



University Hospitals  
of North Midlands  
NHS Trust

## Policy No. (HR49) Learning and Education Policy

The following personnel have direct roles and responsibilities in the implementation of this policy:

- All Trust Staff

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## ***Statement on Trust Policies to be included in all policies***

### **Staff Side and Trade Unions**

The University Hospitals of North Midlands NHS Trust is committed to ensuring that, as far as is reasonably practicable, the way in which we provide services to the public and the way in which we treat our staff reflects their individual needs and does not discriminate against individuals or groups on any grounds.

### **Equality and Diversity**

The University Hospitals of North Midlands aims to promote equality and diversity and value the benefits this brings. It is our aim to ensure that all staff feel valued and have a fair and equitable quality of working life.

### **Equality Impact Assessment**

The organisation aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. The Equality Impact Assessment tool is designed to help you consider the needs and assess the impact of your policy.

### **Information Governance**

Any Trust policy which impacts on or involves the use and disclosure of personal information (patient or employee) must make reference to and ensure that the content of the policy is comparable with the relevant statutory or legal requirement and ethical standards

### **Data Protection Bill, General Data Protection Regulations (GDPR) and the NHS Code of Confidentiality**

GDPR replaces the EU Data Protection Directive of 1995 and supersedes the law of member states that were developed in compliance with the Data Protection Directive 95/45/EC. Its purpose is to protect the “right and freedom” of natural persons (i.e. living individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent.

Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to confidential patient information but is far wider in its scope, e.g. it also covers personal records

While GDPR applies to both patient and employee information, the Confidentiality Code of Practice (COP) applies only to patient information. The COP incorporates, the requirements of GDPR and other relevant legislations together with the recommendations of the Caldicott report and medical ethics considerations, in some cases extending statutory requirements and provides detailed specific guidance.

### **Freedom of Information Act 2000**

The Freedom of Information Act 2000 (FOIA) is an Act which makes legal provision and creates a legal gateway and timetable for the disclosure, to the public, of the **majority** of corporate information held (but not necessarily created) by this Trust. The Trust has a legal responsibility to proactively provide a large amount of information to the public and to pro-actively respond to specific requests for information. Information will not be disclosed when the Trust can claim legal exemption. Any non-disclosure must be conveyed in writing; quoting the relevant exemption together with signposting to internal and external methods of complaint. Locally, guidance on the DPA, FOIA and COP can be obtained from the Information Governance Manager or the Caldicott Guardian.

### **Mental Capacity Act**

Any Trust policy which may affect a person who may lack capacity should comply with the requirements of the Mental Capacity Act 2005 (MCA)

The MCA and its associated Code of Practice provides the framework for making decisions on behalf of individuals who lack the mental capacity to do these acts or make these decisions for themselves. Everyone working with and/or caring for adults who lack capacity, whether they are dealing with everyday matters or life-changing events in the lives of people who lack capacity must comply with the Act.

In a day to day context mental capacity includes making decisions or taking actions affecting daily life – when to get up, what to wear, what to eat etc. In a legal context it refers to a person's ability to do something, including making a decision, which may have legal consequences for the person lacking capacity, or for other people.

The Code provides guidance to all those working with and/or caring for adults who lack capacity, including family members, professionals and carers. It describes their responsibilities when acting or making decisions with, or on behalf of, individuals who lack the capacity to do this for themselves. In particular, it focuses on those who will have a duty of care to a person lacking capacity and explains how the legal rules set out in the Act will work in practice.

### **The Health Act: Code of Practice for the Prevention and Control of Health Care Associated Infections**

The purpose of the Code is to help NHS bodies plan and implement how they can prevent and control HCAI. It sets out criteria by which managers of NHS organisations are to ensure that patients are cared for in a clean, safe environment, where the risk of HCAI is kept as low as possible. Failure to observe the Code may either result in an Improvement Notice being issued by the Care Quality Commission, or in the Trust being reported for significant failings and placed on 'Special Measures'.

The Code relates to healthcare provided by all NHS bodies. Each NHS body is expected to have systems in place sufficient to comply with the relevant provisions of the Code, so as to minimise the risk of HCAI to patients, staff and visitors.

The Trust Board must have an agreement outlining its collective responsibility for minimising the risks of infection and the general means by which it prevents and controls such risks.

