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# Funding and Study Leave Policy for Learning and Development

# Funding and Study Leave Policy for Learning and Development

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Based on	BNSSG Funding and Study Leave Policy Bristol PCT Statutory & Mandatory Training Policy
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<b>Check list for Governing Body/approving committee</b>	
Has an Equality Impact Assessment been completed?	Yes
Has legal advice been sought?	No
Have training issues been addressed?	Yes
Are there financial issues and have they been addressed	Yes
How will implementation be monitored	Through the SWCSU HR Team
How will the policy be shared with: <ul style="list-style-type: none"> <li>• Staff</li> <li>• Patients</li> <li>• Public</li> </ul>	Via the Bristol CCG internet site and dedicated communication to Bristol CCG employees.
Are there linked policies and procedures	

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## 1 Purpose

To provide clear and transparent policy and guidelines regarding learning, development, education or training for all staff who are employed by Bristol Clinical Commissioning Group. This includes those staff on fixed term contracts.

To outline responsibilities, resources and support available to staff for:

- a) Statutory / mandatory training
- b) Learning, Education and Training Needs

## 2 Statutory / Mandatory Training

Bristol CCG will ensure that all staff in its employment are trained to fulfil their job roles safely and competently and in line with legislative and national frameworks. To this end the CCG will:

- Define the requirements for Statutory and Mandatory training
- Provide statutory / mandatory training required
- Provide staff with the opportunity to attend statutory and mandatory training
- Monitor the attendance of staff at statutory and mandatory training and take action as appropriate

### 2.1 Definitions

#### **Statutory Training**

Training that the organisation is legally required to provide as defined in law (and consequently a legal paper can be referenced) or where a statutory body has instructed organisations to provide training on the basis of legislation.

#### **Mandatory Training**

A training requirement determined by the CCG. Mandatory training is concerned with minimising risk, providing assurance against policies, and ensuring the organisation meets external standards

### 2.2 Statutory/Mandatory Training Passport

The statutory/mandatory training passport shows the training currently required, who must attend and if any update attendance is required

This passport has been collated on the basis of legislative requirements (statutory training) and external assurance frameworks that feed into the organisation's policy documents (mandatory training).

This passport will be subject to change on the basis of internal and external developments

### **2.3 Responsibilities for attending statutory and mandatory training**

Staff must be aware of the statutory/mandatory training they need to undertake and any updates required and are responsible for ensuring, with their manager, that they attend the appropriate training within the timescales outlined on the statutory/mandatory training passport.

It is a requirement that staff must be up to date with their statutory and mandatory training requirements before they can apply for other education and training provision. The statutory and mandatory passport will support staff to keep up to date. Please refer to the website and training bulletin for more information.

The Executive Directors have a responsibility to ensure staff attend statutory and mandatory training through promoting such training and allowing staff protected time to undertake the training.

## **3 Identifying Learning, Education and Training Needs**

Within a limited budget, Bristol CCG needs to prioritise funding to support education, learning and development that ensures staff have the core skills and knowledge to undertake their roles and to continue to develop and deliver services into the future.

Annual Personal Development Reviews take place where learning, education, development and training needs are identified within the Personal Development Plan. The PDR Return Form should be submitted to the SWCSU Human Resources department. A flow chart describing the above is attached as Appendix B.

### **For individual Members of Staff**

The Personal Development Review process should be the main forum where staff can discuss, identify and plan their education, learning, training and development needs which ensure they have the skills and knowledge to fulfil their post, develop services into the future and also for their own professional and career development. However staff can discuss with their line managers at any point any training requirements they may have.

### **New Staff**

All new staff should have an initial meeting with their Manager as part of their local induction. This should be within four weeks of starting in post

The basis of this initial meeting is a review of the core knowledge and skills and an assessment of the post holder's application of key skills and knowledge matched against the competency framework. From this initial meeting a personal development plan is put in place, with a six month review date to review their agreed objectives. During these six months new staff will need to ensure they complete their statutory and mandatory training.

