

Liverpool Clinical Commissioning Group

Training and Study Leave Policy

Version:	V2.0	
Ratified by:	HR Committee – November 2014 and March 2015 and June 19	
Noted by:		
Name of originator/author:	Human Resources	
Name of Lead:	Head of Operations & Corporate Performance	
Date issued:	December 2014 and May 2015 and September 19	
Review date:	November 2017	January 2021
Target audience:	<ul style="list-style-type: none"> • All CCG employees • All Governing Body Member • Clinical Leads • Seconded Staff • Agency Workers (after 12 weeks in line with Agency Works Regulations 2010) • Volunteers 	

Any changes made to this policy should be outlined in the below Review and Amendment Log. This policy does not form part of any employee's contract of employment and it may be amended at any time.

Such changes will be communicated.

Version No	Type of Change	Date	Description of change
V2.0	Updates to scope and application of the policy	September 2019	<i>Additional section on Statutory and Mandatory Training</i>
			<i>Change name of policy</i>

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1. Policy Statement

The purpose of this policy is to provide a structure that ensures both equity and fairness. The CCG is committed to the continuous professional development of its employees in an environment that promotes equality and embraces diversity. This policy should be implemented with due regard to this commitment.

The CCG needs also to ensure that it has the appropriate mix of knowledge and skills at all tiers of the organisational structure, and that succession planning within the department is allowed to take place. The organisation is therefore committed to the development of employees and aims to support them through this process. The CCG nevertheless must also be able to demonstrate that the resources invested in learning and development are used to meet the needs of its service plans and are applied cost effectively.

2. Aims and Objective

This policy aims to outline Statutory and Mandatory training requirements and provide a clear and transparent process with regards to approval of study leave requests and training and development requirements.

3. Scope

The statutory and mandatory training elements of this policy are applicable to:

- All CCG employees
- All Governing Body Members
- Clinical Leads
- Seconded staff
- Agency Workers (after 12 weeks in line with the Agency Workers Regulations 2010)
- Volunteers

The wider policy applies to all employees of Liverpool CCG who request leave to attend any form of training, study or professional development, the spirit which will also apply to Governing Body members.

4. Main Policy Content

4.1 Definitions

Statutory and Mandatory training is compulsory training that the CCG requires its workforce to undertake.

Study leave is defined as leave from work granted by the CCG for the purpose of staff education, training and development. Time off can be paid, unpaid or a combination of both.

Study leave time will apply to short-term external or internal training, other than mandatory, including conferences and other development opportunities. It can also include time off for a longer duration of professional development, i.e. college or university courses, studying for recognised professional qualifications, exams and/or preparation for exams.

4.2 Statutory and Mandatory Training

Statutory and Mandatory training applies to all staff in 'Scope' on page 4. The current list of statutory and mandatory training courses, and frequency, are:

Course	Frequency
Managing Conflicts of Interest	1 year
Data Security Awareness	1 year
Conflict Resolution	3 years
Display Screen Equipment	3 years
Equality, Diversity and Human Rights	3 years
Fire Safety	2 years
Fraud Awareness	3 years
Health, Safety and Welfare	3 years
Infection Prevention and Control	3 years
Moving and Handling	3 years
Preventing Radicalisation	3 years
Safeguarding Adults	3 years
Safeguarding Children	3 years

Statutory and mandatory training for staff must be completed within the first month of engagement with the CCG as part of the induction process. Governing Body Members should prioritise the following courses in the first month, and have up to 3 months to complete the remainder;

- Data security awareness
- Fraud Awareness
- Managing Conflicts of Interest

The principle method for delivering statutory and mandatory training will be through e-learning via the Electronic Staff Record (ESR). These e-learning packages meet the national learning outcomes and are regularly updated to reflect changes in legislation and regulatory policy.

Should a course have already been completed by the member of staff in a previous NHS organisation, and remains in date, then upon sufficient evidence the training record will be transferred to the CCG.

Access to other forms of training will be withheld unless statutory and mandatory training requirements have been met.

Failure to complete statutory and mandatory training, or renew it, may result in termination of contract.

4.3 Study Leave

Application Process

Members of staff who wish to apply for study leave must complete, in full an “Application for Study Leave” at least six weeks before the date of the course/conference where reasonably practicable.

This form must be completed when applying for financial assistance and / or time off for development purposes, and includes internal / external conferences.

