

# **ACCESS TO TRAINING AND STUDY LEAVE POLICY**

Version 5.0

## DOCUMENT CONTROL SUMMARY

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## VERSION CONTROL SUMMARY

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1.0	13/6/03	Agreed	
2.0	23/5/07	Draft	<p>Inclusion of KSF, Staff Development Reviews.</p> <p>Inclusion of the application processes for booking training and withdrawing from training.</p> <p>Inclusion of manager and employee's responsibilities.</p> <p>Inclusion of Training for Bank Staff</p> <p>Inclusion of staff acting as trainers, mentors or coaches.</p>
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3.0	04/06/09		<p>Amendments of training definitions and responsibilities in line with Risk management TNA.</p> <p>Amendments to application process for time off for study.</p> <p>Amendments to details of Internal Higher Education contract 10.2</p>
4.0	10/3/10	Agreed	Staff are required to be up to date in all statutory and mandatory training prior to undertaking any further training
5.0	19/10/11	Agreed	<p>Removal of commitment to fund bank staff for attending statutory &amp; mandatory training.</p> <p>Changes to access criteria for pre-registration nursing courses and the harmonisation of salary support arrangements in line with CHN's existing approach.</p> <p>Inclusion of E-Learning policy</p>

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# ACCESS TO TRAINING AND STUDY LEAVE POLICY

## 1. INTRODUCTION

Learning and development are crucial in the delivery of high quality patient centred care; supporting clinical governance and modernising NHS services. Service users depend on the motivation, skills and knowledge of all NHS staff. Opportunities for professional and personal development can also enhance the recruitment and retention of healthcare staff and are key to improving working lives.

It is the policy of East London NHS Foundation NHS Trust to develop and foster a learning culture based on staff development review, personal development and organisational/patient need. The policy will be supported by a Training, Education and Development Strategy which will be linked to the Trust's objectives and will be approved by the Board. The Trust will strive to ensure that staff are enabled to access a range of development opportunities.

## 2. SCOPE

This policy applies to all employees working for the Trust and all types of training and developmental activity from in-house workshops; conferences, accredited university courses and E-Learning modules for which guidelines can be found in Appendix D

## 3. TRAINING DEFINITIONS

For the purpose of this policy the following definitions will apply:

<b>Statutory training</b>	Training for all staff that is required by legislation, (Health and Safety at Work Act 1974, Management of Health and safety at Work Regulations 1992) covers fire safety, manual handling and other legally required health and safety related training.
<b>Statutory and Mandatory training</b>	In this document the term <i>mandatory training</i> will be used to refer to statutory and mandatory / risk training.
<b>Generic Training</b> <b>Mandatory</b>	Relates to training that the Trust has determined must be undergone by all staff.
<b>Specific Training</b> <b>Mandatory</b>	Relates to training that the Trust has determined must be undergone by specified groups of staff.
<b>Update/refresher</b>	Refers to Mandatory and/or Statutory training which is required to be repeated at defined intervals.

<b>Training levels</b>	Refers to training levels (e.g. basic, intermediate and advanced), identified within a training subject and reflects the different levels of knowledge/competence required of different staff.
<b>Risk Training Needs Analysis</b>	Identification, usually presented in the form of a spreadsheet or table, which contains as a minimum: all staff groups; all training required by each group; and the frequency of training required by each group The training needs analysis (TNA) may also include further details such as who will provide the training, the specific training package to be used, etc. (NHSLA definition). In this case, the TNA refers to the identification of risk related training as a result of the assessment of staff training needs in line with statutory and mandatory requirements.

More information on the provision of statutory and mandatory training in the Trust and links to the Trusts Risk Management TNA are found in '**The Statutory and Mandatory Training Policy**'. Reference should be made to this in determining individual's compulsory training requirements.

**The Trust requires all staff to have undertaken all relevant statutory and mandatory training prior to undertaking any other training. This will be checked by the Training and Development Department when an application is made for training. Any exception to this will be approved by the relevant Director.**

#### **4. APPRAISAL AND PERSONAL DEVELOPMENT PLANS**

4.1. The identification of an individual's development needs is one of the main purposes of the Trusts approach to appraisal. Every member of staff will have a set of personal objectives that relate specifically to their role and which stem from set competencies and overall organisational and departmental service objectives. The annual staff appraisal will identify areas where more support, supervision or training are required to achieve personal objectives.

