Trust-wide Document

Great Western Hospitals NHS Foundation Trust

Continuing Professional Development (CPD) - Non-medical Employees Policy

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Target Audience- who does the document apply to and who should be using it. - The target audience has the responsibility to ensure their compliance with this document by: • Ensuring any training required is attended and kept up to date. • Ensuring any competencies required are maintained. • Co-operating with the development and implementation of policies as part of their normal duties and responsibilities.	All Non-medical employees directly employed by the Trust whether permanent, part-time. It applies equally voluntary-sector, Bank Workers and secondees. For simplicity, they are referred to as 'employees' throughout this policy		
Special Cases	This policy does not apply to Medical staff and Agency workers		
Accountable Director	Director of Human Resources and Organisational Development		
Author/originator – Any Comments on this document should be addressed to the author	Interim Head of Learning and Development		
Division and Department	Corporate		
Implementation Lead	Interim Head of Learning and Development		
If developed in partnership with another agency ratification details of the relevant agency	None		
Regulatory Position	Care Quality Commission (CQC) standards.		
Review period. This document will be fully reviewed every three years in accordance with the Trust's agreed process for reviewing Trust -wide documents. Changes in practice, to statutory requirements, revised professional or clinical standards and/or local/national directives are to be made as and when the change is identified.			

Service Teamwork Ambition Respect

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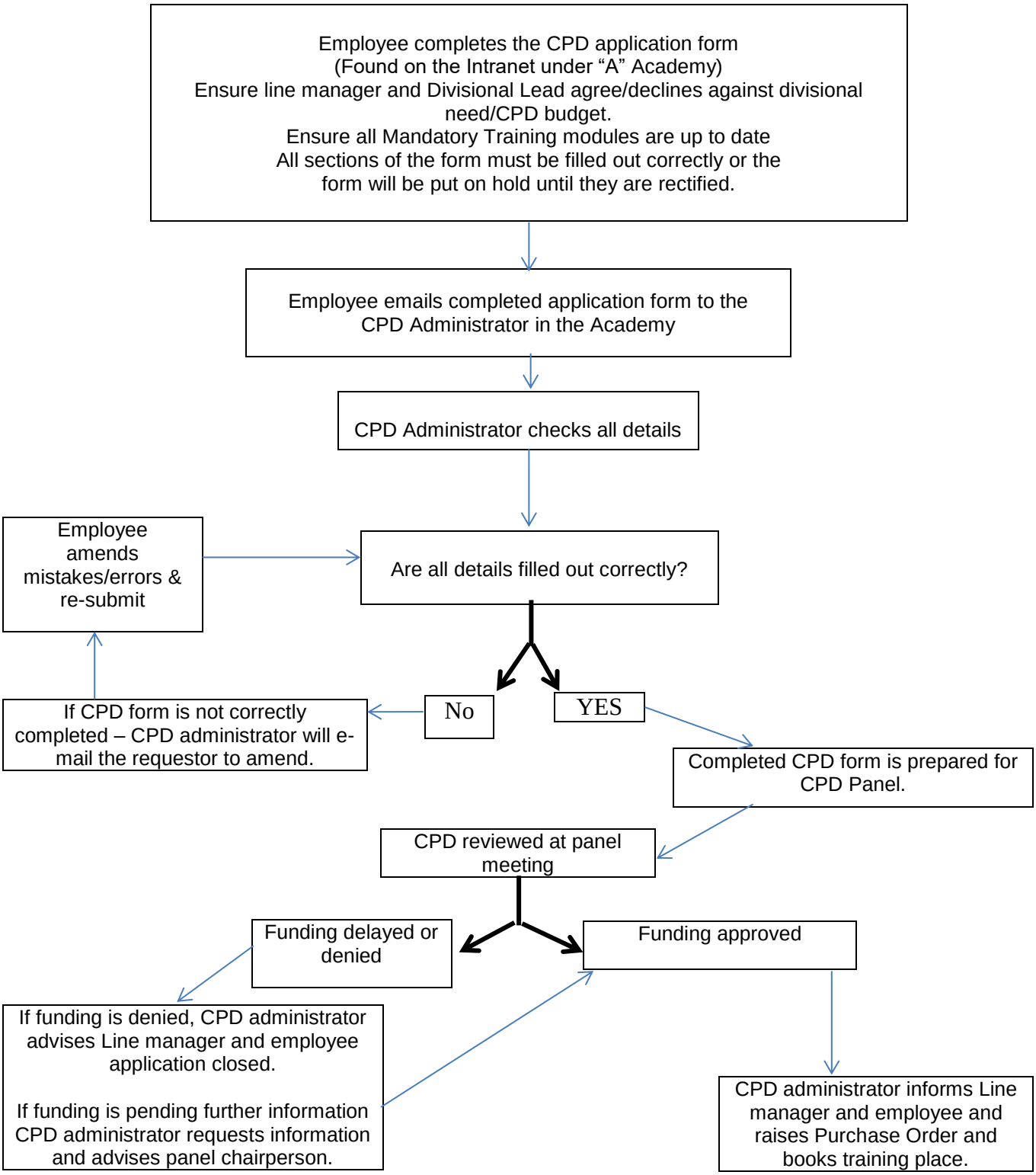
Instant Information 1 – Process for Applying / Approving CPD Funding

