HUMAN RESOURCES POLICY

FURTHER EDUCATION, TRAINING & DEVELOPMENT

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Document History

Version	Date	Significant Changes
1.0	April 2013	n/a
2.0	May 2015	n/a
3.0	March 2017	n/a
4.0	March 2019	Revised application form with emphasis on repayment process Merged HR33 Training and Development and HR10 Further Education & CPD policies.

Equality Impact Assessment

Date	Issues
22 March 2013	None
10 September 2019	Policy to be available in alternative formats.

Policy Validity Statement

This policy is due for review on the latest date shown above. After this date, policy and process documents may become invalid. Policy users should ensure they are consulting the currently valid version of the documentation.

CONTENTS

1. POLICY STATEMENT

1.1 The purpose of the CCG's Further Education, Training and Development Policy is to ensure that the CCG is resourced, at all times, with people who have the appropriate competence and experience to enable the CCG to achieve its purpose and meet future needs.

1.2 The CCG encourages the education, training and development of all employees in the knowledge and skills required to competently perform in their role, particularly when they take up a new post, and to develop for the future

1.3 The CCG also recognises the need to support activities that ensure staff meet the requirements of continuing their professional development where it is mandatory or optional.

2. PRINCIPLES

2.1 The CCG will ensure that a training needs analysis is undertaken in line with NHSLA Risk Management Standards.

2.2 Education, training and development needs may be identified through structured discussion between individuals and groups and their managers and may be addressed at individual, group and organisation level.

2.3 In identify education, training and development needs consideration should be given to the needs of specific roles, identified competencies and personal goals.

2.4 Education, training or development which is considered essential for the performance of a role will be provided by the CCG.

2.5 Training and development provision may encompass a wide range of activities including classroom training, coaching, mentoring, shadowing, secondments, workbooks and workshops, self-study and further education. Further education is defined as those courses leading to a qualification from a recognised educational establishment and relevant to an individual's current role and future development.

2.6 All education, training and development activity will be evaluated to ensure that appropriate development activity has been undertaken. Evaluation information will be used to review and improve the quality of the development provision.

2.7 Evaluation will also be used to ensure staff are benefiting from these activities to improve their overall effectiveness at work, and to ensure that any commitment made by the CCG to develop its staff is well invested.

2.8 Support and assistance for employees encompasses a range of activities including financial assistance, time off for study, training and assessment, access to information and information technology.

2.9 All applications for support and assistance will be considered equally on a case by case basis taking into consideration the merits of the request, the funding available and capacity.

2.10 Access to Information – in order to support assessed work it may be necessary for employees to request CCG information. Such requests should be agreed

provided that they are reasonable and conform to data protection protocols on the release of such information.

2.11   Access to information technology – in many cases it is necessary to access material and complete assessed work electronically. It is therefore important that wherever possible employees are given reasonable access to information technology equipment in order to do this. Note however that software outside of the standard packages that are included on the CCGs computers will not be installed.

3.   RESPONSIBILITIES

3.1   It is the responsibility of managers and individuals that any education, training and development are completed appropriately within agreed timescales, are evaluated and recorded.

3.2   **Individual**

Each member of staff has a personal responsibility to participate actively in further education, training and development to enable them to carry out their work effectively and efficiently. This involves:

- looking for and identifying their own needs and discussing the development and implementation of an agreed development plan
- participating in development activities
- monitoring and evaluation of the plan and development activities
- spending time on their own self development.

3.3   **Line Managers**

Line managers have a key role in the development of their staff. They should ensure staff are trained and developed to carry out their present job effectively and receive training to develop them for future opportunities.
This involves:

- conducting appraisals to identify the further education, training and development needs of their staff
- ensuring plans are developed to help meet these needs
- providing on the job training where possible
- providing opportunities for personal development, for example by exploring new areas of work when appropriate
- reviewing, monitoring and evaluating development activities and their effectiveness
- identifying opportunities to practise new skills and demonstrate knowledge
- reporting training and development activity

4.   CONDITIONS

4.1   In instances where further education has been supported by the CCG, an employee will normally be expected to remain in CCG employment for a period of at least two years from the date on which a qualification was obtained or the study course ended.