4.2. In addition to this, all Personal Development Plans (PDP's) must be returned annually to the Training and Development Department. This is key to the Training and Development Department being able to set training priorities and commissioning training according to demand.

#### **5. TRAINING BUDGETS**

5.1. The Trust has a day to day Training Department budget, which is used to support the development of training and development infrastructure and to ensure the delivery of corporate in-house training

and development opportunities. This budget will not be available to fund individual development opportunities as these can be funded from departmental budgets at the discretion of the budget manager if study leave has been granted and it has been identified and agreed as part of the appraisal process.

- 5.2. The training department budget will be divided between the following departments and used for the following training:

Training & Development Department

- 1 week corporate induction programme
- Prevention and Management of Violence and Aggression Training (PMVA)
- In-house management, HR and organisational development
- Statutory and mandatory training

Training for Medical Staff including doctors in training

- Corporate training, including induction is open to all medical staff and they are expected to attend the minimum statutory requirements for their role.
- Separate arrangements are made for CPD of medical staff through the Post Graduate Centre based at Tower Hamlets Centre for Mental Health.

- 5.3. Whilst the Trust is committed to lifelong learning and encourages all staff to embrace this commitment, individuals share in the responsibility for their own development. Therefore, circumstances may arise where individuals are required to contribute towards their development in terms of time and financial contribution.

## **6. CATEGORIES OF SUPPORT**

- 6.1. Access to study leave needs to be aligned with the needs and objectives of the service. Every member of staff is entitled up to 5 days protected time per annum (pro rata for part-time staff) in order to pursue non-Statutory & Mandatory training and developmental needs. Further study leave is at the manager's discretion. This will be measured through the completion and return of study leave forms to the Training and Development Department.

- 6.2. With the exception of statutory and mandatory training, both funding and study leave should not be automatic for any training or education. The line manager must take into consideration service/ Trust priorities, the employee's attendance levels, and impact on practice when making a decision to approve study leave and financial support. The table in Appendix A, provides guidance on study leave support and funding levels.

The degree of financial support may range from:

- 100% funding where mandatory, statutory or essential to the service.

- 75% funding where there is a major benefit to the service
- 50% funding where there is an equal benefit to the service and the employee
- 25% funding where the main benefit is to the member of staff but there is some service advantage
- No funding but the manager may be willing to give paid or unpaid study leave only.

The degree of study leave granted may be one or a range of the following:

- Attendance at training only
- Attendance at examinations
- Examination preparation
- Assignment/ dissertation research or preparation
- No study leave however funding may be given

6.3. For courses which continue over the duration of a funded year, or when service needs require, a line manager may not be able to support study leave requests. In such cases it may be necessary for flexible working patterns to be negotiated or the employee to take some annual leave to attend the training. It is expected that these 5 days will be taken into consideration when negotiating annual leave for the purpose of study.

6.4. Study leave which has been approved is for attendance at specified study sessions associated with the activity only and during university or college vacations the employee will return to work unless they are undertaking a secondment to training.

6.5. For courses where the employee is required to attend outside of work hours (e.g. evenings) the manager may grant time in lieu or additional study leave

6.6. Employees agree that for courses and study where support (study leave or financial) has been granted by the Trust they will provide evidence upon request of their academic results.

## **7. FINANCIAL SUPPORT**

### **7.1. Internal Training**

Courses provided internally will not incur a cost to the service unless the staff member needs to be replaced whilst they attend training or if they fail to attend resulting in a £50 charge (see paragraph 10.1). On occasion a specialised course may be commissioned which require a set contribution from each delegate which would be funded by the manager's departmental budget.

NHS London allocates the Trust an annual CPPD (Continuing Professional & Personal Development) budget. This is used to commission a range of educational activities e.g. Modules, Short courses, Degrees and Special



projects from designated Higher Education Institutions (HEI's) in order to meet the Trusts key training priorities

Currently MSc and BSc modules & programmes form part of this contract and there are no costs to the individual's service unless the staff member needs to be replaced whilst they attend training or study preparation. Any employee who successfully applies for and accesses this type of funding will be required to submit and pass the required assessment to complete the course as a condition for continued funding e.g. on a module by module basis (see paragraph 8.1).

