

Cambridgeshire Primary Care Trust Study Leave Policy

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Cambridgeshire PCT Study Leave Policy

Document Control Sheet

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Equality and Diversity	Rapid Impact Assessment completed

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1. INTRODUCTION AND SCOPE

The aim of this document is to provide guidance to both staff and managers on financial support for study fees and the granting of study leave. The aim is to ensure a consistent and equitable approach throughout the Trust. The policy applies to all staff employed by the Trust.

A variety of opportunities for learning exist within the trust which are advertised on the trust extranet and website which include both internal courses and external courses at Anglia Ruskin University, the Eastern Deanery and Cambridgeshire County Council. Further information about the application process is available from the Learning and Development team or Professional Development Manager.

Learning and development needs/requirements will be identified as part of the annual appraisal process and goals will be set out for the following year. Personal objectives should be derived from the organization's wider corporate objectives, whilst incorporating where appropriate, individual interests and career aspirations. Annual appraisal will use the Knowledge and Skills Framework (KSF) to assess competence and the learning needs of the individual.

The Chief Executive and Directors will first outline their own objectives for the coming year. Directors will then cascade objectives to other managers, clinicians and support staff. (See Appraisal and Personal Development Review Policy 2007)

As part of the appraisal PDR, continuing professional development (CPD) will be discussed. Whilst the Trust is committed to supporting staff in their CPD and expects all qualified staff to undertake the necessary amount/levels of CPD as required in their profession, CPD is a personal commitment to keeping your professional knowledge up to date and improving your capabilities throughout your working life. Requests for CPD funding/leave will be assessed by the manager using the categories of study leave matrix in Appendix 2.

2. COURSE CATEGORIES AND LEVELS OF SUPPORT

The Trust is committed to the concept of the right for all staff to receive learning and development if they are to develop and be fulfilled and if high quality services are to be provided. It recognizes that learning and development benefits the Trust, the individual and users of the Trust's Services. It also recognizes that the training budget is a finite resource that should be available to be utilized fairly by as many staff as possible. A central budget will be held by the Professional Development Manager. To ensure equitable use of this limited resource requests for funding will be agreed by a panel including the Professional Development Manager, Learning and Development Manager and a Senior Manager/Director.

3. STUDY LEAVE WILL BE CONSIDERED AS FOLLOWS:

Category A	Mandatory/clinical update requirements
Category B	Essential job/role related requirements as specified in KSF post outline/job description
Category C	Non essential to the needs of the service however enhances service delivery and personal development
Category D	For personal developmental reasons which have little or partial relevance to the persons role

Staff must be able to demonstrate that Category A is fulfilled before applying for other categories of study leave.

4. COURSE FUNDING

Category A	100% funded financial support and study leave
Category B	100% funded financial support and study leave
Category C	Negotiated part funding and/or part study leave
Category D	Negotiable

All other requests not covered by the above will be considered on an individual basis.

For more details refer to Appendix 2 Categories of Study Leave. Unmet training needs in Categories A and B must be raised with the

5. TRAVEL AND SUBSITENCE ALLOWANCES

Funding for travel will be subject to the same rules as course costs.

Category 100% funded

A

Category 100% funded

B

Category Part funded

C

Category No funding and no study leave

D

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- Agenda for change terms and conditions for travel will apply (Agenda for change: NHS terms and conditions of service handbook Section17)

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- Day subsistence (meals) will be paid as per Agenda for change terms and conditions section 18.11(Agenda for change: NHS terms and conditions of service handbook Section18)

6. MANDATORY TRAINING

Mandatory Training is an ongoing requirement for staff employed in the Trust. Following advice by the Health and Safety Executive, mandatory training will be offered having taken into account the specific roles, and working environments of staff.

Initial training for new employees will be provided via the corporate and local induction processes. Annual updates will be offered throughout the Trust on an area basis. Details of all course requirements for clinical and non-clinical staff can be found in the Mandatory Training Matrix in Appendix 4. A Mandatory Training Directory is available on the trust website or from the Learning and Development team detailing how to book courses in each PCT area.

It is the responsibility of all employees to book and attend mandatory training identified as a requirement of their posts. Managers are responsible for ensuring all their staff are booked onto and attend mandatory training. If staff persistently fail to book and attend without a valid reason the disciplinary process may be used . Managers should ensure priority is given to this training before any other study leave is granted. The Learning and Development Administrator will also keep a record of people who have received their training for reporting purposes.

7.

8. PROCEDURE FOR STUDY LEAVE

The identification of learning and development needs should normally arise through the individual's annual appraisal process. However, it is recognized that ad hoc requests can also occur, in response to unforeseen training and development needs and opportunities arising. The process for study funding/leave is detailed in Appendix 1. The majority of leave will be agreed by the line manager (see flow chart appendix 1). For courses of ten days or more senior manager approval is required as per flow chart.