## **Team / Directorate Learning and Development Needs**

It is the role of the Manager / Director to collate and prioritise learning and development priorities for their teams.

### **4 Key Roles and Responsibilities**

Individual staff members responsibilities are:-

- a) To understand the Personal Development Review Process (PDR), undergo training and to participate in the process, and to gather, maintain and provide appropriate evidence to support the assessment of competence against the competency framework
- b) To take responsibility for their own learning and development
- c) To understand the competencies for their post and the key responsibilities and tasks identified in the job description
- d) To prepare for the PDR and reflect on their own education, learning and training needs for statutory and mandatory training requirements, core skills and registration requirements, and their on-going professional and career development needs
- e) To attend the six monthly review and annual PDR meetings, working with the reviewer to formulate a written Personal Development Plan, set objectives and identify development opportunities
- f) To attend the relevant and appropriate learning, education or training identified and agreed by their Manager, including both participation in planned activities and making use of opportunities to learn when they are presented
- g) To ensure they are up to date with core skills, and this is recorded ready for the annual PDR
- h) To ensure they are up to date with all statutory and mandatory training as required by their post and agreed with their Manager.
- i) To meet with the Manager / Reviewer as part of a continuous assessment throughout the year, with a six monthly review.

Managers' responsibilities are:-

- a) To be accountable for the development and training of staff in their team
- b) To encourage, support and facilitate staff to identify their learning and education needs required for their post
- c) To understand and facilitate the PDR process with staff and to use this process effectively focussing on staff's individual education, learning and training needs.
- d) Have an understanding of the job tasks and key responsibilities and how they are being applied in the workplace in context of the objectives of the service and within the organisation's objectives
- e) Understand the expected competencies for the post
- f) Know when employees are due to have their PDR

- g) Review the evidence gathered by the employee and assess the level of competence in relation to the competency framework
- h) Agree and support the member of staff to undertake any education, training or development that is identified within the Personal Development Plan (PDP)
- i) To assess any education, training, learning or development that is undertaken and ensure that this learning is being applied. To review any training not completed and discuss with the member of staff
- j) To ensure that all learning and development opportunities are circulated to staff, including those on Maternity/Paternity leave etc)
- k) To ensure that the member of staff completes and is up to date with statutory and mandatory training and take appropriate action if this is not the case
- l) Ensure that appropriate forms, records and monitoring systems are in place. Return the PDR Return Form to the HR team.
- m) Assist the individual in developing the knowledge and skills required for the post making them aware of the range of learning opportunities available to them.

## **5 Booking and Application Process**

Once learning, education and training has been identified, the process for applying and booking on training is explained in the flowchart attached as Appendix B. Individual departments should keep an accurate record of the applications they have received from their staff and the outcome of the decision.

## **6 Resources and Funding**

When there are funding or resource implications to support any identified and agreed learning, education and training which are in addition to statutory and mandatory training, the following considerations will be applied:

### **Organisational Aims**

Bristol CCG will aim to support any education, training, learning or development that meets one or more of the following core criteria:

- a) Specific requirements of post / registration to practice
- b) Competency requirements
- c) Meeting strategic objectives both now and into the future
- d) On-going professional and career development

### **On-going Professional and Career Development**

On-going professional development is defined as education, learning, training or development that may not be a requirement of post or fit the above 'core' criteria but will broaden general skills and knowledge, support career development and enhance service development. The CCG will aim to support professional and career development within its limited resources; however priority will be given to meeting strategic learning and development needs and statutory/mandatory training requirements.