7.1.1. Currently a number of courses including the Part time Occupational Therapy BSc and the Trusts full time Pre-registration Nurse Secondment programme are fully funded and include salary support, Individuals who are successful in applying for these opportunities will receive wages at the level of salary support set by the funding body (currently NHS London) for time they remain active on the course Any changes to the financial support process will be communicated to managers and set out as part of the application process on the Trust intranet.

7.1.2. Occasionally NHS London will invite applications from Trusts for additional bids for CPPD monies to meet identified training priorities and from time to time further fixed salary support costs may be available.

## **7.2. External Training including Conferences**

Funding for external training including conference fees and expenses will ordinarily come from the authorising manager's departmental budget and not from a central budget. In exceptional circumstances central funding may be granted but would not include travel or subsistence costs

## **7.3. Professional Fees**

Employee memberships with professional bodies or institutes will not be paid by the Trust.

## **7.4. Additional Expenses**

Should any fees become payable, over and above those agreed at the commencement of a period of study the employee must seek advice from the manager granting the study leave approval before any costs are incurred. Failure to do so will automatically render the employee liable for the fees.

### **7.4.1. Study Materials**

It is the responsibility of all students to fund the necessary books and study materials where these are to be purchased. If it can be shown that materials can be used to support the overall resource within a department, due consideration may be given for its purchase by the manager granting the study leave approval. The Trust will ensure that

all staff have access to libraries and information services including internet access for development purposes in designated areas.

#### **7.4.2. Travel**

Travel expenses will be reimbursed for travel to and from training that is identified as mandatory, statutory or essential and have been agreed by the manager granting the study leave approval. Where training is identified as desirable staff will not be eligible to claim travel expenses.

Travel expenses will be claimed by submitting the Trust Expenses Claim Form. Managers should note that travel expenses will come from their department budget and not funded centrally.

#### **7.4.3. Accommodation and Subsistence**

Members of staff will not be eligible to claim a subsistence allowance for training which they attend unless it involves an overnight stay and the accommodation has been agreed by the manager granting the study leave approval. Managers should note that accommodation and subsistence expenses will come from their department budget and not funded centrally.

#### **7.5. Claiming Training Expenses**

Any training expenses incurred by the employee that were agreed by the manager granting the study leave approval should be indicated on the Study Leave Application Form and invoices for expenses submitted on the Trust Expenses Claim Form.

### **8. WITHDRAWAL OR REPAYMENT OF FINANCIAL SUPPORT**

It is a condition of financial support that members of staff who have been offered/ have received financial assistance to attend training may have the support withdrawn or be required to reimburse the Trust for internal higher education training or external training in certain circumstances. In cases of monies being reclaimed, an appropriate sum may be deducted from the employee's salary.

If an individual is considering discontinuing a course or a problem has been identified a meeting will be arranged between the individual; their manager, Trust Lead, and the Education Provider to discuss the nature of the problems being encountered and allow an opportunity to devise a joint action plan with any appropriate resources clearly identified to assess the individual to succeed.

If the problems persist a discussion/meeting will take place between the individual, their line manager, the Education Lead, the Assistant Director of Learning and Development, Human Resources and in some cases the Education Provider to decide if support should be withdrawn and if monies need to be reclaimed. During such discussions the employee may be accompanied by a trade union representative or a work colleague.

If support has been withdrawn the employee may be restricted from accessing non statutory training for a period of 6 months. At the end of that period the employee may request support for further training and education.

Where monies are to be reclaimed, Payroll must be informed by the employee's manager however no monies will be reclaimed whilst discussions are still in progress and a schedule of repayment will be agreed with the employee.

#### **8.1. Failure to complete/ withdraw or submit**

Where a staff member fails to complete and pass a course or withdraws from a course following commencement without negotiation with their manager, trust lead and provider, the staff member may be restricted from accessing CPD training for a period of up to 1 year or asked to make a repayment of the financial assistance provided by the Trust unless there are exceptional circumstances, or a medical certificate is provided in the case of sickness.

