

## GDPR & Psychotherapy Training

Reference Number: RDF2099-23

Date of Response: 27/12/23

Further to your Freedom of Information Act request, please find the Trust's response(s) below:

Please be aware that the Royal Devon University Healthcare NHS Foundation Trust (Royal Devon) has existed since 1<sup>st</sup> April 2022 following the integration of the Northern Devon Healthcare NHS Trust (known as Northern Services) and the Royal Devon and Exeter NHS Foundation Trust (known as Eastern Services).

*I am submitting a Freedom of Information Request.*

### GDPR

- 1) *I want to know what your policies and procedures are for GDPR training of your staff, and if all staff - specifically doctors, that work with you are required to undergo GDPR training. Please provide any documents related to policies and procedures. This relates to all doctors, whether working full time, part time or on a consulting basis.*

Answer: Please see the following, attached:

- Employee-training-education-and-development-policy-v4-ext-310522\_Redacted.pdf
- Training-and-Study-Leave-Policy-V5.1---Extension -Redacted.pdf

- 2) *I wish to see any documentation related to the frequency of GDPR training requirements (if doctors are required to renew their GDPR after a period of time).*

Answer: Data Security and Protection Training covering GDPR is mandatory training for all staff and must be completed annually.

The annual NHS Data Security and Protection Toolkit declaration required 95% of Trust staff to be trained in Data Security, until July 2023.

- 3) *I wish to see a redacted copy (not showing any individual information) or template of the documentation that you hold that records that a doctor has completed GDPR training.*

Answer: Each member of staff's training record is held in their Statutory & Mandatory Compliance Dashboard. Training compliance is reviewed regularly and forms part of the yearly appraisal process.

Statutory & Mandatory		100%	
Course Name	Status	Last Completion	Renewal date
Conflict Resolution (3 Yearly)	✓	26/05/2023	26/05/2026
Data Security and Protection (Annual)	✓	16/10/2023	16/10/2024

- 4) *I wish to know what GDPR training you provide to doctors working within your Trust, and what format it is in.*

Answer: The Trust uses the national Data Security Awareness Level 1 e-learning module by NHS England - elearning for healthcare. Please see: <https://www.e-lfh.org.uk/programmes/data-security-awareness/>

### **Psychotherapy Tutors**

- 5) *I wish to know if, and how many, Psychotherapy Tutors (of doctors) that you have on staff who are engaged with the supervising and teaching of junior doctors training in the field of Psychotherapy.*

- 6) *I wish to receive see a job description for the role of Psychotherapy Tutor you have used in the past for (if you have such positions within your trust) if you hold such a document or have recruited for such a role.*

Answer: The Trust is unable to respond to questions 5 and 6 as the Trust does not hold the information requested. The Trust has a Psychotherapy Tutor who leads our Psychotherapy training unit. However, they are employed by Devon Partnership Trust (DPT) with no relationship with the Royal Devon.

**Extension granted to May 2022 by Governance Committee on 30 April 2021**

<b>Employee Training, Education and Development Policy</b>	
Post holder responsible for Procedural Document	██████████ – Head of Professional Development
Author of Policy	██████████ – Head of Professional Development
Division/ Department responsible for Procedural Document	██████████ – Workforce Planning & Development (WPD)
Contact details	██████████
Date of original document	January 2005
Impact Assessment performed	<u>Yes/No</u>
Ratifying body and date ratified	Workforce Governance Committee (WGC) Date: 06 May 2016. Amended/ WGC Chair approved: 17 October 2017.
Review date (and frequency of further reviews)	November 2018 (followed by routine review every 3 years)
Expiry date	April 2019 ( <b>extension until May 2022</b> )
Date document becomes live	20 October 2017

Please *specify* standard/criterion numbers and tick ✓ other boxes as appropriate

<b>Monitoring Information</b>		<b>Strategic Directions – Key Milestones</b>	
Patient Experience		Maintain Operational Service Delivery	
Assurance Framework		Integrated Community Pathways	
Monitor/Finance/Performance		Develop Acute Services	
CQC Fundamental Standards Regulation No:	<b>18,19</b>	Infection Control	
Other ( <i>please specify</i> ):			
<b>Note:</b> This document has been assessed for any equality, diversity or human rights implications			

**Controlled document**

This document has been created following the Royal Devon and Exeter NHS Foundation Trust Development, Ratification & Management of Procedural Documents Policy. It should not be altered in any way without the express permission of the author or their representative.

Full History		Status: Final	
Version	Date	Author (Title not name)	Reason
1.0	January 2005	Head of Learning & Development Service	New Policy
2.0	October 2008	Head of Learning & Development Service	Revision
3.0	August 2015	Head of Professional Development	Revision
4.0	17/10/2017	Head of Professional Development	Instruction to send application form to WPD removed (page 26).

<b>Associated Trust Policies/ Procedural documents:</b>	<ul style="list-style-type: none"> <li>• Medical Staff - Training, Education &amp; Development Policy</li> <li>• Corporate and Local Induction Policy</li> <li>• Preceptorship Policy</li> <li>• Work Experience Policy</li> <li>• Mentorship Policy</li> <li>• Standards of Business Conduct policy</li> <li>• Expenses Policy and Procedure</li> <li>• Performance and Development Review and Pay Progression Policy</li> <li>• Disciplinary, Capability and Appeals Policy and Procedure</li> </ul>
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**In consultation with and date:**  
 Governance Managers: email October 2015  
 Assistant Directors of Nursing: email October 2015  
 Heads of Departments: email October 2015  
 HR Business Partners: email October 2015  
 Allied Health Professionals : email October 2015  
 Senior matrons email list: email October 2015  
 Senior nurses email list: email October 2015  
 Essential Learning Group: December 2015 meeting

JSCNC: March 2016 meeting  
 Policy Expert Panel (PEP): February 2016  
 Workforce Governance Committee: 06 May 2016 (Chair's approval)  
 Workforce Governance Committee: 17 October 2017 (Chair's approval)

<b>Contact for Review:</b>	[Redacted] Head of Professional Development Email: a.copp@nhs.net
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<b>Executive Lead Signature:</b> <i>(Applicable only to Trust Strategies &amp; Policies)</i>	
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## 1. INTRODUCTION

- 1.1 The Trust is committed to be a learning organisation and as such aims to maximise the opportunity for learning, with access to training and education being as flexible as possible. Education must be responsive to individuals' needs and learning styles as well as meeting workforce planning requirements. The Trust recognises that the overall effectiveness of the services provided to our patients and the wider community is dependent on its greatest asset, which are the staff.
- 1.2 A well trained, skilled workforce is fundamental to the delivery of high quality, safe and effective care. It also enables the Trust to prepare for the challenges of the future around workforce planning to facilitate the development of emerging roles, patient pathways and multi-disciplinary teamwork. The Trust is committed to the development of a learning culture and values the contribution made by each individual member of staff.
- 1.3 The Trust undertakes to provide a broad range of education, training and development opportunities that meets:
- National direction including Department of Health (DoH) and Health Education England (HEE) mandates
  - Workforce planning and service needs
  - Professional development (PD)
  - Lifelong learning
- 1.4 The principles of this policy apply to all staff (except medics) directly employed by the Trust, whether employed or in training. Please refer to Medical Training, Education and Development Policy for policy relating to medical staff. It excludes bank workers (please refer to the [Operational Policy for Staff Bank](#)) and volunteers, and agency workers.

## 2. PURPOSE

- 2.1 The purpose of this policy is to outline the Trust philosophy, principles and arrangements in relation to its commitment to the development of staff and organisational capability by the provision of, and support for training, education and employee development.
- 2.2 This policy covers all internal and external training and development opportunities including:
- Statutory and Mandatory training
  - Role specific
  - Short and long term educational programmes
  - Vocational courses such as diplomas, apprenticeships
  - Conferences, seminars and study days
  - Professional Development Programmes
  - Management Development Programmes
  - Mentoring, shadowing, coaching

- ☐ Preceptorship programmes
- ☐ Professional leave

**2.3** The Trust will endeavour to meet staff needs and expectations and provide support for protected time for learning. However it must be noted that the provision of education, training and development support can only reasonably be provided within the boundaries of resources available and in consideration of service needs.

### **3. DEFINITIONS**

#### **3.1 Statutory requirements:**

This is training that the Trust is either legally required to provide as defined by law and for which there is a stated legal reference and/or where a government or regulatory body have instructed the Trust to provide training on the basis of legislation. These examples would include:

- Health and Safety training (required by legal statute).
- [Equality Act 2010](#) specifies that all employees receive training in order to ensure that employees appreciate their legal obligations in promoting equality.
- Fire safety training is required by statute as determined by the [Regulatory Reform \(Fire Safety\) Order 2005](#).

**3.2 Mandatory Requirements:** This is a training requirement that has been determined by the Trust and the Trust has agreed as to which staff groups it applies. This can include:

- ☐ Policy Required Mandatory Training: these are requirements for mandatory training which have been determined by a government department, or regulatory body, as part of the implementation of an agreed national policy. For example, in England all staff are required to undertake Information Governance training on an annual basis.
- ☐ Organisationally Required Mandatory Training: these are those training requirements that the Trust has set itself. These requirements are usually introduced to ensure that the organisation is compliant with key risk areas that might have an impact upon safety. Or alternatively, are being delivered to achieve a corporate priority/service improvement which has been set. Typically, this type of training is undertaken to provide assurance that local policies governing key corporate and risk activities are understood and are being followed by employees.

**3.3 Role-specific:** This is training required for an individual to carry out their role in addition to Statutory and Mandatory training e.g. recruitment training for managers. Role specific requirements are identified in the person specification of the Job Description and fully funded in all aspects by the trust. Identification in the person specification will assist any decisions as to whether the training is fully funded as it is required for the role or instead is it beyond role expectation and would be deemed as developmental training and thus financial contribution and time given would be capped as per this policy.

**3.4 Developmental training:** Training that is beyond the requirements of the role which may enhance an individual's knowledge and/or experience.

**3.5 Essential Learning Group:** A Trust group whose membership comprises of Subject Matter experts, educational leads/facilitators and service representatives.

- 3.6 Key Trainers:** Staff members who have undertaken a course that allows them to cascade training out to other staff members normally within their own Division e.g. manual handling. They have a responsibility for delivery, signing of competence and for compliance for that topic in their area.
- 3.7 Champions:** An expert practitioner who has a particular responsibility and/or interest in a specific topic which they promote and / or train in their area.
- 3.8 Subject Matter Expert (SME):** Individuals who are recognised as experts in a particular field and as part of their job role have a responsibility to lead the educational agenda around that particular topic.
- 3.9 National learning management system (NLMS):** A part of ESR which manages training records & ELearning.
- 3.10 Widening Participation:** A recognised national term which refers to education delivered to staff through the workplace in the main it's applied to bands 1 to 4.
- 3.11 Skills Pledge:** An agreement between the Trust and Health Education England which pledges that the Trusts will support the development of skills in bands 1 to 4 through vocational education.
- 3.12 Revalidation:** A professional requirement for certain staff groups e.g. registered nurses to evidence continuing competence and professional development to registering body.

#### **4. DUTIES AND RESPONSIBILITIES OF STAFF**

- 4.1 The Executive Lead for Workforce and Organisational Development** will provide assurance to the Board that this policy is fully implemented.
- 4.2 Head of Professional Development** must co-ordinate the formulation and implementation of the policy.
- 4.3 Workforce Planning & Development (WPD)** is responsible for:
- Maintaining and keeping up to date accurate records of attendance at Statutory / Mandatory training utilising the Electronic Staff Record (ESR) Oracle Learning Management System (OLM) database.
  - Support and monitor satellite OLM users where identified
  - Following up non-attendees at courses by informing line managers / supervisor and the staff concerned.
  - Co-ordinating return of feedback from evaluation forms to the relevant speakers/ trainers and advise action to be taken where appropriate.
  - Provide monthly completion reports for the core Statutory & Mandatory training programmes for reporting to the Performance Assurance Framework meetings (PAF) and The Hospital Operations Board (HOB)
  - Responding to queries from staff in a timely manner.
  - Provide a range of training and development activities as identified in the WPD annual training plan
- 4.4 Key Trainers / Champions:**  
For certain training topics the Trust operates a key trainer (KT) cascade system. This role is different to that of a champion. A champion is an expert practitioner



responsible for the implementation of a topic in their area e.g. infection control or dementia. KT are responsible for delivery, signing of competence and have a responsibility for compliance for that topic in their area.

#### 4.4.1 KT will:

- Take on the role for a minimum of a year
- Be willing to take on the role with appropriate support
- Possess either a mentorship / assessor / teaching qualification / subject specific training course or be willing to work towards one in order to ensure continuity and good practice in teaching techniques across the Trust
- Have confidence and ability to highlight to their line manager any constraints of the role and work with their line manager to resolve
- Attend necessary updates in relation to their topic
- Keep a portfolio of evidence in relation to their teaching delivery as agreed with the Subject Matter Expert (SME)
- Be current and credible with their practice
- Complete and return attendance lists of delivery as per requirements to ensure ESR is updated in an accurate and timely fashion
- Use Trust agreed evaluation form

#### 4.6 Line Managers/Supervisors

All line managers/ supervisors are responsible for:

- Supporting their staff, and secondees, in the identification of development needs and for ensuring, wherever possible, appropriate solutions are offered within suitable learning environments.
- For supporting and promoting the development of a learning culture across the organisation. For ensuring compliance with Statutory / Mandatory training is with the line manager.
- As part of the annual appraisal process identifying Statutory / Mandatory training as a priority and ensure that the training happens in a timely manner through active monitoring systems.
- To make sure employees are aware that they need to comply with Statutory / Mandatory training
- For the planning and allowing staff to take time out away from the workplace for completion of training.
- For agreeing role specific and Developmental learning opportunities and associated study leave and expense contribution as per the guidance in this policy.
- Where a key trainer (KT) system operates in their area, line managers / supervisors are expected to enable and support the role of the KT in terms of time and resources.
- Identifying any “special needs” employees may have which would require extra flexibility in training delivery. Such needs might, for example, arise from a disability (for instance, dyslexia, or a visual or auditory impairment) or race, for those employees for whom English is a second language.