Individual employees must seek prior approval from their line manager. In circumstances where the individual is managed from a different discipline, professional advice and approval may be required in respect of study leave.

The study leave application form must be completed for each request (refer to Appendix 3). A training record will be created by the Line Manager from each study leave application form and a copy sent to the Learning and Development Administrator. From this, the Trust will be able to establish and maintain a consolidated log from which they will be able to report on:

- Categories of study leave granted
- Who has had study leave in each financial year
- How much money has been invested in training and development
- How much time has been invested in training and development
- The titles of courses/programs/conferences attended
- Which organizations have provided the training and development opportunities
- Benefits to the Trust/department/individual
- Influence commissioning requirements

In line with the Knowledge and Skills Framework, all staff need to develop a portfolio of all training and experience, both formal and informal, relevant to their area of work. This will be in the form of a learning log and will include evaluation of courses attended and application of learning after attendance.

Where the staff member feels their continuing professional development needs are not being recognized or addressed, the staff member has the right to raise their concerns with a Senior Manager/Area Director or through the Trust's Grievance Procedure.

9. EXAMINATION LEAVE

Approval for examination leave is at the discretion of individual managers. However, employees will be granted paid leave to sit any examinations

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associated with Category A and B support. In addition, it is suggested that for qualification based programs, employees should be granted matched study leave e.g. if the exam lasts half a day then half a days study leave should be granted to prepare for examinations. In the event of examination failure, re-sits will not normally be funded by the Trust. Where tutorial time is an essential element of a course, managers should ensure that staff are given the opportunity to attend. Library time and discretionary study leave are agreed on an individual basis with the line manager depending on the needs of the service and may take advice from the Learning and Development team as to an appropriate level of time off.

10. SECONDMENT/SPONSORSHIP OPPORTUNITIES .

There are a limited number of secondment /sponsorship available to specific staff groups funded by the Strategic Health Authority for the Trust on a yearly basis for professional qualifications. Any member of staff wishing to do this type of training supported by the trust must apply and there will be a selection process. Secondment /sponsorships will be advertised by the trust for staff to apply as and when available.

11. CONFERENCES

Requests for attendance at conferences should be made using the study leave application form. In giving approval for attendance, the manager will consider the benefits, costs and relevance for the Trust and the individual to attend the conference. Conferences could fall under any category, depending upon service needs.

Individuals attending conferences (with support from the Trust) are expected to disseminate and share any relevant information with colleagues

12. MANAGER'S RESPONSIBILITY

Line managers are responsible for ensuring that the learning and development needs of their employees are identified in order to provide a quality service.

Managers must:

Ensure that each employee has an agreed Personal Development Plan (PDP) arising from the individual's annual appraisal PDR which is linked to the posts' KSF outline/job description.

Has member of staff completed all mandatory training for their post?

- (Category A)
- Ensure training records are kept for each individual
- Ensure all new employees receive an induction program, consisting of the Trust induction and a local familiarization/orientation program, which has been planned
- Create a learning environment within the department, where skills and knowledge are shared
- Ensure that staff attend statutory and mandatory training, as required
- Consider the implications of training on the workload of the department

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and provide the necessary means and resources to release staff from the department

- Enable staff to put into practice the skills and knowledge gained through the training undertaken
- Value the contribution of training undertaken towards department goals.

Where Trust supported training occurs out of contracted hours, staff must be given time off in lieu. Where training occurs out of contracted hours, staff must be given time off in lieu. Only in exceptional circumstances can payment be made with the agreement of the line manager prior to attendance.

13. EMPLOYEES RESPONSIBILITY

Where an employee is supported by the Trust to undertake a professional qualification, or an expensive short program, he/she will be expected to sign an undertaking to remain within the Trust's employment for at least 12 months after the completion of the program. Failure to remain within the employment for the 12 months may result in the employee being requested to repay the Trust's financial assistance costs of the program.

The Trust expects the individual employee to attend all sessions for which paid study leave has been granted. Line managers must be informed if the employee is unable to attend any sessions. The Trust will not normally request written confirmation of attendance, unless there is reason to believe that the employee has not attended. Non-attendance may be treated under the Trust's disciplinary procedure.

Employees will be expected to share any information/training that they have received with colleagues in their department. Some departments may require a written résumé within a certain time limit from completion of the course. It is the employee's responsibility to ensure that they complete them. Evidence of their training and application of learning in the work areas must be kept in their personal development portfolio in preparation for their appraisal/KSF.

Employees must continue to meet the requirements of their current role, whilst undertaking any program.

14. CANCELLATION OF PLACES

Should a person be booked on a course and not attend, a letter will be sent to the manager concerned requesting an explanation for non-attendance and cancellation fee.