Employees must submit or undertake any assessment for any course that has been funded or study leave granted by the Trust. Attendance only at training will only be acceptable when no qualification is available. Failure to complete assignments or sit exams after the normal period of instruction will count as failure to complete a course. Employees are required to provide their line manager with a copy of their receipt from the university for submitting their assessment. If an employee requires an extension for their assessment they will need to apply to the university. If this is granted the employee must inform their line manager.

#### **8.2. Unsatisfactory progress**

Where a staff member is unsuccessful in examinations or assignments at the second attempt, the Trust will not ordinarily provide further assistance or time off unless negotiated with the individuals manager.

#### **8.3. Unsatisfactory level of attendance**

Where attendance on a course falls below the minimum acceptable to the training provider or awarding body, taking into account illness, annual leave, and/or other extenuating circumstances, the employee may be restricted from accessing CPD training for a period of up to 1 year or asked to make a repayment of the financial assistance provided by the Trust.

In cases where absence from training has not been authorised by the line manager the non-attendance may be addressed under the Trust's disciplinary policy and procedure.

#### **8.4. Resignation/ Dismissal**

The Trust reserves the right to seek re-imburement in full for a member of staff who resigns from the Trust, or who is dismissed (except on the

grounds of redundancy), whilst they are undergoing a training/ education programme.

### **8.5. Service Requirements**

It is acknowledged that the delivery of services is the Trust's core business and ultimate priority. In the unlikely event of immediate service need, where unacceptable risks are posed to service delivery or cost savings may need to be made, study leave may be withdrawn by the line manager, without notice with the expectation that the individual returns to their usual place of work. In the event that relocation to another service is required authorisation will be sought from the Service Director/ Head of Service.

## **9. PROCEDURE FOR STUDY LEAVE**

### **9.1. Time off**

- Staff applying for time off for study must discuss and seek approval from their immediate line manager.
- Staff undertaking courses of long duration should make an application in writing to their current line manager outlining the details of the course, how it will contribute to the development of their role and how they will bring their learning back into practice. They must also request clearly how much time they want to attend taught sessions as well as further requests for additional study time.
- Managers must respond in writing outlining what they agree to with regards to study time. This agreement will be upheld in the event that a different manager comes into post during the course of a staff members studies but written evidence of this must be available to verify this.
- The manager must ensure that the proposed study forms part of the employees appraisal and PDP, see paragraph 4.1 and 4.2.
- Managers may refer to paragraph 6 and Appendix A for guidelines on support.

### **9.2. Examinations**

Approval for examination leave is at the discretion of the line manager however, employees will be granted paid leave to sit any exams which are mandatory, statutory or essential.

Additional study time for exam preparation above and beyond the self directed guidance of the course may be granted but only at the line manager's discretion and based on service need.

In event of examination failure, re-sits will not normally be funded by the Trust.

### **9.3. Courses extending over more than one financial year**

Support for courses is approved on an annual basis including those programmes that span a number of years.

The line manager and Trust also reserves the right to reduce or suspend study leave for courses which have previously been granted study leave when the service or Trust is unable to support the study leave granted following negotiation with the Trust lead.

Circumstances may arise when support may be withdrawn during an academic year and the Trust reserves the right to withdraw funding for subsequent years or training and monies may also be reclaimed, see paragraph 8.

#### **9.4. Completing a Study Leave Application Form**

Study Leave Application Forms can be obtained from the Training and Development Department and should be completed for any external training or extended training. It is not necessary to complete a Study Leave Application Form for internal training. The completed form should be circulated as follows:

- white copy should be sent to the supplies department at Mile End Hospital. The purchase order number should be written on the top of the form and signed by the employees manager if they are seeking payment for an external course or development activity that is being paid for by their departmental budget.
- pink copy is returned to the Training and Development Department
- blue copy is retained by the employee
- green copy is kept by the manager

### **10. PROCEDURE FOR BOOKING OR WITHDRAWING FROM COURSES**

#### **10.1. Internal Training**

Internal training programmes run within the Trust require the completion of a booking form. The booking form contains the employee's details and signature, the service budget code and the manager's signature. The manager's signature indicates that the employee has been granted study leave.

