

Learning & Development Policy and Procedure

Ratification Process

Lead Author:	Learning & Development and HR Advisor, C&P CCG
Developed by:	Learning & Development and HR Advisor, C&P CCG
Approved on and by:	June 2016 Joint Consultation and Negotiating Partnership (JCNP)
Ratified on and by:	July 2016 C&P CCG Remuneration & HR Sub Committee
Version Number:	3
Latest revision date:	April 2018
Review date:	April 2020

Cambridgeshire & Peterborough CCG Learning & Development Policy and Procedure

Document Control Sheet

Development and Consultation:	This policy was developed by the CCG OD & HR team and consulted upon with senior managers and staff representatives. This policy has been approved through the Joint Consultation and Negotiating Partnership (JCNP).
Dissemination	All new and updated policies and procedures are notified to senior managers via email for dissemination to their staff. Notification is also sent to all staff via the bi-weekly staff newsletters.
Implementation	All staff and managers. Line managers have an additional duty to authorise in accordance with the policy.
Training	The CCG HR team will organise to inform managers of this policy.
Audit	The CCG HR Team will hold a database of all policies and a reminder will be sent when a policy is due for renewal.
Review	This policy will be reviewed by the CCG HR Team and JCNP every two years, unless an earlier review is required e.g. due to changes in legislation or in NHS direction.
Links with other documents	This policy should be read in conjunction with: CCG Appraisal Policy and Procedure CCG Travel and Related Expenses Policy and Procedure CCG Grievance Policy and Procedure CCG Orientation and Induction Policy and Procedure NHS Agenda for Change Handbook

Cambridgeshire & Peterborough CCG Learning & Development Policy and Procedure

Revisions

Version	Page/ Paragraph no.	Description of change	Date approved
2	Page 8, section 5.2 g	Amended to confirm applications for study leave and funding for learning to be agreed and signed by the line manager, and held by OD & HR team.	07/2016
2	Page 8, section 5.2i	Personal development plan information to be collated by the OD & HR team to inform training needs analysis	07/2016
2	Page 11, section 6.2	Annual performance appraisal period amended from March - May to April - June	07/2016
2	Page 13, section 7.8	ILA supplementary points will be awarded to CCG employees who are trained as a First Aider and/ or a Fire Warden gain a further 2 point.	07/2016
2	Page 14, section 9.3	Failure to remain within the employment of the CCG for less than 12 months following completion of a course and/ or last examination will result in the employee being requested to pay part or the full cost of the course or exam funded.	07/2016
3		No changes	04/2018

Cambridgeshire & Peterborough CCG Learning & Development Policy and Procedure

Contents

Section	Page
1. Introduction	5
2. Purpose	5
3. Scope	5 - 6
4. Definitions	6 - 7
5. Duties and Responsibilities	7 - 11
6. Identifying Learning & Development Needs and Training Compliance	11
7. Individual Learning Accounts (ILAs)	12 - 13
8. Study Leave	14
9. Funding for External Courses	14 - 15
10. Appendices	
Appendix 1: Learning & Development Quick Reference Guide	16
Appendix 2: Individual Learning Account (ILA) Application Form	17 - 19
Appendix 3: Types of Learning & Development Activity and Supporting Arrangements	20 - 21
Appendix 4: External Study and Study Leave Application	22 - 23

Cambridgeshire & Peterborough CCG Learning & Development Policy and Procedure

1. Introduction

- 1.1. Cambridge & Peterborough Clinical Commissioning Group (CCG) is committed to becoming an excellent organisation and a great place to work and learn. Personal and professional development for all staff is a key element in developing the CCG and its workforce to meet the future challenges of commissioning services to ensure they are of a high quality and put patients first.
- 1.2. The CCG is committed to continually improving the opportunities available to staff to enable them to reach their full potential. To fulfil this commitment, the CCG has a robust and systematic approach to the planning and prioritisation of learning needs, ensuring these needs are linked to the CCG Strategy and Commissioning Assurance Framework, focusing on delivering the best patient care.

2. Purpose

- 2.1. This Learning and Development Policy and Procedure describes the responsibilities of individual staff and their Line Managers in implementing key aspects of the training cycle, and is intended to guide all individuals in meeting their learning and development requirements and responsibilities.