Places on courses cancelled at late notice (within 5 working days) or non-attendance are charged to the relevant department/organization at the daily

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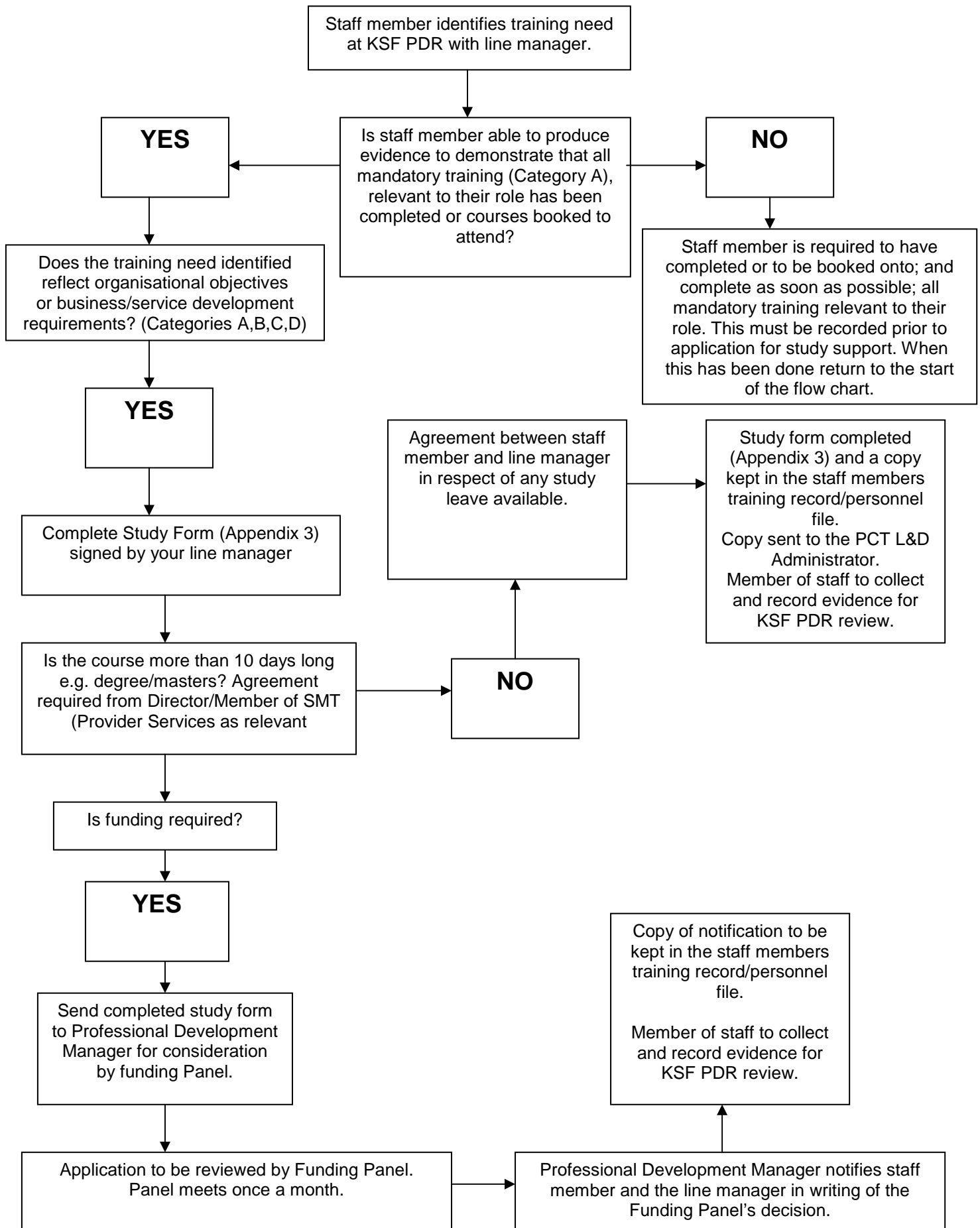
rate applicable to the course (pro-rata charge for less than 1 full day).

Consideration for waiver of this charge will be considered on a case-by-case application to the Learning and Development Manager or Professional Development Manager depending on course type.

