



Education Training & Development Policy including Associated Expenses

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The CCG is committed to an environment that promotes equality, embraces diversity and respects human rights both within our workforce and in service delivery. This document should be implemented with due regard to this commitment.

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Approved documents are valid for use after their approval date and remain in force beyond any expiry of their review date until a new version is available.

Version Control Sheet

Version	Date	Reviewed By	Comment
Draft v0.1	29/8/13	F Moore	To be discussed at Executive.
Draft v0.2	20/10/13	F Moore	Changes made after comments from Executive and some senior managers. To now be discussed at staff forum 6/11/13
Draft v0.2	4/12/13	Staff Forum	Feedback received at Staff Forum with request to resubmit to Executive for final approval.
Draft v0.2	22/1/14	Executive	Expenses for courses held as a central budget. Accommodation to be booked through the central admin team for the best price available. Career development support levels to be determined on a case by case basis. Return on investment to be removed – unless staff member leaves during course and payments made in the period post employment. Whole course to be approved not a year at a time.
Final V1.0	23/1/14		To be issued to staff.
Final v1.0	July 16	GMSS People Services	Minor amendments made for sign off by CO.

Analysis of Effect completed:	By:	Date:
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Introduction

The development of workforce knowledge, skills and attitude is vital to the delivery of patient centred quality care and services. To accomplish this staff should have access to learning and development to enable continual improvement of the quality service they provide.

NHS Bolton Clinical Commissioning Group (CCG) is committed to support the development of its workforce by ensuring every member of staff has the opportunity to discuss their personal and professional development through the appraisal/development review process.

Personal development plans must reflect the CCG objectives and be aligned to organisational priorities and personal development needs, therefore all learning and development must be linked to a personal development plan (PDP).

These guidelines set out the criteria for determining the level of support an employee can expect to receive in relation to learning interventions both in terms of funding and their attendance. It is essential that all CCG employees are treated equitably and fairly, therefore these guidelines will apply to everyone.

Line Managers will agree the decision to fund training up to their delegated sign off amount, however, the Executive Team will monitor the spend decisions whilst ensuring that allocations are equitable and in line with these guidelines.

These guidelines apply to all training and conferences whether they are free or chargeable and include fees, travel and resources.

Completion of the application and statement of case (appendix 1) will ensure that funding is used appropriately and provides value for money.

Whilst it is recognised that consideration must be given to developing staff and succession planning for the future education, training and development (ETD) activities that are purely for personal development outside an individual's role may not attract support.

Scope

- Level of funding/study time may be pro rata for part time employees.
- Funding applications for fixed term workers would normally require the employee to be able to complete the course within the period of the fixed term contract.
- No funding/study time will be available for external agency staff working on a temporary contractual basis.

Criteria for approval

The following criteria must be met before an application for study leave and or funding can be approved.

- The guidelines apply to all employees.
- The cost of sending an individual on a course/conference is not excessive in relation to the apparent value of the course/conference, be reasonable in relation to the anticipated benefits and provide value for money.
- Be clearly linked to organisational and service priorities and objectives.
- Be identified as necessary/mandatory for the role and recorded in the personal development plan and/or be of value and be relevant to the CCG, the employee; the post currently occupied and the next promotion opportunity.
- Be identified as necessary/mandatory for the service and recorded in the service/team learning & development plans.
- CCG employees are treated equitably and fairly in terms of allocation of funds.
- Be equally accessible to relevant staff across the organisation while ensuring representation from the CCG as a whole is not over generous to a particular course/conference.
- All the employee's mandatory training must be up to date or planned updates booked.
- The employee must be willing to disseminate the knowledge/information to other relevant staff and implement any learning back in the workplace as appropriate.
- The training budget is held centrally by the Executive Office.
- Accurate identification of all costs connected with a particular course or conference should take place prior to submission; reimbursement will be made on this basis and only in exceptional cases will additional funding be granted.
- Funding for longer periods of study will only be approved. Continuing support for a longer course of study will be dependent on satisfactory standards of work performance relating to the course.
- No individual should book attendance on a course or conference until the approval process has been followed; Under no circumstances will retrospective funding be granted.