Effective prevention and control of HCAI must be embedded into everyday practice and applied consistently by all staff.

### **Human Rights**

The Trust is committed to the principles contained in the Human Rights Act. We aim to ensure that our employment policies protect the rights and interests of our staff and ensure that they are treated in a fair, dignified and equitable way when employed at the Trust.

### **Sustainable Development**

The University Hospitals of North Midlands NHS Trust (UHNM) is committed to demonstrating leadership in sustainability and has a Trust Board approved Sustainable Development Management Plan (SDMP): Our 2020 Vision: Our Sustainable Future which sets out the route to developing a world-class healthcare system that is financially, socially and environmentally sustainable.

There are three 'Key Priorities' to aim for by 2020. With the help of employees, key partners and other stakeholders the trust will embed opportunities to:

1. Reduce our environmental impact, associated carbon emissions and benefit from a healthier environment;
2. Improve the resilience of our services and built environment as a result of severe environmental and climatic changes;
3. Embed sustainable models of care and support our local community to be well-connected, healthy, resilient, independent and managing their lives in a positive way.

The SWITCH campaign is designed to achieve these priorities. It is relevant to all departments and all members of staff. The focus is on using resources sustainably in order to provide better patient care, improve health and our working environment.

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## Learning and Education Policy

### 1. Introduction

1.1 The University Hospitals of North Midlands (UHNM) commitment to learning and education is clearly outlined in the Learning and Education strategy 2016-2021. Our vision is to become a world class centre of clinical and academic excellence. Our pledge to staff is to embrace the opportunity to develop, learn, train and work together to achieve and deliver high standards of patient care and experience.

1.2 Learning and Education will be provided on an equitable basis and this policy should be read in conjunction with the Trust's policy on Equality and Diversity. All staff, whether full time, part time (including job share) and those staff working shift patterns will be treated equally when applying for access to learning activities provided by the Trust.

However, the Trust acknowledges that those staff working shift patterns or part time may have to attend learning activities in their own time. Divisions will therefore need to consider how time will be given back or payment made. In addition Divisions will need to identify a process to ensure access to training is not restricted for those staff working shift patterns.

1.3 This policy supports the delivery of learning and education to enable staff to perform their jobs effectively, to develop skills and knowledge, and to pursue career development opportunities. The allocation of finance and study leave for the training and development of individuals will be considered and referenced to the Trust's need for the particular training, the contribution of that person to training others, and the overall resource in comparison with the total training need in any particular year.

1.4 Each Division will adhere to the Trust's Equality and Diversity Policy. Staff with any special requirements are notified to the training facilitator in order that special arrangements can be made as appropriate.

### 2. Statement

2.1 The aims of the policy are:

- To align learning and development activities with the objectives of individual Divisions and the Trust as a whole.
- To ensure that access to study leave, financial support, and training provision are equitable, fair and consistent across the Trust.
- The University Hospitals of North Midlands aims to promote equality and diversity, and value the benefits this brings. It is our aim to ensure that all staff feel valued and have a fair and equitable quality of working life.
- To support the Trust's talent development process of attracting, developing, and retaining high quality staff.
- Supporting our staff to learn and develop to provide effective patient care.

2.2 Divisions to utilise annual Performance and Development Reviews (PDRs) to identify individual and team training requirements, this will support Divisions in developing Learning and Education training plans. The People Organisational Development team will support this by issuing information to Divisional teams on PDRs.

### 3. Scope

The policy covers all staff employed by UHNM (with the exception of Medical Staff for whom

reference should be made to the *Medical Staff Study Leave* policy) full and part-time (including UHNM staff on secondment at other Trusts), Bank staff, professionally qualified and non-professionally qualified including those staff for whom the 'Retention of Employment Model' applies.

This policy supports staff on the Apprenticeship framework, however no financial charge will be processed, if the member of staff leaves the Trust. It is not applicable for staff employed by independent contractors on personal service contracts.

In addition, as a Trust we have a responsibility to ensure Volunteers and Students have the opportunity to undertake local inductions and where appropriate statutory and mandatory training opportunities. This policy is linked to HR05 Volunteer and HR26 Work experience policies.

#### **4. Responsibilities for Learning, Education and Training**

##### **4.1. Executive Management Team**

- Set the overall strategic direction for the Trust including approval of the Trust's Learning and Education Strategy and Learning and Education Business Plans.