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STUDY LEAVE PROCEDURE



CATEGORIES OF STUDY LEAVE

Category	Nature of Activity	Study Leave Paid/Unpaid by PCT	Contribution of Course Costs By PCT
A	Mandatory to the current post holder e.g. Fire/CPR/Manual Handling Meeting Professional Registration/Re registration requirements	100% Paid	100% Paid
B	Essential elements for the role, determined through job description and KSF outline. To meet requirements of a change in role through promotion/re-deployment NVQ training Skills essential to the service/business development	100% Paid Up to 100% although commitment is required for home study, where appropriate	Up to 100% paid via funding panel.
C	Non essential which enhances service delivery and personal development	Subject to negotiation	Negotiable
D	Developmental, which has little or partial relevance to current role, but will enhance career prospects	Subject to negotiation	0%

Appendix 3

SECTION 1 – to be completed by the employee

NAME: _____

POSITION:

DEPARTMENT: _____

COST CENTRE:

LINE _____

MANAGER:

DATE OF APPRAISAL/PDR: (attach personal development plan)

DOES THIS REFLECT ORGANIZATIONAL OBJECTIVES AND OR SERVICE/BUSINESS DEVELOPMENT NEEDS? YES/NO (if no please discuss with your line manager further)

Please describe how:

PROPOSED COURSE:

HELD AT:

PROVIDED BY:

START DATE: END DATE:

TOTAL NUMBER OF STUDY DAYS REQUIRED:

Detail:

NUMBER OF ANNUAL LEAVE DAYS TO BE USED

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HAVE YOU ATTENDED MANDATORY TRAINING REQUIRED FOR YOUR ROLE IN THE LAST 12 MONTHS (PLEASE ATTACH COPIES OF ATTENDANCE)?

(additional study leave is unlikely to be granted if this is not evidenced.)

Dates:

Course(s)

DO YOU REQUIRE FUNDING FOR THIS COURSE?

YES/NO

(Please attach copy/details of charges)

DO YOU REQUIRE TRAVEL OR OTHER EXPENSES FOR THIS COURSE YES/NO

(Please attach copy/details of charges)

Please state the aims and objectives that you hope to achieve by attending this course:

In what ways will your work/practice be improved by attending this course?

In what ways do you intend to share learning gained at conference attendance and by when:

I have read and agree with the provisions set out within the study support/leave policy

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SIGNED (applicant):

DATE:

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SECTION 2 – to be completed by line manager.

THIS LEAVE FALLS UNDER THE FOLLOWING STUDY LEAVE CATEGORY:

(Please circle) A B C D

I recommend that the following support be granted (please circle):

COURSE FEES: 100% 80% 50% 25% 0%

Other

I agree for the applicant to attend the aforementioned course, and I am satisfied that arrangements have been made to cover any absence (to be completed for long/external program, otherwise delete)

SIGNED _____

DATE

(Line Manager)

SECTION 3 For completion by Head of Service/Director

I approve this application

I do NOT approve (please give feedback, continue on separate sheet if necessary)

SIGNED: POSITION:

PRINT NAME: DATE:

SIGNED: _____

POSITION:

(Head of Service/Director)

SECTION 4 – FINAL APPROVAL – to be completed by the funding panel

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(when financial assistance is required for course)

APPLICATION HAS BEEN APPROVED/NOT APPROVED ON THE ABOVE TERMS

SIGNED: POSITION:

PRINT NAME: DATE:

This form should now be returned to the applicant to enable them to proceed with their arrangements. A record should be made by the line manager in personnel file.

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	Duration	Cost	CEO	Non Executive director	Executive Director	Director	Assistant Director	Non Clinical Managers	Clinical Managers	Admin.staff HQ	Admin staff-Clinical bases	Clinical staff-locality	Clinical staff -hospitals
Induction – statutory	2days		X	X	X	X	X	X	X	X	X	X	X
Corporate Induction – statutory	2hours		X	X	X	X	X	X	X	X	X	X	X
Fire Safety (annual refresher) – statutory	1hour		1	1	1	1	1	1	1	1	1	1	1
Manual Handling (non – patient)	1hour		2	2	2	2	2	2	-	2	2	-	-
Manual Handling (patient – handler)	2.5hours		-	-	-	-	-	-	1	-	-	1	1
Clinical Health & Safety (BLS/MBLS)	2.5hours		-	-	-	-	-	-	1	-	1	1	1
Conflict Resolution (Personal safety) (Phased)	3 hours		-	-	-	-	-	3	3	3	3	3	3
Child protection (see separate guideline)	2.5hours		-	-	-	-	1	1	1	1	1	1	1
Risk management for Managers	1day		5		5	5	5	5	5	-	-	-	-
Basic Food Hygiene where applicable	1day		-	-	-	-	-	-	-	-	-	3	3
Infection control	1hour		5	5	5	5	5	5	1	5	1	1	1
Protection of Vulnerable Adults & Older People	2.5hours		-	-	-	-	-	-	3	-	-	3	3
Equality and Diversity Training	1day		3	-	3	3	3	3	3	3	3	3	3
Anaphylaxis	1hour		-	-	-	-	-	-	-	-	-	1	1
Safe Bathing	1hour		-	-	-	-	-	-	-	-	-	1	1
Transfusion awareness	1hour		-	-	-	-	-	-	-	-	-	1	1
Emergency preparedness (civil contingencies see separate)	1day												

Mandatory Training Matrix