#### 4.7 Employees

Employees equally have a responsibility with their line manager / supervisor to identify their own development needs including the Statutory & Mandatory training required for their role. This training is a critical component of everyone's role and failure to complete the training will be considered a breach of terms and conditions of employment. Whilst every effort will be made to provide Statutory and

Mandatory training through a variety of methods and at a variety of settings and times, the Trust requires staff to be flexible in order to maintain their Statutory and Mandatory training. Staff are not expected to do this training in their own time although it is recognised some staff prefer to do so. Employees have a responsibility through their personal development plan (PDP) and their professional codes where applicable to engage in PD opportunities. This includes where required meeting revalidation requirements for professional bodies. Compliance with revalidation requirements is monitored through the staff appraisal process.

## **5. STATUTORY LEAVE GUIDANCE**

### **5.1 Annual Training Plan**

An Annual Training Plan will be produced by WPD identifying core development needs of staff and reflecting:

- Organisational service needs
- National and local strategies for care delivery/health improvement.
- Organisational workforce plans
- Competence frameworks to maintain occupational / professional standards
- Continuous professional development
- Development of clinical practice and service delivery founded on evidence based / informed research
- Revalidation needs

5.1.1 The training plan will be formally reviewed at least twice each year by WPD, and more frequently should it be required by any service change. The formal review will be carried out in conjunction with current workforce plans, service reviews and outputs from staff appraisal. The training plan will be ratified annually by WGC.

### **5.2 Staff Appraisal**

5.2.1 The Trust expects each employee to receive an annual staff appraisal which considers the needs arising from service needs, personal objectives and the Trust values, vision and behaviours. The completion of this process enables individual learning and development needs to be prioritised and resources identified. Where development needs are identified, a personal development plan should be agreed between the member of staff and his/her manager. The plan should be reviewed and updated at regular intervals as part of normal supervision and if financial support is Required, these should be identified by the completion of a [Study Leave Application form](#).

5.2.2 It is important to note that while the Trust would wish to support employees personal development needs, these can only be met if there is available funding and managers carrying out staff appraisal should make this clear at the appraisal discussion.

5.2.3 Please refer to the Trust's [Performance and Development Review and Pay Progression Policy](#) for further information.

### 5.3 Education, Training and Development Opportunities

Trust opportunities are built around 4 aims:

- Maintaining a competent flexible workforce that provides safe, high quality, seamless services.
- Simplify career progression for those who want it, with innovative new roles and pathways to promotion, including more part-time higher education as a route into nursing and other registered professions.
- A universal acceptance of prior learning, vocational training and qualifications.
- Support talent development that identifies and nurtures people with the potential to go further.

In order to achieve these aims, there are a range of education, training and development opportunities available to staff not all of which requires academic study or specific financial support.

#### 5.3.1 Learning Resources

All staff have access to library resources to enhance knowledge and associated IT access. Staff will be encouraged to make use of these as part of their Continuing Personal and Professional Development.

#### 5.3.2 Induction to the Trust

It is a Trust requirement that all employees undertake a corporate induction when joining the Trust, normally starting on their first day of employment. All employees are also required to undertake a local workplace induction. Individual workplace induction programmes are based on the local induction workbook and should be tailored to suit the needs of new staff. Please refer to the Trust [Corporate and Local Induction Policy](#) for further details.

#### 5.3.4 Statutory and Mandatory Training Topics

The definition of what constitutes a statutory or mandatory training in the first instance and frequency of update will be informed by [Skills for Health Core Skills Training Framework](#) which is endorsed by CQC.

Through the essential learning group (ELG), new requests are submitted via a proposal form as [Appendix 2](#). The request is then debated by the SMEs at the ELG in terms of rationale, approach, expectations, duplications and continuity with other subject deliveries. The recommendation from ELG is then approved by the senior operational team and the appropriate trust executive.

It is essential that all staff attend and participates in this training to ensure their safety and well-being at work and also to ensure the safety and well-being of patients, visitors and other staff is maintained.

Staff can check their individual compliance status via their individual compliance training matrix on ESR. Staff are also made aware through the [Training Needs Analysis](#) (TNA) available on the Trust intranet pages of requirements. This TNA is reflective of the current legal and corporate requirements, and will be amended as necessary to meet new initiatives or directives from Department of Health or other Statutory body. It is the duty of the relevant service lead who has overall responsibility for that training to ensure that WPD has the relevant information to maintain the accuracy of this training analysis /prospectus. Names and contact

details of these leads will be posted on WPD Trust Intranet together with links to their intranet resources where appropriate.

**NB The Trust will not support any other training or development activity until all Statutory and Mandatory training has been completed, other than significant exceptions that are fully supported by senior managers, or if there is a reason why the Trust cannot temporarily make the training available.**

For new posts created, all Statutory and Mandatory requirements should be identified at the same time as the production of the ATR, Job Description, person specification and if applicable the KSF outline for a role, and reiterated annually within the Personal Development Plan or Appraisal process.

Existing employees refusing to comply with the request to complete training will be advised that their deliberate and unreasonable refusal to:

- comply with this fundamental legal requirement or
- comply with this contractual obligation or
- by not supplying the supporting documentation to evidence their completion after a reasonable timeframe, will be asked to meet with their line manager who will issue a letter explaining they have 48 hours in which to book onto or complete the training, otherwise they will be subject to disciplinary action, including suspension without pay, up to and including dismissal, in line with the Trust's [Disciplinary and Appeals Policy](#).

### 5.3.5 Role Specific Training

The Trust will support education/training/development that adds value to the service and is required for role. The degree of support will depend on whether this education / training /development is defined as role-specific by the Trust or appropriate manager. For consideration it must have been acknowledged as such by the appropriate manager on the grounds that it meets one or more of the following criteria:

- The education/training/development supports the Trust's service objectives, delivery of best practice or another national strategy identified by the Department of Health.
- The education/training/development supports other organisational change, or service development that is outside of the criteria cited above, but which has been identified as part of the Trust's delivery plan, or a strategy that underpins workforce development.
- The education/training/development has been identified as required on a person specification relating to a particular job role or in the KSF outline and as such, it relates to the competence required for that post.
- The education/training/development has been identified as part of an individual's personal development plan and is required to enable the individual to perform to the level of competence that would be assessed as necessary for that person's job role. This will include any needs identified when an individual is redeployed to a new role.

### 5.3.6 Study Leave entitlements:

All study leave for Trust employees that is necessary to meet Mandatory / Statutory or role specific learning needs and agreed in a PDP/ appraisal, is to be provided within working time at no cost to the individual.

### 5.3.7 Developmental Study Leave entitlements:

Where Developmental Learning needs are agreed in a PDP/ appraisal.

- For all staff up to a maximum of 5 study leave days (or 37.5 hours) pro rata to meet the learning need in any one year can be allowed. Exceptionally, if additional time is required this will need to be negotiated with the line manager, whose decision will be influenced by service requirements.
- Up to 50% of any course costs may be supported via department / charitable funds or an application to central training funds can be made. There is an expectation that the individual will fund 50% of the course fees themselves.
- Travel and subsistence would not normally be funded.

### 5.3.8 Training on Information Technologies

Appropriate training is available for staff across a range of systems including use of the internet, and intranet; office systems such as word processing, database, and spreadsheets; organisation specific databases such as the National Care Record System (NCRS), Electronic Staff Records (ESR) and Rosterpro.

### 5.3.9 E-Learning

E-Learning is a mode of flexible learning which involves the application of electronic media, delivering flexible vocational educational and training programs. It can include the use of web, CD-ROM or computer-based learning resources such as PowerPoint presentations through to High Quality DVD packages in the classroom, workplace or home, as well as online access to course activities such as group discussions and online assessment activities if Required. It can be undertaken at a time to suit the needs of the individual and the Trust.

E-Learning and the associated electronic, national learning management system (NLMS), are central to nearly all aspects of the Trust's workforce planning and training agenda. It is an increasingly important delivery method, which is blended with other types of delivery, and is available for all staff within the Trust.

Employees are granted access to the Trust Intranet via the IT account that is set up for them on joining the RD&E. In order to access their IT account, all members of staff are issued a unique network username and password. On induction to the Trust the employee will be granted access to the National Learning Management System (NLMS). The Operational e-Learning Group has been created as a forum for Subject Matter Experts (SME) to agree guidance principles around eLearning design and delivery.

### 5.3.10 Preceptorship / Mentorship & Coaching

It is a requirement of employment with the Trust, that all newly qualified Nurses and Allied Health Professionals taking up their first post with the Trust, undertake a Preceptorship year. Newly qualified staff who take up their first post from qualifying with the Trust will be contacted and enrolled onto the Trust's Preceptorship Programme and be allocated a Preceptor and as part of their first year. It is expected that the preceptor and preceptee will work alongside each other for a significant proportion of their shifts. See Trust [Preceptorship Policy](#) for more information.

Mentorship is available where appropriate, for staff, students, trainees or secondees if a need is identified. This can be either internally or externally facilitated and can be accessed by contacting WPD. Please refer to the Trust [Mentorship and Pre-registration Trust Policy](#) for more information.

Coaching programmes are offered in-house via the WPD and senior level coaching can be accessed where appropriate via the Trusts Training Manager.

Registered nurses with additional needs e.g. joining us from overseas, may complete an additional training programme as appropriate.

### **5.3.11 Vocational Education and Training**

Vocational education revolves around 'Widening Participation' which has 4 strands:

- Fair access to opportunities for learning and training;
- Raising awareness of education and its benefits;
- Raising aspirations;
- Raising achievement.

The Trust fully supports the aims of the Skills Pledge in which all employees are supported to acquire a qualification equivalent to at least level 2 of the skills framework. Health care support workers will be strongly encouraged to undertake an appropriate qualification in line with the national Qualification Credit Framework (QCF), and their post outline. A range of apprenticeship schemes are available across all staff groups and clear career development pathways are identified for unregistered clinical staff and administration staff to reflect the vocational skills acquired.

### **5.3.12 Leadership and Management Development**

On appointment, the individual's line manager will be responsible for agreeing a personal development plan that enables the post holder to develop the skills and knowledge required for the role. The Trust is committed to Leadership and Management development at all levels in the organisation and provides a range of programmes to support the development of relevant skills and knowledge. Please see the [WPD prospectus](#) for details of opportunities.

### **5.3.13 Continuing Professional Development (CPD)**

All staff that hold a professional or vocational qualification are expected to maintain their level of competence by undertaking a programme of CPD. This activity is also required for some staff groups as part of the revalidation process. The Trust will ensure that staff have access to appropriate courses, workshops and seminars to enable them to update their skills required for their roles, and to allow staff to keep abreast of practice and service development. This may include a variety of activities (some of which are provided in-house) for example:

- shadowing
- secondment opportunities
- work based projects
- attending meetings
- courses
- seminars
- conferences
- coaching
- mentoring
- e-learning

And informal learning such as:

- reading
- networking
- self-directed learning
- reflective practice

There is an expectation, as per the guidance from their professional bodies standards of practice that individual staff members take responsibility to comply with these requirements in own time e.g. maintaining CPD portfolio, preparation of documents for revalidation.

#### **5.4. Professional Leave**

Professional leave should be authorised and agreed for a variety of activities in addition to study leave. Professional leave should only be granted for activities which will benefit the Trust, the NHS or their professional bodies. These might include, amongst others:

- Lecturing/teaching/examining for outside organisations
- Selection of students for HE institutions
- Representing Trust/professions at Careers Fairs
- Representing Trust at national / regional / local events or networks
- Duties as officer of faculty, scientific society
- Examining for College or University Leave

must be requested 2 months in advance.

Where staff request time to participate in these, or other, similar activities that are beyond the needs or requirements of their post or role in the Trust, managers should consider the level of congruity between the nature of the activity for which professional leave is requested and the role of the staff member within the Trust. Some professional leave may be deemed to be a REQUIRED or a DEVELOPMENTAL learning opportunity and, as such, identified within the Personal Development Plan and treated as “study”. In such circumstances expenses are normally reimbursed by the Trust.

#### **5.5 Access Criteria to Funded Education, Training & Development**

Access to funding for all courses and programmes of learning will be in line with the Equality and Diversity Policy. In order to make the most of limited resources and to ensure that all education, learning and development is focused on key organisational requirements any identified training need must be assigned a priority level.

The priority levels are:

1. Statutory/Mandatory
2. Role Specific to meet workforce strategy
3. Developmental / Professional Development (PD)

Education and training that is defined as Statutory/Mandatory or role specific to meet the requirements of an employee’s job will be funded by the Trust. Employees who require PD for their personal/career development will be required to personally finance this training.

In some cases the Trust may be able to part fund Developmental / PD up to 50% and give up to 5 days study leave for Developmental training in any one financial year, but only if the following criteria are met:

- There is evidence that the PD has been discussed and agreed at annual appraisal
- It is fully supported by a line manager
- The employee is fully up to date with their Mandatory training
- The PD directly supports service needs and will add value to the service

All applications to fund CPD are via a completed Study Leave Application Form ([Appendix 1](#)).

Developmental learning will be capped at a Trust contribution of £300 per year for all staff and may be subject to annual review.

## **5.6 Leave Application Process**

### **5.6.1 Before any Developmental study leave is approved, the employee must be up to date with their Statutory, Mandatory and role specific training.**

- All staff must apply to their line manager / supervisor for study or professional leave using an appropriately completed application form. All role specific, developmental study or professional leave must be requested and must be accompanied by a copy of the current Personal Development Plan or appraisal record in which the need for the specified learning opportunity or professional activity has been identified and agreed by the line manager / supervisor
- It is expected that an application for study or professional leave will be made to the appropriate manager or other authorising officer at least 8 weeks in advance of the anticipated start date of the required leave.
- On receipt of the application form and supporting documents the line manager / supervisor must consider and sign if in support / approving. The original signed form must be kept in the individual personal file.
- A copy must be sent to WPD in the RILD building.
- All staff who book leave must ensure that any on call/emergency work is covered in their absence. Leave cannot be granted if insufficient cover is available to ensure quality and continuity of care.

