

Employee Policy Leadership, Performance and Culture

1. Policy Statement

This policy offers you the opportunity to apply for funding support for both professional and career development activities. NHSBT acknowledges that Continuing Personal & Professional Development (CPPD) is necessary for you, and us, to keep up to date with new technologies, innovative advances, and best practice. To ensure that CPPD activities are appropriate and consistent, you and your manager must take joint responsibility for personal development reviews/appraisals before you submit your application for funding support. You and your manager are, therefore, empowered to take responsibility for your development, ensuring that the development activity applied for is aligned to current and future operational and strategic needs.

Your application for development will only be considered if you are able to demonstrate that your mandatory training is up to date, or you are booked on the appropriate training, and that you have had a Personal Development and Performance Review (PDPR) within the last 12 months which highlights the agreed development. Applications for development may be considered in between PDPRs where a development need has been identified following communication with your manager.

This policy provides various options for supporting you to study qualifications, professional certification and apprenticeships for professional and career development. Funding is assigned as follows:

- Qualifications or professional certifications **aligned with business requirements and vital for you to fulfil the requirements of your role** should be fully funded by your Directorate or Departmental budget allocation.
- Education **outside of meeting business requirements that is not vital** in your role may be partly funded by your Directorate or Departmental budget allocation.

If at the time of application, Directorate or Departmental funding is unavailable, and the learning is deemed required, funding may be assigned as follows:

- Where budgets have not been prearranged, qualifications or professional certifications **aligned with immediate business requirements and vital** to fulfil the requirements of your role may be supported by the corporate budget allocation subject to an approvals process.
- Where budgets have not been prearranged education **outside of immediate business requirements and not vital** to your role may be supported by the corporate budget allocation subject to an approvals process.

2. The Process

Talk to your manager

Before you apply for funding or an apprenticeship, you must discuss with your manager your thoughts and ideas about your development need and the learning you hope to gain from your chosen development activity. You must have passed your **probationary** period with us and have **12 months' experience** within your existing job role before applying for a development activity. During the conversation, you should both consider the cost of the development activity and any time off required for study. You should record the outcome of the conversation in your Personal Development Plan (PDP), agreed in your PDPR.

Apprenticeship Scheme

This offers a wide range of programmes from Level 2 (equivalent to GCSE) to Level 7 (equivalent to master's degree) and are often 100% funded for those who are eligible. You are required to consider if there is a suitable apprenticeship programme available that relates to your current job role to support your developmental need **before** applying to request funding.

You can find further information and the application process on the [apprenticeship portal via SharePoint](#).

Financial assistance approval

[Applications](#) for funding can be submitted at any time to your manager. If you have multiple requests, individual applications for each will be required.

- For applications where the total programme costs are under £1000 you may receive up to 100% funding from your department budget.
- For applications where the total programme costs are over £1000, you may receive funding up to 100% if the development activities are considered **vital** or 75% if **not vital**. Funding will be paid either from your department budget (where available) or from the corporate budget.

Applications for corporate funding will be reviewed twice a year in April (*submission deadline 31st March*) and September (*submission deadline 31st August*). You will be notified once all applications have been reviewed to advise if funding has been granted. This could take longer if further information is needed to support your application. However, colleagues should be aware that the budget is subject to the Corporate Financial Planning process which may mean any funding is deferred to the next financial year. You will be advised whether the financial support required is available in the financial year of your application or for the following year.

For all applications, be aware that you may be contacted to provide additional information. If the decision made is not to approve your application, you should discuss this with your manager and decide whether to accept the decision, resubmit your application, or appeal (see below).

Financial Conditions for Support for Development Funding

In accepting support for development funding, you should note that you are entering into a financial agreement with NHSBT, where the following terms apply:

- The funding is solely available for the payment of tuition fees, registration fees or exam fees for a qualification, course of study or certification.
- The application can be for one course only.
- Funding will only be released once the Terms and Conditions have been signed and returned.
- Manager / Senior Management / Budget Holder approval is required.
- If funding is provided at 75% and individual contributions are required, this is processed through payroll and recovered from your salary over an agreed term.

- Recovery for contributions from salary, (where applicable), will commence the following month and continue monthly until the funding amount is fully repaid.
- If wish to defer your studies, you must discuss this with your manager. The duration of the deferral will be agreed in line with your mode of study.
- It is your responsibility if you are leaving NHSBT, withdrawing or deferring from your studies or have failed to complete / pass the course you must notify hredirect@nhsbt.nhs.uk / [Raise my HR Query](#)
- If you are leaving NHSBT, any outstanding balance will become repayable immediately. A plan for repayment will be dependent on your personal circumstances and context.
- Should you leave the organisation within 24 months of receiving financial assistance, you will be liable to repay some or all the costs in accordance with the funding terms and conditions.
- Should you withdraw or cease studying, you may be liable to repay some or all the costs in accordance with the funding terms and conditions.