Applying for CPD funding



1 Introduction & Purpose

1.1 Introduction & Purpose

The Great Western Hospitals NHS Foundation Trust (the Trust) Trust's investment in training, education and personal development is linked to talent management and development, service improvement and workforce plans as well as national drivers.
The Trust wants to offer its patients, carers and families consistently high quality services and as such, the Trust acknowledges the need to invest in on-going learning and development of its employees.

The Trust recognises that such development needs are not solely met by sending employees on formal training or education opportunities and acknowledges that effective learning opportunities can be provided through a number of routes including, but not limited to:

• Work based learning	• Preceptorship
• Formal academic education	• Mentoring
• Internal training provision	• Clinical Supervision
• Skills based training	• Reflection
• Self-directed learning	• Project work
• Coaching	• Shadowing/secondment

This policy is to clarify the CPD/study leave and funding which may be applied for, the process for application and approval of study leave and includes expectations and obligations of employees and managers with regard to continuing professional development.

1.2 Glossary/Definitions

The following terms and acronyms are used within the document:

%	Per cent
CPD	Continuing Professional Development
CQC	Care Quality Commission
EIA	Equality Impact Assessment
HR	Human Resources
NHS	National Health Service
Personal study	The time taken to engage in the learning required to fulfil course requirements for example reading/work to be completed at home
Study Leave	The time taken to attend an educational event, (I.E. at University, study days, conferences etc.), this excludes dates to take examinations. All mandatory training as per the Trusts Training needs analysis is taken as taught study leave assessment requirements of the course. Whether face to face or e-learning. This does not include personal study required to fulfil the learning
TNA	Training Needs Analysis
VAT	Value Added Tax

2 Main Document Requirements

2.1 Core Principles

The development of employees is a partnership between employee and the Trust; both parties hold responsibility in ensuring that CPD takes place.

To ensure employees have access to learning which enables them to maintain and develop core competencies and to develop new competencies in support of organisational objectives.

To ensure Trust CPD funding is utilised equitably and fairly across the Divisions.

The Academy will ensure that learning activities are prioritised, planned, provided and reviewed in accordance with legislation, organisational and Divisional priorities and national standards.

To ensure the Trust complies with legal obligations and relevant National Health Service (NHS) standards e.g. Care Quality Commission (CQC) standards.

2.2 Development Needs

Development needs are identified through:-

- Employee performance review, appraisal and talent management
- Trust strategy
- Service development plans
- Quality improvement plans
- Divisional and Departmental business plans
- Role realignment or role change
- Availability of workforce supply

An individual's development needs should be documented on the individual's personal development plan at appraisal and information can be located within Trust Appraisal Policy. (Ref.1) (Note: the documentation of need is not a guarantee of funding).

Managers and employees should identify the most efficient and effective method of professional development. Consideration should be given to using personal study or internal support before external courses are considered.
The Divisional Director/Director /Deputy Director will liaise with service leads and managers to define education and learning development investment required as part of the business planning process.

2.3 Requirements to Access Funding

All employees must demonstrate 100 per cent (%) compliance with their mandatory training requirements before any other type of study leave will be considered.

The line manager must check that the applicant has an up to date appraisal, which highlights the employee's personal development requirements in order to apply for study leave.

When a training need has been highlighted and agreed by the line manager, the Trust CPD application form must be completed and is available from the Trust intranet, Appendix B. The completed form must be sent electronically to GWH Academy; To the CPD Administrator, gwh.cpd.requests@nhs.net

Applications for University/external study providers must be received in the Academy no less than 6 weeks before the University/other application deadline for the course.

All associated supporting information must be submitted with the application form, including a course description or flyer for external training.

Application for Trust funded CPD must be authorised by the line manager following consideration of employee development, service priorities and CPD criteria.

The application also requires Divisional approval from the Divisional Director of Nursing/Divisional Director/Non clinical Director, to ensure all applications have been assessed against the Divisional business plans and allocation of Divisional CPD spends monitored.