Approval Process

The allocation of available funding for courses and conferences will be: transparent, equitable and fair. It will take into account agreed service priorities, and where necessary, risk assessments.

All requests for funding from the Learning & Development budget will be reported to the Executive Team meeting quarterly to monitor fair and consistent application of the policy.

Study Leave applications form (appendix 1), should be forwarded to the line manager for initial authorisation and then to the Executive Office for authorisation prior to the commencement of the course.

All study leave applications must specify:

- Course programme
- Duration
- Costs
- Expenses
- Line managers authorisation
- Completed statement of case

Staff must record any 'free' training attended during working hours in their personal portfolio.

Courses funded from non CCG sources must be applied for as above.

Pay and expenses

There are a number of combinations of support that the CCG will consider offering to an individual, including -

a) Paid leave with:

- fully funded fees and expenses
- fully funded fees only
- partially funded fees only
- expenses only
- no fees/expenses

b) Unpaid leave with:

- fully funded fees and expenses
- fully funded fees only
- partially funded fees only
- expenses only
- no fees/expenses

c) Agreed proportion of financial support and/or leave

The following expenses are negotiated with the line manager.

- Travel (paid from manager's budget)
- Travel time (negotiated with authorising manager)
- Subsistence (meals and accommodation paid from manager's budget)
- Tuition Fees
- Examination Fees

Wherever possible the training organisation should be encouraged to invoice the CCG direct. If this is not possible a cheque will be raised and sent to the training organisation following approval of study leave and associated expenses.

Where the proposed learning and development complies with organisational requirements, 100% of the course fees will normally be paid.

Where the proposed learning and development is primarily for career development, each request will be assessed on a case by case basis. Examples of possible support are:

Career development option examples:

- A percentage of course fees paid by the CCG and study in the employees own time.
- Study leave given by the CCG but no financial support from the CCG.
- A percentage of course fees and study leave provided by the CCG, excluding travel and subsistence.

The line manager and employee will have flexibility to negotiate the best option for the service and the employee.

Employees may reclaim expenses, up to the approval limit using the expenses form accompanied by proof of payment.

Where a selection of course venues are offered, preference must be given to courses held in the local area not involving overnight accommodation. However the less expensive option will be approved.

Accommodation and meals

Where the course fee does not cover accommodation and meals, allowances may be claimed only if approved in advance.

Current allowance:

- Overnight stay booked through the central admin team for the best price available (budget held centrally).
- Meal allowance £5.00 lunch, and £15.00 evening meal (budget held centrally).

Meal allowance as per Annex N Agenda for Change Terms and Conditions Handbook. Higher costs need to be negotiated with the manager.

Travelling expenses

All travel expenses are paid for from the central budget and must meet the following criteria:

- a) Payment will only be made for travel incurred over and above the normal journey between home and work base.
- b) Reimbursement of car travel will be at public transport or lease car rate.
- c) Reimbursement of public transport will be at 2nd class/economy unless demonstrated that alternative arrangements are at a cheaper rate.
- d) Where two or more employees are attending the same course they must where ever practical share a car.
- e) All employees must take the fullest advantage of any available cheap fares.

Overseas study leave

A one off grant not exceeding £800.00 total may be made towards expenses incurred for study leave abroad (including any travel expenses).

Programmes with an element of research

- a) Any research that is undertaken must be in line with research governance guidance.
- b) The research must be in line with organisational priorities.
- c) Advice and approval of topics must be obtained from the line manager and the Executive Team.

Conditions

Employees will be required to sign a "Learning Contract" (appendix 2) form before any funding is approved by their line manager or the Executive Team.

Where an employee leaves within the duration of a course that has been fully paid for the CCG reserves the right to claim back the costs incurred post employment.