#### **Expenses:**

- Any application must provide a breakdown of all costs involved including travel and accommodation, and receipts will be required for all reimbursement claimed.
- Any submission without the correct accompanying paperwork to Payroll will not be authorised or processed and returned to the submitting manager for further detail / clarification
- All expenses must be submitted via the e expenses system



**Appeal Process:**

In the event of a member of staff having a request for study or professional leave refused, in the first instance s/he should attempt to resolve the dispute informally with their line manager / supervisor.

Should the dispute be unresolved informally, and has implications for workforce planning then an appeal from either party can be made to an Appeal Panel consisting of Head of WPD, Head of Professional Development , Divisional Manager and Staff Side Learning Representative.

**Courses Extending Over a Financial Year**

– Support for courses is normally approved on an annual basis. However, where a course lasts for more than one year, approval will be given for the complete course. Where unsatisfactory progress is made during an academic year, the Trust reserves the right to withdraw funding for subsequent years. Monies may also be reclaimed. See section 13.

**Courses Outside the British Isles**

– For role specific training only, the Trust will pay £250 towards the costs of flights and expenses. The rest of the costs must be paid by the individual. International courses will not be funded if there is an equivalent course in this country. Any event taking place outside the British Isles must have the approval of the Divisional manager. For further guidance on expenses associated with courses outside the British Isles please refer to [STAFF EXPENSES POLICY & PROCEDURE](#)

**5.7. Course Fees**

- **In-house training/education** – there will be no charge to employees where training is provided by in-house trainers or organisations with whom we have a service level agreement. For some in house accredited programmes the individual / department will be required to fund the registration / accreditation fees. This is made clear to the individual and their line manager / supervisor at the application stage.
- **External training/education** - Course fees will be funded at 100% in cases where the education/training/development is defined as Mandatory, Statutory or role specific, or where the Trust has otherwise agreed that education/ training/ development will be offered free of charge (e.g. National Vocational Qualifications, or other vocational/ professional courses identified as part of the employing organisations annual training plan). Failure to attend or complete the course without justifiable cause will necessitate a percentage recharge made from the individual – see study leave application process.
- **Examination Fees** - Examination fees will be funded 100% but only for courses defined as Mandatory, Statutory or Role-Specific. The Trust will only fund one re-sit of examinations. The cost of further re-sits must be met by the individual unless there are exceptional circumstances. An example of this might be a bereavement of a close relative.
- **Registration/Award Fees** - Registration/Award fees for courses will be funded 100% but only for those defined as Mandatory, Statutory or Required.

- **Professional Membership Fees** - Membership fees of professional institutes or other bodies will not be paid by the Trust for any individual member of staff without exception.
- **Additional Fees** - Should any fees become payable, over and above those agreed at the commencement of a course, the candidate must seek the advice of their line manager / supervisor giving study leave approval before incurring payment. Failure to do so will automatically render the employee liable for the fees.
- **Subsistence** - For courses that are defined as Statutory, Mandatory, or Required and involve overnight stays, a subsistence allowance may be claimed in respect of accommodation and meals, where these are not included in the course fees. The allowance will be paid in accordance with current terms and conditions of employment. See [Staff Expenses Policy and Procedure](#) for more guidance. Managers should note that this allowance will not be centrally funded and must be funded from service or divisional budgets.
- **Travel Expenses** -Travel expenses will be reimbursed for travel to and from courses that are identified as Statutory, Mandatory, or Required. Travel expenses will be paid in line with the Trust's current [Staff Expenses Policy and Procedure](#). Claims should be made using the on line expense system. Managers should note that travel claims will not be centrally funded and will be charged to individual manager budgets.
- **Re-imbusement for Materials, Books and Other Resources** - The Trust will not pay for any materials, books or other resources that staff need when undertaking a training/education programme.
- **Typing of/Preparation of Course Work** - Expenses incurred for typing of dissertations or assignments are to be met by the employee.

#### 5.8.1 Central Training Fund:

Central Training Funds provide a source of funding over and beyond the Department budget / charitable funds or Trust Funds. It is a limited financial resource, and funding assistance is unlikely to meet the full costs of the activity. Applications are invited from all staff groups (excluding medics) in relation to workforce strategy initiatives.

#### 5.8.2 Criteria for applications:

Priority will be given in the first instance to:

- Learning that supports the workforce strategy e.g. for development of new roles and service initiatives
- Training to support essential learning that is required for a safe and effective service
- Essential commissioned training that meets Trust key objectives
- Individuals can also apply for funds to support individual education undertaken and needs to meet the following criteria:
- Developmental learning e.g. PD modules / Masters(will only be funded to 50% course fees maximum of the course fees per year)
- The applicant must have been in post for a minimum of 6 months and able to demonstrate all elements of Mandatory/Statutory requirements are up to date.
- Neither travel or accommodation costs are supported by central training funds

- A copy of the approved, signed study and professional leave application form must be attached to this application.
- Course/Conference information where relevant must also be attached.
- All successful applicants MUST ensure that their funding allocation is spent within this financial year.
- On-going support for PD or Workforce Development activities that span more than one financial year cannot be guaranteed, although subsequent applications from those successful in this year will be treated as a priority.
- Any costs incurred through non-attendance on courses/conferences/events paid for by Central Training Fund, will be charged to Directorates.

Please visit [central training fund](#) guidance page on the Trust Intranet.

### 5.9.1 Repayment of course fees/ time

Investment in Training, Education and Development is crucial to the workforce plans for the Trust and so it is essential that any expenditure on training and development delivers results and contributes towards measurable improvements in patient care. By funding training and development for staff the Trust is making a commitment towards helping the individual to achieve their personal development plan, develop their skills and competencies and progress their career within the NHS. Similarly, the individual undertakes a commitment both to share their learning and new skills with their colleagues and to apply it to their day to day work.

The study leave form specifies that should an employee voluntarily leave the Trust within a specified time from completion of the course, or leaves the Trust part way through a course or withdraws from the course without completing, they will be asked to repay a proportion of the costs back to the Trust in line with an agreed payment plan. This will always be assessed on a case by case basis and due consideration given to exceptional circumstances. The agreement has formal status as part of the employee's contract of employment. Therefore the Trust reserves the right to seek repayment/recovery of the costs (which includes recovery, in part or full) from unpaid salary. Employees leaving the Trust will be required to pay a proportion of course costs as follows:

Date of Leaving Percentage to be repaid:

Within 3 months of completing the course	100%
Within 12 months of completing the course	75%
Within 2 years of completing the course	50%

**5.9.2.** A standard repayment fee will apply to employees failing to complete a course, (other than in exceptional circumstances) which will be 50% of the total costs. Therefore if employees have any doubts about their ability or willingness to repay or agree to recovery of the costs they are advised to speak to their manager before proceeding.

**5.9.3.** It is not possible to be totally prescriptive about the above repayment guidance as every individual circumstance will vary, e.g. employee sickness. Before a decision

is made the matter will be discussed with the individual, his/her manager, and where relevant the education & training provider and/or budget holder.

- 5.9.4.** Where an employee informs a manager of their decision to leave the employment of the Trust and there are study / training fees or hours to be recovered then the Manager MUST make Payroll aware by immediately emailing the Payroll generic email account ([Payroll.rde@nhs.net](mailto:Payroll.rde@nhs.net)) to confirm date of termination and the outstanding balance. (End employment notification should also be actioned in Managers Self Service on the electronic Staff record (ESR)).
- 5.9.5.** Payroll will review the outstanding balance and take action to recover the sum over the months remaining up to the date of termination (with the proviso that no more than 50% of the net pay is recovered in any one month). Any remaining balance outstanding after termination will be recovered by invoice that will be raised by the Departmental Manager. This will not be applied however, if the employee is the subject of a TUPE Transfer out of the NHS.
- 5.9.6.** In addition, where an employee has been granted study leave to undertake training and informs a manager of their decision to leave the employment of the Trust the manager should confirm the amount of study leave taken and reclaim the hours taken as below.

Within 3 months of completing the course	100%
Within 6 months of completing the course	50%

Where there are study / training days to be recovered then the Manager MUST make Payroll aware by immediately emailing the Payroll generic email account ([Payroll.rde@nhs.net](mailto:Payroll.rde@nhs.net)) to confirm date of termination and the amount of hours to reclaim. (End employment notification should also be actioned in Managers Self Service on ESR).

**5.9.7. Unsatisfactory Progress:**

Where a member of staff is unsuccessful in examinations or assignments at the second attempt, the Trust will not provide any further assistance or time out.

N.B. Failure to sit exams or complete assignments after the normal period of instruction will count as failure to complete a course and the full trust contribution will need to be repaid as per section 5.10.

**5.9.8. Unsatisfactory Level of Attendance:**

Where attendance on a course falls below the minimum level acceptable to the training/education provider/awarding body, taking into account illness, annual leave, and/or other extenuating circumstances, the employee may be asked to make a repayment of the financial assistance provided by the Trust under the terms of the study leave form.

**5.9.9. Non attendance**

For courses delivered by WPD, the LDS administration team will notify line managers and cc senior managers if their staff, have failed to attend essential training sessions so that the line manager can actively manage the situation and rebook the staff member onto the next available date. Staff who fail to attend a rebooked course will be reported as an exception to HOB and may be dealt with under the Trust disciplinary process.

If a staff member fails to attend the agreed training on more than one occasion, having been afforded the time to attend, the employee will be prohibited from attending other training and development until their Mandatory and Statutory obligations have been met.

It is recognised that on occasion exceptional circumstances such as sickness can impede attendance at a training session. If staff are unable to attend a session they or their line manager should inform the WPD administration team as soon as possible with a valid reason for non-attendance.

If a cancellation occurs within 48 hours of the course running this will be recorded as a DNA and notification will be sent to the line manager.

In extreme cases WPD will charge the division for staff who persistently fail to attend (3 consecutive courses / sessions) without providing a valid reason. This charge will be a nominal £100 for each occurrence.

Any income generated by the charging for non-attendance will be paid into the central training fund budget.

## 5.10. Fraudulent Activity

- **Sponsored Study / Training**

The Trust is aware that some companies who provide goods and services to the Trust may offer training and / or study opportunities to members of staff. Any form of training and/or hospitality which is funded either in full or part by an external organisation must first be declared in line with the [Trust Standards of Business Conduct Policy](#) (Section 15 - Commercial sponsorship for attendance at courses and conferences) to ensure compliance with the Bribery Act.

- **Expenses**

Expenses can only be claimed as per the staff expenses policy (a copy of which can be located on the electronic expenses system). Any claims suspected of being fraudulent may result in disciplinary action and or a referral being made to the Local Counter Fraud Specialist.

- **Non-attendance**

An attendee must inform their line manager should they not attend a course. The notification must include the reason for non-attendance. Failure to do so may result in disciplinary action and or a referral being made to the Local Counter Fraud Specialist.

- **Completion of Training**

Any certification awarded must be provided to the attendee's line manager on completion of training and a copy retained in the employee's personnel file.

## **5.11. Employment Arrangements**

### **5.11.1. Enhancements to Basic Pay**

If an employee has been granted time out to attend Mandatory training/ education/ development on days they would normally have worked and been paid enhancements to basic pay, such enhancements must be paid from the Division's budget.

### **5.11.2. Courses Scheduled for Outside Normal Working Hours**

Where part time staff attend training/education/development during hours when they would not normally be working, and where attendance has been agreed by their manager, time off in lieu or payment for the hours will be mutually agreed with the manager.

Where full time staff attend training/ education/ development outside of their normal working week, and where their manager has agreed attendance, time off in lieu or additional payment for the hours will be mutually agreed with the manager.

Where shift workers including night shift workers attend training/education / development for full days, this will count as equivalent to a normal working shift and will attract the same pay or time off in lieu and will be mutually agreed.

Time off in lieu must be taken in accordance with the departments' time in lieu guidance. If this is not possible then the hours must be paid.

Where hours are paid, they will include any enhancements that would have been paid had the individual worked those hours. Pay is an option because training in this category is Mandatory or Required by the organisation and therefore has to be undertaken by the employee. If training/education is scheduled for a member of staff's rostered rest day, then the rest day should be re-allocated.

Training that the Trust may contribute towards outside a work situation (e.g. evening classes) does not count as working time.

Time spent on a non-residential training event. This will include travelling time less the amount of travelling time normally spent by the individual in travelling to and from work.

Time spent on a residential training event. This will include time spent actually attending lectures, seminars etc. but will exclude other periods. Travelling time will apply as above.

## **5.12. Quality Control**

To ensure and maintain the quality of training provision, the Trust will take all reasonable steps to commission training that is of the highest standard, 'fit for purpose' and ensure it is delivered by staff who are suitably qualified or who have proven skills to do so. In-house training will be delivered by staff who can demonstrate the appropriate knowledge and skill to deliver training courses.

In addition, the Trust will provide access to suitable courses, to facilitate the development of skills such as teaching, training, coaching, one to one instruction, and assessment.

### **5.13. Evaluation of Training**

Education and training is an investment, and as such will be subject to the same financial appraisal as all other expenditure. The prime objective must be for the outcome of education and training to add value to service delivery, by enabling staff to undertake their current roles competently and safely.

All training will be subject to either informal or formal evaluation, to ensure that learning objectives are identified and outcomes assessed. Evaluation may include all or some of the following processes:

- Briefing prior to commencing a programme of learning, to identify objectives and outcomes.
- Formal assessment of learning, as in accredited programmes.
- 360° assessment (i.e. seeking feedback from peers, managers, and subordinates) on leadership and management development programmes.
- Post course de-briefing to assess the effectiveness of the training.
- Presentation to fellow staff/peers.
- Completion of a reflective paper for insertion into Continuing Professional Development Portfolio.

In order to adapt or develop future training delivery the Trust will require that all training providers, both external and in-house, make available on request or at previously agreed intervals, suitably robust evaluation reports of courses delivered.

### **5.14. Accreditation**

Wherever it is appropriate the Trust will support a process for gaining accreditation of in-service programmes, and a system for accredited prior learning (APL), and accreditation of prior experiential learning (APEL), in partnership with higher education establishments.

