checkbox"/>
LEVEL 2	(125) learners*	Trusts turnover between £30 -150m	3 Year	£5,000	<input type="checkbox"/>	£5,500	<input type="checkbox"/>
			1 Year	£8,000	<input type="checkbox"/>	£8,800	<input type="checkbox"/>
LEVEL 3	(100) learners*	Trusts turnover below £30m, Band 3 & 4 Ambulance Trusts	3 Year	£4,000	<input type="checkbox"/>	£4,400	<input type="checkbox"/>
			1 Year	£6,500	<input type="checkbox"/>	£7,150	<input type="checkbox"/>
LEVEL 4	(85) learners*	Band 1 & 2 Ambulance Trusts	3 Year	£3,500	<input type="checkbox"/>	£3,850	<input type="checkbox"/>
			1 Year	£5,500	<input type="checkbox"/>	£6,000	<input type="checkbox"/>

*Usage level refers to the total number of individual learners being assigned to the training per annum. Please see terms overleaf for the flexibility applied to this. For 3 year contracts this can be totalled and applied over the collective period.

All prices are excluding VAT.

Please also tick this box if you wish to pay for the full 2 or 3 year subscription and benefit from a 5% discount from the total price.

Via HFMA's web based Learning Management System Via your own organisations Learning Management System*

Please state name of LMS provider

*Please note an additional £750+vatt is payable for this access route which is the cost price of an implementation. Implementation would ordinarily be made in less than 24 hours. All prices are excluding VAT.

Confirmation and Signature

Signed	<input type="text"/>		
Print	<input type="text"/>	Date	<input type="text"/>