Bookings will be confirmed via e-mail initially when the booking is taken and then again approximately 2 weeks prior to the course commencement to both the employee and the line manager. In the event that an employee doesn't have an e-mail address they will be contacted via telephone and the line manager will be e-mailed.

Staff who wish to cancel their place on a course must do so at least 4 days prior to the course taking place. Failure to do so will result in a £50 charge to the service. Cancellations can be made by e-mailing or calling the Training Administrator.

If at all possible, staff cancelling their place should endeavour to find a replacement member of staff who also has had this type of training identified on the PDP. This will result in no charge being made to the service.

## 10.2. Internal Higher Education Contract

The Trust commissions a number of BSc & MSc level modules and programmes within the annual CPPD contract dependant upon financial constraints. Any employee wishing to undertake an MSc or BSc Module or programme will have to meet the short listing criteria shown below and the appropriate HEI forms can be obtained from the Lifelong Learning Coordinator (LLC)

This application form including the manager's signature, a study leave form and a copy of their PDP should then be sent to the LLC at the Training and Development Department. Module applications should be received at least 1 month before the start date whilst MSc or BSc programme applications should be received no later than 31 July. .

Module & Programme Short-listing criteria:

- Completed application form including line managers signature
- Completed study leave form or letter stating study leave arrangements
- Copy of the employees Personal Development Plan (PDP)
- Employee has completed their mandatory training as set out in the Trusts Risk Management TNA. (See 'The Statutory and Mandatory Training Policy'.)
- Where appropriate the employee has successfully completed an appropriate mentorship preparation module and / or annual update combined with Sign Off Mentor Training
- Applicants for BSc programmes should email the LLC with a brief summary of their prior learning activities for APL purposes and include a list of chosen modules for study.
- MSc programme applicants will be expected to have met all of the above criteria and will be invited to submit an application setting out the anticipated focus of their dissertation linked to current Trust and MH Institute priorities.
- Access onto other MSc courses funded through the additional bids process may be subject to further eligibility criteria being met as appropriate.

All Programme applications will be short-listed and interviews may be held before funding is agreed. If funding is agreed the application will be authorised by the LLC and forwarded to the HEI admissions department. The HEI will then contact the employee directly advising them of their course start date.

In the event that a staff member would like to withdraw from the module or change their start date they must contact the HEI

directly and also inform their line manager and the LLC. Staff can only be re-booked on a module which occurs in the current financial year otherwise they will need to re-apply. In certain circumstances support may be withdrawn (paragraphs 8.1 – 8.5).

Funding authorised for a BSc or MSc programme is only for the current academic year. Employees will be required to submit a separate Module Authorisation Form each year of the programme and have it signed by their line manager.

10.2.1. Secondment programmes will require the employee to complete the correct HEI application form obtainable from the LLC and obtain a letter of support from their line manager which includes the following:

- Staff member's name
- Course they are applying for
- How long you have know them and how long they have been employed by the Trust
- Sickness record
- Work ethic
- Why will the programme benefit them and your service
- Links to PDP

Short-listing criteria:

- Must have worked in the Trust for a minimum of 12 months as a permanent member of staff at ELFT
- Staff must have indefinite leave to remain in the UK.
- Candidates must have the qualifications required to apply for Higher Education courses and an up to date list can be obtained from the Lifelong Learning Coordinator at the Training Department.

Applications will be short-listed and then interviewed. Employees who are successful will then be seconded full-time to their chosen programme depending on available educational funding.

Any interruptions to their study (including sickness or maternity leave) must be communicated to the Trust Practice Experience Manager's, the line manager, LLC and the university.

Upon successful completion of the pre-registration does not guarantee a job within the Trust and staff will return to their original place of work unless negotiated with their manager. They are eligible to apply for posts within the Trust but an interview is not guaranteed as the usual application process will apply.

### **10.3. External Training**

It is the responsibility of the employee to book or cancel their place with the external training provider which has been authorised by their line manager. A Study Leave Application Form should be completed.

#### **10.4. Conferences**

Employees who wish to attend a conference must liaise directly with the conference organisers to book or cancel their place. A Study Leave Application Form should be completed.

### **11. MANAGER'S RESPONSIBILITY**

Line managers are responsible for ensuring that the training and development needs of their employees are identified in order to provide a quality service.