Divisions must have a process in place to monitor their divisional applications, spend and approval prior to sending to the CPD panel.

Any application for funding/study leave made to the Academy must be supported by an equality monitoring form and a return of service form.

2.4 Levels of Funding and Study Leave Entitlements

The large demand on limited resources may make granting of all requests impossible; therefore the Trust uses levels of funding to help with the prioritisation of resources. Managers must use table One to agree the level of course funding and study leave entitlement with the applicant before submission to the Trust CPD panel.

Table 1:

CPD classification.	Definition	Course fee funding	Study leave entitlement
Mandatory training	Training that is highlighted on the Trust mandatory training needs analysis (TNA)	100%	100%
Essential training	Where service provision depends on the training	100%	100%
Role specific CPD	Used to incentivise hard to recruit roles and for improving quality/ efficiency and effectiveness	100%	50%
CPD for Talent management and succession planning	Where a course of study benefits the Trust and has equal benefit to the individual e.g. Masters level qualifications	50%	50%
Non-essential	Benefits the individual but has little or no benefit to the Trust	0	0

2.5 Negotiated Funding/Study Leave

In order for employees to develop, some employees may be prepared to negotiate an individualised study package with their manager. This flexibility will allow more employees to develop in line with their career aspirations, without impact on employee staffing numbers or budgets that could not be supported. (Negotiated packages must adhere to the principles of equity). This should not be used for mandatory training.

PLEASE NOTE: If the course requirements, per week, exceed normal working hours per week, the additional time must be negotiated with the line manager and may be settled by employee contribution, i.e. Annual Leave, time owing or in lieu.

2.6 Personal Study

Personal study required to fulfil the course commitments is not funded and is seen as the contribution of the employee to their own development.

An employee must make an informed decision with regards to their ability to engage in the personal study required before applying for any course.

Failure to engage in sufficient study to ensure the applicant passes the course may result in the applicant repaying the course costs to the organisation.

2.7 Travel, Accommodation, hospitality and parking fees to attend study

Where employees are not based at GWH and are required to travel from their work base to attend Trust mandatory training, as per the Trusts Training Needs Analysis, this is to be claimed from department funds via the appropriate travel claim process.

With regards to all other training, funding cannot be sought from the Trust CPD budget to support travel to training, parking, accommodation or hospitality. This would need to be negotiated with their Line manager and accessed via Divisional budgets. Trust Expenses policy (Ref 2).

2.8 Funding Processes and Decisions

The CPD funding budget is held centrally within the Academy and managed by the Head of Learning and Development. The CPD budget is reviewed annually at budget setting with the corporate financial business partner.

The budget is divided per Division based on funded whole time equivalents. Divisions will be advised of their annual allocation at the beginning of each new financial year by the Academy head of Learning and Development who will provide quarterly and annual statements on spend.

Swindon Community Health Services have their own allocated CPD budget, but all CPD applications are to be completed and submitted to the Academy as per this policy for monitoring purposes.

Application funding for training over £500 is subject to a 'Return of Service Agreement to Repay Training Expenses', which is included within the CPD application form and must be completed and signed by all applicants and their line manager. All repayments are returned to the respective Division CPD allocation.

Applications made directly by the applicant to a university or course provider will not receive funding unless ***agreed in advance*** and the applicant receives written confirmation from their line manager and the Academy CPD administrator, confirming funding. Agreement for funding can only be given by the budget holder.

2.9 Trust CPD Panel

The CPD applications will be considered by the CPD panel which will be made up from representatives from each Division.

The panel will be chaired by the Academy Head of Learning and Development or their nominated deputy.

Membership of the CPD panel in person and/ or virtually is to include one Divisional service lead as nominated by the Divisional Director/Director; the CPD panel Chair/nominated deputy.

Quorum for each meeting is considered to be 3, which must include the chair/nominated deputy plus two other divisional/nominated leads.

Administrative support will be provided by the Academy CPD Administrator.

Terms of Reference will be agreed and updated annually.

The CPD panel will meet monthly and use business plans to inform funding decisions. Queries raised regarding any applications during the meeting, which cannot be resolved immediately by those present, will be followed up post meeting and outcomes shared via e-mail to Panel members, so that a decision can be made regarding the application.

Following the panel meeting, all successful applicants and line maangers will receive a funding agreement email within 72 hours of the CPD panel meeting from the CPD administrator.
On receipt of confirmation of funding the applicant is required to forward the completed University/other course application form to the Academy for processing and submission to the relevant organisation, if not already provided as part of the application.