Time off for study or assessment

Time out required for attending a course, additional study, revision and examinations should be discussed and agreed with your Line Manager as part of the application process. You both need to ensure that this request is balanced between meeting current business needs and supporting your vital or non-vital development. Should there be an occasion where assigned work time out is not practical, it may be a requirement that annual leave is utilised.

External Sponsorship applications

If you have been offered external funding support from a commercial sponsor, you must include the sponsorship details and costings on your application form for consideration. You should refer to the [Sponsorship Policy \(POL240\)](#) for details.

Medical Colleagues

If you are a medical employee (see below) you are required to ensure that you keep up to date with your continuous professional development to retain your Licence to Practice through the Revalidation process. Doctors are allocated an indicative £900 per doctor (pro rata) per year for Professional Development with pay and expenses.

This only applies to our medical colleagues and should be read in conjunction with the relevant medical Terms and Conditions.

All approved funding applications regardless of value for medical colleagues, must be submitted using the Support for Development Application Form to: [Medical Development Support and Study Leave](#). Should your application fall within the criteria for department / corporate support for development, your application will follow the normal process set out within the policy and Frequently Asked Questions (FAQ's).

All other information contained within this policy and the supporting FAQ' s must be followed by medical colleagues e.g. including overseas applications.

Feedback

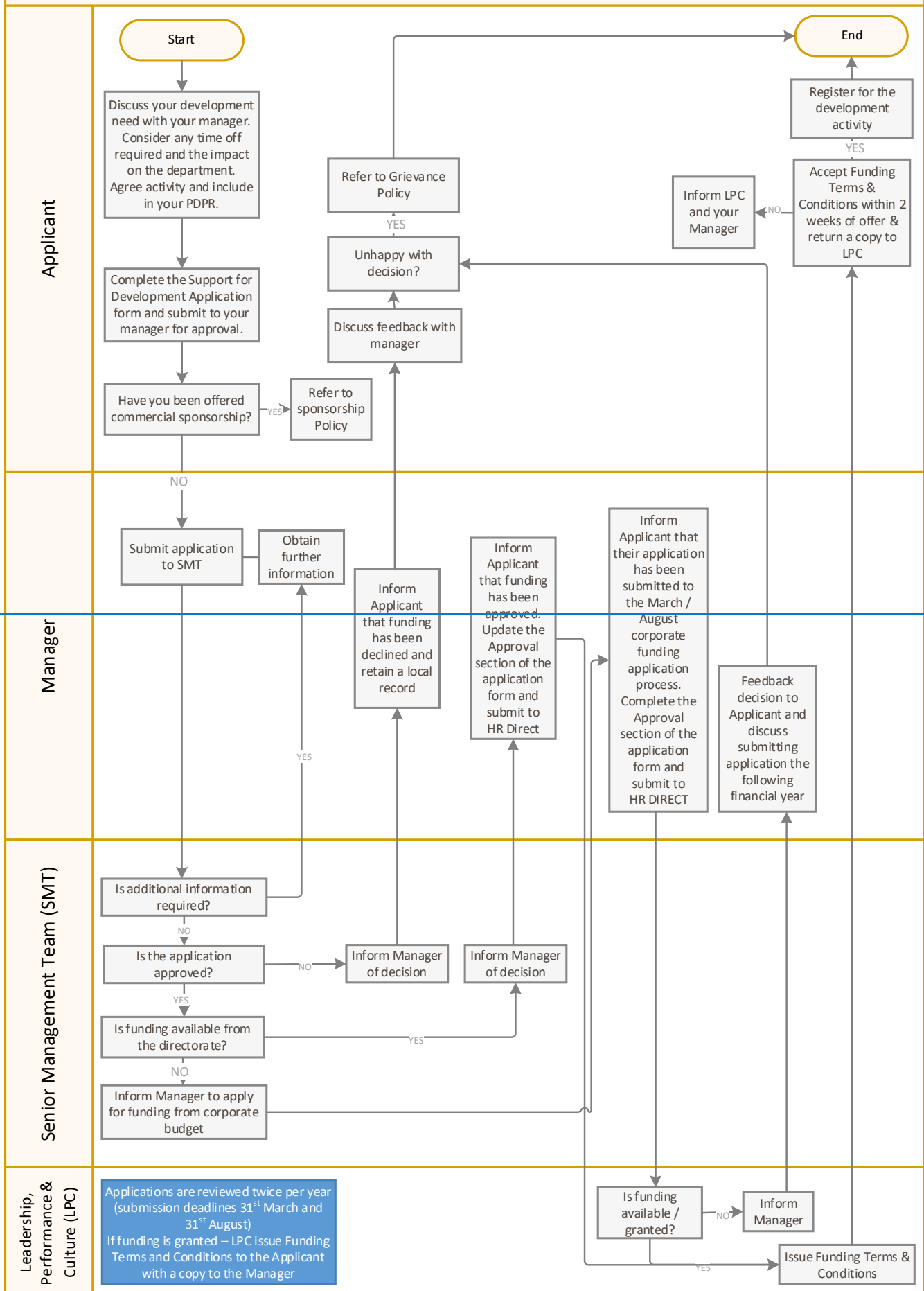
On returning from the event, it is your responsibility, along with your managers, to ensure that the information and learning gained is shared with the appropriate colleagues e.g., by written summary of outcomes, or as a presentation. We also encourage the sharing of knowledge in our various Communications.

