

# Education Development Policy

CPRCCG HR07

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## 1.0 INTRODUCTION

- 1.1 NHS Castle Point and Rochford CCG is committed to developing its staff to enable them to meet both present and future challenges. This policy evidences that commitment by setting out the mechanisms by which staff can obtain support for continuous professional development.

## 2.0 PURPOSE

- 2.1 The purpose of this policy is to outline the process and criteria to support staff development identified in appraisals in order for us to maintain a workforce fit for purpose to meet the challenges of delivering our strategy.

## 3.0 SCOPE

- 3.1 This Policy applies to all NHS Castle Point and Rochford Clinical Commissioning Group employees who are required to request study leave for training purposes.
- 3.2 Whilst some training may include relevant selection criteria, NHS Castle Point and Rochford Clinical Commissioning Group will ensure that decisions about access to learning and development will be made irrespective of race, religion/beliefs, gender, age, disability, sexual orientation or contracted hours.

## 4.0 DEFINITIONS

- 4.1 **Mandatory Study Leave** –Mandatory Training is study leave for compulsory training and development activities. A commitment to complete these activities should be made before other training opportunities are arranged. A list of mandatory courses for CCG staff will be found on the Intranet.

### **Definition of Mandatory Training**

Mandatory training is any statutory or compulsory training that the CCG requires its employees to undertake:

- 1 To comply with the law and requirements of regulatory bodies
- 2 To carry out duties safely and efficiently
- 3 To protect staff, patients and public from harm
- 4 To maintain competence to the required standards e.g. Care Quality Commission Regulations and the NHS Litigation Authority (NHSLA) responsibilities to train as necessary to enable the CCG to demonstrate due diligence

A list of topics classed as mandatory training will be determined periodically by the Quality and Governance Committee. Currently mandatory training includes the following:

- Fire awareness (annually)
- Moving and handling for non-clinical staff (every two years)
- Safeguarding adults and children (annually)
- Information Governance (annually)
- Equality Diversity Training (every two years)
- Emergency Preparedness and Resilience (every two years)
- Health, Safety and Welfare (every two years)
- Counter Fraud (annually)

### **Attending Mandatory Training**

All mandatory training noted above is accessible via the training website link below, or through sessions arranged by the CCG of which staff will be notified of the details in advance of the training :

<https://corelearning.skillsforhealth.org.uk>

### **Attendance on Mandatory Training sessions**

- Attendees must arrive on time; it is at the trainer's discretion whether late entry is permitted.
- Attendance must be for the entire duration of the session.
- Attendees will be required to sign a register of attendance at all sessions.
- Attendance certificates will only be given for the sessions completed.
- Attendees should hand a copy to their line manager and retain a copy to go in their Personal Development Folder (for both e-learning and face-to-face training sessions).

### **Non Attendance**

- The Performance and Corporate Services Team must be contacted prior to the start of a course as soon as the individual is aware they cannot attend.
- The individual must also inform their line manager.

- It is the responsibility of the individual to book themselves onto the next available course.
- Non-attendance will be reported back to managers by the Performance and Corporate Services team.
- If individuals have not attended and have not reported absence to their line manager they will be considered on unauthorised leave and may be subject to further action as appropriate under CCG policy.

**4.2 Short Course Study Leave** - This is study leave for short-term external or internal training, other than mandatory, including conferences and other development opportunities.

**4.3 Extended Study Leave** - This is study leave for a longer duration of professional development, i.e. college or university courses and open and distance learning.

## 5.0 USE OF STUDY LEAVE TIME

**5.1** Study leave time will apply to actual attendance at courses, conferences, training, or any additional time to study for examinations or prepare/complete course work.

**5.2** When examinations are to be taken, the employee will be entitled to approved absence to take an examination plus an extra one day's study leave per examination ie: two days' study leave per examination. Where the examination is a resit, it will be for the student to negotiate extra study leave with their line manager and the Performance and Corporate Services Team.