##### **Learning and Education Groups**

Reporting to the Quality Assurance Committee (QAC) and the Learning and Education Executive Group is the Learning and Education Operational Group:

- Is responsible for the development of the Learning and Education Strategy and for ensuring the implementation of the business plans to deliver the strategy.
- Is responsible for monitoring performance against the strategy using the Annual Business plan and either National or local surveys/feedback.
- Will have an understanding and overview for all aspects of the management of learning and education income and for the effective utilisation of those funds.
- Will ensure the requirements of the current Learning and Development Agreement are fulfilled.
- Will seek to provide assurance to the Quality Assurance Committee and thus the Trust Board that systems have been established to deliver good quality clinical training placements for undergraduate and postgraduate trainees, quality assurance for training and development, apprentices and work experience.
- Will ensure the identification, assessment and management of risk against the achievement of the Learning and Education Strategy.

##### **4.2. Learning, Education and Widening Participation & People, Organisational Development teams**

- Present progress against the Learning and Education Strategy and Business plans to the Learning and Education Groups
- Support and deliver a range of multi-disciplinary development opportunities
- Quality assure internal and external learning programmes through education / training provider processes, Digital Apprentice Service, reports and national student survey
- Support the continued implementation the Trusts PDR process in line with the Trusts PDR policy
- Access appropriate resources and funding to support Learning and education agenda
- Link Divisional Learning plans with learning and education provision
- Maintain effective communications with Divisions on learning and development matters.
- Provide training attendance and DNA reports in line with the Trust's Statutory and Mandatory Training Policy (HR53 and Corporate Induction Policy (HR17)). Reports provided by People, Organisation Development team.

##### **4.3. Division and Directorate Management Teams**

- Identify Divisional, Directorate and Departmental development needs that support the meeting of National, Regional and Local health economy agendas
- Create and support learning and development opportunities that meet identified development needs and priorities indicated in divisional workforce and business plans
- Provide support to line managers to facilitate the discharge of their responsibilities for training and development
- Manage and monitor learning and development budgets where held  
Monitor and where appropriate evaluate learning and education activities. Ensure consistent application of the Trust's PDR policy.
- Review and manage learning activity attendance and non-attendance on a Division/Directorate wide basis in line with the Trust's Statutory and Mandatory Training Policy (HR53 and Corporate Induction Policy (HR17)

#### **4.4. Departmental Line Managers**

- In line with the Trusts Performance and Development Review policy agree individual learning objectives aligned with performance objectives and Trusts strategic objectives.
- Plan and co-ordinate team workload to enable staff to be released for learning and development activities.
- Ensure all Statutory and Mandatory training is up to date before additional learning and education is agreed by the Manager.
- Where possible utilize the e-rostering system to facilitate a skills and training gap analysis.
- Provide regular feedback on learning and education activities to directorate and divisional management teams.
- Ensure that clear and specific individual learning outcomes are identified from the Personal Development Planning process.
- Ensure priority is given to outcomes from individual Personal Development Plans.
- Ensure staff are aware of the Learning and Education Policy, including the general principles outlined in Appendix I and the Learning Application (Appendix II) and Learning Agreement (Appendix III) are completed.
- Ensure release of staff who have confirmed places on learning and development activities
- Review and manage attendance and non attendance on a ward / department basis in line with the Trust's Statutory and Mandatory Training Policy (HR53 and Corporate Induction Policy (HR17).

#### **4.5. Individuals**

- Identify own learning and development needs in line with job description and person specification role and implement agreed development activities from the Personal Development Planning process.
- Demonstrate personal commitment to learning and development activities
- Understand the statutory training obligations of their professional bodies, other legal / statutory / mandatory training requirements and attend learning and development activities, as required.
- Ensure all Statutory and Mandatory training is up to date before any additional learning and education is agreed by the Manager.
- Inform managers on the completion of any relevant learning and education.
- Follow the Trust's Learning and Education Policy and associated processes (Appendix I) for applying to participate in learning activities, complete an application form (Appendix II) and the Learning Agreement (Appendix III).



- Understand what is expected by line managers on completion of learning and development activities.
- Understand the need to inform their manager when intending to cancel a place on a learning and development activity.
- Staff with any special needs should notify the training facilitator in order that special arrangements can be made as appropriate to ensure that all staff have equal access to learning and development activities.