All applications must be supported by the line manager and budget holder.

Study leave forms are not required for training identified by the CCG as statutory/mandatory.

Decision Criteria

To enable the CCG to provide the highest possible standard of service and deliver against its strategic objectives there is a requirement to ensure that it recruits, retains and develops staff within a culture of education and learning.

It is therefore essential that the CCG supports, wherever possible and appropriate, the continuous development of its staff as identified through the individual’s Personal Development Plan (PDP), job description and Knowledge & Skills (KSF) Post Outline where applicable. Performance Development Review (PDR) underpins the decision-making process relating to application and approval of study leave.

However there is a finite limit to the amount of resource available in terms of both financial support from the CCG and also time provided off work. A consistent balance does need to be achieved in recognition that any allocated study leave does not have an adverse impact on business need. Study leave shall not result in inadequate staffing in the department.

Whilst considering study leave requests, managers must also be aware of their responsibility to ensure a level of consistency and equity within their own team and in relation to practice elsewhere in the organisation.

Managers should also take into account the previous time off and funding the individual has been granted to participate in other courses of study and/or conferences.

Decisions about applications for support to undertake learning activities will always consider the status of statutory and mandatory training for the applying individual. Support will not be offered unless statutory and role specific mandatory training are current.

Programmes of more than one year duration

Approval for any programme lasting more than one year will only be granted one academic year at a time. The individual's progress should be reviewed continuously and only in the light of satisfactory performance and attendance should further approval be considered.

Levels of Support

Financial Support: the level of financial support for education, training or development activities will depend upon the relevance of the activity to the individual's job role. It should be noted that the budget holder could choose to offer less than the maximum support shown after consideration of the following:

- Amount of money available in the budget
- The overall demand on the budget
- Priorities in relation to development activities
- Other sources of funding

Essential

100% support – where the qualification/training is a basic qualification to enable the individual to carry out their job e.g. statutory/mandatory training, key skills (literacy, numeracy, IT) NVQ Level 2 and Level 3 for some job roles.

100% support – where the development/training is critical to the individual to carry out their job e.g. mentorship updates

Desirable

Up to 75% support – where the qualification/training will benefit the individual and the organisation, but is not essential in carrying out the job role e.g. postgraduate professional training/qualification, management/leadership course

Further

Up to 50% support – where the qualification/training is not required for the post holder to perform their current job and is a second qualification, but may enhance individual performance and prepare them for their next career move e.g. degree/masters course

Other Training and Development

Between 50 – 100% if the activity is identified against business and personal objectives e.g. short courses, seminars, workshops, conferences, e-Learning.

In-house Training and Development

In circumstances where development and training programmes are provided in-house it would not be appropriate to support individuals who wish to pursue a similar programme with an external provider.

Reference should be made to the person specification of the job description, which will indicate what training/education is essential and what is desirable.

Examination Fees

Where examination fees are payable these will be funded at the same level of funding for attendance at the course, e.g. essential - 100%, desirable – 75%, further 50% for the first attempt. In the event of failure, one re-sit will be funded by the CCG as the same level. For desirable courses, it would be the responsibility of the individual to cover the full cost of any resits.

Social Functions

The applicant must meet costs of social functions or other events not directly related to the prime purpose of the study leave e.g. conference dinners

Professional Membership Fees

Fees for membership of professional institutions or other bodies will, without exception, be payable by the member of staff.

Reimbursement for Materials, Books and Other Resources

Staff are expected to pay for any materials, books or other resources that they need when undertaking a training/education programme. However, the CCG will consider funding the cost of books that could be used by a number of employees providing the books are placed within the CCG library. Staff are encouraged to access resources from the CCG library.

Time Off

Time off to travel or attend approved study leave may be paid, unpaid or a combination of both and the principles identified above in levels of financial support should be adopted e.g. essential qualifications – up to 100% time off with pay. This would be applicable for self-directed, reflective or e-learning activities.

Paid absence for the examination should be allowed however should an employee wishes to return to work on the day, the equivalent time off can be given for revision prior to the exam.

For consistency in all circumstances approved leave will be at plain time rates. Staff must be made fully aware by the manager (in writing) of what leave has been granted. In the majority of circumstances no additional hours should be incurred as a result of time off approved.