## **6. ASSOCIATED DOCUMENTS**

- Medical Staff Education, Training and Development Policy
- Corporate and Local Induction Policy
- Preceptorship Policy
- Work Experience Policy
- Mentorship Policy
- Standards of Business Conduct Policy
- Expenses Policy and Procedure
- Performance and Development Review and Pay Progression Policy
- Disciplinary, Capability and Appeals Policy and Procedure

## **7. ARCHIVING ARRANGEMENTS**

The original of this policy will remain with the Head of Professional Development - WPD. An electronic copy will be maintained on the Trust Intranet: P – Policies – E – Education, Training and Development. Archived copies will be stored on the Trust's "archived policies" shared drive and will be held for 10 years.

## 8. PROCESS FOR MONITORING COMPLIANCE WITH AND EFFECTIVENESS OF THE POLICY

In order to monitor compliance with this policy, the auditable standards will be monitored as follows:

No	Minimum Requirements	Evidenced by	NHSLA Standard
1.	Study leave forms are completed fully	The WPD team will annually sample a selection of study leave application forms from across the Trust	
2.	Financial policy is being followed for staff that have received financial support and left the trust within 2 years of completion	The allocation of central training funds will be audited yearly to ascertain due process has been followed and recipients acceptance of reimbursement arrangements has been agreed	
3.	Staff receive training and development as appropriate to their role	The staff survey will be used as a tool to audit staff perception of equality in implementation of this policy.	
4.	Statutory and Mandatory training is undertaken by all staff	Monthly compliance reports to PAF	
5.	Annual review of WPD training plan	Annual Report to WGC	

### 8.1 Frequency

In each financial year, WPD teams will audit the above to ensure that this policy has been adhered to and a formal report will be written and presented at the Workforce Governance Committee (WGC).

### 8.2 Undertaken by

Head of Professional Development

### 8.3 Dissemination of Results

Results will be disseminated to HOB which is held monthly and WGC which is held quarterly

### 8.4. Recommendations/ Action Plans

- Implementation of the recommendations and action plan will be monitored by the Workforce Governance Committee which meets quarterly.
- Any barriers to implementation will be risk-assessed and added to the risk register.
- Any changes in practice needed will be highlighted to Trust staff via the Governance Managers' cascade system.



## 9. REFERENCE / BIBLIOGRAPHY

- **Talent for Care. A national strategic framework to develop the healthcare support workforce Part of Framework 15, the Health Education England guide to action .October 2014.**
- **Health Education England. Widening Participation it matters! Our strategy and initial action plan. October 2014**  
<http://nw.hee.nhs.uk/our-work/widening-participation-incubator-project/draft-publication-of-ourwidening-participation-strategy/>
- **Framework 15, a strategic framework for decision-making on developing the healthcare workforce over the next 15 years.**  
<http://hee.nhs.uk/2014/06/03/framework-15-health-education-england-strategicframework-2014-29/>
- **The Mid Staffordshire NHS Foundation Trust Public Inquiry chaired by Robert Francis QC** <http://www.midstaffspublicinquiry.com/>
- **Review of Healthcare Assistants and Support Workers in NHS and social care – proposals by Camilla Cavendish**  
<https://www.gov.uk/government/publications/review-of-healthcare-assistants-and-supportworkers-in-nhs-and-social-care>
- **HEE mandate April 2014 to March 2015**  
<https://www.gov.uk/government/publications/health-education-england-mandate-april-2014-tomarch-2015>
- **Shape of Caring Review to ensure high quality education and training for nursing and care assistants**  
<http://hee.nhs.uk/work-programmes/shape-of-caring-review/>
- **Future of apprenticeships in England: guidance for trailblazers**  
<https://www.gov.uk/government/publications/future-of-apprenticeships-in-england-guidance-fortrailblazers>

**APPENDIX 1: APPLICATION FOR STUDY/ PROFESSIONAL LEAVE**

**PERSONAL DETAILS:**

Name:
ESR assignment Number:
Workplace:
Contact Details:

**LEAVE REQUIRED:**

Please attach a copy of the relevant P.D.P. agreement and intended learning outcomes.

Purpose / nature of leave:
Venue or location:
Duration of leave requested: (inclusive dates)
How will these expected outcomes contribute to your development and that of your department?

**FINANCIAL SUPPORT REQUIRED: (please estimate amounts)**

<b>Fees:</b>	
<b>+</b>	
<b>Travel:</b>	
<b>+</b>	
<b>any living expenses:</b>	
Minus	
<b>Financial assistance from elsewhere:</b>	
Minus	
<b>Personal contribution:</b>	
<b>Total amount requested:</b>	

Any study leave and resources agreed will be utilised as described above. This application constitutes a commitment to attendance at, and completion of, this learning opportunity. I understand that should I leave the Trust's employment within:

- 3 months I will reimburse 100% of the trust financial contribution.
- 12 months I will reimburse 75% of the trust financial contribution.
- 2 years I will reimburse 50% of the trust financial contribution

For staff members that have undertaken approved required or developmental training, even if there has been no Trust financial contribution e.g. Health Education South West (HESW) commissioned activity, the trust will look to recoup from the individual, the hours given in time to complete the course as follows:

- Within 3 months of completing the course      100% of hours given
- Within 6 months of completing the course      50% of hours given

By signing this application form I am agreeing to make this contribution through deduction from my salary payment. If notification of leaving is too late to include this adjustment to my final salary payment I agree to reimburse the trust following receipt of an invoice for the amount owing, (payroll will review the outstanding balance and take action to recover the sum over the months remaining up to the date of termination, with the proviso that no more than 50% of the net pay is recovered in any one month) Any remaining balance outstanding after termination will be recovered by invoice that will be raised by the departmental manager.

Applicant's signature ..... Date .....

**PROFESSIONAL DEVELOPMENT / STUDY LEAVE APPROVAL PROCESS**  
(for completion by the authorising signatory).

In reviewing this application please consider the following:

	YES	NO
• Does this learning need reflect the service and business priorities of the department or team?		
• Was the need for this learning identified through the Personal Development Review process?		
• Is this learning need agreed in the Personal Development Plan?		
• Is a copy of the plan attached?		
• Is the applicant up to date with essential learning requirements		
• Does the leave and funding requested comply with the Employee training, education & development policy?		

STUDY LEAVE APPROVED?	YES	NO	
FINANCIAL SUPPORT APPROVED?	YES	NO	
	100%	50%	Other

Budget Centre: \_\_\_\_\_ Line No: \_\_\_\_\_

Please give a short summary of your reasons for these decisions:

Signature: \_\_\_\_\_ Directorate Manager / Authorising Officer

(please delete as appropriate)

Date: \_\_\_\_\_

Please keep copies of all study leave forms in the applicant's personal file.

## APPENDIX 2: MANDATORY/STATUTORY TRAINING PROPOSAL

### Mandatory / Statutory Training proposal

Completed by:

Date:

Title:			
Background:			
Underpinning Statutory / Mandatory Rational			
What positive impact on patient care will this proposal will bring			
Implications if proposal is rejected			
Method of delivery			
Frequency of Updates			
How will evidence of completion be recorded			
Where will compliance with training be recorded			
Please tick and comment as appropriate which staff groups this training will apply to:			
Add Prof Scientific and Technical		Training Grade Doctors /Dentists/Trust Fellows	
Additional Clinical Services		Nursing - Registered	
Administrative and Clerical		Nursing – Assistant Practitioner Band 4	
Administrative and Clerical - Ward Clerks		Nursing – Healthcare Assistants/Maternity support workers Band 3	
Allied Health Professionals		Nursing – Auxiliary Band 2	
Senior Managers on call		Registered Midwives	
Board Members		Nursing Registered - Paediatric	
Catering		Housekeepers	
Directorate Service Managers		Operating department Practitioners/assistants (OPD/ODA)	
Estates and Ancillary		Porters	
Healthcare Scientists		Volunteers	
Career Grade Doctors		Key trainers/link specialists/ champions	

What are the resource and cost implications of this recommendation e.g. in terms of staff time / resources / finances :

On completion please return to Alison Copp, Head of Professional development WPD, RILD building

**You will be invited to attend the next essential Learning Group to discuss this proposal. Thank**

**APPENDIX 3: COMMUNICATION PLAN**

The following action plan will be enacted once the document has gone live.

<b>Staff groups that need to have knowledge of the strategy/policy</b>	All staff excluding medical staff, volunteers, bank and agency who are all covered under separate policies
<b>The key changes if a revised policy/strategy</b>	<p>A new policy replacing the current :</p> <ul style="list-style-type: none"> <li>• Study &amp; Professional Leave Policy</li> <li>• Essential learning policy</li> <li>• ELearning Policy</li> <li>• Staff Development Policy</li> </ul> <p>New inclusions are:</p> <ul style="list-style-type: none"> <li>• Revised definition of statutory, mandatory and required training</li> <li>• Key trainers definitions</li> <li>• Annual training plan</li> <li>• Education, training and development opportunities definitions</li> <li>• Enhanced definition of required training</li> <li>• Updated definition of vocational education and training including the skills pledge that the RDE has signed</li> <li>• Capping of trust contribution to developmental training</li> <li>• Section on quality control and monitoring including the sending of all study leave application forms to WPD</li> <li>• Fraudulent activity</li> </ul>
<b>The key objectives</b>	The purpose of this policy is to outline the Trust philosophy, principles and arrangements in relation to its commitment to the development of staff and organisational capability by the provision of, and support for training, education and employee development.
<b>How new staff will be made aware of the policy and manager action</b>	Email out to all heads of departments, senior staff. Cascade by email from manager, RDE Trust Must Reads. Inclusion in local induction checklist.

<p><b>Specific Issues to be raised with staff</b></p>	<ul style="list-style-type: none"> <li>• Expectation of staff funding 50% development course fees themselves</li> <li>• Capping of developmental learning at a trust continuation of £300</li> <li>• Capping for required learning at £250 trust contribution to flights and expenses if outside the British Isles</li> <li>• New criteria around applications for central training funds prioritising those that support workforce planning strategy</li> <li>• New section around fraudulent activity</li> <li>• No support for required / developmental learning unless statutory &amp; mandatory training are up to date</li> <li>• For staff members that have undertaken approved required or developmental training even if there has been no trust financial contribution eg HESW commissioned activity, the trust will look to recoup from the individual, the hours given in time to complete the course on a sliding scale over 2 years.</li> </ul>
<p><b>Training available to staff</b></p>	<p>Support available from Workforce Planning and Development (WPD)</p>
<p><b>Any other requirements</b></p>	<p>None</p>
<p><b>Issues following Equality Impact Assessment (if any)</b></p>	<p>TBC</p>
<p><b>Location of hard / electronic copy of the document etc.</b></p>	<ul style="list-style-type: none"> <li>• Policy on IaN Policy Section</li> <li>• Original housed in WPD</li> </ul>



**APPENDIX 4: EQUALITY IMPACT ASSESSMENT TOOL**

<b>Name of document</b>	Employee Training, Education & Development Policy
<b>Division/Directorate and service area</b>	Learning and Development
<b>Name, job title and contact details of person completing the assessment</b>	██████████ Head of Professional Development ██████████
<b>Date completed:</b>	17 <sup>th</sup> February 2016

**The purpose of this tool is to:**

- **identify** the equality issues related to a policy, procedure or strategy
- **summarise the work done** during the development of the document to reduce negative impacts or to maximise benefit
- **highlight unresolved issues** with the policy/procedure/strategy which cannot be removed but which will be monitored, and set out how this will be done.

**1. What is the main purpose of this document?**

The purpose of this policy is to outline the Trust philosophy, principles and arrangements in relation to its commitment to the development of staff and organisational capability by the provision of, and support for training, education and employee development.

**2. Who does it mainly affect? (Please insert an “x” as appropriate:)**

Carers  Staff  Patients  Other (please specify)

**3. Who might the policy have a ‘differential’ effect on, considering the “protected characteristics” below? (By differential we mean, for example that a policy may have a noticeably more positive or negative impact on a particular group e.g. it may be more beneficial for women than for men) *Please insert an “x” in the appropriate box (x)***

Protected characteristic	Relevant	Not relevant
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sex - including: Transgender, and Pregnancy / Maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion / belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Sexual orientation – including: Marriage / Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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4. **Apart from those with protected characteristics, which other groups in society might this document be particularly relevant to...** (e.g. those affected by homelessness, bariatric patients, end of life patients, those with carers etc.)?

Please specify any groups you think may be affected in any significant way  
- None

5. **Do you think the document meets our human rights obligations?**  Yes

Feel free to expand on any human rights considerations in question 6 below.

<b>A quick guide to human rights:</b>
<ul style="list-style-type: none"> <li>• <b>Fairness</b> – how have you made sure it treat everyone justly?</li> <li>• <b>Respect</b> – how have you made sure it respects everyone as a person?</li> <li>• <b>Equality</b> – how does it give everyone an equal chance to get whatever it is offering?</li> <li>• <b>Dignity</b> – have you made sure it treats everyone with dignity?</li> <li>• <b>Autonomy</b> – Does it enable people to make decisions for themselves?</li> </ul>

6. **Looking back at questions 3, 4 and 5, can you summarise what has been done during the production of this document and your consultation process to support our equality / human rights / inclusion commitments?**

--

7. **If you have noted any ‘missed opportunities’, or perhaps noted that there remains some concern about a potentially negative impact** please note this below and how this will be monitored/addressed.

<b>“Protected characteristic”:</b>	None
<b>Issue:</b>	
<b>How is this going to be monitored/ addressed in the future:</b>	
<b>Group that will be responsible for ensuring this carried out:</b>	

## Document Control

<b>Title</b>			
<b>Training and Study Leave Policy</b>			
<b>Author</b>		<b>Author's job title</b>	
		Assistant Director of Workforce Development	
<b>Directorate</b>		<b>Department</b>	
Workforce Development Directorate		Workforce and Development	
<b>Version</b>	<b>Date Issued</b>	<b>Status</b>	<b>Comment / Changes / Approval</b>
1.0	Sep 2006	Final	Study leave Policy ratified by Trust Board
1.1	Mar 2018	Revision	Revision made in line with NHS Litigation Authority requirements
1.2	Mar 2008	Revision	Approved by Education Strategy Group
1.3	Mar 2008	Revision	Appendices approved by Executive Directors Group
1.4	May 2008	Revision	Final approval by Clinical Services Executive Committee
1.5	Jun 2008	Revision	Ratified by Trust Board
2.0	Jun 2008	Final	Published on Tarkanet
2.1	Sep 2008	Revision	Final amends to ensure corporate identity requirements
2.2	Jan 2010	Revision	Updated version
2.3	Mar 2010	Revision	Reviewed following presentation at Strategic Workforce Development Committee and Senior Nurse Forum
2.4	Mar 2010	Revision	Presented to the Executive team
2.5	Mar 2010	Revision	Amendments following presentation to the Executive Team. Presented to the Policy Group.
2.6	Apr 2010	Revision	Post Policy Group review : Addition of attending study leave during sickness absence Approved by the Strategic Workforce Development Committee on 28 April with no amendments
2.7	Apr 2010	Revision	Following consideration from staff side, further clarity has been added with in the definition of Essential training, to give consistency in relation to professional registration requirements and links to the KSF. Further emphasis on supporting salary deduction schemes to support development. Additional information relating to travel and study leave allowances. Addition of appeals process
3.0	Jul 2010	Final	Minor amendments by Corporate Affairs to document control report, filename, header and footer, hyperlinks to appendices, and formatted for document map navigation. Approval arrangements amended. Monitoring and compliance section updated to identify agreed reporting processes.