3. Scope

- 3.1. This policy and procedure applies to all employees of the CCG, including associates who have a contract for services and deemed to be delivering critical CCG business.
- 3.2. This policy should be used during the following activities:
 - 3.2.1. Undertaking the annual CCG appraisal and performance review.
 - 3.2.2. Devising Personal Development Plans.
 - 3.2.3. Setting Personal Objectives.
 - 3.2.4. Where relevant, planning learning activities to meet Knowledge and Skills Framework (KSF) outline requirements, including agreeing objectives for these activities.
 - 3.2.5. Providing evidence of competency achievement to meet KSF requirement.
 - 3.2.6. Applying for and approving study leave and/or funding for external study.

3.2.7. Allocating and prioritising resources for learning activities.

3.2.8. Devising annual training plans.

3.2.9. Evaluation of learning.

3.3 The CCG is committed to:

3.1.1. Ensuring learning and development opportunities are provided for all CCG staff, as detailed on the HR & Learning and Development pages on the eXtranet.

3.1.2. Ensuring resources for learning and development are distributed fairly, appropriately and in a timely, cost effective manner.

3.1.3. Widening learning opportunities for staff requiring help with Skills for Life including literacy, numeracy and information technology.

3.1.4. Meeting different learning styles and needs.

3.2. The CCG aims to provide or commission learning and development activities that balance the requirements of:

3.2.1. Mandatory training.

3.2.2. Minimum essential professional requirements.

3.2.3. Continuing professional development.

3.2.4. Role essential requirements to meet the CCG strategic aims and operational targets.

3.2.5. Individual and personal aspirations for development.

4. Definitions

4.1. Continuous Professional Development (CPD)

The systematic maintenance, improvement and broadening of knowledge, skills and the personal qualities necessary for the execution of professional and technical duties throughout the individual's working life.

4.2. Development

Growth and the realisation of potential. Development is a longer-term investment, providing people with a framework that enables them to benefit from learning opportunities in a way that helps the employee personally in their current role and future career.

4.3. Mandatory Training

Training that is required by legislation, policy, protocol and by external regulating bodies such as the National Health Service Litigation Authority.

4.4. Knowledge and Skills Framework (KSF)

The Knowledge and Skills Framework provides an NHS-wide framework which supports personal, service and career development. The KSF framework is entirely generic and covers all staff groups, roles and levels, except for doctors who have their own arrangements in place. The CCG Appraisal Policy and Procedure (incorporating the NHS Knowledge and Skills Framework) provides detailed information about how the framework is linked to learning and development activities and staff are referred to this document for more specific information about personal development plans, portfolios and evidence of learning. For further details please see the NHS KSF review process documentation found in the CCG Appraisal Policy and Procedure.

4.5. Learning

An end result or outcome, defined as a change in perspective or capability, (behaviour, knowledge or attitude), whether of individuals, teams, or the organisation as a whole.

4.6. Training

The acquisition of skills to a set standard, through instruction and practice, and takes a short term approach. It is usually concerned with improving capability of how something is done and covers business, technical and professional knowledge and skills.

4.7. Trainer Provider

Individual, group or body providing a learning or educational experience or programme.

5. Duties and Responsibilities

5.1. All staff are responsible for:

- a. Self-assessment of their achievements and competencies against CCG job description and person specification, and where relevant the KSF outlines and the professional requirements of their role, in order to inform their personal development plans.
- b. Discussing learning and development achievements, progress and needs at annual and six monthly performance appraisals and one to one meetings throughout the year with their line manager;
- c. Agreeing an annual personal development plan with their line manager;

- d. Being proactive in accessing learning opportunities available to them;
- e. Attending and completing all required elements of study days and courses providing feedback on the quality and effectiveness of learning activities;
- f. Maintaining and providing evidence of learning at annual and six monthly performance appraisals, ensuring all required mandatory training is completed;
- g. In the event that non-completion of training results in a cost to the CCG, the employee will be required to pay the amount in full. In the event that a group session is cancelled through non-attendance then a charge back to the individual could also apply.