**5.3** For a dissertation (10,000 words plus), in the case of a degree or masters programme, three days' study leave will be granted. This should be taken in agreement with the line manager in accordance with the needs of the service.

**5.4** Working Time Regulations state that the time away from the workplace, on agreed extended study leave, is counted towards the 48 hours per week that a person is permitted to work.

**5.5** Staff will be given time off to attend day release courses to a maximum of one day per week with prior agreement from their line manager and Head of Department and providing work can be covered. Time off will be granted for attendance at college/university only (ie: staff will be expected to attend work during holidays, half term, etc). If the study day only covers the morning or afternoon, staff will be expected to attend work for the afternoon or morning as appropriate.

## **6.0 ROLES AND RESPONSIBILITIES**

### **6.1 The Line Manager will:**

- Discuss and identify development opportunities with individual team members of staff at their annual appraisal and agree any development needs.
- Identify the study leave requirements for staff.
- Not make any provisional commitment to staff for approval of application that has a cost without prior agreement from the Performance and Corporate Services Team.
- Ensure that mandatory and induction training is booked and/or completed prior to other course requests.
- Ensure that there is a thorough and clear record of development activity being carried out within the team/service.
- Prioritise the learning needs of the team.
- Organise cover within the Department to allow study leave for team members and ensure that the service is not adversely affected by the study leave.
- Identify and offer opportunities for development activities in the workplace eg: Projects, assignments, secondments and shadowing.
- Ensure that all staff comply with the mandatory training for their post and follow up non-attendance.
- Cancel the relevant course if a member of staff cannot attend.
- Monitor staff on any form of study leave and deal with any problems, i.e. attendance or request for support as they arise.
- Support members of staff prior to and following attendance to ensure that the member of staff fully appreciates and meets the learning outcomes expected and shares this with the team/department.
- Be aware that non attendance of pre-booked courses, including internal, incur charges, therefore cancellation should be avoided wherever possible.
- Be responsible for staff failure to attend external courses.
- Ensure any property purchased (i.e. books) to support the course remains the property of NHS Castle Point and Rochford Clinical Commissioning Group.

### **6.2 The Student will:**

- Ensure that all applications are submitted for sanction within an adequate timescale and ensure any course costs are approved before booking takes place by the Performance and Corporate Services Team.
- Record all courses undertaken on their individual Personal Development Plan.

- Ensure that, on commencement of employment with the CCG, they attend the compulsory mandatory training within three months of starting. Details of which are on the CCG the intranet site.
- Ensure that all training is linked to the appraisal review and supports the strategy.
- Ensure that the training application form (TAF) (Appendix 1) is fully completed and signed by the line manager and applicant. An incomplete application form may lead to a delay or refusal of application.
- Ensure that approval for costs for travel, books and accommodation are sought from the Education and Training Panel which will be funded from the training and education budget. The contribution towards funding of books will be decided by the Training and Education Panel.
- Take responsibility of booking any external course once funding has been agreed.
- Staff will be expected to arrange for their own travel to and from then place of study
- Ensure that if training needs are identified at different intervals throughout the year, the training course/event/conference aligns to their original PDP documentation and that this is signed off by their line manager.
- Staff are reminded to print copies of certificates for any e-learning that is undertaken which should be held within individual directorates as a record of the training completed.

### **6.3 The Training & Organisational Development Panel will:**

- Review, sign off or reject and log all applications received.
- Notify all applicants of decision within five days of receipt of application via email.
- Organise all mandatory and in-house training in conjunction with the relevant teams.
- Inform the relevant line manager if staff members do not attend any in-house or external courses and charge non-attendance fees if applicable. This could include the full cost of the course/conference if it is external.
- Complete/monitor and maintain a central database of education.

## **7.0 APPLICATIONS FOR STUDY LEAVE**

**7.1** All applications must be submitted to the Training & Organisational Development Panel. Study leave can only be sanctioned by the Training & Organisational Development Panel in conjunction with the line manager.