Appeals procedure

If an employee feels their application for funding is inequitable, they should initially discuss their feelings with their line manager, setting out why they feel they have been unfairly treated. Support may be obtained from staff side representatives. However, if the employee remains dissatisfied they may apply the procedure for individual/collective grievances.

Verification of attendance

The CCG reserves the right to contact external providers of courses/conferences in order to confirm the employees' attendance. Where suspicion arises that an employee has not attended a course and he/she has claimed, or attempted to claim, absence from work to attend and/or any related expenses, without a genuine reason for non-attendance. In line with the CCG's Anti-Fraud and Corruption Policy, such instances will be referred to the Trust Local Counter Fraud Specialist for investigation. The outcome of such an investigation may result in disciplinary action, prosecution and/or civil recovery proceedings.

Appendix 1 Study Leave Application

Section 1 – To Be Completed By Applicant

Personal Details			
Name:		Job Title:	
Directorate:		Location:	
Tel No.		Email:	
Funding Information			
Course/Conference/ Event Title:		Organising Body:	
Venue:		Date(s):	
Cost:		Other Costs i.e. study time/travel/resources	
What do you expect to gain from undertaking this?			
Signature:		Date:	

Section 2 – To Be Completed by Line Manager

Personal Details			
Name:		Job Title:	
Service:		Location:	
Tel No.		Email:	
Application Information			
Has the employee completed all mandatory training in the last 12 months?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Was this learning need identified during the PDP process?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of last PDR			
Signature:		Date:	

Section 3 – To Be Completed by Executive Team

Approved:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Funding granted:	
Reason:			

Signature:		Date:	
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Please describe your ethnic origin (the information is used for monitoring purposes only):

Asian or Asian British

- Bangladeshi
 Indian
 Pakistani
 Any other background

Mixed

- White & Asian
 White & Black African
 White & Black Caribbean
 Any other background

Black or Black British

- African
 Caribbean
 Any other background

White

- British
 Irish
 Any other background

Other

- Chinese
 Any other ethnic group

- I do not wish to declare my ethnic origin

Do you consider yourself to have a disability?

Yes No

Do you require special arrangements to participate?

Yes No

Comments:

Appendix 2

LEARNING CONTRACT

- I understand the nature of the learning activity and the commitment required for its completion.
- I undertake to complete the learning activity within the designated time span identified in my PDP and will attempt, where possible, to transfer the learning back into the workplace.
- On completion I agree to complete a questionnaire regarding the activity undertaken.
- The organisation reserves the right to request reimbursement of any fees paid for external study if mandatory training is not completed
- As agreed by the Executive Team, I understand that the organisation reserves the right to request reimbursement of all or a proportion of the costs, should I:
 - a) fail to attend a conference/event or withdraw from/fail to complete a course, unless there are exceptional circumstances or a medical certificate is provided in the case of sickness;
 - b) Leave the organisation within the duration of a course that has been paid for in full.
- If I am unsuccessful in an examination or assignment by the second attempt, I understand that I will be considered to have made unsatisfactory progress and the organisation will not provide further support for this specific activity until a further assessment has been made.
- If my attendance on the course falls below the minimum expected by the training/education provider, taking into account annual leave, sickness and/or other exceptional circumstances, I understand that the organisation reserves the right to withdraw me from the course; as a result I may be asked to repay any costs incurred.
- I agree to make formal arrangements regarding attendance at the course with my line manager, including a process for ensuring attendance is recorded; my line manager will be informed of any non-attendance in line with standard absence reporting procedures. I am responsible for informing the training provider.
- I am willing to disseminate the information gained from this activity to other staff.

I have read the study support documents and agree to abide by the Learning Contract.			
Applicant Signature:		Date:	

I am fully aware of the service implications of providing this learning opportunity and will make appropriate arrangements to ensure that appropriate service provision is maintained. I have agreed a process to record attendance at the course and will inform the Executive Team of any absence as soon as possible.			
Line Manager Signature:		Date:	