Part time staff who attend essential learning activities during hours when they would not normally be working, and where time off has been agreed as part of their study leave, will be granted time off in lieu or in exceptional circumstances, paid for the additional hours. Full time staff attending essential training outside their normal working hours and where the manager has agreed time off, will be granted time off in lieu.

If due to operational / financial restrictions a member of staff is denied support for a learning opportunity, the reasons for this should be explained to that individual, and, if appropriate, every effort should be made to accommodate the request at the next possible opportunity.

Staff must not directly book any courses for which they require leave / financial support in advance of this being approved.

Reimbursement of Expenses

The budget holder together with the applicant will determine what is reasonable to be reimbursed, prior to commencement of the study leave. Expenses can only be reimbursed on the production of receipts. Such expenses have to be applied for and must be reasonable in the circumstances. Travelling expenses will be agreed by the budget holder and the applicant and can comprise:

- Full rates per mile travelled in accordance with the applicant's conditions of employment
- A set sum
- A contribution
- No travelling expenses paid at all

The maximum amount of expenses payable are those set out in the NHS terms and conditions of service handbook. Applicants will be advised by the holder of the study leave budget what expenses have been agreed in each case. The total cost of the study leave must be decided at the time of application. Subsequent additional costs to approved leave may be reimbursed at the discretion of the holder of the study leave budget.

Withdrawal of Funding / Time off Granted

In exceptional circumstances the CCG reserves the right to withdraw some or all of the funding for the continuance of approved study leave in the following

circumstances, although the circumstances of each case will be assessed on its individual merits:

- *Failure to complete an agreed and CCG supported learning activity*- where a member of staff fails to complete a course, or withdraws from a course following commencement, the member of staff may be asked to make a repayment of the financial assistance provided by the CCG. In cases of sickness a copy of the medical certificate will be required and monies will not be reclaimed.
- *Failure to sit exams or submit assignments* – after the normal period of instruction will count as failure to complete a learning activity.
- *Unsatisfactory Progress* – where a member of staff is unsuccessful in examinations or assignments at the second attempt for an essential to the role course , the CCG will not provide any further assistance or time off, unless there are exceptional circumstances. For desirable courses, it would be the responsibility of the individual to cover the full cost of any resits.
- *Unsatisfactory Level of Attendance* – where attendance on a course falls below the minimum required level, taking into account illness, annual leave and / or mitigating circumstances, the employee may be asked to make repayment of the financial assistance provided by the CCG.
- *Resignation/Dismissal* – The CCG reserves the right to seek funding reimbursement in full from a member of staff who resigns from the CCG, or who is dismissed (except on the grounds of ill health/redundancy), whilst they are undergoing a funded learning activity. Employees should note that they will be required to sign a payback clause prior to approval of any professional training. Payback is calculated on a proportional basis on the number of months they are employed by the CCG within the 24 month period after completion of their studies.
- *Change in Operational Requirements* – There may be occasions where study leave has been granted but the employee's release is not a viable option for the department anymore due to changes in operational requirements such as to cover unplanned absence in the team and/or increased workload. In these circumstances flexibility needs to be demonstrated and alternative arrangements will need to be agreed between the employee and their line manager.

Funding would not under any circumstances be unilaterally withdrawn. Full discussions with senior staff, the applicant and CCG's HR provider would take place prior to the notice of withdrawal of funding being issued. The final decision rests with the budget holder.

Overseas Study Leave

A member of staff may be granted leave with pay and expenses in attending a conference or undertaking a study tour overseas where there is a direct service need. Similarly if such conferences or study tours constitute an essential part of an

educational programme, leave may be granted. For overseas study leave, submission of an application form should be at least 3 months in advance and should be approved by a Head of Service.

Evaluation

Following any learning event the manager should undertake a discussion with the member of staff in order to evaluate the learning and provide systematic evidence on the impact and benefits of learning, especially where its contribution to patient satisfaction, better healthcare or improvements in health are concerned.

An evaluation form (Appendix 2) needs to be completed and submitted to your manager.

Staff must be prepared to make available to the CCG any course material.

For study requiring the completion of research / assignments, in the first instance, the member of staff should discuss and agree with their line manager the topic to optimise benefit realisation in the workplace.

Acceptance of Gifts and Hospitality

Staff must ensure that they adhere to the Standards or Business Conduct for NHS Staff – Conflict of Interest Policy when accepting sponsorship/gifts or hospitality from commercial sources to speak at or attend conferences or courses.