#### 4.6. Staff Side

- **Union Learning Representative (ULR)** supports the learning and career development of staff in the workplace through enabling members to meet continuing development requirements for safe and effective practice.
- Negotiate, raise concern, or provide support on a member's behalf as necessary in relation to this policy.
- Promote learning and development through the Lifelong Learning Agreement and the role of the Union Learning Representative (ULR)

#### 4.7 Education & Training

Please note there is no training or education associated with this policy.

### 5 Monitoring and Review

The Learning and Education Executive and Operational Groups are responsible for monitoring performance against the Strategy, and will undertake the following:

5.1 The Learning and Education Operational Group will have an understanding and overview for all aspects of the management of learning and education funding and for the effective utilisation of those funds.

5.2 To deliver and ensure the requirements of the current Learning and Development Agreement are met.

5.3 To provide assurance to the Quality Assurance Committee and the Trust Board that systems have been established to deliver good quality clinical training placements for undergraduate and postgraduate trainees, quality assurance for training and development, apprentices and work experience.

5.4 Ensure the identification, assessment and management of risk against the achievement of the Learning and Education Strategy.

5.5 Quality assure internal and external learning programmes.

This policy will be reviewed every year throughout its duration to confirm the policy is embedded and being applied. An update will be provided to the Learning Education Executive/Operational Groups and Quality Assurance Committee.

## **General Principles and Procedure Appendix I**

### **1 General Principles**

- 1.1 The Learning and education needs of individual staff will be reviewed annually using the Trust's Performance and Development (PDR) Process as detailed in the Performance and Development Review Policy. This process is intended to review the performance of staff, including an assessment of their knowledge, skills and capabilities as well as a review of their behaviour in the context of meeting the behaviour standards expected of staff set out in the Trust's Values and behaviours Standards Framework.
- 1.2 Any gaps identified in terms of knowledge, skills, capabilities or behaviour standards will be addressed by agreeing performance and development goals, and in particular identifying any learning and development needs and how these needs will be addressed. The achievement of those goals will be reviewed on an on-going basis throughout the year as part of the people performance management process.
- 1.3 An integral part of the Trust's PDR Process is the Maximising Potential Conversation tool; this is an inclusive Talent Management tool, developed by the NHS Leadership Academy. The intention of this tool is to identify those staff in the Trust who fully meet expectations in terms of performance and behaviour; these will be our Purple Talent People and will have access to further assessment and a bespoke development plan which will enable them to progress further in our Trust through the development by the line manager and member of staff.  
  
NB. Use of the NHS Knowledge and Skills Framework is no longer a requirement of the PDR process; however it is recognised that this process is still used in some professional areas, and its use is not prohibited. It does not though now inform pay progression.
- 1.4 All applicants wishing to attend learning and development activities (other than statutory or mandatory training) must make an application using the process set out in this policy. Appendices II and III must be completed.

### **2 Application procedure**

- 2.1 All members of staff will be required to complete a Learning and Education Application (Appendix II) and Learning Agreement (Appendix III) for any learning activity outside of the Statutory and Mandatory training (Trust Policy HR53)
- 2.2 The application and Learning Agreement must be completed prior to commencing the learning activity.

2.3 The Learning Application must be emailed or handed to the individuals' line manager.

2.4 The line manager will approve / reject the Learning Application and a copy retained on the Individuals Personal File; In the case of a rejection the individual will be subsequently informed by the line manager who will discuss the reasons with them. If the employee is dissatisfied with the decision the grievance procedure should be followed.

- Under the introduction of the Apprentice Levy from April 2017 departments will review where they can utilise the apprenticeship scheme to support individual's education and career development and department workforce planning. The application and Learning Agreement will be complete for Apprenticeship study.
- Under the Apprenticeships, Skills, Children and Learning Act 2009, Employees can request to undertake any training they think will improve both their and the Trust's business performance. There is no limit on the amount of time off employees can request. However, the Trust is not obliged to pay for the training, or pay the employee for the time spent training, although it can choose to do so. Within 28 days of receiving a valid request, the manager can accept the request and inform the employee of their decision in writing, or meet with the employee to discuss their request – and within 14 days of that meeting, inform the employee of their final decision in writing (Learning Beyond Registration if applicable is exempt from the timelines, as externally funded). If required, the Manager can ask the employee for more information to support their request.
- The Manager may only refuse an employee's request for time to train for one of a set of specified business reasons. For example: the training may not improve the performance of the business; cannot meet the additional costs; or the employer may be unable to reorganise work among existing staff to be released.