5.2. Line managers are responsible for:

- a. Ensuring that all staff have equal access to learning and development opportunities.
- b. Ensuring all new staff complete the CCG corporate induction on, or as near to the first day of their employment as is possible and local induction within one month of commencing employment with the CCG. Completion of any relevant induction to be reported to the OD & HR Team. Please see the CCG Orientation and Induction Policy and Procedure for further information.
- c. Holding regular discussions and reviews with staff on their learning and development progress within the context of the annual CCG performance appraisal;
- d. Agreeing an annual personal development plan with all staff and providing support to meet this plan;
- e. Ensuring all staff complete any booked training or cancel these in a timely manner if no longer required;
- f. Ensure release and attendance of staff for mandatory training. If in exceptional circumstances staff are unable to attend, ensure courses are rebooked and the course is completed in a timely manner;
- g. Considering and approving applications for study leave and funding following the Learning & Development Policy and Procedure, or providing rationale for applications not approved, and ensuring staff development activities fall within the annual allocated budget. All agreed funded learning requires an Individual Learning Account (ILA) to be agreed and signed by the line manager and retained by the OD & HR team. The ILA application form can be found in appendix 1 of this policy.

- h. Ensuring staff are aware of the changed requirements in role as a result of learning undertaken. Recording evidence of the examples of application of knowledge and skills for staff which demonstrate evidence against the KSF outline where required;
- i. Collating information from the Appraisal forms under the personal development plans and using this to inform training plans;
- j. All Managers will undergo mandatory training to ensure they have the skills and knowledge to undertake effective annual staff performance appraisals and performance reviews and support staff in constructing a personal development plan, which will be a key stepping stone in the development of an excellent organisation that is open to learning.

5.3. CCG Governing Body and Clinical Executive committee

The CCG Governing Body and Clinical Executive Committee are responsible for:

- a. Promoting a culture of continuous learning when mistakes are made;
- b. Analysing information from audits, complaints, incidents and untoward incidents using the learning from this to inform strategic direction for learning and development within the CCG;
- c. Ensuring all staff are meeting essential training, minimum essential professional training and role essential requirements to meet CCG Strategy and Commissioning Assurance Framework;
- d. Ensuring CCG staff training budgets, where applicable, are set to meet CCG training plans and are managed appropriately;
- e. Creating opportunities for the provision of high quality practice/work based learning;
- f. Ensuring robust records are kept of all learning and development activities undertaken within the CCG;
- g. Producing an annual training needs analysis using the information from individual personal development plans, linking to CCG workforce strategy and workforce plans;
- h. Applying the CCG Appraisal Policy and Procedure to all staff and reporting information on completion of the review process as required;
- i. Ensuring that progress is being made against the CCG Workforce Plan and Organisational Development Plans.

5.4. The Head of OD & HR, and the OD & HR Team, are responsible for:

- a. Producing the annual CCG training requirements from the training needs analysis via personal development plans;
- b. Making progress against the Workforce Plan and Organisational Development Plans and updating these regularly;
- c. Utilising the personal development plans to produce an annual schedule of learning and development for the CCG;
- d. Responsible for the collation of evaluation and quality assurance for all training arranged through the OD & HR team;
- e. Monitoring and recording of all mandatory training;
- f. Timely reporting of learning and development activities to the Clinical Executive Committee (CEC) and the Remuneration and Terms of Service Sub-Committee;
- g. Managing and supporting the CCG Appraisal and KSF process across the CCG;
- h. Seeking to provide a wide range of learning opportunities to meet all staff learning needs, service delivery and overall CCG objectives;
- i. Meeting standards for external and internal quality reviews of learning and development activity to include NHS Constitution; service performance review and CCG service level agreements; Quality Assurance Framework Care Quality Commission, General Medical Council, National Medical Council, Health Professions Council and the Health and Safety Executive;
- j. Providing programme administration, (learning & development course booking and confirmation, including providing course materials, registers and evaluation forms);
- k. Maintaining central electronic records concerning CCG mandatory training activities and attendance for training delivered;
- l. Providing clear information on available internal and external training resources for auditing purposes;
- m. Providing regular reports about uptake and non-attendance to managers and committees;
- n. Building partnerships with Health Education England (East) professional bodies and education providers, informing future development of training provision to

ensure it reflects service and patient needs;

- o. Providing evidence of the effectiveness and value for money of CCG external learning activities.

