

- Ensure that learning activities are reviewed and that staff are supported to transfer their learning to their workplace including disseminating learning to colleagues where appropriate.

5.3 DIVISIONAL/DEPARTMENTAL MANAGERS

5.3.1 In addition to line management responsibilities Divisional / departmental managers have a leadership responsibility to:

- Develop, at least annually, a Learning Education and Development (LED) plan within the context of the divisional business plan including identifying resources required to support learning, education and development in line with the Integrated Education Strategy.
- Review and update the LED plan in line with the development plans for all staff within the division.
- Liaise with the learning and development team to support the development of a corporate learning and development plan.
- Approve study leave and funding for programmes of study for their own division in line with the principles identified in this policy.

5.4 LEARNING AND DEVELOPMENT TEAM

5.4.1 The learning and development team will:

- Provide appropriate support and guidance for managers and employees in determining training and development needs.
- Work with other education practitioners within the Trust to co-ordinate corporate learning plans where appropriate.
- Maintain mandatory training matrices to ensure staff can comply with statutory and mandatory training requirements.
- Publish material advertising relevant learning and development opportunities for staff.
- Inform managers of any staff non-attendance on the day of an in-house event and provide support for investigation of absence.
- Provide information, advice and guidance to staff to support personal and professional development needs.
- Monitor and evaluate quality and value for money of any centrally commissioned courses.
- Monitor spend in relation to HEE funding and compile returns where appropriate.
- Provide guidance on the corporate training budget and facilitate the study leave and financial support committee.

5.5 STUDY LEAVE AND FINANCIAL SUPPORT COMMITTEE

5.5.1 This committee ensures that the corporate budget for CPD is allocated where it is needed and in line with the principles set out in this policy and funding body requirements. The study leave and financial support committee has this

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responsibility for all registered healthcare professional staff and all support staff Bands 1-9.

5.6 TRUST BOARD

The Board will be responsible for overall monitoring of training and education across the Trust. This will include Mandatory and Statutory training, where Divisional compliance will be reported, monitored and remedial actions implemented, where appropriate.

6 POLICY

6.1 ACCESS TO LEARNING AND DEVELOPMENT OPPORTUNITIES

- 6.1.1 In all circumstances priority one training takes precedence for training resources; both funding and time.
- 6.1.2 Managers are responsible for deciding the study leave allocation for individuals in their team. Managers should ensure that priority two training for staff members is not approved unless they are able to demonstrate that priority one training needs have been met.
- 6.1.3 In all circumstances study leave must be approved in advance of the learning event taking place and be planned to minimise disruption to service. In agreeing study, the budget holder/department manager will need to balance approving the leave with service demands. This may limit the number of staff able to access training in any one period. Managers should plan learning and development and should monitor the take up of learning opportunities in order to ensure that decisions in relation to access to study leave are fair.
- 6.1.4 The table (appendix 1) gives guidance as to the maximum leave that is likely to be supported per staff member. This does not give a minimum entitlement to training days per annum. Specific training and development requirements vary from one professional group to another so this policy sets out boundaries within which local guidance can be developed. Any such guidance must fall within the parameters of this policy.

6.2 FINANCIAL SUPPORT

- 6.2.1 Programmes of study are supported financially from department budgets, from the corporate training budget and through the allocation of places with Education Providers commissioned through HEE funding. Allocation of funds will vary from year to year and the Learning and Development team will provide guidance on access to funding held centrally in the corporate training budget.
- 6.2.2 Divisions / departments are expected to make provision as part of their annual LED plan to meet training requirements including study leave and funding.

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