2.10 Training funds sought Directly from Divisions

This application will be considered by the department manager or budget holder in consultation with the Divisional Director/ Deputy Divisional Director and submitted to the CPD administrator for CPD panel consideration. Written confirmation of funding agreement must be obtained prior to commencing the learning activity. The application will be finally approved by the CPD panel.

2.11 Applications for Charitable Funds

All applications made to the Charitable Funds committee for the funding of study will be crossed referenced to other applications to the CPD panel. The administrator of the charitable funds committee will inform the CPD administrator of any application and all CPD application paperwork and decisions with rationale will be shared with the Charitable Funds committee to ensure parity of decision making and process.

Applications should be made in line with the Charitable Funds Procedure (Ref 3), available on the Trust Intranet. All applications, for training, made to the Charitable Funds Committee will be subject to the same criteria and process as those in the CPD policy. Applications under £2,000 should be made using the Charitable funds training request form, applications over £5,000 should be made using the charitable funds case of needs form.

2.12 Course Attendance / Assessments

Employees are expected to attend the required taught study days for their course. Any sickness/leave must be reported as per Trust Absence Management (Sickness) policy (Ref 4).
The learner must seek assistance or inform the Academy if they are not going to fulfil the course objectives with regards to attendance/assessments.

Failure to submit course assessments/assignments or failure to pass the same will result in the learner being requested to repay the course fees. It is therefore essential that the learner communicates with the Academy at the earliest opportunity to discuss study difficulties and seek support. Please see section 2.13/-2.14 for details of appeals for extenuating circumstances.

Decisions regarding course retakes which incur additional funding will be dependent on the circumstances that resulted in course failure and resource implications.

Any requests to defer learning must be discussed and formally agreed with the Academy and the employee's manager. It is the responsibility of the employee to seek deferral from the University or course provider. The employee must receive written confirmation that deferral has been granted.

2.13 Return of Service

All employees attending courses funded by the Trust with course fees over £500 will be issued with Return of Service Contract. The contract stipulates that the employee will be required to repay the course fees if the following occur:

- Leaving before course completion or within 4 months = 100% payback.
- Failure to submit course assignments resulting in course failure = 100% payback
- Failure to attend course or complete course = 100 % payback
- Leaving between 4 and 8 months of course completion = 75% payback.
- Leaving between 8 and 12 months of course completion = 50% payback

Return of Service contracts will be issued and copies retained by The Academy. The contract requires signature by both the employee and their manager. CPD application forms will not be approved by the CPD panel until a Return of Service Contract is signed where it is applicable.

Payroll will send the monthly leavers list to the Academy CPD administrator for checking against the CPD demand forecast, to check if any employee has had training financed and is eligible to repay course fees.

The CPD Administrator will discuss all eligible leavers with the Academy Head of Learning and Development to determine level of payback required as outlined in this policy and this will be communicated to Payroll and the employee's line manager.
The line manager must advise their employee of the need to pay back any course fees as per the return of service requirements prior to their leaving date.

Payroll will inform the Academy of an employee's intention to leave if they are still under the terms of a return of service contract and write to employees who have left the Trust to seek a repayment plan for any outstanding funds.

Finance will seek to pursue any outstanding debt to the Trust if no response to communication from employee.

Where funding is via departments the supporting Department Manager is responsible for carrying out the actions above and retains all documentation within the department.

2.14 Extenuating Circumstances

Extenuating circumstances will be considered for payback of funding based on the following:

- Employees have been unable to attend/ complete or pass the course due to unforeseen, tragic and uncontrollable circumstances. This includes death in service where funds will not be re-claimed.

- Employees have had to leave the employment of the Trust due to unforeseen, tragic and uncontrollable circumstances.

- Employees are unable to pay back the fees due to unforeseen, tragic and incontrollable circumstances.

Any extenuating circumstances, (Appendix C) must be presented to the CPD panel for consideration prior to the employee member leaving Trust employment, or non-completion/non submission of assignments, assessments / failure of assignments, assessments.

If funding was via the department, the extenuating form must be discussed with the department/line manager. This must be presented either on resignation or within one calendar month of failure/non submission/leaving course before course completion.

In the event of bereavement of a significant family member or long term illness (over 4 weeks) this form may be completed by the learner's manager or a third party.

2.15 Extenuating Circumstance – Appeals:

There may be occasions when the circumstances and reasons for requiring extenuating circumstances are confidential and it is not appropriate to disclose these circumstances to the CPD panel. In these rare circumstances the panel decision may be overturned by a Divisional Director or Trust Executive Director. This decision should be communicated directly to the Academy Head of Learning and Development.

