

1. Policy Statement

This policy offers you the opportunity to apply for funding support for both personal and professional 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.

2. The Process

Talk to your manager

Before you apply for an apprenticeship or for funding, you will need to 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 should have passed your **probationary** period with us, and should ordinarily 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 the time-off required. 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 (GCSE) to Level 7 (Master's Degree) and are where applicable, 100% funded for those who are eligible. You are therefore required to consider if there is a suitable apprenticeship programme available to support your developmental need **before** applying to request funding.

You can find further information on a new portal via Sharepoint.

Financial assistance approval

You may apply for funding to support your development activity at any point throughout the year. Funding decisions will be made against individual applications and more than one application can be submitted per person during any given year. It is important to note that funding approval will be subject to business need and the availability of funds. The Application form can be found at 'Developing people/applying for funding/support for development in People First.

Applications under £900

For applications where the total programme costs are under £900 you may receive up to 100%. Once you have discussed and agreed your application with your manager, they will also review your application with the relevant budget holder/Assistant Director. If they are satisfied that the development activity is appropriate, your application will be approved and funded locally. It is important for you to recognise that this approval decision is subject to business need as well as sufficient funds being available within your Directorates' training budget. Your manager will inform you of the approval decision. Where approval has been given, you can continue to make the necessary booking and invoicing arrangements for your development activity.

Your manager must report details of the activity. This is done via [the Training Reporting Tool](#). We receive funding from Health Education England for a range of educational/conference activities and use the data from the reporting tool to provide the detail of who has received education support to be able to evidence how we are utilising the funding across NHSBT.

Applications over £900

For applications where the total programme costs are over £900, 100% funding will be approved for all development activities that are considered **vital** for you to carry out your day to day role. Such development activities will include those which are specifically linked to delivering our business and regulatory objectives and will be agreed through your senior management team.

For other **non-vital** development activities, a personal percentage contribution of 25% will apply.

Once you have discussed and agreed your application with your manager, your manager's manager where applicable, will also review your application before sending to your Directorate's Senior Management Team (SMT) for approval. If the SMT is satisfied that the development activity is appropriate, your application will be submitted to the Support for Development Panel. It is important to note that the approval at this stage is subject to sufficient funds being available within the central OWD training budget. OWD will issue you with an approval letter summarising the approval decision, a copy of which will also be sent to your manager. Where approval has been given, you can continue to make the necessary booking and invoicing arrangements for your development activity. The letter will confirm the amount of funding you will receive and must be signed and returned prior to your funding being released.

The Support for Development Panel will ordinarily review applications on an annual basis in line with the PDPR and Corporate Development Planning process. For all development support, please be aware that your manager's manager, SMT or member of OWD may need to contact you for 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).

For all support, should you leave the organisation within 36 months of receiving financial assistance, you will be liable to repay some or all the costs.

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 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 funding applications regardless of value for Medical colleagues, must be submitted using the Personal and Professional Development Application Form to: [Medical Development Support and Study Leave](#). Should your application fall within the criteria for OWD support for development, your application will be sent to OWD and will follow the normal process set out within the policy and 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.

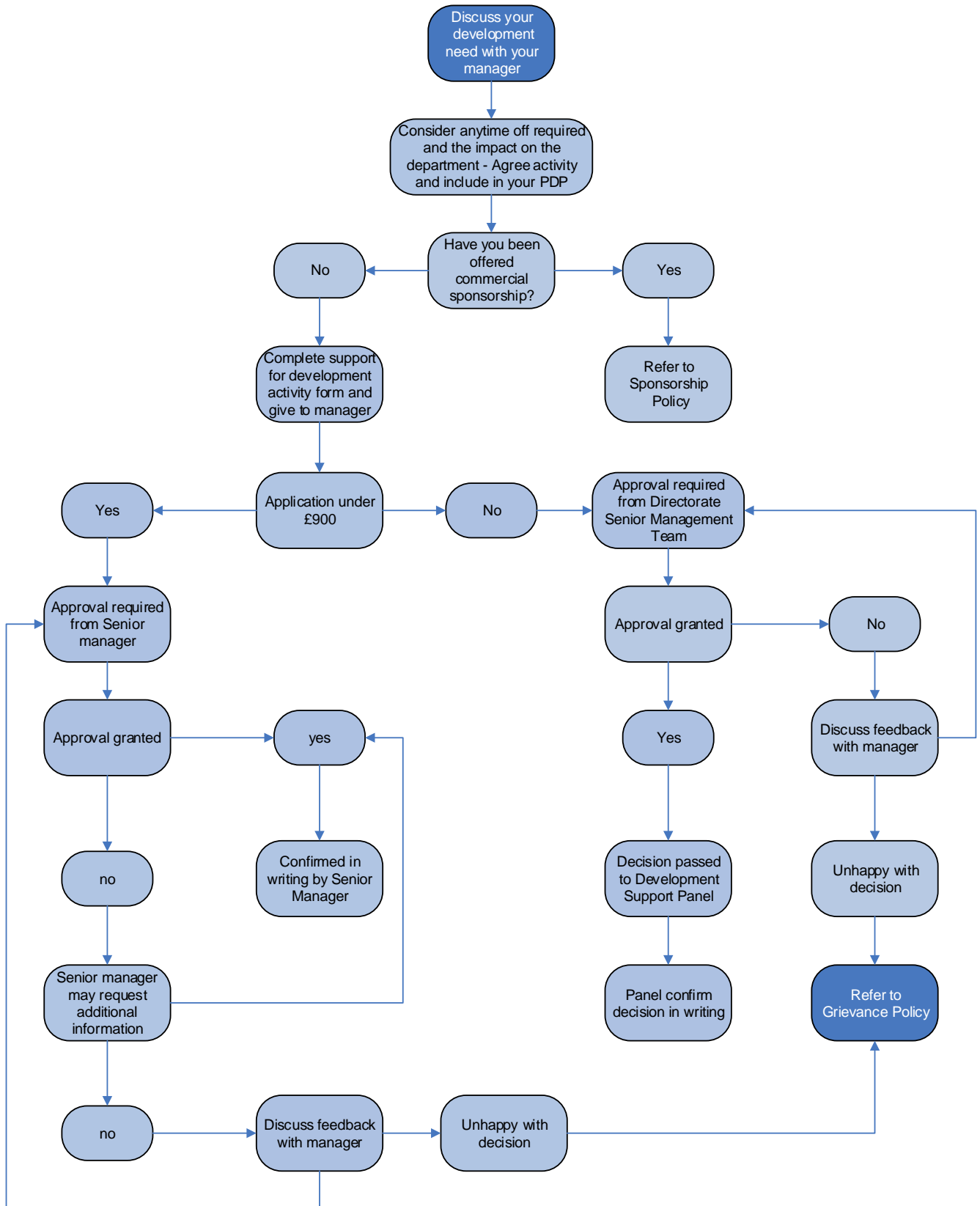
Feedback

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 E.g. Connect Magazine.

3. Application concerns

If you are unhappy that your request has been rejected, you should firstly discuss this with your manager or your manager's manager. If you are unable to resolve your concerns, you will need to submit your appeal in writing to HRDirect@nhsbt.nhs.uk who will review and respond in line with our internal quality assurance practices.

4. Flowchart



5. Policy Approval and Review

Policy version	UCD/People/Development/030v2.5
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