The manager must:

- Ensure that each employee has an annual appraisal and an agreed personal development plan.
- Ensure all new employees attend corporate induction and receive a local induction into their workplace.
- Support a learning environment within the workplace where the sharing of knowledge and skills is encouraged.
- Consider the implications training will have on the workload of the department and individual team members when granting study leave.
- To value the contribution staff make to the work place on return from training.
- Ensure that all staff attend their required statutory and mandatory training and complete any required refresher training.
- Ensure that training is provided to staff in a fair and unbiased manner.
- Work with the Training and Development Department to identify training needs and assist in the commissioning process so similar needs can be addressed.
- To honour study leave arrangement including allowing staff to leave work on time to travel to training.
- Ensure that the employee is aware of their responsibilities and Trust expectations as described in section 12.

### **12. EMPLOYEE'S RESPONSIBILITY**

The employee must:

- Identify if study leave will potentially impact the individual's role and responsibilities and negotiate a solution with their line manager prior to the commencement of the course.
- Attend all sessions for which paid study leave has been granted and ensure that they sign the attendance register
- Ensure that their PDP is kept up to date and any requirements for professional registration are met.
- Inform both the line manager and the training provider if they are unable to attend any session.



- Submit or undertake any assessment when this is offered. Attendance only at training will only be acceptable when no qualification is available.
- Disseminate any skills and knowledge gained from training which may benefit the delivery of the service or fellow colleagues.
- Provide adequate notice to the training provider should they need to cancel and their line manager should be informed of any cost implications.

### **13. TRAINING FOR BANK STAFF**

Bank staff are required to attend statutory and mandatory training as determined by their role but will not be paid for this. As a condition of them remaining active on the bank, they are also expected to attend specific workshops, which will be communicated to them by the Bank Department. Bank staff will also be able to access CPD courses provided internally by the Trust; however they will need to attend these courses in their own time and will not receive funding or study leave for any external training.

### **14.14. STAFF AS TRAINERS, SUPERVISORS AND MENTORS**

The Trust recognises the need to ensure strong links between practice and education and will support joint university/NHS appointments to this end. It is acknowledged that there is a large pool of expertise within the Trust's workforce and where possible will encourage opportunities for staff to provide training. Supervision and mentorship to other colleagues will be supported in accordance with the Clinical Supervision Policy and Mentoring and Coaching Policy. This will maximise the expertise of our workforce and provide development opportunities for staff. There will be no cross charging for staff involved in these types of opportunities.

### **15. COLLABORATION WITH HEALTH & SOCIAL CARE AND VOLUNTARY SECTOR**

The Trust will work to ensure that joint working exists with the health and social care sector with respect to the provision of training, education and development opportunities.

Training opportunities within the Trust will be available to colleagues from local authorities and voluntary sector groups where possible to encourage multidisciplinary working. In some instances these opportunities may carry a cost however the Trust will endeavour to provide these without cross charging.

### **16. MONITORING OF CONTINUING PROFESSIONAL DEVELOPMENT AND TRAINING**

16.1. The Director of Human Resources will ensure that the Training and Development Department supports the delivery of the current Trust Workforce Strategy. The department will provide the necessary infrastructure to monitor the use of central training budgets as well as education budgets derived from NHS London. The department will manage the training rooms and equipment at East One and will provide advice, support for corporate training events. Advice on career and academic progression and CPD opportunities will be provided to assist staff in making decisions however, expertise on these topics is available within Higher Education Institutions and professional bodies.

16.2. The Training and Development Department will manage a trust wide training database (AT Learning) on which all training will be recorded to maintain accurate staff training records. All departments who manage training will also have a responsibility to maintain their records and keep them up to date. The Training and Development Department will endeavour to input any data provided by teams on local training which has taken place. The purpose of this database will be to monitor attendance at training and observe the amount of training activity occurring across all staff groups and ethnic groups in the Trust. Mandatory refresher training will also be monitored using this database. Data will be made available to staff and line managers on request and will be regularly reviewed at the Training, Education and Development Strategy Group. Information will also be accessible in cases where the Trust is under going any kind of external assessment.