3 Monitoring Compliance and Effectiveness of Implementation

The arrangements for monitoring compliance are outlined in the table below: -

Measurable policy objectives	Monitoring or audit method	Monitoring responsibility (individual, group or committee)	Frequency of monitoring	Reporting arrangements (committee or group the monitoring results is presented to)	What action will be taken if gaps are identified
CPD applications will be signed off by the line manager, divisional lead prior to electronic submission to the CPD panel.	All applications will be assessed on receipt.	CPD Administrator	All applications	CPD Panel	Unsigned applications will be returned to the applicant and request made to obtain relevant signatures.
All applications for CPD will be checked for 100%	All applications will be checked upon receipt	CPD Administrator	All applications	CPD Panel	Applicants will be advised of their need to complete any

Mandatory training compliance before processing					out of date mandatory training and applications put on hold until mandatory training registered as compliant
Equitable access to funding	Data reviewed quarterly and analysed to identify possible inequitable access to education.	The Academy	Quarterly	Equality Forum	Divisional Directors informed of results.
All leavers will be reviewed to check if return of service applies.	Leavers list checked against CPD demand forecast	CPD administrator	Monthly	CPD Panel	Payroll /HR and relevant line manager will be advised if any return of service payments are due to be repaid by the learner.
Divisions to be updated regarding annual CPD allocation and spend	Reports sent to divisional leads regarding their Annual CPD allocations and spends	Academy Learning & Development Lead	quarterly	Workforce reports	Review of reporting process

4 Duties and Responsibilities of Individuals and Groups

4.1 Chief Executive

The Chief Executive is ultimately responsible for the implementation of this document.

4.2 Ward Managers, Matrons and Managers for Non Clinical Services

All Ward Managers, Matrons and Managers for Non Clinical Services must ensure that employees within their area are aware of this document; able to implement the document and that any superseded documents are destroyed.

4.3 Document Author and Document Implementation Lead

The document Author and the document Implementation Lead are responsible for identifying the need for a change in this document as a result of becoming aware of changes in practice, changes to statutory requirements, revised professional or clinical standards and local/national directives, and resubmitting the document for approval and republication if changes are required.

4.4 Divisional Directors

Divisional Directors are expected to:

- Produce annual forecasts of education requirement to support delivery of their business plans for the forthcoming year by end of March each year.
- Ensure all employee CPD applications are completed in full and assessed within Division prior to submission to the Academy.
- Work as part of the CPD Panel alongside the Academy to ensure that the CPD spend supports service business plans.
- Notify the Academy of any successful appeals when extenuating circumstances are confidential and have been refused by the CPD panel

4.5 Line Manager:

Line managers are expected to:

- Proactively plan the educational requirements of their department employees to ensure the department is able to support service changes, business plan delivery and Trust objectives.

- Assist employees to identify their training needs and to plan for such needs as efficiently as possible. The appraisal and PDP documents must be utilised to facilitate this process.

- Ensure all employees are fully compliant with their mandatory training at all times and ahead of any CPD application.

- Adhere to the principles set out in the Employment Rights Act 1996 Section 63D (Ref 5). This articulates the employees' rights with regard to time to train.

- Consider application for personal study leave and/or study leave for self-directed study as appropriate to the training required and the service need. Consideration should be given to loss of productive time to the service v skills gained as well as the impact on other employee.

- Submit a supporting statement as requested by the Academy and adhere to the timeframes for applications as set out above in this policy.

- Adhere to the Trust Equality and Diversity Policy. (Ref 6).

- Inform the Academy and Employee Services via the termination note of the employee intention to leave if the member of employee is still under the terms of the Return of Service Contract.

4.6 Employees:

All employees are expected to:

- Actively review their educational and personal development requirements and bring these to the attention of their manager.

- Ensure they are compliant with mandatory training before undertaking additional study.

- Ensure that all fields of the CPD application form are completed.

- Email applications for CPD funds to the Academy in line with the time frames detailed above in this policy.

- Attend all supported study sessions and complete assessments as required. Failure to attend may result in disciplinary action as well as return of service.

- Comply with the core principles of study leave regarding the pre and post course statements/ return of service

4.7 The Academy:

The Academy will:

- Collate CPD application forms for presentation to the CPD panel, first checking each applicant for mandatory training compliance.

- Process applications within the time frames in this policy.

- Administer and organise the monthly CPD panel meetings, ensuring that all Divisional members have been sent the papers via email one week prior to meeting.

- Feedback CPD funding decisions to the applicant within 72 hours of the CPD panel meeting.

- Submit return of Service Contracts to Human Resources for filing in the employees personnel file.

- Issue return of service contracts and inform Payroll of all employees who are issued with such contracts.