## Funding and Study Leave Priorities

The decision on whether a funding application will be approved will vary due to:

- a) The urgency and importance of the training/development
- b) The likely benefit in terms of meeting the organisations' and individual's objectives
- c) Funds available in the budget
- d) Other recent funding given to an individual
- e) The impact on other staff/teams
- f) The assurance of equality of opportunity and treatment of staff

In order to assist individuals and managers in prioritising training needs and requests, the prioritisation of Learning and Development is broken down into three categories, Essential, Requirement of the job and Desirable. Managers will highlight which category the funding application falls into so that this information can be considered when allocating funding

Prioritisation of Training and Development	
Essential	The activity is essential to protect the organisation from liability and ensure compliance with internal / external legislation.
Requirement of the job	The activity will demonstrably support an enhancement in the individual's experience and core performance. The activity will provide the individual with the baseline skills necessary to do their current job as identified through their objectives.
Desirable	The activity will enhance performance in an individual's current job beyond what is necessary and it will have a positive impact on the organisations' key aims and a demonstrable positive impact within the individual's department. There may be an indirect benefit to the individual's department but the activity will support professional and career development which will have been agreed and recorded on their Personal Development Plan.

Funding and Study Leave Priorities and financial support available are identified below:

Category	Training	Financial Support	Study leave / time
Essential	Statutory & Mandatory training	Part of the Service Level Agreement	100%
Requirement of the job	Relevant job specific training	100% funded - Under £500 funded via department budget	100%



		100% funded - Over £500 funded via department budget or can apply for funding from the central training budget	
Desirable	Career Development	50% funded - Under £500 contribution funded via department budget (i.e. course cost £1000), provided it is identified on the Personal Development Plan  50% funded - Over £500 funded via department budget or can apply for funding from the central training budget (i.e. course cost £1000) provided it is identified on the Personal Development Plan	Agreed by Manager

### Other Expenses

Accommodation, travel, subsistence costs will be paid out of departmental budgets. Please note that the contribution from corporate budgets will not cover any other costs such as membership fees and books.

### 7 Did Not Attend

It is the responsibility of the staff member to discuss with their Manager if they do not attend training, development or programmes that they are booked onto. Failure to attend may generate a charge to the specific department/team of which that staff member belongs.

### 8 Study Leave Guidance

Approval of study leave is the responsibility of the Line Manager. The guidance below provides an outline framework for all staff which offers consistency across the organisation, but also allows enough flexibility for managers in order to support organisational and operational circumstances to ensure services can continue to be delivered.

Study leave can be divided into two categories Non-Discretionary and Discretionary

**Non-Discretionary Study Leave** is defined as:-

- a) Statutory / mandatory training
- b) Specific requirements of post / registration to practice
- c) Competency requirements

If this takes place during an evening or weekend, or outside normal working hours, time off in lieu will be given. It is anticipated training outside of the office hours will only happen in exceptional cases and should be approved by the line manager prior to attendance.

Managers have a responsibility to ensure that employees are given time within their work to support this learning and development. This applies to all statutory and mandatory training, core skills training, competence requirements and on-going professional development including:

- a) Attendance at taught training sessions such as statutory and mandatory training, management and leadership programmes, organisational development programmes such as project management courses. This applies to both external and internal programmes
- b) 'E-learning' packages for statutory and mandatory updates / training and core skills training where staff may complete this learning at their desk
- c) Preparation for the annual PDR's. Evidence gathering / assessment for PDR assessments
- d) Action Learning Sets, peer group learning study days

**Discretionary Study Leave** supports career/professional development. This is to be negotiated and agreed by the Line Manager.

## 9 Home Study Leave Guidance

For major projects / modules one home study day per module, may be granted at the discretion of the line manager. Home study leave days should be requested a minimum of 4 weeks in advance.

For home study generally 5 days maximum study per year will be granted. Number of days to be finalised by the line manager

## 10 Staff Commitment

If staff leave the organisation while undertaking the funded course, they will be required to reimburse the organisation for course fees according to the following repayment scales:-

- a) Leaving the organisation while undertaking the course – the individual will be expected to refund 100% of the course fees funded by the organisation.
- b) Leaving the organisation within 6 months post completion of the course – the individual will be expected to refund 75% of the course fees funded by the organisation.
- c) Leaving the organisation within a year of completion – the individual will be expected to refund 50% of the fees funded by the organisation.