4.2   An undertaking will be required from the employee to this effect and where the employee fails to honour the undertaking then the CCG may require the

repayment of all or part of the expenses paid.

4.3   The continuation of any such assistance granted will be dependent on satisfactory progress during the course of study. This may be judged by such things as regular attendance, the passing of examinations and by the receipt of favourable reports from the educational institution involved. The status of a course or qualification will be monitored by the line manager

4.4   Employees are responsible for providing evidence of their yearly, modular or exam results to their line manager. These will be retained with copies of F.E. applications and placed on the individual's personnel files.

4.5   Employees must be made aware, before undertaking a course of study, that if they do not complete the course, or voluntarily leave the CCG, they may be required to repay costs in full if the reasons given are not deemed to be satisfactory.

4.6   Financial support will be recovered from an employee when:

1. The employee abandons the course of study to which the support relates
2. There is evidence of a lack of commitment to studies either by poor attendance or a lack of progress
3. The employee fails to turn up for an examination
4. The employee leaves the CCG's employment during or following completion of a course funded by CCG. However the CCG has the right to waiver the repayment where the employee has left to take on a system wide working post

4.7   Where the employee leaves the CCG during or following completion of a course funded by the CCG, the recovery of financial support will be at the following rates:

•   Currently studying or finished less than 12 months prior to leaving – 100% of costs recovered
•   Between 12 and 24 months after finishing studying – 50% of costs recovered
•   Over 24 months after finishing studying – no recovery

5   EQUALITY

5.1   In applying this policy, the CCG will have due regard for the need to eliminate unlawful discrimination**,** promote equality of opportunity**,** and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

6.   MONITORING & REVIEW

6.1   The policy and procedure will be reviewed periodically by Human Resources in conjunction with operational managers and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

7. PROCEDURE

7.1   Applications for education, training and development should be considered by the CCG management team on a fair and equal basis. A decision should be taken in line with the CCG's training plan, the relevance to the applicant's current role and development and the benefits that it will bring to the business. Funding decisions will be based upon suitability of course or programme and the availability of funds

7.2   When education, training and development requirements are identified as a result of a group, directorate or CCG need, approval of development activity should be authorised by the appropriate management team, on an ongoing basis.

7.3   It may be appropriate to consult with training contacts to agree funding and resources which may be provided locally.

7.4   All education, training and development should be evaluated appropriately by the individual and manager as part of ongoing performance management and appraisal processes.

7.5   All applications should be made on the application form (Appendix A) and a new application should be made for each year of a course or programme.

7.6   Where funding is granted, successful employees must sign an undertaking to repay fees if the conditions outlined in Section 4 are not fulfilled. A copy of the undertaking must be retained on the employee's personal file

7.7   Where appropriate a fees request letter should be sent to the education provider as soon as possible.

SHORT COURSES, FURTHER EDUCATION and CPD APPLICATION FORM

Please use BLOCK CAPITALS. All sections must be completed.

Section 1 to 4 to be completed by member of staff
Section 5 to 6 to be completed by Line Manager

Section 1: Line Manager details			
Name:		**Job Title:**	
Directorate/Team:		**Email Address:**	
Section 2: Your details			
Full Name:		**Email Address:**	
Assignment No:		**Band:**	
Job Title:			
Tel No:		**Directorate:**	
Team:		**Location:**	
Is your contract of employment:	Permanent ☐ Part Time ☐ Full Time ☐	Fixed Term ☐ for __ number of months	
Section 3: Course Details			
Full Course title:			
Provider:			
Length of course:		**Year of course applying for i.e. Year 1, Year 2 etc. if Degree level:**	
What qualification will you be awarded, if successful?			
Date of course commencement:			
Name and address of University, College or other training provider?			

What study leave / course attendance are you requesting?		**Details**	**Additional Information**
	Full Day Release		
	Half Day Release		
	Evening Only		
	Self-directed Study		
	Weekend Seminars		
	Summer School		
	Exam/Study Leave Dates		

		Full Amount	Additional Information
What are the estimated costs?	Course Fee	£	
	Exam Fees (first sitting only)	£	
	Residential Fees (e.g. Summer Schools)	£	

Section 4: Course Suitability

Please give your reasons why you feel this course is suitable for support from the CCG.

What are the benefits to both yourself and the CCG?