- Advise the Employee via the Line Manager of any required repayment of funds under the return of contract.

- Arrange for training providers to be added to Shared Business Services for invoicing where necessary.

4.8 Payroll

The Payroll department will:

- Inform the Academy of an employee's intention to leave if they are still under the terms of a return of service contract.
- Write to employees who have left the Trust to seek a repayment plan for any outstanding funds.

4.10 Finance:

- Finance will seek to pursue any outstanding debt to the Trust if no response to communication from employee.

5 Further Reading, Consultation and Glossary

5.1 References, Further Reading and Links to Other Policies

The following is a list of other policies, procedural documents or guidance documents (internal or external) which employees should refer to for further details:

Ref. No.	Document Title	Document Location
1.	Appraisal Policy	T drive/Trust wide Documents
2	Expenses Policy	T drive/Trust wide Documents
3	Charitable Funds Procedure	T drive/Trust wide Documents
4	Absence Management (Sickness) policy	T drive/Trust wide Documents
5	Employment Rights Act 1996	http://www.legislation.gov.uk/ukpga/1996/18/part/6A
6	Equality and Diversity Policy	T drive/Trust wide Documents

5.2 Consultation Process

The following is a list of Consultees in formulating this document and the date that they approved the document:

Job Title / Department	Date Consultee Agreed Document Contents
End User	04/03/2020
Payroll	01/06/2020
Human Resources	03/06/2020
Employee Partnership Forum	01/06/2020
Academy CPD Administrator	27/02/2020

6 Equality Impact Assessment

An Equality Impact Assessment (EIA) has been completed for this document and can be found at Appendix A.

Appendix A - STAGE 1: Initial Screening For Equality Impact Assessment

At this stage, the following questions need to be considered:			
1	What is the name of the policy, strategy or project? Continuing Professional Development-Non-Medical Employees Policy		
2.	Briefly describe the aim of the policy, strategy, and project. What needs or duty is it designed to meet? This policy clarifies the process for application and approval of study leave and the expectations and obligations of employees with regard to professional development and aims to ensure equity for the provision of CPD funding.		
3.	Is there any evidence or reason to believe that the policy, strategy or project could have an adverse or negative impact on any of the nine protected characteristics (as per Appendix A)?		**No**
4.	Is there evidence or other reason to believe that anyone with one or more of the nine protected characteristics have different needs and experiences that this policy is likely to assist i.e. there might be a *relative* adverse effect on other groups?		**No**
5.	Has prior consultation taken place with organisations or groups of persons with one or more of the nine protected characteristics of which has indicated a pre-existing problem which this policy, strategy, service redesign or project is likely to address?		**No**

Signed by the manager undertaking the assessment	Rosemary Pike
Date completed	20/04/2020
Job Title	Interim Head of Learning & Development

On completion of Stage 1 required if you have answered YES to one or more of questions 3, 4 and 5 above you need to complete a STAGE 2 - Full Equality Impact Assessment

Equality Impact Assessment

Are we Treating Everyone Equally?

Define the document. What is the document about? What outcomes are expected?

Consider if your document/proposal affects any persons (Patients, Employees, Carers, Visitors, Volunteers and Members) with protected characteristics? Back up your considerations by local or national data, service information, audits, complaints and compliments, Friends & Family Test results, Staff Survey, etc.

If an adverse impact is identified what can be done to change this? Are there any barriers? Focus on outcomes and improvements. Plan and create actions that will mitigate against any identified inequalities.

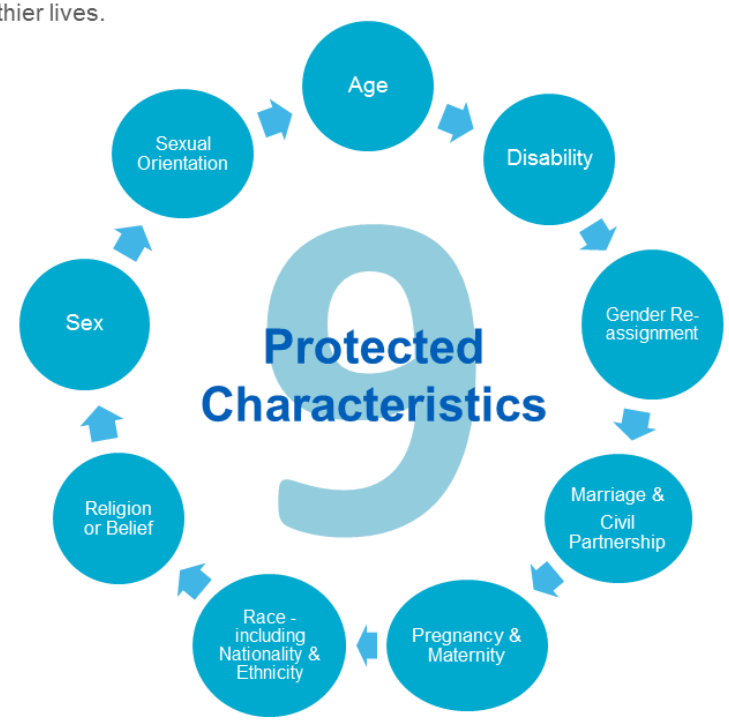
If the document upon assessment is identified as having a positive impact, how can this be shared to maximise the benefits universally?