3. Application concerns and appeals

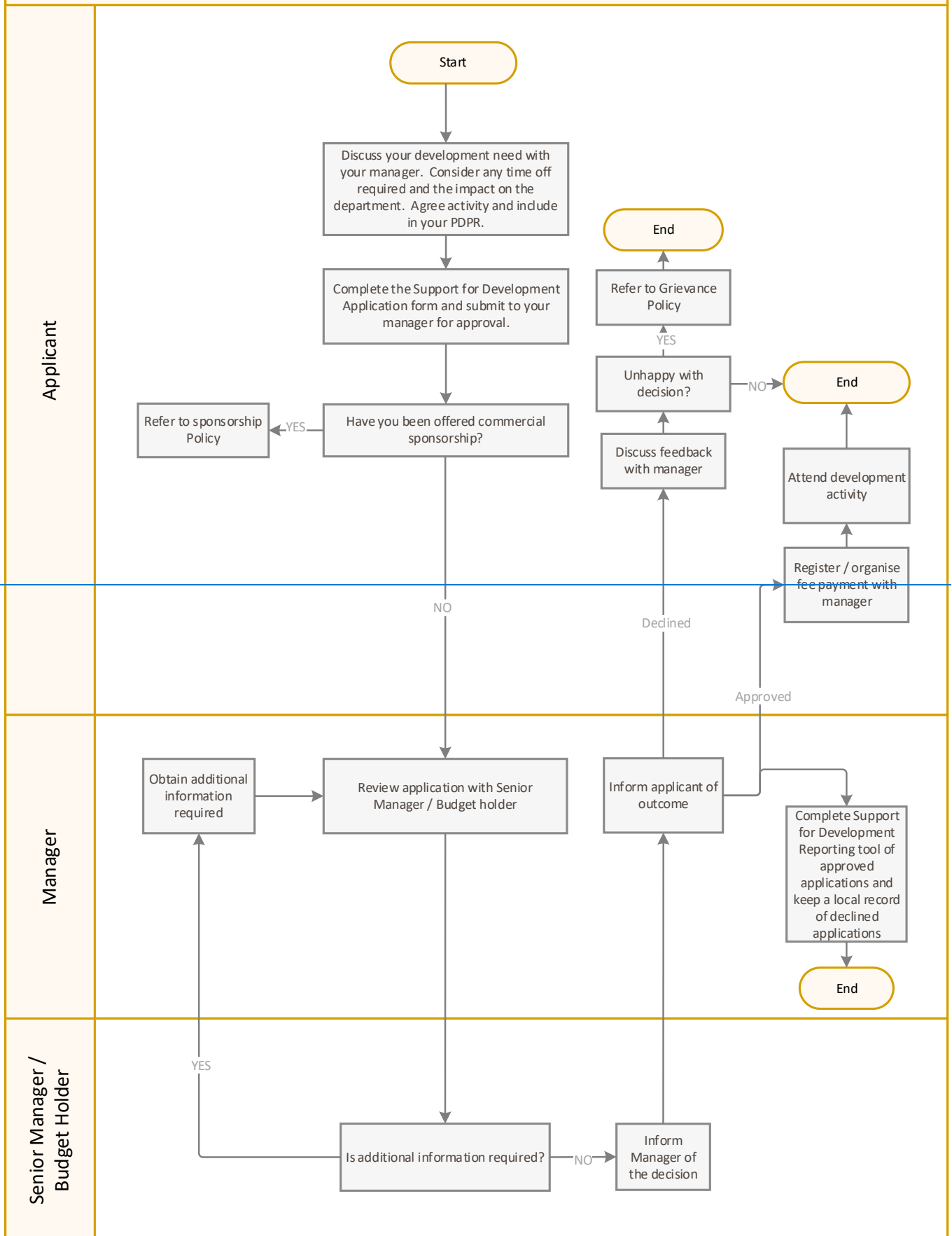
If your application is not approved, your manager will explain and discuss this with you. They must provide a clear justification in writing as to why your application was not approved. Should you be unsatisfied with the reasons provided, you will need to refer to the Grievance Policy.