**7.2** Applications must follow the process outlined in Appendix 2.

**7.3** Applications for funding may be rejected if an appraisal has not been completed in the past 12 months or mandatory training is not up to date.

**7.4** A TAF must be submitted for all categories of training and development or Continuing Professional Development (CPD) activities. The form must be completed, as

indicated, for Internal Study Leave/Short Course/Extended Study Leave. Supporting evidence should be given and it should be signed by the applicant's line manager. This evidence should include payment details, contact numbers and how it will contribute to personal development.

- 7.5** For extended study leave the evidence should also include how the qualification will have a positive impact on the service, on patient care or how it will contribute to the CCG's aims and objectives.
- 7.6** For longer or higher cost courses, a supporting statement may be required. Applicants will be notified on advertisement of course/available funding. Commissioning will accept provider applications but provider will remain sole authoriser and payment officer.
- 7.7** Retrospective applications will not be considered

## **8.0 FUNDING**

- 8.1** Where funding is available and the request supports an individual's PDP (agreed at appraisal), then the course will be fully funded where central training budgets allow on agreement of the training panel.
- 8.2** In order to ensure that the CCG and delegates are getting best value for money, no courses, study days, seminars, conferences or other learning events are to be arranged, booked or held without prior approval from the Training & Organisational Development Panel and the relevant senior managers.
- 8.3** Where it is necessary for the applicant to belong to a professional body, the cost will be met by the applicant.
- 8.4** If there is a cost involved to re-sit any part of the course, it is up to the applicant to negotiate with their line manager and the Training & Organisational Development Panel regarding funding.
- 8.5** Funding may not be granted if less expensive options can be given by the Training & Organisational Development Panel.
- 8.6** Where the funding request is outside that identified at appraisal but does support the strategy or own career development, if funding is available NHS Castle Point and Rochford CCG will support funding on a sliding scale, 75%, 50%, 25%, depending on relevance of learning outcome and the CCG strategy. Fully supported statements must be submitted for this type of education.
- 8.7** For courses of more than one year, an application must be submitted for the entire course cost and timescale, not one per annum.

## 9.0 CONSOLIDATION PERIODS

- 9.1** Other than in exceptional circumstances, the applicant will normally be expected to have a consolidation period between courses of study. This will be agreed with their line manager.
- 9.2** Staff in new roles will be expected to consolidate their position unless a course of study is already underway and is relevant to the new position

## 10.0 EXPENSES

- 10.1** Expenses include travel, subsistence accommodation and book costs. These will be considered by the Training and Education Panel and met by the Training Department once agreed.

## 11.0 REIMBURSEMENTS

- 11.1** If the employee fails to remain in the employment of the CCG (i.e. voluntarily leaves) for a certain, prescribed time period after course completion, unless agreed otherwise, they will be required to refund a proportion of the financial assistance received. This will be deducted from their final salary payment. It is the responsibility of the individual's line manager to advise Human Resources and the Training & Organisational Development Panel to ensure that the costs are retrieved. Reimbursements will be paid into the central training budget.

<b>Timescale After Course Completion</b>	<b>Amount To Be Refunded</b>
2 years or more	0%
1-2 years	25%
9 months-1 year	50%
6-9 months	75%
Less than 6 months	100%

## 12.0 CASCADING OF KNOWLEDGE

- 12.1** Staff members who have attended a training event that is relevant to other members of their team/department should be encouraged to share that knowledge. This may take the form of a written paper, presentation, briefing workshop, etc and will assist in maximising study leave resources.

- 12.2** Staff who take extended study leave will be expected to undertake projects,

dissertations, research, etc that will be beneficial to the NHS Castle Point and Rochford Clinical Commissioning Group. They will then be expected to share the results of such work with colleagues, for example, as formal presentations open to all interested staff to attend.