Trust Equality and Diversity Objectives

Better health outcomes for all	Improved patient access & experience	Empowered engaged & included staff	Inclusive leadership at all levels

Our Vision

Working together with our partners in health and social care, we will deliver accessible, personalised and integrated services for local people whether at home, in the community or in hospital empowering people to lead independent and healthier lives.



Appendix B - CPD Application Form

CPD Request Rec'd:-	TT Information sent to requestor:-	University Dashboard updated:-

CPD Training Request Form

Thank you for applying for CPD funding. Please complete this form if you require funding for a training course. The completed form should be sent electronically to GWH Academy; To the CPD Administrator, gwh.cpd.requests@nhs.net

1. Applicant details

First name:_____ Surname: _____Job title:_____

Ward/Dept.: _____ Division:_____ Band: _____

Work address incl. postcode: _____

Work tel. no. _____Work e-mail: _____Mobile no: _____
Permanent / fixed term / Bank employee (please circle)

2. Training course/event details

Module Name: _____Module Number(s): _____

Number of Modules applied for: _____ Start date_____End date: _____

Cost per Module: _____ Provider: _____

3. Cost and application for funding

Total cost of learning event: £ _____ excl. VAT

How much of this are you requesting funding for? £ _____ excl. VAT

Does this course/module form part of a degree programme? **YES / NO** (delete as applicable)

4. Purpose of Learning: Why do you need to complete this training? Please provide Information. Continue on separate sheet if required.

1. Link to personal objectives:

2. How will this learning benefit patients?

3. How will this learning benefit the service/ contribute to the Division's Business Plan and organisation?

5. Divisional/ Departmental Support
(All expenses and study leave should be agreed before undertaking CPD activity).

Number of study day's required _____Number requested_____ Expenses requested_____

To be completed by line manager/ budget holder:

Is the CPD **essential*?** _____Number of study days agreed _____Expenses agreed_____

I agree to reimburse expenses and allocate study leave (as per the CPD policy and expenses policy) from my Department budget.

Manager/ budget holder Name: _____

Manager/Budget holders Signature: _____**Date:**_____

I agree to complete the CPD requested within allocated study leave and expenses as agreed.
Employee Name: _____

Employee signature: _____**Date:**_____

Matron/Head of Service: Name: _____ **Signature:**_____
Date: _____

Divisional Director: Name: _____**Signature:**_____
Date: _____

*If CPD is deemed essential or mandatory, all expenses and study leave for attendance of learning should be supported, if desirable then this should be agreed at the manager's discretion with the employee.

6. To be completed by the Manager:

Name of manager: _____ Job title: _____

Manager's tel. no: _____ Manager's email address: _____

a) Was this training identified through the Personal Development Plan (PDP) formal appraisal process: **Yes/NO**

b) Please provide a brief rationale, including how the learning will benefit the service and link to the Division's Business Plan. Attach email /continue on separate sheet if required.

c) As the manager, I have agreed with the applicant, please tick to confirm:

- ☐ Identified study leave
- ☐ Mandatory Training up to date
- ☐ learning will be shared with appropriate employees
- ☐ The Academy is informed of the outcome (i.e. pass/fail/withdrawal/deferred)
- ☐ As the manager, I understand I am responsible for ensuring training is attended and to inform the Academy if the member of employee resigns .