16.3. The Training Education and Development Strategy Group will meet quarterly to monitor the Trust Training, Education and Development Strategy and the operation of this policy. This group reports to the Healthcare Governance Committee. The Trust aims to ensure an openness regarding funding arrangements and equity in access to training and study leave where possible.

## **17. ADVERTISING TRAINING OPPORTUNITIES**

17.1. The Training and Development Department will produce an annual Training Education and Development Brochure which reflects training required through the Risk Management TNA as well as other training. This will be distributed to all departments within the Trust and available on the intranet.

17.2. The Trust intranet will be used to advertise training dates and emails will be sent out to advertise places that become available on courses. The Training and Development Department and IM&T Department will be responsible for updating their own courses on the intranet.

## **18. EQUAL OPPORTUNITIES**

The Trust will ensure that all staff have fair access to training, education and development opportunities on a non discriminatory basis. All staff should be able to fulfil their training needs regardless of their ethnicity, level of seniority, work patterns and the location that they work and development opportunities should be available on a flexible basis wherever possible.

The Training and Development Department will undertake routine reporting in the uptake of training by ethnicity, gender and disability.

## **19. DISPUTES OR GRIEVANCES**

The Trust grievance policy applies to access to training and study leave. It should be acknowledged that not all learning opportunities can be met and lack of resources is sufficient reason to refuse applications for funding or access to study leave.

## **20. MONITORING AND REVIEW OF POLICY**

The implementation, monitoring and review of this policy will be led by the Assistant Director of Learning and Development and overseen by the Training, Education and Development Strategy Group. It is recommended that this strategy is reviewed annually or when there are significant changes to both national and local policy and procedure.

## APPENDIX A

Guidelines for study leave and funding support.

		<b>Study Leave</b>	<b>Funding Contribution</b>
<b>Level 1 support</b>	<ul style="list-style-type: none"> <li>• Identified as Mandatory or Statutory in the Staff Development Review</li> <li>• Requirement for professional registration or re-registration</li> <li>• Development is essential for service provision or development</li> </ul>	100% paid	100% paid
<b>Level 2 support</b>	Essential training identified in the Staff Development Review required to perform role e.g. NVQ's, IT courses, Time Management	100% paid	100% paid
<b>Level 3 support</b>	Desirable training identified in the Staff Development Review which will improve service delivery or personal development	Subject to negotiation	Negotiable with line manager and Trust lead
<b>Level 4 support</b>	CPD activities which are considered to have little or no relevance to the service and employees current role but are for personal development.	Negotiable	No support given

## APPENDIX B

### Learning Agreement

Name:.....

Job Title:.....

Workplace:.....

Course Title:.....

Course Location:.....

Duration:.....

Course Fee:.....

Manager's Name:.....

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I agree that I have read the Access to Training and Study Leave Policy and agree to abide by the conditions set out in the policy.

The Trust has agreed to pay .....% of the above course fee and I agree to pay .....% of the course fee.

Should I fail to complete the course due to any of the circumstances set out in the policy, I agree to repay .....% of the course fee to the Trust. In exceptional circumstances this may be waived, by agreement with the Trust's Training and Development Department.

In the event of a repayment being required as outlined above, I undertake to make such a repayment immediately upon request or by means of deduction from my final salary.