Appeals

An employee who believes that an application for Study Leave has been unreasonably refused have the right of appeal against the decision using the Grievance Procedure.

5. Roles and Responsibilities

5.1 The Chief Officer

The Chief Officer is responsible for communicating corporate objectives to enable individuals to agree individual learning objectives and identify specific learning needs within PDPs and to identify available resources to support study leave.

The Chief Officer must ensure that the Study Leave Policy is applied equitably across the CCG.

5.2 Managers

The Manager is required to ensure that the agreed levels of support are met and that the learning is evaluated against the declared outcomes. This evaluation should be part of the annual development review. The manager is also responsible for supporting the applicant to apply the learning back in the workplace.

5.3 Staff

The Applicant is responsible for agreeing their learning objectives with the reviewer; adhering to any agreement reached in relation to approval of study leave/funding; and to apply their learning back in the workplace. They must also ensure they complete a reflective evaluation form and evidence learning in preparation for their Performance Development Review

5.4 CCG's Commissioning Support Provider

Liverpool CCG holds a Service Level Agreement (SLA) with a Commissioning Support Provider for the provision of a core service with regard to the administration of statutory and mandatory training. Within the role, that provider will provide usernames and passwords and regular reports on the uptake of statutory and mandatory training.

The Commissioning Support Provider will also update the electronic staff record and support the development of a CCG training needs analysis.

6. Policy Governance

6.1 Equality and Diversity

The CCG is committed to an environment that promotes equality and embraces diversity in its performance as an employer. It will adhere to legal and performance requirements and will mainstream equality and diversity principles through its policies, procedures and processes. This policy should be implemented with due regard to this commitment.

To ensure that the implementation of this policy does not have an adverse impact in response to the requirements of the Equality Act 2010 this policy has been screened for relevance during the policy development process and a full impact assessment conducted where necessary. The CCG will take action when necessary to address any unexpected or unwarranted disparities and monitor workforce and employment practices to ensure that this policy is fairly implemented.

6.2 Management and Review of Policy

The effectiveness of this policy will be monitored and the policy may be reviewed and amended at any time if is deemed necessary. Notification of any changes to policies will be communicated to all staff.

Staff should be aware that the CCG intranet site version of this document is the only version that is maintained and controlled. Any printed copies should be viewed as 'uncontrolled' and as such may not necessarily contain the latest updates and amendments.

Appendix 1

Application for Study Leave

Employee Details

Name	
Job Title	
Band	
Department	
Date of request	

Course Details:

Name of course/training/event	
Course Provider	
Has this provider been used by the CCG before?	
Date of training/event	
Duration of training event	
Amount of study/revision time requested	
Location	
Cost of Course	
Amount to self-fund (where applicable)	
Training Identified as part of PDP – Y/N	
Number of examinations to be taken	
Describe how this course or training event will benefit you in your job and/or career development.	
Outline any training undertaken/study leave granted in the last twelve months	

Further Details (if applicable)	
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Please tick as appropriate:

- I have attached the course outline/ details of the course confirming the date and cost
- I agree to report to my manager about the value/content of this learning event and share the knowledge gained with colleagues.
- I confirm non-completion of the course, or leaving the CCG within the timescales outlined in the Study Policy, will require me to reimburse the CCG for funding unless otherwise agreed.

Signature of Employee	
Date	

To be completed by the line manager and budget holder

Approved Y/N	
Funding Approved Y/N or % amount	
If no, state reason	
Line Manger Name	
Line Manager Signature	
Budget Holder Name	
Budget Holder Signature	

A copy of completed forms should be kept on the employees personal file

Appendix 2

Study Leave Evaluation Form

This form is to be completed after you have attended your training session/course.

Name	
Job Title	
Band	
Department	
Course/Event/Training Title	
Course/Event/Training Provider	
Date of the Course	

1) What were you expecting to learn?

2) What have you learnt?

3) How will this help improve your performance at work?

4) How will the help you in achieving your career objectives?

5) Is there anything you did not understand and need more help with?

6) Did the trainer deliver the course in a manner conducive to your learning? Please provide further details if necessary.

7) How effective was the course administration?

8) Would you recommend this course to your colleagues?

9) What additional comments would you like to make about the course overall?

Signature of Employee	
Date	

Completed forms should be submitted to the line manager to review the learning outcomes and understand whether any learning or best practice can be shared within the team