2.5 Applications must be made in advance at least 8 weeks.

2.6 The Learning Agreement (Appendix III) arising from the successful application places obligations on the Trust, line manager and the member of staff. **A copy retained in the Individuals Personal File**

- The Division agrees to support the funding protected learning time, and any other support as appropriate.
- The employee agrees to undertake all necessary study, attendance, assessment procedures, needed to successfully complete the study programme. In addition, if the employee undergoes an end point assessment they must ensure the line manager is aware of the result/outcome, or if they decide not to progress with the course.
- Line manager and employee agree learning outcomes and how learning will support the delivery of personal and divisional objectives.
- Failure of either party to meet agreed obligations may ultimately be managed under the Trust's grievance or capability policy.

### 3 Evaluation

3.1 All learning activities completed by staff should have clear learning outcomes. These outcomes should be discussed between the individual and their manager at the time of applying for a place and a note of these outcomes placed in the individuals personal file.

3.2 Following attendance on the learning activity the member of staff would be expected to reflect upon the learning to determine if the learning outcomes have been met. This reflection may be documented in personal portfolios/reflective logs. Managers are expected to support this

reflection and identify opportunities for the learning to be put into practice. In addition managers should identify how the learning can be disseminated to colleagues.

3.3 Through the PDR process managers will observe the application of knowledge and skills in the workplace to assess the impact on performance.

3.4 Staff attending Trust learning and activities will be required to complete the educational provider evaluation form.

**Important - all original forms will be sent / emailed to the Learning, Education and Widening Participation team to collate and electronically file.**

#### **4 Funding and Release for Attending Learning Activities**

4.1 Divisional and Directorate managers should take responsibility for releasing staff from the workplace to enable them to complete those learning activities agreed during the PDR process. However, to ensure the balance of service demands with release from the workplace it should be considered when, where and how the learning will take place. All staff must recognise that allocation of study leave and funding must not detract from patient care.

- The main priorities for release from the workplace relate to statutory and mandatory learning and job specific development.
- All Statutory and Mandatory training will be up to date before additional learning and education is agreed by the Manager.
- In order for staff to complete their Statutory and Mandatory training, Managers must include this study time as part of their departmental rostering/planning. Managers who fail to provide this support will be subject to the sanctions as defined in policy HR53.

#### **4.2 Training & development needs should be prioritised as follows:**

##### **High Priority**

- Statutory and Mandatory training
- Essential knowledge and skills to perform the job role – including basic management skills and knowledge
- Qualifications essential requirement for the job role
- Apprenticeships
- Continuing professional development (where compulsory to maintain registration)
- To meet the requirements for service development / change
- Urgent training needs identified by the Trust.

##### **Medium Priority**

- Training and education that leads to advanced skills in the job
- Management qualifications
- Training identified via the PDR process
- Required to support succession planning

##### **Low Priority**

- Any training that is not determined by the High Priority/Medium category.
- Any training which is not determined by service requirements.

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- *Line managers to make a decision on which categories apply and if required, contact the Learning, Education and Widening Participation team for guidance.*

**4.3 Financial Support (based on Study Support and Study leave) set out below;**

**Study Support – for example course fees**

**Note; if the course is an Apprenticeship then the education is 100% funded via the Apprentice Levy**

<b>High Priority</b>	<i>Trust will provide 100% of funding</i>
<b>Medium Priority</b>	<i>Trust will provide 50% of the funding with the student/staff member to contribute 50%. The Trust contribution will be agreed by the line manager and division lead including Finance.</i>
<b>Low Priority</b>	<i>No financial support provided</i>

- 4.3.1 Trust staff leaving the organisation to work for another NHS organisation will not be asked to pay for the course fees.
- 4.3.2 Trust staff leaving the organization to work for a non NHS organization or employment has been terminated as a result of dismissal for Gross Misconduct will be charged, based on the following criteria.
- 4.3.3 75% of the course costs if employment terminates within six months of finishing the course
- 4.3.4 50% if termination of employment occurs within 12 months and
- 4.3.5 25% if termination of employment occurs within 18 months  
*(Please note if the employee is made redundant we would not ask for repayment of costs)*
- 4.3.6 Line manager to inform payroll to arrange a payment plan for the funded course.
- 4.3.7 Line Manager will notify HR department of the employee leaving and will inform payroll of amount reclaimable for the last salary payment and/or if a payment plan is requested.