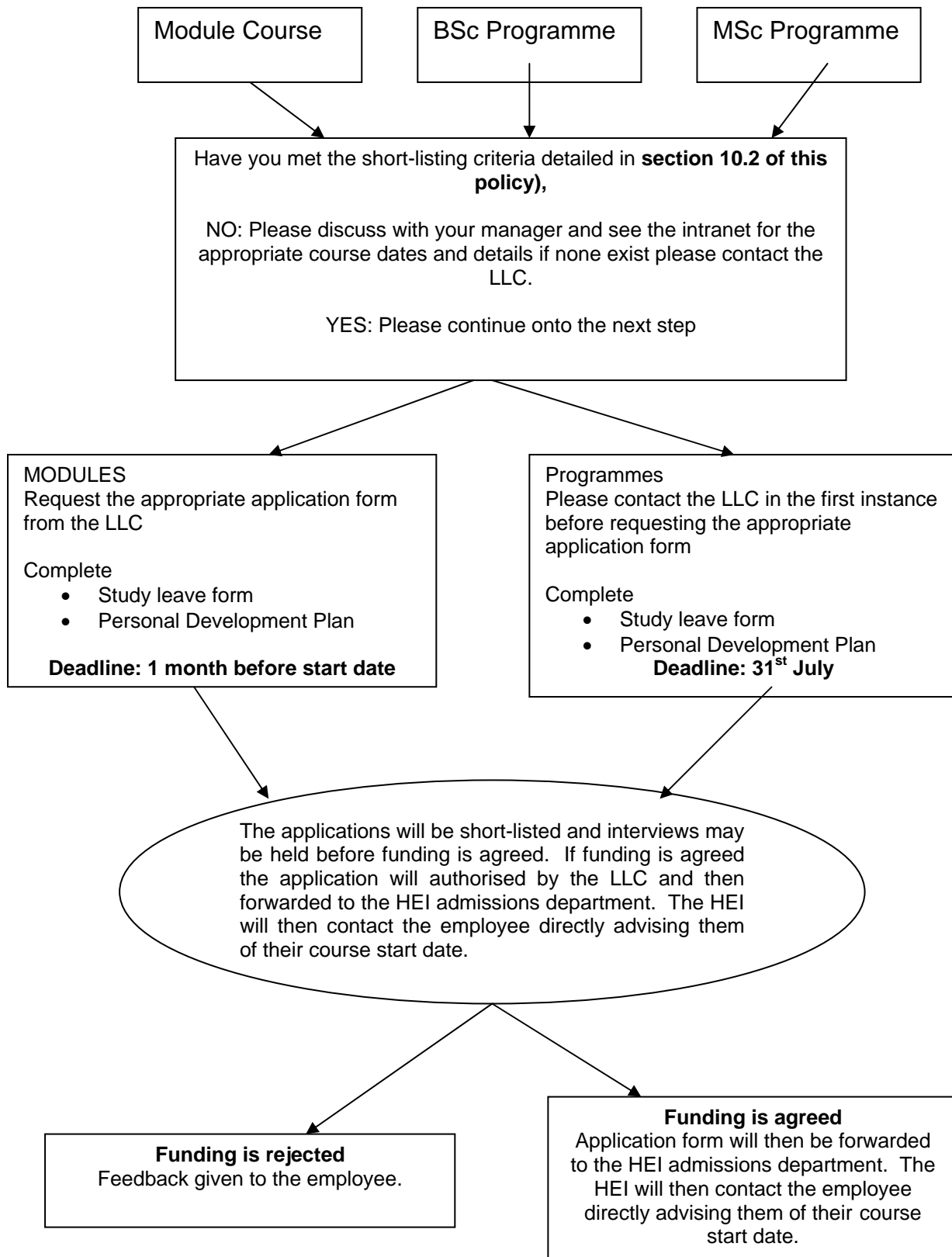
Signed..... Date.....

A copy of this agreement should be sent to the Training and Development Department, 1<sup>st</sup> Floor East One 22 Commercial Street Aldgate E1 6LP.

A copy should also be kept by both the manager and the staff member.

## APPENDIX C

### Application process for Internal Higher Education Contract



## Appendix D

### E- LEARNING POLICY

- E-Learning is to be accessible to all staff required to complete available modules.
- Access to e-learning is to be provided locally and facilitated by the line manager. Computers should be provided in quiet areas to ensure staff time is protected as it would be if the individual were attending the course off site.
- Study leave rights and processes are the same as for face to face learning modules and study leave is to be discussed and agreed with line managers in advance.
- Where e-learning is available the Trust should ensure provision for face to face learning sessions are also provided annually as necessary to ensure a blended learning approach.
- Upon completion of courses candidates must ensure all steps are followed to register compliance with the Trust Learning Management System as directed in the “E-Learning User Guide”.
- The maximum number of attempts per course may vary and will at times be unlimited however where a candidate fails a module on three or more occasions their line manager is to be informed in order to look at support needs.
- While high levels of computer skills are not required, basic mouse and keyboard skills are necessary and managers should arrange necessary IT learning and support where required.
- Should computer access not be available for any reason line managers should contact the Training Department who are to advise of available suites at alternative Trust venues. Where agreed with line managers staff are permitted to complete e-learning modules on laptops or home computers.