3.1	Jul 2010	Revision	Inclusion of 'Right to Training' and minor amendments by Corporate Affairs.
3.2	Sep 2010	Revision	Reviewed by Local Counter Fraud Specialist, minor amendments made to sections 5.3 and 6.0
3.3	Oct 2016	Review and revision	Amendments to update terminology and the new TD1 panel process.
3.4	Oct 2017	Review & Revision	Amendments to update financial support available
3.5	Nov 2017	Review & revision	Amendments to reflect funding and training categories
4.0	April 2018	Revision	Revisions to formatting and amendment to include awareness of escalation process following non-completion of statutory training or non-attendance to training events.
5.0	May 2018	Final	Revisions following Staff Side comments
5.1	June 2021	Extension	In April-21 Governance Committee it was agreed that this document would have extended due dates until 31st May 2022.
<b>Main Contact</b> Assistant Director Of Workforce ██████████ ██████████ ██████████		<b>Tel: Direct Dial</b> <b>Tel: Internal</b> <b>Email:</b>	
<b>Lead Director</b> Director of Workforce			
<b>Issue Date</b> June 2021		<b>Review Date</b> May 2022	<b>Review Cycle</b> Extension
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## 1. Introduction

This document sets out Northern Devon Healthcare NHS Trust's system for supporting Training and Study leave. It provides a robust framework to ensure a consistent approach across the whole organisation, and supports our statutory duties as set out in the NHS Constitution.

The policy relates to **all** study leave and entitlements other than for medical staff who will refer to the Senior Medical Staff Policy.

Although prescriptive in nature, it is designed to ensure that staff are fairly supported in undertaking training and development in order to meet organizational objectives and evidence that they are safe and efficient at their role.

## 2. Purpose

The purpose of this document is to identify the systems and processes to be followed ensuring staff access to education, training and development that is appropriate to role, service need, workforce plans and strategic objectives within finite resources and organisational priorities.

The policy applies to all Trust staff on substantive and fixed term contracts.

There are additional agreements for Consultants and Junior Medical staff which are linked to this policy. The Policy will apply regardless of the source of funding – e.g. Workforce Development, Medical Education Budget or any other funding source.

Implementation of this policy will ensure that:

- All staff are aware of the requirements for attending statutory and essential training as identified on STAR.
- Line managers plan and identify requirements against finite resources to ensuring that staff access appropriate training.
- Support 'time to train' legislation giving clear processes for staff to apply for training.
- Allocation of available resources can be made and used in the most appropriate way by the Trust.
- Study leave is accessed in a way that supports value for money.
- A workforce fit for purpose and future requirement is developed.
- Allocation and support of study leave is fair and equitable to all staff.
- Opportunities for staff development are linked to the annual appraisal system and supported to meet the needs of service.
- The Trust meets the Skills for Health Core Skills Training Framework requirements.

## 3. Definitions

### Statutory Training

This refers to training requirements that are set out in statute or law. The Trust and every other employer is duty bound to comply with this and will be monitored externally on achievement. Training such as fire, infection control or health & safety are examples in this category. A full list of statutory and essential training can be accessed on the STAR Learner Management System. Staff identified as out of date with their statutory training will be subject to a reminder and escalation process where necessary.

### Essential Training

Training identified by the Trust and/or national standards as being essential for staff to access to enable them to do their job. Some e.g. Induction or Safeguarding training, will be essential for 100% of staff. Other training deemed essential may only be essential according to the individual staff role or staff group e.g. Medical Equipment or Medicines Management.

Essential training is identified within other policies through specific training needs analysis. Training that the Trust requests staff to undertake can be found on STAR and identifies the required training and frequency according to role within the Trust.

There may be other training opportunities that are essential which are identified as role or service specific and examples could be:

- Where a Job Description, person profile or competencies requires the post holder to hold a registerable qualification and study is required to maintain registration.
- Where training is identified through a business case or business plans in order to provide or develop services in line with the Trust's strategic outcomes.

### Mandatory Training

Mandatory Training is a generic term sometimes used in place of the terms Statutory and Essential Training. Within the Northern Devon Healthcare NHS Trust, to avoid confusion, the terms Statutory and Essential Training are used as defined above. Please note that a TD1 form is not required for attendance to statutory training.

### Developmental Training/ Education

This is also known as continuing professional development (CPD) and comprises of training which may be identified to further the knowledge and skills of an individual or staff group. It will normally be identified at the annual appraisal and should have a direct link to either the current role or career aspirations of the individual or potential service / strategic objectives. Developmental training will be supported only when statutory and essential training has been met. These needs will be prioritised for support and funding based on current service need and known service development and if developmental training requests are approved then financial support will be offered at 50% of costs.



## Learning Activity

This may involve one or more of a variety of learning methods. For example: taught, classroom based study, self-directed study, reading, completing workbooks, attending a structured work shadowing or secondment, E-learning, project work or reflection. As a learning organisation the Trust aims to support a variety of learning activities appropriate to the furthering of knowledge and skills of individuals and the teams they work within.

## E-learning

eLearning (Electronic learning) will usually be accessed through STAR and it may be in place of a taught session or supplementary to other forms of learning. eLearning will be promoted and recognised by the Trust as an alternative option to taught training where appropriate.

Please note that Health Roster can be used to record the statutory/ mandatory eLearning as an option under study leave or, if statutory/mandatory eLearning is completed in employee's own time, then managers must give the time taken for this back although it would be at the manager's discretion as to when that would be given.

## TD1

A local term for a Study Application Form which is used for requesting study leave and/or financial support for a learning activity. This is required to be completed for study leave of more than one day or where the study incurs a cost and should be sent to Workforce Development **at least six weeks** prior to the training event being applied for.

An authorized line manager/budget holder is required to sign in order to support study leave and apply for associated costs being requested. TD1 forms are available from Workforce Development and Medical Education or downloadable via BOB. **Note that the TD1 constitutes a learning agreement between the learner, their manager and the Trust regarding completion of any training/learning event and the possible pay back of costs.**

The rationale for any decisions not to fund a training request will be given to the applicant and line manager.

All costings should be included in the form **before it is submitted** to Workforce Development as this is being sent for signed approval. If no monies have been identified and a claim form is received after the event, this will NOT be paid.

## Claim Form

Currently, a peach coloured form is used for claiming authorized training and development expenses where such expenses have been pre-authorized against a TD1. **No costs** will be paid if not previously identified and agreed on a TD1 and all costs should be in line with the identified allowances referred to in [Appendix B](#). It is recognized that the Trust is moving towards full utilization of electronic claims for expenses and this process will be reviewed over time.

## Click Travel

- Click Travel is the Trusts online travel and accommodation booking system.
- All travel and accommodation within the Trust must be booked using Click.

- Workforce Development will use Click for TD1 related travel and accommodation for Trust cost centre based staff.

## 4. Responsibilities

### Role of the Trust

- The Trust will fund study within finite resources. **All** Departments receive a nominal budget from the Trust's Workforce Development Department to assist with prioritisation of training applications; otherwise all approved training applications will be funded through a central budget held by Workforce Development.
- The Trust will fund provision of and support access to Statutory and Essential training
- The Trust will consider and fund where practicable training that is identified at appraisal or through business/ workforce plans development that is essential for role or service.
- The Trust will consider requests for training activity defined as developmental and the decision to support will be subject to service need, known developments and available funding in any financial year. **If agreed, developmental training will receive financial support of 50% of costs where training is not identified as essential to role or service.**
- Study leave and expenses will be authorised against the priorities outlined in this policy and decisions by the Trust will not discriminate in any way.
- All decisions to support study will be made in accordance with the Equal Opportunities Policy.
- The Trust will only authorise payment and leave according to the Standing Financial Instructions, Scheme of Delegation and Schedule of Allowable Expenses.
- Authorisation for study leave outside that identified as statutory or essential on STAR will be withheld by the Trust if evidence cannot be produced to confirm the applicant's completion and currency of identified statutory and essential training for their role and of appraisal.
- The Trust will maintain central records of individual learning activity and access to training events on STAR.
- The Trust will pay authorised study expenses monthly at the same time that salary/wage payments are made, providing authorised claims are submitted within three months of completion of the training event. Payment will only be made against presentation of appropriate receipts.
- The Trust will undertake audit sampling on non-attendances at in-house booked events.
- The Trust will review annually the funding available to support learning and development activity.
- To assist with equity of training requests and funding allocation, funds will be allocated to Divisions each year to enable prioritisation of essential training in that division. Each Division will be informed at the start of the financial year of the funding available to them and of quarterly expenditure against their nominated allowance. Any applications which exceed their nominated allowance will not be approved.

## Role of Line Managers/ Department Heads

- Line managers are responsible for identifying individual learning needs linked to roles. The priority order for this will be:
  1. Statutory and essential training as per the Skills for Health Core Skills Training Framework
  2. Training deemed essential for the delivery and development of the service
  3. Developmental learning activity.
- Managers will monitor that statutory and essential training has been undertaken in their area(s).
- Managers will be responsible for managing escalation of non-compliance in consultation with the HR Department see [Appendix F](#)
- Managers will ensure that their staff have undertaken the necessary statutory and essential training before supporting any other study leave, this must also be reviewed when undertaking the annual appraisal.
- Learning needs must be discussed with staff, agreed and recorded at the annual appraisal interview.
- All study leave and expenditure is subject to the TD1 approval and monitoring system, funding should not be agreed outside of this. Ad hoc/ opportunistic learning opportunities that arise throughout the year can only be supported against the above criteria and must be fully supported by line managers in terms of applicability before consideration on funding can be made.
- In keeping with the process for development of annual Workforce Plans, Line managers/Divisional leads must identify predicted costs of training annually and notify Workforce Development of their departmental learning plans each year. This plan should include essential service related training where service developments are planned in line with their operational and workforce plans.
- Managers will ensure that support of any study leave and support of payments are within the Trust Standing Financial Instructions and Scheme of Delegation.
- All decisions on the support of training and allocation of leave will follow the Trust's Equal Opportunities Policy.
- Managers must ensure staff have appropriate time off to attend statutory training.
- Managers must plan rotas to enable staff to attend training during working hours e.g. not straight after a night shift.
- Managers are expected to check what has been learnt from this experience and enquire on how this could change/adapt the service that is given.

## Role of All Staff

- Individual staff will participate in an annual appraisal interview at which individual learning needs/objectives will be identified and agreed.
- Staff must undertake to request study leave/training activity at least six weeks prior to the event, through the agreed processes to allow a decision about event applicability and absence cover to be made. Applications undertaken within six weeks of study may not be considered.
- Staff must ensure they have attended/accessed statutory and essential training identified by the Trust applicable to their role within the timescale required before

requesting any other training. Failure to do so may result in being subject to an escalation process.

- Individuals will be responsible for paying any expenses incurred, if not previously authorised by the Trust in writing through the TD1 process.
- Individuals will be expected to demonstrate the value of supported learning activity by applying the learning to practice and feeding back to colleagues as required along with completion of a study review form (issued upon approval of an application) which can be completed and returned to Workforce Development.
- Staff who wish to claim expenses, for previously authorised expenses must submit forms to Workforce Development within three months of completion of the training event. For long courses, monthly claims must be submitted.
- Staff have a responsibility to attend a booked event. If attendance is prevented e.g. due to illness, or clinical pressures the Workforce Development/ Medical Education Department and the line manager must be informed of the absence in the normal way on the day. Any non attendance will be followed up and may result in being subject to an escalation process.
- Staff are responsible for ensuring that they are fit to attend events.
- Staff who leave the Trust within an agreed period after attendance to a training event via the TD1 process should be aware that funded costs may be recovered.

## Workforce Development

- Workforce Development will provide monthly performance reports relating to completion of training and appraisals to Divisions. Where necessary Workforce Development will follow up non completion of training and escalate to local managers (see [Appendix G](#)).
- Workforce Development will review attendance data held within STAR, against the requirements on the Skills for Health Core Skills Training Framework to produce an annual training prospectus which will be approved through the appropriate channels of the Trust's Workforce Organisational Development Committee each October for the following calendar year
- Workforce Development will identify annually funding for training that is available for each Division and this will be allocated within the central budget and details made available to the relevant Division.
- Workforce Development will review and approve as appropriate TD1's received for agreed study within allocated budget.
- Workforce Development will provide details of expenditure to Divisions on a quarterly basis.
- Workforce Development will challenge appropriateness of applications and suggest suitable alternatives where practicable.
- Workforce Development will monitor Trust expenditure on study fees and related costs and ensure cost effectiveness.
- Workforce Development will monitor quality of study approved.
- Where approved, Workforce Development will book accommodation and travel through CLICK to ensure the most efficient use of financial resources.

## Staff Employed Through Agencies

- Staff who are employed through agencies are responsible for ensuring that they are up to date with statutory and essential training.
- Staff employed on the Trust Bank through NHSP can attend the Trust Induction, Manual Handling, statutory training events and Basic Life Support. Bank staff are not paid for the hours that they attend training events.

## 5. Process for Requesting Training or Study Leave (See Appendix A)

### Initial request

Opportunities for training and study will be advertised on STAR or may be received direct by individuals.

