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<b>Document History</b>		
<b>Version</b>	<b>Date</b>	<b>Significant Changes</b>
1.0	April 2013	n/a
2.0	May 2015	n/a

<b>Equality Impact Assessment</b>	
<b>Date</b>	<b>Issues</b>
22.03.13	None

<b>Policy Validity Statement</b>
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.

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## **1. POLICY STATEMENT**

1.1 The CCG recognises the benefits to the employee and the CCG of encouraging and supporting staff to undertake courses of Further Education (F.E.), which are relevant to their current role and future development. Courses of F.E. are defined as those leading to a qualification from a recognised educational establishment. 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 All applications for funding and support will be considered equally on the basis of their merits and the funding available.

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

2.3 Financial assistance and time off for study and assessment will be agreed on a case by case basis.

2.4 Access to Information – in order to support assessed work it may be necessary for employees to request CCG information. Such requests should be agreed to provided that they are reasonable and conform to CCG protocols on the release of such information.

2.5 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. CONDITIONS**

3.1 Normally an employee will 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 course study ended.

3.2 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.

3.3 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.

3.4 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.

3.5 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. EQUALITY**

4.1 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.

#### **5. MONITORING & REVIEW**

5.1 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.

## **Part 2**

### **1. PROCEDURE**

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

1.2 Applications for F.E. should be considered by the Management Team on a fair and equal basis. A decision should be taken in line with the CCGs training plan, the relevance to the applicant's current role and development and the benefits that it will bring to the business.

1.3 Funding decisions will be based upon suitability of course or programme and the availability of funds.

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

## FURTHER AND HIGHER EDUCATION SUPPORT APPLICATION FORM

SECTION 1 TO BE COMPLETED BY THE STUDENT						
Full name						
Job title and Grade						
Telephone No/Ext.						
Division						
Is your contract of employment:						
Permanent						
Fixed term (State number of months)						
What relevant qualifications do you currently hold?						
What is your proposed course?						
How long will the full course last?						
What qualification will you be awarded, if successful?						
What interim qualifications could you gain (if any)? <i>e.g. A 3 year Master of Business Administration (MBA) course may offer CMS for success in Year 1, and DMS for success in year 2</i>						
Commencement date of the course						
Which year of the course are you starting?						
For which years have you previously been funded?						
What are the subjects that you will study and be examined upon during this coming year?						
1.						
2.						
3.						
4.						
5.						
Name and address of University, College or other training provider?						
What study/course attendance time will you need to complete the course?						
Full day release						
M						
T						
W						
T						
F						
Half day release						
M						
T						
W						
T						
F						
Evening only						
M						
T						
W						
T						
F						
Self-directed study						
Weekend seminars						
Summer school						
Exam/study leave dates						
What are the estimated costs associated with your attendance on this course?						
Full Amount						
Additional Information						
Course Registration Fees						
£						
Tuition Fees						
£						
Residential Fees (e.g. Summer Schools)						
£						
Books						
£						

	<b>Travel expenses (estimated)</b>	£	
	<b>Additional Examination Fees</b>	£	
<b>NB The omission of costs at this stage may restrict the level of reimbursement (Please turn over the page)</b>			
<b>COURSE SUITABILITY</b>			
<b>Please give your reasons why you feel this course is suitable for support from the CCG.</b>			
<i>e.g. What difference will the qualification make to the type of work that you could undertake? Why have you chosen this particular course provider? What relevance have the subjects to your current job or any job in the NHS that you may apply for in the near future?</i>			
<i>I have read and accept the conditions attached to any Further Education support included in the Further Education &amp; CPD.Policy.</i>			
<b>Applicant's signature:</b>		<b>Date:</b>	

<b>SECTION 2 TO BE COMPLETED BY THE STUDENT'S MANAGER</b>		
<b>Please give your reasons why you feel the subjects covered in this course are relevant to the applicant's current job AND/OR to their potential career development</b>		
<b>How will the proposed attendance arrangements affect your section?</b>		
<b>In your opinion, has the applicant the necessary ability and application to successfully complete the course?</b>		
<b>Please give any reasons (if any) why you feel that you cannot support this application</b>		
<b>Manager's signature:</b>		<b>Date:</b>

<b>APPROVAL BY DEPARTMENT SENIOR MANAGEMENT TEAM</b>				
<b>Approved</b>	<b>Rejected</b>	<b>Senior Manager Representative Signature</b>	<b>Date:</b>	
Approval / Rejection letter sent	Undertaking to Repay signed & returned	Fees Request Letter sent	Exam results received	

## **Equality Analysis Initial Assessment**

**Title of the change proposal or policy:**

Further Education and CPD

**Brief description of the proposal:**

To ensure that the policy amends are fit for purpose, that the policy is legally compliant, complies with NHSLA standards and takes account of best practice.

**Name(s) and role(s) of staff completing this assessment:**

Shamshy Salehin, HR Consultant, Cheshire HR Service

**Date of assessment: 22<sup>nd</sup> March 2013**

**Please answer the following questions in relation to the proposed change:**

**Will it affect employees, customers, and/or the public? Please state which.**

Yes, it will affect all employees

**Is it a major change affecting how a service or policy is delivered or accessed?**

No

**Will it have an effect on how other organisations operate in terms of equality?**

No

**If you conclude that there will not be a detrimental impact on any equality group, caused by the proposed change, please state how you have reached that conclusion:**

No anticipated detrimental impact on any equality group. The policy adheres to the NHS LA Standards, Equality Act 2010 legislation and takes account of best practice. Makes all reasonable provision to ensure equity of access.

**Please return a copy of the completed form to the Equality & Diversity Manager**