Any reclaim of funds by the organisation will be done through the staff payroll system. This will not apply to staff that leave the organisation on ill-health grounds. Nor will this apply to those staff that are displaced through any organisational change process.

## **11 What can I do if I feel the Policy is not being Implemented Properly**

If you feel that the Policy is not being applied correctly you should discuss this in the first instance with your line manager and/or senior manager. However if you are still unhappy you can make a complaint under the organisation's Grievance Procedure.

## **12 Monitoring of applications**

Regular monitoring will take place to ensure that the decisions made regarding funding approval is fair and consistent and not discriminatory

## **13 Monitoring of the Policy**

Regular review and monitoring will take place and any changes or updates that may be required will be discussed and agreed through the HOT Group.

## **14 Statement of Compliance with the Equality Act 2010**

All relevant persons are required to comply with this document and must demonstrate sensitivity and competence in relation to the nine protected characteristics as defined by the Equality Act 2010. The Act prohibits discrimination on the basis of age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex or sexual orientation. It also means that each manager or member of staff involved in implementing the policy must have due regard to the need to: eliminate unlawful discrimination, harassment, victimisation; advance equality of opportunity between those who share a protected characteristic and those who do not; and foster good relations between people who share a protected characteristic and those who do not.

If you, or any other groups, believe you are disadvantaged by anything contained in this document please contact the Document Lead (author) who will then actively respond to the enquiry.

## **15 Counter Fraud**

The CCG is committed to the NHS Protect Counter Fraud Policy – to reduce fraud in the NHS to a minimum, keep it at that level and put funds stolen by fraud back into patient care. Therefore, consideration has been given to the inclusion of guidance with regard to the potential for fraud and corruption to occur and what action should be taken in such circumstances during the development of this procedural document.