Staff must ensure they have attended/accessed statutory and essential training identified by the Trust applicable to their role within the timescale required before requesting any other training.

Staff must first ensure that any application is agreed by their line manager. A TD1 should then be completed for any course that requires financial support or exceeds 1 day.

No booking or confirmation of attendance should be made by the individual or manager until approval has been attained through Workforce Development, where a booking is made prior to approval the individual may be liable to meet any costs incurred.

### Confirmation

Confirmation of a booked place and any other relevant joining instructions will be made by e-mail to the individual and where a TD1 has been submitted a copy will be returned to the individual.

Confirmation of an external event where leave and funding are agreed will also be in writing, usually by return of the TD1 application form.

Where applications are not approved a full rationale for this will be provided to the individual and line manager.

All requests for study leave and expenses (whether Trust or sponsored) must be made on the appropriate form (TD1). Even if there are no direct costs of the development, there is still a cost to the organisation in terms of study leave which requires formal authorisation.

All requests and authorisations will be subject to the Trust's Standing Financial Instructions. This includes any requests where commercial sponsorship is involved or where the event is being held outside of the UK.

### Non-Attendance

In the event of non-attendance at booked study, line managers will be notified of failures to attend and asked to identify the reasons.

Line managers are responsible for ensuring that staff are rebooked to attend statutory and essential training that has been missed and for dealing with any issues of unauthorized absence as per Trust policies.

Failure to appropriately notify your manager of non-attendance at an approved course will be followed up through Workforce Development and line manager as outlined above and may be treated as unauthorized leave or warrant any other appropriate sanction.

Failure to submit any required academic work on an approved course, without reasonable justification, will be followed up through Workforce Development and line manager as outlined above and may result in an appropriate sanction.

Failure to attend booked study leave may be referred to Counter Fraud for investigation if there is any indication that non-attendance was intentional and managers were not notified.

### Notification

Any study taken/achieved in own time will be added to the training record if notification is made to the Workforce Development department. All training and qualifications achieved will be recorded on STAR.

Applications for study must be made in a timely manner any study applications received within six weeks of the planned study may not be approved.

Any TD1 received after the period of study **will not be approved** and the individuals will be liable for the costs.

If undertaking study whilst on sick leave, then attendance at any study should only occur if prior medical confirmation that attendance is not prejudicial to the individual's recovery has been received along with agreement from the line manager that attendance is approved. Human Resources advice should be sought where necessary.

### 'Time to Train'

Under the Employment Rights Act 1996, you can request:

- Training leading to a qualification
- Training to help you develop skills relevant to your job, workplace or business

There is no time limit for the length of time that the study or training may take.

The most important requirement is that the training you want will help improve business performance and your effectiveness in your employer's business.

The training could be:

- In an area directly related to the type of work you are currently doing
- Something that will help you progress within the business
- Something that will help you progress in a different area

A right to train application should be made following the same processes as any other study leave application the TD1 will be considered but please indicate the application to be a right to train application.

## 6. Financial Support, Funded Study Leave and Expense Claims

Evidence of any external funding support must be attached to the TD1 on submission.

Individuals, line managers, Medical Education or Workforce Development are responsible for identifying that statutory and essential activity has been satisfactorily undertaken (or booked) before considering or authorising any other learning activity.

Line managers will consider how requests match the service, Workforce Plans and known service developments or strategic objectives.

The Trust will ensure there is equity for all staff in accessing learning activity, e.g. previous significant access within the previous financial years may result in a refusal.

Managers must ensure the amount of study leave/numbers of staff who may be supported at any one time will not compromise service activity/patient safety prior to submitting applications to Workforce Development for approval. Every effort will be made to support essential learning activity however the Trust may withhold authorisation if finances are not available to support study, or cancel attendance if service delivery is at risk.

Study leave of one day equates to 7.5 hours of activity, and for a half day – 3.5 hours. This is the measurement for paid study leave regardless of the length of shifts normally worked or the travel time that may be incurred to get to the event. There should be discussion between the person undertaking the study and their line manager to agree an appropriate time to make up any lost hours as it may not be appropriate to return to work immediately after a study session and the time would therefore be made up at an agreed date.

**Example:** A one-day study event but 12 hour shift normally worked, allowing for breaks, 4 hours would need to be worked to make up the time this would be agreed under discussion with the person undertaking study and the manager to agree the most suitable time to make up the lost hours.

**Example:** Traveling time to the event is normally expected to be in own time. If travel time/distance is excessive and paid time is requested, this should be added to the TD1 request for consideration and authorisation at the time of initial request e.g. traveling to London the afternoon before an event, if authorised, will be paid at normal rates. Alternatively, flexi-time can be arranged with the supporting manager if travel time out of normal working hours is approved,

Where absences from work due to travel exceeds a total of three hours or includes an overnight stay 50% of this absence time can be claimed if included on the original application up to a maximum of 5 hours in any 24 hour period.

All funding, expenses and other support associated with study is, if granted, an employee privilege. Any abuse of study leave or study support may be referred to Counter Fraud for investigation.

## Financial support

Financial support for study may include fees, travel and subsistence. These costs must be clearly itemised by the claimant when approval is requested. Travel and subsistence will be paid at approved rates (see Appendix B) as per current Agenda for Change agreements, however where Developmental study is approved any costs will only be 50% supported. Where mileage is included in a developmental study request it will be paid at the published reserve transport rate, not full business rate, again as per current Agenda for Change agreements (see Appendix B). Claims amounting to less than £5.00 may not be authorised.

If an individual is being asked by the Trust to attend a particular programme in order to meet essential service provision or developments, all study time, fees, travel and subsistence will be supported in full as per current Agenda for Change published rates

If attendance is at the individual's request, financial and study leave support may not be granted. If support is available in year, support may be agreed at 50% of total costs. This percentage applies for fees and study time. Travel costs will only be funded at the published reserve rate and associated expenses such as parking costs will not be funded for developmental training.

Where study leave is supported at 50%, staff can request support through a salary deductions scheme. This can be arranged with Workforce Development, employees contributions will be deducted from salary at an agreed amount over an agreed period within the current financial year.

Health Education England Funded University Contract Modules may fall into either the essential or developmental category dependent upon role and the same support applies full support for essential and 50% study leave for developmental.

Travel, accommodation, subsistence and incidental expenses may only be reimbursed when previously authorised – i.e. before the event. Rates will be paid at the agreed levels as outlined in [Appendix B](#). and these rates are as published in the current Agenda for Change and Medical and Dental agreements. In certain circumstances, these rates may be increased (where previously authorised). For example: inner city areas an increase in hotel allowance and/ or taxi travel to ensure personal safety. **The Workforce Development Department will book travel and accommodation through CLICK as required and in discussion with the individual attending.**

If an individual **chooses to withdraw from a course or to leave the Trust within 2 years of expenses being claimed for developmental training**, then fees and expenses will currently be reclaimed as detailed:

- 100% if the individual leaves the Trust within 6 months of completing study
- 75% if the individual leaves the Trust within 12 months of completing study
- 50% if the individual leaves the Trust within 18 months of completing study
- 25% if the individual leaves the Trust within between 18 and 24 months of completing study.

Currently this will not apply to any expenses incurred in relation to statutory or essential training although this, along with repayment ratios is under continuing review.

Recovery of costs will be considered on an individual basis. A calculation will be made and repayment claimed from the last salary payment. If the amount is over £400 an agreement will be drawn up with the staff member for repayment.

## 7. Sponsorship and Charitable Funding

Individuals may seek funding from Trust Charitable Funds for developmental training where these exist. In these cases, the process outlined in this policy will apply and the charitable funds approval number must be given on the TD1 request and subsequent purchase order.



Individuals seeking commercial sponsorship are subject to the Trust Standing Financial Instructions and NHS Standards of Business Conduct. Advice is available from Internal Audit or the Medical Education/ Workforce Development Teams on the correct form of wording to be used on correspondence with commercial organisations to seek and/ or accept sponsorship. This applies both for individual or event funding.

Money from commercial organisations for training purposes must either be paid direct to the external training organiser by the company or, into a Trust budget; on no account should money be accepted by or paid into individuals' private bank accounts.

Staff are still required to submit a TD1 request to cover the authorisation of study leave even if funding is secured from a commercial or charitable source. Full details of the funding – source and amounts, must be shown on the application form again no booking should be made until approval has been gained.

## 8. Appeals Process

Where there is a difference between the individual and the organisation in relation to study leave then a grievance or dispute can be raised through following the organisations grievance process.

## 9. The Development of the Policy

### Prioritisation of Work

Review of essential training by the Trust and other external bodies has been undertaken in the last year. This prioritisation has driven the development of the risk management training needs analysis. This policy has evolved to ensure clarity in respect of funding and support for all study activity.

### Document Development Process

As the author, the Assistant Director of Workforce or the Training Manager is responsible for developing the policy and for ensuring stakeholders are consulted with.

Draft copies were circulated for comment before approval was sought from the relevant committees.

### Equality Impact Assessment

The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. An Equality Impact Assessment Screening has been undertaken and there are no positive or negative impacts. ([See Appendix C](#)).

## 10. Consultation, Approval and Ratification Process

### Consultation Process

The previous policy, superseded by this version, underwent extensive distribution for consultation before being ratified.

The author consulted widely with stakeholders, including:

- Line Managers
- Workforce Development Team
- Human Resources Team

Consultation took the form of a request for comments and feedback via email. Hard copies were available on request.

### **Policy Approval Process**

Initial approval of the policy was given by the Policy Group and PER and Workforce Organisational Development Committee (WODC).

Final approval was given by the Clinical Services Executive Committee in May 2008.

### **Ratification Process**

This policy version was ratified by a WODC subgroup on 22<sup>nd</sup> June 2018.

## **11. Review and Revision Arrangement Including Document Control**

### **Process for Reviewing the Policy**

The policy will be reviewed every three years. The author will be sent a reminder by the Corporate Affairs Manager four months before the due review date. The author will be responsible for ensuring the policy is reviewed in a timely manner and that the reviewed policy is initially approved by the Education Strategy Group, then the Policy Group and given final approval by the Strategic Workforce Development Group.

If this policy has been identified as required by the NHS Litigation Service (NHSLA), the author will ensure the Compliance Manager is sent an electronic copy.

The author must update the Document Control Report each time the policy is reviewed. Details of what has changed between versions should be recorded in the Document Control Report.

### **Process for Revising the Policy**

In order to ensure the policy is up-to-date, the author may be required to make a number of revisions, e.g. committee changes or amendments to individuals' responsibilities or financial allowances. Where the revisions are minor and do not change the overall policy, the author will present the revised version to the Strategic Workforce Development Committee for approval.

For NHS Litigation Authority (NHSLA) policies, the author will notify the Compliance Manager when a revision is being made or when the document is reviewed. The Compliance Manager will ensure that the revised document meets the NHSLA/CNST standards.

The author must update the Document Control Report each time the policy is revised.

### **Document Control**

The author will comply with the Trust's agreed version control process, as described in the organisation-wide Guidance for Document Control.

## 12. Dissemination and Implementation

### Dissemination of the Policy

After approval by the Workforce Organisational Development Group, the author will provide a copy of the policy to the Corporate Affairs Manager to have it placed on the Trust's intranet. The policy will be referenced on the home page as a latest news release.

Information will also be included in the weekly Chief Executive's Bulletin which is circulated electronically to all staff.

An email will be sent to senior management to make them aware of the policy and they will be responsible for cascading the information to their staff.

In addition, staff will be informed that this policy replaces any previous versions.

### Implementation of the Policy

Line managers are responsible for ensuring this policy is implemented across their area of work.

Support for the implementation of this policy will be provided by the Learning and Development and Medical Education Departments

## 13. Archiving Arrangements

### Library of Procedural Documents

The author is responsible for recording, storing and controlling this policy.

Once the final version has been ratified, the author will provide a copy of the current policy to the Corporate Affairs Manager so that it can be placed on Tarkanet. Any future revised copies will be provided to ensure the most up-to-date version is available on Tarkanet.

### Archiving Arrangements

All versions of this policy will be archived in electronic format within the Workforce Development Team policy archive. Archiving will take place by the Head of Workforce Development once the final version of the policy has been issued.

Revisions to the final document will be recorded on the Document Control Report. Revised versions will be added to the policy archive held by Workforce Development Team.

### Process for Retrieving Archived Policy

To obtain a copy of the archived policy, contact should be made with the Workforce Development Team.

## 14. Process for Monitoring Compliance Effectiveness

Compliance with attendance at statutory and essential training will be monitored by the Workforce Development through monthly and quarterly reporting released to all Heads of Department. Individual compliance will be checked at annual appraisal and upon authorisation of annual or study leave.

Compliance will be monitored through Divisions at monthly performance meeting held between the Divisions management and directorate team, overall Trust figures will be presented at Monthly CSEC meetings.

Equitable access to activity will be monitored through registers held within STAR monthly through the Workforce Development team.

Specific reports in addition to the monthly and quarterly schedule will be generated on request all specific reports will be reviewed by the requesting manager and the workforce Development team

Failure of staff to attend booked events will be monitored by the Education/ Workforce Development departments and line managers requested to follow up for action through unauthorised leave procedures via email.