4. Flowchart

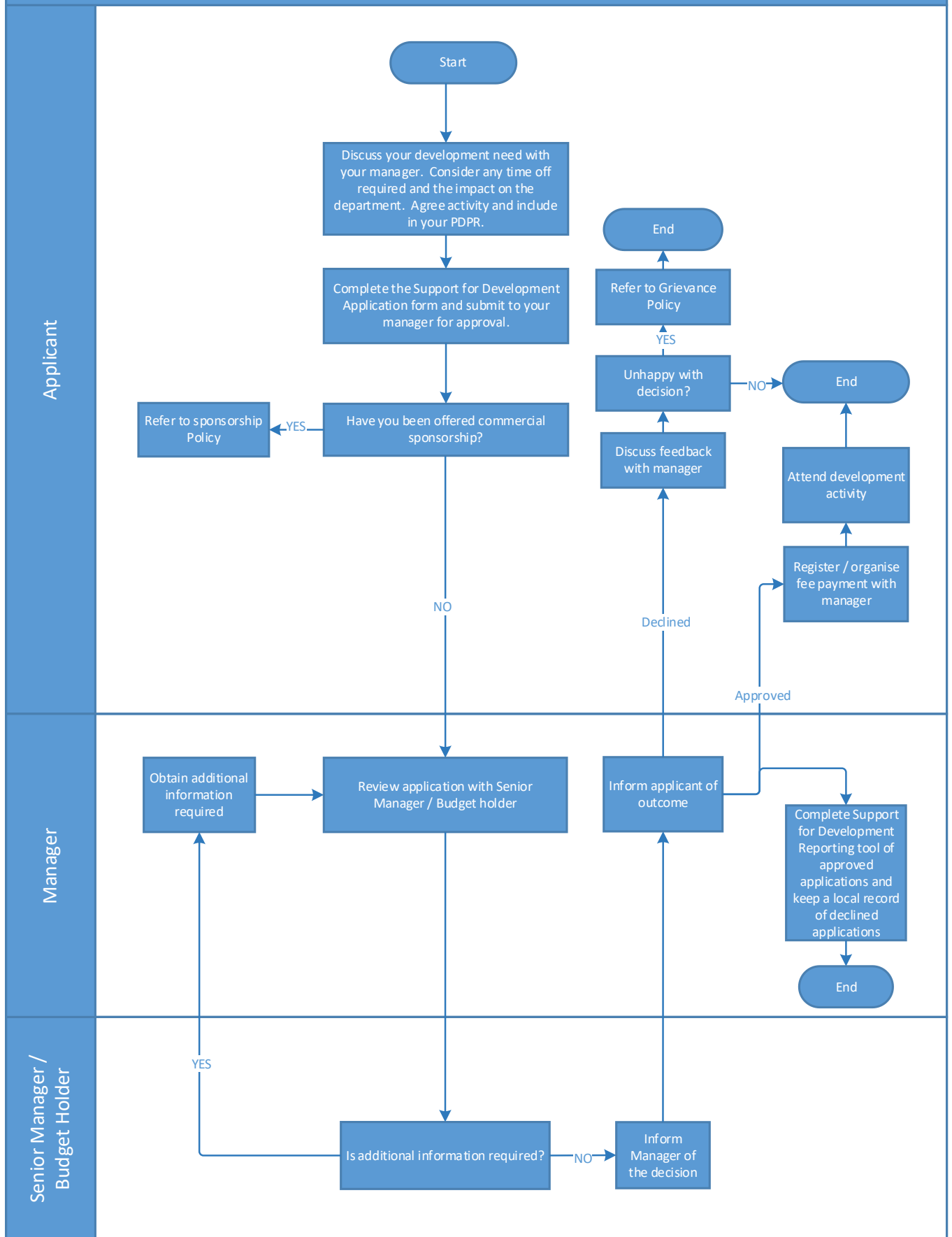
Support for Development Policy – Funding over £1000