**STUDY LEAVE**

All Study leave must be arranged by the learner with their line manager to agree.

<b>High Priority</b>	<i>Is undertaken as 'working time' and therefore full study leave will be allowed.</i>
<b>Medium Priority</b>	<i>50% study leave will be allowed as to be taken as 'working time' along with the individual expected to invest some of their own time to undertake this training. The Trust contribution will be agreed by the line manager and confirmation sent to LEWP team.</i>
<b>Low Priority</b>	<i>The Trust may be flexible in allowing time off which is then returned as agreed by the line manager.</i>

**4.4 Other related costs such as:**

- 4.4.1 Travel will be reimbursed by the Trust for High, Medium and Low level Priority training at the rates set out for training in the NHS Terms and Conditions of Service (as per our conditions).
- 4.4.2 Accommodation costs will be reviewed by the manager and Divisional Business Advisor and agreement reached regarding the amount payable.

4.4.3 Examination fees will be 100% funded for High Priority training and 50 % for Medium Priority training. For examination resits the individual will fund at 100%.

4.4.4 Books and Training materials are paid for by the individual.

4.4.5 New and renewal of Professional registration fees are the responsibility of the individual employee.

## **5 Non attendance**

5.1 UHNM and its Learning Delivery Partners have made significant investment in supporting learning activities.

### **Internal Activities – training**

In-house training - Managers and staff are to make every effort to ensure the member of staff attends the training, if they cannot, then prior notice of a cancellation is required at least 2 weeks so the place can be rebooked. It is the responsibility of the manager and individual to make every effort to attend.

### **External Activities - training**

For external learning activities, non attendance will be subject to the terms and conditions of the host organisation/learning provider and will be monitored closely by the manager. Any non attendance will be discussed with the line managers and any action agreed whether this is a supportive one i.e agreed extension, whether the individual may require to leave the course, for health / personal reasons. A charge may be applicable depending on the circumstances of the individual. Please note a charge is not applicable for individuals on an Apprenticeship.

## **6 Eligibility**

All UHNM employees (excluding agency or other non-employed workers) are eligible to apply for training opportunities. Fixed term workers that apply for training funding will be reviewed by their line manager in the context of high priority training, length of contract, pay back if they leave the Trust.

However, to access the opportunities the individual must have completed the following:

- All Statutory and Mandatory training is up to date
- Completed an up to date PDR or currently in the first year of employment
- Submitted a completed a Learning and Education application to the line manager.

**Learning and Education Application  
Appendix II**

**Section A – please indicate which category the training is along with reasoning based on the criteria in section 4.2**

Priority	Please confirm	Explain the Priority selection below
<b>High</b>	Y / N	
<b>Medium</b>	Y / N	
<b>Low</b>	Y / N	

**Section B – personal, financial and study leave details**

<b>Name</b>	
<b>Job Title</b>	
<b>Place Of Work</b>	
<b>Phone Number</b>	
<b>Email Address</b>	
<b>Personal Number</b>	
<b>Course Title</b>	
<b>Course Organiser</b>	
<b>Venue/Location</b>	
<b>PLEASE NOTE IF STATUTUORY / MANADATORY TRAINING IS NOT UP TO DATE THIS APPLICATION CANNOT BE PROCESSED</b>	
Statutory and Mandatory Training up to date	YES / NO (please delete as appropriate)
Was this course agreed in your PDR?	YES / NO (please delete as appropriate)
Do you have a current PDR completed ?	YES / NO (please delete as appropriate)
<b>Reason for course</b> (Please provide information as to the benefits of this course to yourself and the organisation)	
<b>Dates of the course</b>	
<b>Total Duration</b>	
<b>Study Support Financial Criteria</b>	<b>High Priority</b> - Trust will provide 100% of funding <b>Medium Priority</b> - Trust will provide 50% funding <b>Low Priority</b> - No financial support is provided
<b>Study Leave (Confirm days / hours) and arrangements for return of time back to the department</b>	
<b>Study Leave Criteria</b>	<b>High Priority</b> - full study leave will be allowed. <b>Medium Priority</b> - 50% study leave will be allowed as to be taken as 'working time' along with the individual expected to invest some of their own time. <b>Low Priority</b> - the Trust may be flexible in allowing time off which is then

