# Learning and Development

NHS Grampian is supporting and providing opportunities for staff to further academic and professional development. However it is important that all staff have an equitable right of access to these opportunities as part of their performance review and personal development.

# Learning and Development: Within Public Health

The public health department holds an internal learning and development budget. All staff members working in the public health system are entitled to apply for additional funding in order to attend training courses or to obtain formal qualifications.

Access to learning and development funding is available on a year to financial year basis.

**Owing to the fixed budget available, applicants are reminded that all other funding options should be exhausted before submitting to this process.**

Funding for courses/qualifications is not guaranteed and will be dependent on monies available at the time of application.

# Guidance: Staff Seeking Funding for:

## Conferences/Seminars

Attendance at relevant conferences and seminars needs to be prioritised and linked to service plans and the individual’s Personal Development Plan. Alternative solutions to the development needs should also be considered. Negotiation should also take place around numbers that attend and how feedback and learning will be given to others. Funding will be decided on the above factors.

## External Short Training Courses

If the training is deemed to meet statutory and/or mandatory needs as detailed in the Personal Development Plan then this will be fully funded, otherwise the application will be considered as a career/professional/role development need and funded accordingly.

Process for Application:

1. Learning need must be discussed with the line manager prior to application - alignment with Public Health Priorities.
2. Complete the training application form (Appendix 1). This form must be signed by the line manager in order to be considered.
3. Submit application form to Fiona Murray (fiona.murray2@nhs.scot) who will provide notification of funding outcome. **\*Application forms must be submitted no later than two weeks before proposed training date.**
4. If support has been granted, individuals and managers are required to sign off a learning contact and to ensure full and proper evaluation of all learning activities. This should be through pre and post course/training intervention documents (paper or online on TURAS) linked to the Development Review and Personal Development planning process.

# Guidance: Staff Seeking Funding for Formal Qualifications

**Levels of Study that can be supported:**

* Certificate
* Diploma
* Degree
* Postgraduate qualification
* Master’s

The level of contribution will be a maximum of 50% of course fees in line with NHS Grampian policy.

Applications should relate to a single year of study. The budget will be allocated on a year-on-year basis.

Candidates supported will be required to commit to employment with NHS Grampian for one year for every year of study supported. Those leaving will be expected to repay a proportion of costs in line with the NHS Grampian policy.

Process for Application:

1. Learning need must be discussed with the line manager in advance of application - alignment with Public Health Priorities
2. Complete the Formal Qualification Form (Appendix 2). This form must be signed by the line manager in order to be considered.
3. Submit application form to Fiona Murray (fiona.murray2@nhs.scot) who will provide notification of funding outcome. **\*Application forms must be submitted no later than two weeks before proposed start date.**
4. If support has been granted, individuals and managers are required to sign off a learning contact and ensure full and proper evaluation of all learning activities. This should be through pre and post course/training intervention documents (paper or online on TURAS) linked to the Development Review and Personal Development planning process.

**Appendix 1 PUBLIC HEALTH**

**LEARNING AND DEVELOPMENT FUNDING FOR TRAINING OR CONFERENCE ATTENDANCE**

**APPLICATION FORM**

|  |  |
| --- | --- |
| **Name:** |  |
| **Position/Job Title:** |  |
| **Title of Training/Course:** |  |
| **Dates:** |  |
| **Training/Course Cost:**(if applicable) |  |
| **Accommodation Cost:** (if applicable) |  |
| **Travel Cost:**(if applicable) |  |
| **Please note below your expectations of personal and organisational benefits of attending the above training/course.****Please outline below how you will share your learning.** |
| **Line Manager Approval:** |
| **Name** |  |
| **Position/Job Title** |  |

**Please return to:**

Fiona Murray, Public Health Researcher, Summerfield House, 2 Eday Road, Aberdeen, AB15 6RE, e-mail: fiona.murray2@nhs.scot

**Data Protection statement**: In completing this form, you agree to the data being held by Public Health which is part of NHS Grampian, as data controller. The information will be held for the purposes of training administration, monitoring, and evaluation, and for contacting you to offer future training. The information will be held in confidence and only used by Public Health for the purpose described and not for any other purpose, without your permission. If at any time you wish to be removed from our database, please contact 01224 558434

**Appendix 2 PUBLIC HEALTH**

# Application for Public Health support for formal qualification

**Application Form**

***Please note all sections must be completed before submission***

Name of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post band: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **1. Reason for application:** |
| *(type to expand available space)* |
| **2. Course identified:** |
|  |
| **3. Expected duration of attendance (provide information about modules to be studied etc.):** |
|  |
| **4. Provider Institution:** |
|  |
| **5. Please provide details to demonstrate how this study will support -**  |
| **5.1 Your current work objectives** **(you may also include relevance to future role)** |  |
| **5.2 Specific TURAS descriptors/ levels as part of your personal development plan (please provide copy of PDP)*****Please relate this to personal development*** |  |
| **5.3 The work of the public health system in Grampian** |  |
| **6. Please list previous qualifications (or attach summary cv)** |
|  |
| **7. How long have you been employed in your current post (with NHSG)?** |
|  |
| **8. Outline your plan to maintain work/study/home life balance** |
|  |
| **9. Please provide details of total costs associated with identified course (including course fees for duration of study and any additional fees that may need to be considered)** |
|  |
| **10. Please provide details of current year costs**  |
|  |
| **11. Please provide details of funding already received towards this course**  |
|  |
| **Peer/mentor or other suitable professional colleague endorsement:****Please outline why you support this application*****Not required*****Signed: Date:****Print:** |

**Line Manager Endorsement:**

**Please outline why you support this application**

**Signed:** **Date:**

**Print:**

*Please check you have completed all parts of this form before submitting.*

All applications should be sent to:

Fiona Murray

Summerfield House

2 Eday Road

Aberdeen

AB15 6RE

fiona.murray2@nhs.scot

Please note that your application will be held on file and that a list of names of applicants may be provided to other funding providers within NHS Grampian, in the interests of eliminating duplicated funding allocation. Details will not be disclosed to any other party.