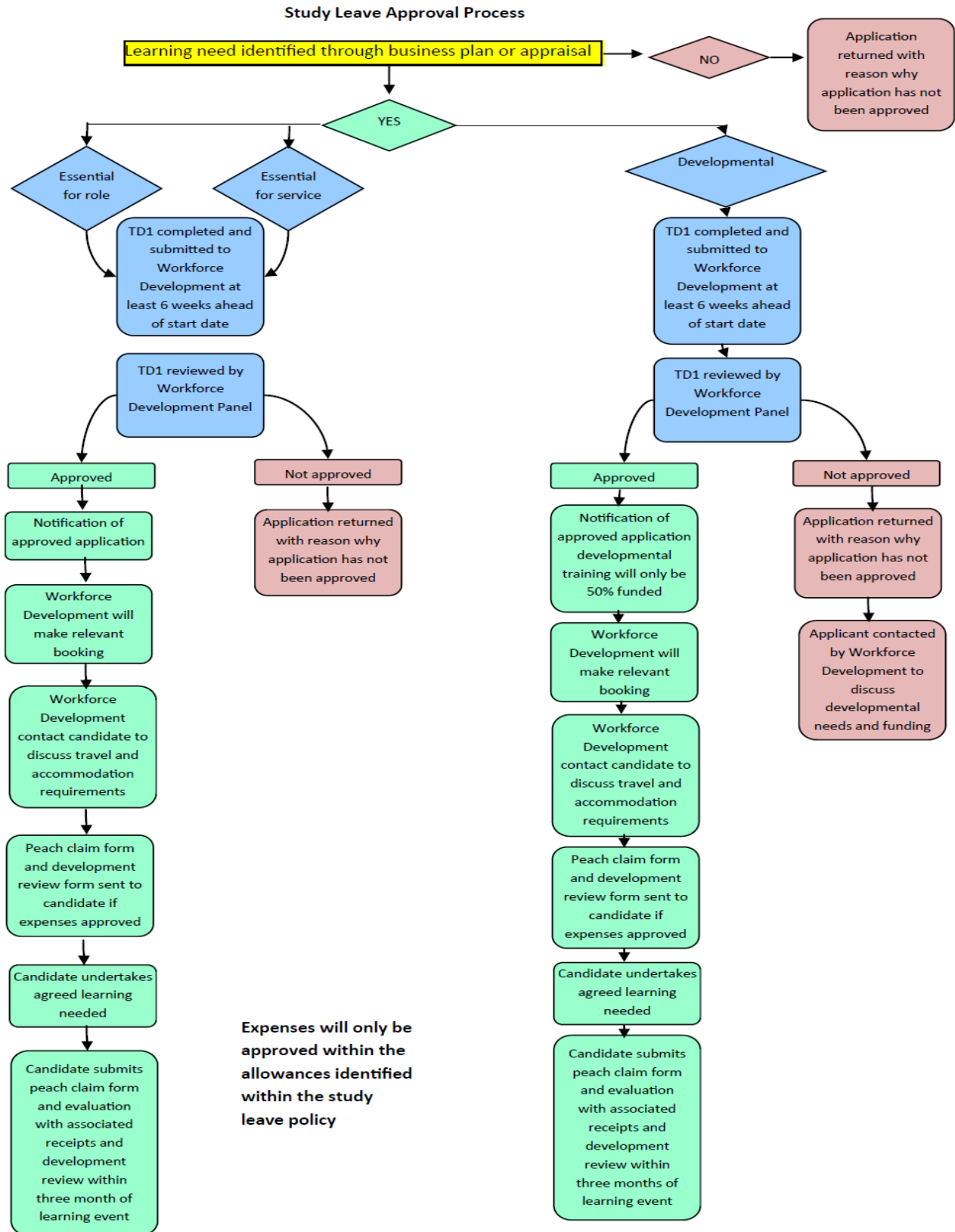
The Trust Internal Financial Audit Department will undertake audit of financial processes and claims against Standing Financial Instructions as part of its routine activity.

Records of specific activity will be provided as evidence for external reviews by the Commission for Health, Strategic Health Authority and Health & Safety Executive.

## 15. Associated Documentation

- Appraisal Policy
- Equal Opportunities Policy
- Gateway Policy
- Standing Financial Instructions
- Time to Train ([www.direct.gov.uk](http://www.direct.gov.uk)) April 2011

## Appendix A: Study Leave Approval Process



## Appendix B: Current Allowances Payable for Travel and Subsistence

(Applicable from 1<sup>st</sup> July 2014 and subject to annual review)

The current transport rates used in the Trust can be found at:

<http://www.nhsemployers.org/your-workforce/pay-and-reward/agenda-for-change/nhs-terms-and-conditions-of-service-handbook/mileage-allowances>

(last accessed 30th November 2017 )

### **Attendance on Training Courses**

#### **Additional travel costs**

Incurred when attending courses, conferences or events at the employer's instigation will be reimbursed at the standard rates in Table 7 when the employer agrees that travel costs should be reimbursed.

Subject to the prior agreement of the employer, travel costs incurred when staff attend training courses or conferences and events, in circumstances when the attendance is not required by the employer, will be reimbursed at the reserve rate in Table 7, in line with the rules on eligible mileage in paragraph 17.15 and Table 8.

Which is found at:

<http://www.nhsemployers.org/employershandbook/Section-17-Reimbursement-of-travel-costs-1.pdf>

(last accessed 30<sup>th</sup> November 2017 )

**Sources: AfC Terms and Conditions Handbook. Annex L and Annex M**

## Appendix C: Equality Impact Assessment Screening Form

Equality Impact Assessment Screening Form			
<b>Title</b>	Training and Study Leave Policy		
<b>Author</b>	██████████, Assistant Director of Workforce		
<b>Directorate</b>	Personnel and Development		
<b>Team/ Dept.</b>	Workforce Development		
<b>Document Class</b>	<b>Document Status</b>	<b>Issue Date</b>	<b>Review Date</b>
Policy	Review	March 2018	March 2021
<b>1</b>	<p><b>What are the aims of the document?</b></p> <p>This document sets out Northern Devon Healthcare NHS Trust's system for Training and Study leave. The policy relates to both study leave for statutory and essential training and continuing professional development and to the support and allowances payable.</p>		
<b>2</b>	<p><b>What are the objectives of the document?</b></p> <p>The purpose of this document is to identify the systems and processes to be followed to ensure staff can access education, training and development appropriate to their role.</p>		
<b>3</b>	<p><b>How will the document be implemented?</b></p> <p>Implementation of this policy will ensure that:</p> <ul style="list-style-type: none"> <li>All staff are aware of the requirements for attending statutory and essential training and these needs are prioritised</li> <li>Line managers are able to plan and allocate resource to ensure that staff access the correct training</li> <li>Allocation of available resources can be made and used in the most appropriate way by the Trust that offers best value for money, a workforce fit for purpose and is fair and equitable to all staff.</li> <li>Opportunities for staff development are linked to the annual appraisal/Development and Review system and supported in a fair way to meet the needs of the service.</li> </ul>		
<b>4</b>	<p><b>How will the effectiveness of the document be monitored?</b></p> <p>Compliance with attendance at statutory and essential training will be monitored by Workforce Development through monthly and quarterly reporting released to all Heads of Department. Individual compliance will be checked at annual appraisal and upon authorisation of study leave requests.</p> <p>Compliance will be monitored through Divisions at monthly performance meetings held between the Divisions management and directorate team, overall Trust figures will be presented at Monthly Finance and Performance meetings (or equivalent).</p> <p>Equitable access to activity will be monitored through registers held within the Electronic Staff Record monthly through the Workforce Development team.</p> <p>Specific reports in addition to the monthly and quarterly schedule will be generated on request all specific reports will be reviewed by the requesting manager and the Workforce Development team.</p> <p>Failure of staff to attend booked events will be monitored by the Medical Education/ Workforce Development departments and line managers requested to follow up for action through unauthorised leave procedures via email.</p> <p>The Trust Internal Financial Audit Department will undertake audit of financial processes and claims against Standing Financial Instructions as part of its routine activity.</p> <p>Records of specific activity will be provided as evidence for external reviews by the Commission for Health, Strategic Health Authority and Health &amp; Safety Executive.</p>		

<b>5</b>	<p><b>Who is the target audience of the document?</b></p> <p>The policy applies to all Trust staff on substantive and fixed term contracts. Elements of Statutory and essential training also apply to staff employed through an agency or by contract with another organisation and to students and volunteer staff.</p>																																							
<b>6</b>	<p><b>Is consultation required with stakeholders, e.g. Trust committees and equality groups?</b></p> <p>Yes</p>																																							
<b>7</b>	<p><b>Which stakeholders have been consulted with?</b></p> <ul style="list-style-type: none"> <li>• Line Managers</li> <li>• Learning and Development Team</li> <li>• Human Resources Team</li> <li>• Staff Side</li> <li>• Senior Nurses</li> <li>• Executive Team</li> <li>• Members Strategic Workforce Development Committee</li> </ul>																																							
<b>8</b>	<p><b>Equality Impact Assessment</b></p> <p>Please complete the following table using a cross, i.e. <b>X</b>. Please refer to the document “A Practical Guide to Equality Impact Assessment”, Appendix 3, on Tarkanet for areas of possible impact.</p> <ul style="list-style-type: none"> <li>• Where you think that the policy could have a <b>positive</b> impact on any of the equality group(s) like promoting equality and equal opportunities or improving relations within equality groups, cross the ‘Positive impact’ box.</li> <li>• Where you think that the policy could have a <b>negative</b> impact on any of the equality group(s) i.e. it could disadvantage them, cross the ‘Negative impact’ box.</li> </ul> <p>Where you think that the policy has <b>no impact</b> on any of the equality group(s) listed below i.e. it has no effect currently on equality groups, cross the ‘No impact’ box.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 15%;">Equality Group</th> <th style="width: 15%;">Positive Impact</th> <th style="width: 15%;">Negative Impact</th> <th style="width: 15%;">No Impact</th> <th style="width: 40%;">Comments</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>Age</b></td> <td></td> <td></td> <td style="text-align: center;"><b>X</b></td> <td></td> </tr> <tr> <td style="text-align: center;"><b>Disability</b></td> <td></td> <td></td> <td style="text-align: center;"><b>X</b></td> <td></td> </tr> <tr> <td style="text-align: center;"><b>Gender</b></td> <td></td> <td></td> <td style="text-align: center;"><b>X</b></td> <td></td> </tr> <tr> <td style="text-align: center;"><b>Race / Ethnic Origins</b></td> <td></td> <td></td> <td style="text-align: center;"><b>X</b></td> <td></td> </tr> <tr> <td style="text-align: center;"><b>Religion or Belief</b></td> <td></td> <td></td> <td style="text-align: center;"><b>X</b></td> <td></td> </tr> <tr> <td style="text-align: center;"><b>Sexual Orientation</b></td> <td></td> <td></td> <td style="text-align: center;"><b>X</b></td> <td></td> </tr> </tbody> </table>					Equality Group	Positive Impact	Negative Impact	No Impact	Comments	<b>Age</b>			<b>X</b>		<b>Disability</b>			<b>X</b>		<b>Gender</b>			<b>X</b>		<b>Race / Ethnic Origins</b>			<b>X</b>		<b>Religion or Belief</b>			<b>X</b>		<b>Sexual Orientation</b>			<b>X</b>	
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<b>Religion or Belief</b>			<b>X</b>																																					
<b>Sexual Orientation</b>			<b>X</b>																																					
	<p>If you have identified a negative discriminatory impact of this procedural document, ensure you detail the action taken to avoid/reduce this impact in the Comments column. If you have identified a <b>high</b> negative impact, you will need to do a Full Equality Impact Assessment, please refer to the document “A Practical Guide to Equality Impact Assessments”, Appendix 3, on Tarkanet.</p> <p>For advice in respect of answering the above questions, please contact the Equality and Diversity Lead.</p>																																							
<b>9</b>	<p><b>If there is no evidence that the document promotes equality, equal opportunities or improved relations, could it be adapted so that it does? If so, how?</b></p> <p>Supports equality through one central system and monitoring enabling equal access to all staff across all equality groups</p>																																							

**Completed by:**



<b>Name</b>	██████████
<b>Designation</b>	Content & Compliance Manager
<b>Trust</b>	Northern Devon Healthcare NHS Trust
<b>Date</b>	March 2018

## Appendix D: TD1 Form

**WORKFORCE**  
Development



**Northern Devon Healthcare**  
NHS Trust

Office Use Only
TD1:

### APPLICATION FOR Study / Developmental Leave

**Learning agreement & terms of funding – please read these notes:**

- Applications must be agreed by your line manager and authorised by the directorate manager & submitted to Workforce Development, Bideford, at least 6 weeks prior to event. Please complete all sections as directed, incomplete forms will be returned and will delay your application
- Events must be linked to an Appraisal or Development and Review interview  
Please quote TD1 reference on all correspondence and claims.
- All agreed claims must be made within three months of the event, and must be submitted on training expense forms and must be supported with original receipts
- Applicants will be personally liable to meet costs if event/travel are booked without prior authorisation
- Should you leave the Trust within 24 months of completing an event identified as developmental, or accessed through the TD1 process, then you will be required to repay costs as identified in the study leave policy.