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	returned as agreed by the line manager.		
	<b>Total Costs</b>	<b>Trust Funded</b>	<b>Employee Funded</b>
<b>Course Fee / Reg Fee</b>			
<b>Exam Fees</b>			
<b>Accommodation</b>			
<b>Travel Costs</b>			
<b>Total Cost</b>			
If payment is required to be sent with the booking form please attach the completed booking form.			
<b>Cost Code:</b>			
<b>For Completion By all Employees and not just those employees where the application includes a contribution to fees or other expenses.</b>			
I recognise that the Employer has incurred the following costs in relation to me attending the course titled [ ] on [date]:			
<ol style="list-style-type: none"><li>1. Cost of course</li><li>2. Other Expenses — [<i>excludes Travel and Accommodation</i>]</li></ol>			
I have read and understand the above listed Course Costs incurred by the Employer for my training and I agree to <b>reimburse the Course Costs to the Employer</b> and/or allow the <b>Employer to make deductions from my salary or any other payment due to me on the following basis that my employment is terminated by me and I take up employment outside of the NHS or my employment ceases due to Dismissal for Gross Misconduct. This will result in either the full or part cost of the course being repaid through a deduction from your salary or by invoice:</b>			
75% of the course costs if employment terminates within six months of finishing the course			
50% if termination of employment occurs within 12 months and			
25% if termination of employment occurs within 18 months (Please note if the employee is made redundant we would not ask for repayment of costs)			
I agree to abide by the contribution and reimbursement arrangements of fees and other expenses as defined in the Trust's Learning and Education Policy within Appendix 1 - Point 4. This outlines the employee contribution and return of funding to the Trust if the employee leaves. <b>You are signing this form to agree to the terms and conditions of the above within the Learning and Education Policy.</b>			
<b>Signature</b>			
<b>Date</b>			
<b>Please send completed form to your line manager for review and then Approval / Refusal.</b>			
<b>Signature</b>			
<b>Date</b>			
For completion by line manager. <b>REQUEST APPROVED/REFUSED</b> (if application is refused please give reasons for the refusal below based on Section A and B of this form).			



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<b>Once complied Return an electronic copy to the Learning, Education and WP on: lewp@uhnm.nhs.uk</b>	
<b>Name of Budget Holder (sign off of Application)</b>	
<b>Signature of Budget holder</b>	

FOI REF 373-1819

### UHNM Learning Agreement Appendix III

This application form should be completed by attendees  
of.....

This form has three sections and continues overleaf. Please complete ALL sections

Section A – ABOUT YOU AND YOUR REASONS FOR ATTENDING	
Name of Learner	
Contact number	
Position	
Manager of the Learner	
Contact number	
In each section below please provide an answer of no more than 100 words to describe the outcomes you anticipate from attending this programme.	
How will this programme link to your personal objectives (i.e. agreed in your development proposal?)	
How will your attendance on this programme benefit the work of your team / department – from both a developmental and performance perspective?	
What professional development outcomes are you expecting from attending this programme?	
What preparations have you made to ensure full attendance so that you gain maximum benefit from this programme?	
How will you share your learning with others?	

Section B – ABOUT THE SUPPORT YOU HAVE FOR YOUR ATTENDANCE	
The next question should be completed by the <b>SPONSOR</b> of the applicant	
Please provide a statement of support in relation to the above application including information on how this will support the delivery of Divisional objectives and the	

overall development of the Division	
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<b>Section C – SMART DEVELOPMENT</b>
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Based on your reflections, and the views of your sponsor, set out below 3 outcome-focused objectives for attending this course – e.g. *To develop myself awareness of my personal impact on relationships so that I can adapt my approach to improve a specific relationship with a member of my team to gain his/her agreement to a plan of action within the next three months.* These objectives will be used to review progress and at the end of the programme for evaluation purposes. You may wish to share these at your feedback session with the course facilitator for further support and advice.

1.	
2.	
3.	

Your signatures confirm that a discussion has taken place and a level of support from the manager and contribution from the attendee has been agreed that will facilitate successful completion of all aspects of this programme

**SIGNATURE OF APPLICANT**

**SIGNATURE OF LINE MANAGER**