What difference will the qualification make to the type of work that you could undertake?

Section 5: Review to be completed by Line Manager

Do you support this application?	**Yes** ☐ **No** ☐
If **Yes**, why do you support this application?	
If **No**, please give reasons why you cannot support this application.	

If the request is declined by the Line Manager the decision should be communicated to the employee and the form retained on the personal file.

Section 6: Funding Eligibility to be completed by Line Manager

A: This is an **ESSENTIAL** requirement for the current role & I support it being 100% funded	☐
B: This is **DESIRABLE/CAREER DEVELOPMENT** in relation to their current role and I support it being 50% funded	☐

Section 7: Signatures (electronic)

I have read and confirm that I accept the conditions set out in the HR10 Further Education, Training & Development Policy (Section 4) and by signing this form I also agree to the undertaking to repay associated costs.

Signature of applicant:		Date:	
Line Manager's signature:		Date:	

APPROVAL BY DIRECTOR

Approved		Rejected		Director Signature:		Date:	

Equality Impact Assessment

What impact will the new policy/system/process have on the following:
Age - Consider and detail age related evidence. This can include safeguarding, consent and welfare issues Appropriate methods of communication of the Policy have also been carefully considered to ensure they reach all ages of the workforce. Email and the internet can be accessed by all users in the workplace.
Disability - Consider and detail disability related evidence. This can include attitudinal, physical and social barriers as well as mental health/ learning disabilities The disability status of the workforce across the region is largely unknown therefore relevant tools could be made available to staff that potentially do have a disability that the organisations are unaware of. The policy should be able to be communicated in alternative methods as required for those with a disability and/or visual impairment such as braille, large font, interpreters etc.
Gender reassignment (including transgender) - Consider and detail evidence on transgenderpeople. This can include issues such as privacy of data and harassment. The policy does not include content or vocabulary that could cause offense or discriminate against any staff members who have undergone or are undergoing gender reassignment or that identify as transgender.
Marriage and civil partnership - Consider and detail evidence on marriage and civil partnership. This can include working arrangements, part-time working, and caring responsibilities. The content of this policy does not include content or vocabulary that discriminates against staff that may be married or in a civil partnership.
Pregnancy and Maternity - Consider and detail evidence on pregnancy and maternity. This can include working arrangements, part-time working, and caring responsibilities. The policy does not discriminate against staff that are currently pregnant or on maternity leave and can be accessed while on maternity leave or any other leave of absence via the organisation's website.
Race - Consider and detail race related evidence. This can include information on difference ethnic groups, Roma gypsies, Irish travellers, nationalities, cultures, and language barriers. The policy does not include vocabulary or content that discriminates against staff on the grounds of race.
Religion or belief - Religion is defined as a particular system of faith and worship but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition. The policy does not discriminate against staff that hold any particular religion or belief.

Sex/Gender - Consider and detail evidence on men and women. This could include access to services and employment.

The Policy does not discriminate between staff that are men or women.

Sexual orientation - Consider and detail evidence on heterosexual people as well as lesbian, gay and bisexual people. This could include access to services and employment, attitudinal and social barriers.

The content of this policy and vocabulary used does not discriminate against staff based on their sexual orientation.

Carers - Consider and detail evidence on part-time working, shift-patterns, general caring responsibilities.

The content of this policy and vocabulary used does not discriminate against staff who have carer responsibilities.

Other Identified Groups and Health Inequalities - Consider and detail evidence on groups experiencing disadvantage and barriers to access and outcomes. This can include different socio-economic groups, geographical area inequality, income, resident status (migrants, asylum seekers). What is the potential impact of your work on health inequalities?

Other groups have been considered however as the policy is for staff there are no additional impacts on health inequalities.

Action Plan

Ref no.	Potential Challenge/ Negative Impact	Protected Group Impacted (Age, Race etc)	Action(s) required	Expected Outcome	Owner	Timescale/ Completion date
1	Staff unable to access policy due to particular characteristic	Age, disability	Have a process in place for alternative formats provided if required. As part of reasonable adjustments on appointment or during employment any policy should be adapted by the CCG	All staff can access and use the policy. NECS HR or Equality Team can be contacted for any requests.	Jenna McGuinness, HR Manager	On receipt of individual request