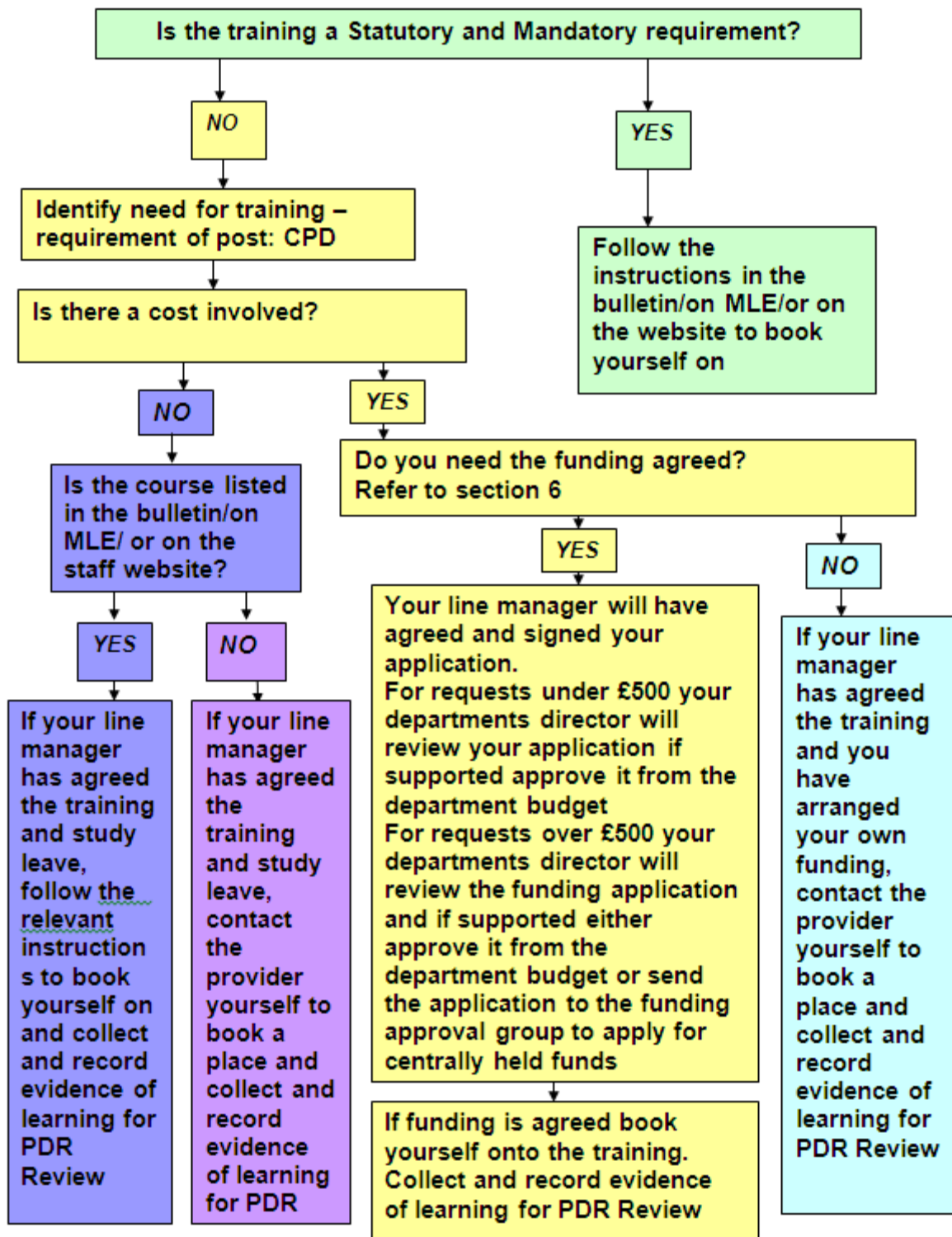
## **16 Review**

This policy will be reviewed every 3 years but can be reviewed at any time if the CCG deems it necessary to do so or a review is requested by management or staff.

**Anthea Aristotelous**  
**Workforce Development Specialist**

April 2014

## Appendix A – How to Book onto Training



**Appendix B – Funding Application Form**

**Bristol CCG Application for Funding**

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**SECTION 1 – PERSONAL DETAILS**

Surname: ..... Forenames: .....  
 Post: ..... Band: ..... E-mail: .....  
 Directorate: ..... Tel: .....  
 Was the training agreed in your PDR Review Yes / No Date of next PDR.....

**SECTION 2 – COURSE DETAILS (PLEASE ATTACH COURSE DETAILS/PROGRAMME IF AVAILABLE)**  
 Funding will not be agreed if any of these details are not completed

Course title: ..... Provider: .....  
 Location: ..... Dates/duration: .....  
 No of days requested (Inc home study leave) ..... Qualification to be awarded: .....  
 Total cost of course  **please attach supporting evidence of cost**  
 Is your statutory / mandatory training up to date yes / No If no, what is outstanding .....

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**SECTION 3 – PLEASE INDICATE REASON FOR REQUEST TO ATTEND TRAINING**

Requirement of post Yes / No Identified on going professional development Yes / No

Why would you like to undertake this training?  
 How will this training benefit you?  
 How will this training benefit the organisation?

**SECTION 4 – SIGNATURES**

Has study leave been agreed with your Manager? Yes / No

I agree to the arrangements specified in section 3 above and agree to the conditions and guidance as laid out in the funding and study leave policy for Learning and Development including the repayment guidance.

Applicant ..... Date .....

I agree that the above application for training and study leave has been approved in accordance with the funding and study leave policy and guidance, and that I have seen evidence that all Statutory and Mandatory training has been completed.

Line manager (Name)..... Job Title.....  
 Line Manager (signature)..... Date .....

Director ( Name ) ..... Job Title.....  
 Director ( Signature)..... Date.....

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**FINANCIAL SUPPORT (For Office Use Only)**

	TOTAL	100% Agreed	50% Agreed	Budget Code
Course Fee	£			

If applying for funding over £500 from the central budget, Please send the completed form to Finance for processing.