Return of Service Agreement to Repay Training Expenses

TRAINING AGREEMENT

Name		**Tel/Ext number**	
Job Title		**Cost of course**	
Course Title			
Venue/Supplier			
Date of course		**End of Course**	
End of Return of Service Contract			

a) In return for Great Western Hospitals NHS Foundation Trust paying all or some of the training expenses in connection with my course of study, I will repay the Trusts investment as set out below:

- Leaving before course completion or within 4 months = 100% payback.
- Failure to submit course assignments resulting in course failure = 100% payback
- Failure to attend course or complete course = 100 % payback
- Leaving between 4 and 8 months of course completion = 75% payback.
- Leaving between 8 and 12 months of course completion = 50% payback

b) In the event of my death, or if I leave GWH on the grounds of redundancy or permanent ill health, I understand I will not be required to repay any training expenses.

c) I understand that I may submit an extenuating circumstances form. If my circumstances are deemed to be exceptional then the return of service may be waived.

d) I agree that the Director of Finance and Payroll may deduct any money I owe the Trust in accordance with this agreement either from my salary or from any superannuation refund or from any money due to me or held on my behalf by the Trust or from a combination of any of these sums. This is without prejudice to the Trust's other rights to recover any amount due.

Signature of learner:		Date :
Print Name:		
Signature of Manager:		Date :
Print Name:		

Equality Evaluation Form
INFORMATION ABOUT YOU

Every applicant must return a form to the Academy before your application for training will be considered. If you do not wish to answer the questions please ensure you tick the "decline" box at the bottom of the page.

NAME: ..... COURSE APPLIED FOR: .....

Gender (tick one) — Male ☐ Female ☐

Full/Part time (tick one) — Full time ☐ Part time ☐ NHS Professionals ☐ Nights ☐

Occupational Group (tick one)

- Trust Board ☐
- Admin and Clerical ☐
- Nursing Auxiliary ☐
- Support worker ☐
- Manager ☐
- Scientist and Technician ☐
- Allied Health Professional ☐
- Primary Care Worker ☐
- Nurse ☐
- Medical Staff ☐

Do you consider yourself to be disabled? (tick one) — Yes ☐ No ☐

Ethnic Origin (tick one)

White	Asian	Other Ethnic Groups
British ☐	Indian ☐	Chinese ☐
Irish ☐	Pakistani ☐	Other Ethnic Group ☐
Other white background ☐	Bangladeshi ☐	
	Other Asian background ☐	
Mixed	**Black**	**Not Stated**
White and Black Caribbean ☐	Caribbean ☐	Do not wish state ☐
White and Black African ☐	African ☐	
White and Asian ☐	Other Black background ☐	
Other Mixed background ☐		

I would prefer not to reply to the above information. ☐

Please return to CDP Administrator, The Academy, Lower Ground Floor
Please provide this information to help us to monitor the equity of access to learning and development

Check list - before you send this form to the Academy:

Check that you have completed all sections
(All incomplete forms will be returned) ☐

Please attach training supplier's application form completed and signed. ☐

Please complete the Return of Service Contract ☐

Please complete the Equality Evaluation Form ☐

Ensure the form is signed by your managers (wet signature is required) ☐

Ensure that your mandatory training is booked/ compliant in all areas ☐

Please note that this form does not mean that you are booked onto your selected course even if funding is agreed.

The Academy will chase you once after we have informed you about your Mandatory Training status not fully compliant. If we have not had a response within 3 weeks we will automatically withdraw your request.

It is essential that you **submit your CPD application at least 6 weeks'** before your training/course is due to start to allow for application and finance processing. There is no guarantee funding will be secured if applications are submitted late.

Appendix C – Extenuating Circumstances Form

EXTENUATING CIRCUMSTANCES FORM

The completed form should be sent electronically to GWH Academy; To the CPD Administrator, gwh.cpd.requests@nhs.net

Name: ……. Department: …….

Course: …….

Expected Course completion date:.....

1) Extenuating circumstances resulting in: Please tick relevant box.

- Failure to submit assignment/assessment ☐
- Failure to pass assignment/assessment ☐
- Failure to attend all course dates ☐
- Failure to complete the course ☐
- Request to defer modules ☐

2) Extenuating circumstances due to:
Please tick relevant box.

- Employees have been unable to attend/ complete or pass the course due to unforeseen, tragic and uncontrollable circumstances. This includes death in service where funds will not be re-claimed. ☐
- Employees have had to leave the employment of the Trust due to unforeseen, tragic and uncontrollable circumstances. ☐
- Employees are unable to pay back the fees due to unforeseen, tragic and incontrollable circumstances. ☐

3) Other: Please Detail:

Details of extenuating circumstances and decisions taken:

Official Use

Date received: …….

Within CPD Policy Framework **Yes / No**

Considered by:

Name: ……

Decision: ……

Reviewed by:

Name:: ……..

Comment:

Response letter sent to Employee :(date/initialled): ……

Copy to manager (date/initialled: .....

Return of Service Contract activated (date/initialled): ……...

Employee Services informed (date/initialled): ……...

Amount to be repaid: …….

Repayment received from employee: (date/initialled): ……

Episode completed: (date/initialled):……