### 13.0 MONITORING COMPLIANCE

**13.1** The Training & Organisational Development Panel will keep and monitor records of courses and attendance and will produce reports quarterly.

**13.2** The Policy shall be reviewed/updated every three years or sooner if there are significant local or national legislative changes.

**13.3** The Training & Organisational Development Panel will provide information for all audits when required.

### 14.0 LIST OF STAKEHOLDERS CONSULTED

Staff Involvement Group  
Policy Assurance Group

### 15.0 EQUALITY IMPACT ASSESSMENT

NHS Castle Point and Rochford CCG is committed to carrying out a systematic review of all its existing and proposed policies to determine whether there are any equality implications.

This policy has been assessed using the CCG’s Equality Impact Assessment framework and identified as having the following impact/s upon equality and diversity issues:

Project (or aspect of project)	Age	Disability	Gender	Pregnancy	Marital status	Race	Sexuality	Religion	Human Rights	Total Points	Overall Impact (High, Medium Low)
Harmonised Training and Development Policy	0	0	0	0	0	0	0	0	0	0	Low

## 16.0 VERSION CONTROL

<b>Version</b>	<b>Date issue</b>	<b>Author Name and title</b>	<b>Comment</b>
001	November 2016	Michelle Angell Head of Performance & Corporate Services	Policy based on predecessor organisations. The author wishes to acknowledge their prior work.
002	November 2019	<b>Associate Director of Assurance</b>	

Training Application Form (TAF) – use for internal and external events  
**All boxes MUST be completed**

APPLICANT DETAILS	
Full name:	
Job title:	
Phone/extension number:	
Email:	
Department:	
Amount of study leave being requested (duration and dates):	
PROPOSED TRAINING PROVIDER (WHERE KNOWN)	
Name of training provider:	
Description of training/learning event requested:	
Address/venue:	
Phone number:	
Email:	
Website:	
Contact name:	
Duration/Dates of training/event:	
Cost:	
BUSINESS CASE	
<b><i>Please complete fully. Your managers and the Training &amp; Organisational Development Panel will use this information when deciding whether to approve or not.</i></b>	
Is this training:	<i>Indicate Y/N and use the space for supporting comments e.g. what organisation or service objectives will this training support?</i>

Mandatory Y / N	
Essential to your role/the service Y / N	
Desirable Y / N	
<i>From your Appraisal/PDP, which of your personal learning objectives will be achieved?</i>	
Applicant Signature:	
Date:	
<i>This form must be signed by your immediate manager and forwarded to the Human Resources Department. Please keep a copy for reference and for evaluation when prompted by the Human Resources Department.</i>	

APPROVAL SECTION	
Line Manager	Name:
What CCG strategy/objective or local objective does this training support?	
Application supported?	Yes or No
Please give reasons for supporting or not:	
Signature:	Date:
Director/Head of Department	Name:
Application supported?	Yes or No
Please give reasons for supporting or not:	
Signature:	Date:
	Name:
Cost centre code:	
Signature:	Date:

<b>Training Review Group</b>	
<b>Approved?</b>	<b>Yes or No</b>
<b>Reasons for supporting or rejecting:</b>	
<b>Date:</b>	
<b>Applicant Informed</b>	<b>By (name) and Date:</b>

## Appendix 2

Staff member completes Appraisal and PDP with line manager



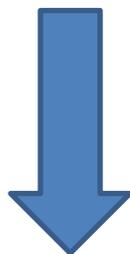
Training and development needs identified during process



Training application form (s) and Appraisal and PDP documentation returned to Performance and Corporate Services Team



Training requests reviewed by Training & Organisational Development Panel. Urgent requests will be reviewed on an individual basis.



Feedback given to managers and individual on agreement/rejection and rationale following training group decisions. Individual applying for training raises NSR with training details and sends to Wendy Eighteen for authorisation by Michelle Angell (The team will enter the budget/account code so please leave this part blank).