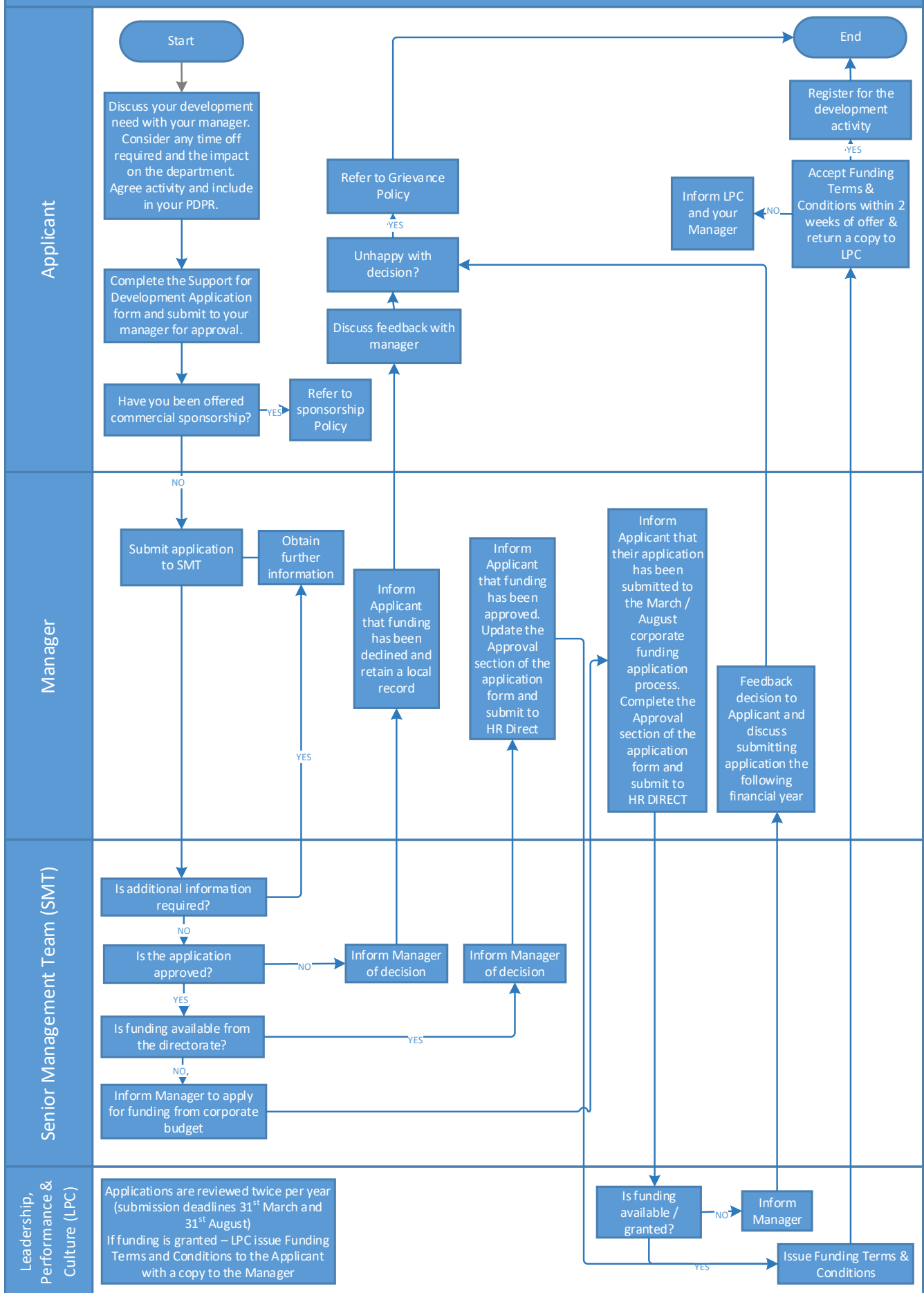
Support for Development Policy - Funding under £1000



Support for Development Policy - Funding under £1000



Support for Development Policy – Funding over £1000



5. Policy Approval and Review

Policy version	UCD/People/Development/030v3.0
Title	Support for Development Policy
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