**Section One: Personal Details (ALL FIELDS ARE MANDATORY – STAFF MEMBER TO COMPLETE)**

<b>Full Name</b> & Title	<i>Dr/Mr/Mrs/Miss/Ms</i>		<b>Date of Birth</b>	
<b>Job Title</b>			<b>Band</b>	
<b>Staff Group</b>				
<b>Department</b>		<b>Cost Centre</b>		<b>Directorate</b>
<b>Home Address:</b>			<b>Mileage</b> Home to base to home	
<b>Post Code:</b>			<b>ESR/Payroll Number</b>	
<b>Work Email Address:</b>				
<b>Work Contact Number:</b>				

**Section Two: Statutory and Essential Training**

**Evidence of current Statutory and Essential training is required before application can be considered, please give dates:** (if your training is out of date, please specify the date you are booked to attend)

<b>Infection Control</b>		<b>Moving and Handling</b>	
<b>Fire</b>		<b>Safeguarding Children</b>	
<b>Health and Safety</b>		<b>Safeguarding Adults</b>	

<b>Resuscitation</b>		<b>Last Appraisal Completed Date</b>	
<b>Please list all courses that you have received funding for in the last two years</b>			

**Section Three: Study / Developmental Leave Applied for**

<b>Type of Study / Development (please tick)</b>	<b>Course</b>	<b>Conference</b>	<b>Study Day</b>	<b>Work Shadowing</b>	<b>Other</b>
<b>Title of Study / Development</b>					
<b>Education Provider Details (eg link to website)</b>					
<b>Please attach supporting details i.e. flyer, booking form, letter of agreed supervision etc.</b>					
<b>Venue</b> including Post Code					
<b>Dates</b>	<b>From</b>		<b>To</b>		<b>Total Days</b>
<b>Times</b>	<b>From</b>		<b>To</b>		

**Section Four: Costs**

**INDICATIVE TRAVEL/ACCOMMODATION COSTS CAN BE OBTAINED FROM CLICK TRAVEL – CONTACT YOUR DIVISION’S NOMINATED CLICK USER FOR ASSISTANCE IF NECESSARY**

<b>Breakdown</b>	<b>Cost</b> Please include VAT if applicable	<b>Notes i.e. funding agreed, percentage self fund, shared transport</b>
<b>Study/Development Fees</b>	£	
<b>Travel costs</b> (Fares / mileage)	£	
<b>Other costs</b> (Accommodation, subsistence parking, bus, tube fares, meal allowances as set out in the Trust Study Policy)	£	Please breakdown:
<b>Total Cost</b>	£	<b>Budget Stamp</b>

<b>Self-Contributions</b>	£		
<b>Sponsorship</b>	£	Sponsor Name(s)	
<b>Charitable funds</b>	£	Approval Number	

### Section Five – Travel Preferences/Arrangements

If your application is approved, do you require Workforce Development to book your travel and accommodation?  YES  NO

If YES, complete the information below:

Outward Journey		Return Journey	
<b>Date:</b>		<b>Date:</b>	
<b>Depart From:</b>		<b>Depart From:</b>	
<b>Destination:</b>		<b>Destination:</b>	
<b>To arrive no later than:</b>		<b>To leave after:</b>	
Do you hold a Rail Card? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please state type?			
<b>Other special requirements/instructions:</b>			
<b>Accommodation Requirements</b>			
<b>Distance from venue</b> <i>Number of miles</i>		<b>Hotel parking essential</b>	<i>Yes/No</i>
<b>Room Only or Bed &amp; Breakfast</b>		<b>Willing to share twin room with colleague?</b>	<i>Yes/No</i> <i>If yes, please state name</i>
<b>If you are attending the event with colleagues, please state their names</b>			
<b>Other relevant information/requirements</b>			

### Section Six: Reasons for Request and Support

<b>How do you anticipate this learning will contribute to your role</b>	
---	--

<b>Declaration:</b>	
<p>I confirm that where sponsorship or external funding is involved, I have made the appropriate declaration to the Director of Workforce and Line Manager (as appropriate) and I hold the appropriate letters from the company providing the sponsorship (Trust Sponsorship Guidance Notes Appendix 1). I have attached permission from the Chief Executive if the study leave is overseas. <b>I have read and understood the notes on the front of this form and in signing this I understand these terms and conditions.</b></p> <p><b>If your Manager identifies this study as developmental/CPD, your application will only be considered for 50% funding. If you are not willing to self-fund 50%, please tick here</b> <input type="checkbox"/></p>	
<b>Signature of Applicant</b>	<b>Date</b>
<b>Section Seven: Manager Support (MANAGER TO COMPLETE)</b>	
<b>Manager's Agreement:</b>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><i>If Yes please complete the following:</i></p> <p><i>I agree to release the applicant for the leave as detailed and confirm that the services of the Trust will not be affected. I support the application for the following reason:</i></p>  <p><i>If NO please give reasons below:</i></p>
<p><b>IS THIS STUDY</b></p>  <p><b>Developmental/CPD or</b></p> <p><b>Essential to service</b></p>	<p><input type="checkbox"/> Developmental/CPD <input type="checkbox"/> Essential to Service</p> <p><i>If Essential to service has this study been identified in your workforce or business plan? YES NO</i></p> <p><b>By selecting YES you agree to provide Workforce Development with supporting evidence of your workforce and business plans'</b></p>
<b>Can this learning be sought via an apprenticeship programme?</b>	<p>Please check to see if a qualification is available within your field. If you can identify a relevant course you will need to source this training as this will fall under our Apprenticeship Levy. Information available on BOB:</p> <p><a href="http://ndht.ndevon.swest.nhs.uk/workforce-development-2/engaging-the-young-workforce/apprenticeships/">http://ndht.ndevon.swest.nhs.uk/workforce-development-2/engaging-the-young-workforce/apprenticeships/</a></p>
<b>How do you anticipate this learning will contribute to</b>	

<b>service provision?</b>			
<b>Has this study been prioritised within service objectives</b>		<input type="checkbox"/> <b>YES, Please provide details:</b>  <input type="checkbox"/> <b>NO, Please provide an explanation:</b>	
<b>Which Trust objectives does this study relate to?</b>			
<b>Was this learning identified as part of an appraisal</b>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>	<b>Name of Clinical Mentor / Supervisor</b> (if required)	
<b>Could this Development be undertaken by other means i.e. Personal Study, reading, work based learning?</b>			
<b>Is the learning credited eg. CPD/CATs/CME/Academic Points</b> (please state type and amount)			
<b>Line Managers Name:</b> (please print)		<b>Line Managers email address:</b>	
<b>Line Manager support:</b>	Signature	Date	
<b>Section Eight: DIRECTORATE / DIVISIONAL Support</b> <b>(DIVISIONAL DIRECTOR OR NOMINATED SIGNATORY TO COMPLETE)</b>			
<b>DECLARATION:</b> <b>I support this study application</b>		<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <i>If NO please give details:</i>	
<b>Divisional Approvers Name:</b> (please		<b>Divisional Approvers email</b>	

print)		address:	
<b>Directorate or Division support:</b>	Signature		Date
<b>Section Nine: WORKFORCE APPROVAL</b>			
<b>Approved:</b>	<b>Approved:</b>	<b>Declined: Reason/s</b>	
Name	Name		
Signature	Signature	Name	
Date	Date	Signed	Date

## Appendix E: Group TD1 Form

**WORKFORCE**  
*Development*

### APPLICATION FOR **GROUP** Study / Developmental Leave

Northern Devon Healthcare   
NHS Trust

Incorporating community services in Exeter, East and Mid Devon

Office Use Only

GTD1

- Incomplete forms will be returned and will delay processing
- Applicants will be personally liable to meet costs if event/travel are booked without prior authorisation
- Completed forms must be signed by your line manager, agreed by directorate and returned to Workforce Development, Bideford, at least 6 weeks prior to event
- All agreed claims must be made within three months of the event on peach training expense forms and must be supported with original receipts
- Should you leave the Trust within 24 months of completing an event identified as developmental you will be required to repay costs as identified in the study leave policy.
- Non-essential developmental is 50% contribution only.*

**Title of Study/ Development**

<b>Type of Development</b>	Course	Conference	Study Day	Work Shadowing	Other
----------------------------	--------	------------	-----------	----------------	-------

**Confirm supporting details attached i.e. flyer, booking form, costs, letter of agreed supervision etc.**

**Venue Name and Address**

**Dates**      **From**      **To**      **Total Days**

Individual Applicant's details:				Dates of mandatory training and appraisals must be up to date before application can be considered.						COSTS – Maximum Anticipated			
Name	Job title	Band	ESR Payroll number	Fire	Health and Safety	Life Support	Moving and Handling	Safeguarding Children	Safeguarding Adults	Appraisal Date	Study Fee	Travel Cost (please indicate if car sharing i.e. D- Driver/ P-passenger)	Accom & Food
<b>TOTAL COST REQUESTED</b>													



## APPLICATION FOR **GROUP** Study / Developmental Leave

<b>Manager's Section</b>			
Has this study been prioritised within service objectives	YES / NO	Detail relevant service objectives	
Essential to service delivery (100% funding)		Developmental/ CPD (50% funding sought)	
<b>Manager's Agreement to Support</b> I support the release of the applicant for the leave as detailed and confirm that the services of the Trust will not be affected.			
Line manager support:	Signature	Print Name	Date
If over £2000 please seek Divisional Director or Assistant Director support:	Signature	Print Name	Date
<b>Panel Section</b>			
Approved	Further information required:	Declined	Reason/s for non-approval are:
Initials of the 2 approving panel members <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/>		Name of declining panel members	
Signature of panel chair		Signature of panel chair	
Date		Date	

**Office Use only**

**CHARITY REFERRAL**

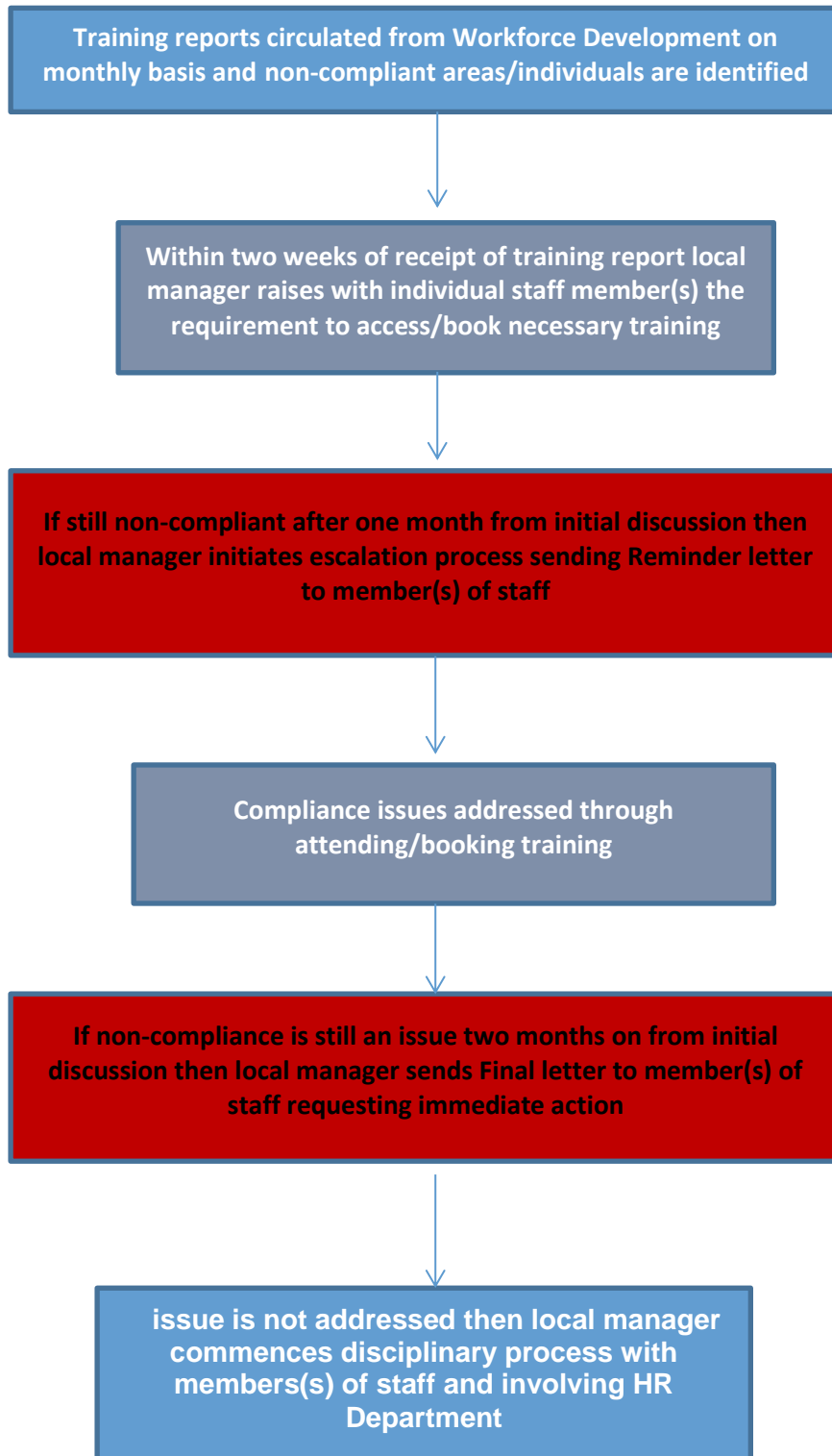
Charity Name:  
Date Referred: NHS Ref No:  
Name in which cheque should be made payable (if charity funding agreed):

**CHARITY ADMINISTRATION**

Date Received: Charity Ref No:  
Value of funding being sought: £ Value of funding approved: £  
Date cheque requested: Date cheque issued:

## Appendix F

### Escalation Process for Non-Compliance of Statutory/Mandatory Training



## Appendix G: Escalation Letters

**Strictly Private & Confidential**

**Addressee Only**

**Local Work Address**

NAME

ADDRESS

DATE

Dear NAME,

### **Reminder letter**

I am writing to inform you that our records from the monthly Training Status Report indicates that you are out of date with one or more of your statutory and mandatory training subjects. You have a personal responsibility to maintain your training to ensure that you are kept up to date and can work as safely as possible as well as to meet professional and legal responsibilities.

If you are not sure of the training that you are required to undertake then:

- the 'What training do I need?' diagram has been attached for your information
- You are able to access your own training history through STAR.

Online and face to face training can be booked on line through STAR. Should you have any difficulty in accessing your training then please discuss this with me or feel free to contact Workforce Development [ndht.learningsupport@nhs.net](mailto:ndht.learningsupport@nhs.net), Tel. 01237 420261.

The Trust has aligned itself to the National Skills for Health Core Skills Training Framework and it is a requirement for ALL staff to complete training and for managers to release staff for this purpose.

The Trust will not escalate this further at the present time, however I request that you bring your training up to date at the earliest opportunity. I do need to point out that continued non-compliance will be notified to the Trust Executive and Board and I hope not to have to escalate this matter through the Disciplinary policy.

Thank you for your understanding and action.

Yours sincerely

**Name:**

**Position:**

**Strictly Private & Confidential**

**Addressee Only**

**Local Work Address**

NAME

ADDRESS

DATE

Dear NAME,

**Final Reminder**

Further to the reminder letter sent to you on XXXXX I am writing to inform you that our records indicate that you are still out of date with statutory and mandatory training subject(s).

I have previously reminded you of your own responsibility to maintain your training and keep this up to date in line with Trust requirements and/or professional registration obligations and have requested that you attend to this at the earliest opportunity. However I can see no change to your training non-compliance.

I am therefore requesting that you comply with your training requirements within the next month or this may be escalated in line with the current Trust Disciplinary Policy.

As previously stated, much of your training is accessible or bookable on line through STAR and I therefore request that you please respond to this letter at the above address indicating that you have completed the required training or have at least booked on to face to face sessions as necessary.

Should you be experiencing any difficulties in accessing or booking your training then please discuss with me or contact Workforce Development at [REDACTED] or [REDACTED] to discuss with them and they will assist you with this.

Yours sincerely

**NAME**

**POSITION**