5.5. Training Providers

The training providers are responsible for:

- a. Providing high quality learning experiences for CCG staff;
- b. Ensuring staff are aware of the expected learning outcomes and content for training sessions prior to commencement;
- c. Attendance list and evaluation forms to be completed on the day of training and submitted to the OD & HR team within three days of completion of courses.
- d. Providing effective information about learning programmes for the OD & HR team extranet and via posters, flyers and other media where necessary;
- e. Evaluating every training course/activity to ensure effectiveness of the provision with appropriate learning;
- f. Keeping themselves up to date with subject matter and learning and teaching methods;
- g. Where an accreditation is applicable trainers must be able to demonstrate valid accreditation and demonstrate that they are competent to do so;
- h. Producing and disseminating an annual training schedule which demonstrates how training provision will meet requirements of the CCG vision and strategic priorities.

6. Identifying Learning & Development Needs and Training Compliance

6.1. Learning and development needs will be identified via a CCG training needs analysis (TNA).

6.2. Staff members identify with their Line Manager their learning needs through the annual performance appraisal process, to include KSF where appropriate, conducted annually between April and June. A six monthly review of progress will also be undertaken.

6.3. CCG managers complete an annual personal development plan with their staff which is returned to the OD & HR Team and processed into a CCG learning and development requirement.

- 6.4. CCG training requirements are produced by the OD & HR Team that address mandatory training, minimum essential professional requirements, continuous professional development and role essential requirements.
- 6.5. The CCG training requirements are approved by the Director of Corporate Affairs and Executive Directive team with a paper submitted to CEC by the Head of OD & HR. This will determine allocation of resources to training activities and the content and format of the training schedule.
- 6.6. All CCG mandatory training provided through the OD & HR Team will be recorded on the CCG training database.
- 6.7. CCG employees who still fail to update their mandatory training may face disciplinary action.

7. Individual Learning Accounts

- 7.1. Individual Learning Accounts (ILA) have been developed in order to provide learning and development opportunities to enable employees to operate to their optimum performance level and to meet business objectives across the CCG and LCGs.
- 7.2. The ILA is an employee directed scheme allowing individuals to create a learning package which reflects their personal learning needs, in discussion with their line manager at their annual and six monthly performance appraisals.
- 7.3. Employees use the ILA to create a tailored programme of learning to meet their individual needs. Employees can choose from a selection of workshops and learning activities accessible via the central Learning Directory made available on the extranet.
- 7.4. There may be occasions when an employee is unable to find an appropriate learning intervention from the Learning Directory which will effectively meet their need. In these circumstances the employee should discuss this with his/her line manager and the OD & HR team who will be able to assist.
- 7.5. Learning and development opportunities available from the ILA can be accessed from the Learning & Development page of the CCG extranet. Employees should regularly check the extranet as the learning offerings are periodically developed and updated and some workshops may be subject to change. If after checking the learning & development opportunities on the extranet, employees are unable to find a learning intervention which meet their needs, this should be discussed with the OD & HR team.
- 7.6. Eligibility
The ILAs are available to all CCG employees, including employees working part time hours, or undertaking flexible working, as well as employees on fixed term contracts. In order to be eligible for an ILA, employees must have:

- a. Completed all mandatory training;
- b. Completed an up to date performance appraisal and personal development plan, or six month performance review, or currently in a probationary period or first year of employment with the CCG;
- c. Submitted a completed ILA application form, including the Equal Opportunities Monitoring Form, to the OD & HR team at learn@nhs.net The ILA application form can be found in appendix 1 of this policy.

7.7. On submission of the ILA application form, employees are awarded ILA points which may be surrendered to access learning. After an employee's ILA application has been approved by the OD & HR team, the employee will automatically receive a minimum of 10 points. These points can be relinquished when the employee wishes to book onto a workshop and/or other learning opportunity. Every workshop and learning intervention advertised on the extranet under the ILA scheme has an allocated number of ILA points assigned, ranging from 1 point to 10 points. Points are valid from 1 April to 31 March. Unused ILA points can only be carried over under exceptional circumstances or be used to book courses in advance that fall into the next financial year.

7.8. Although all employees are eligible for an ILA, supplementary points will be awarded to employees who:

- a. Are a mentor as part of the CCG Mentoring scheme (up to a further 2 points).
- b. Have become an 'In-house Trainer\Facilitator' for Cambridgeshire and Peterborough CCG (up to a further 2 points).
- c. Are a registered First Aider or Fire Warden for the CCG (up to a further 2 points).
- d. The maximum ILA points that can be awarded to any individual in one ILA year is 14 points and a maximum of 10 ILA points can be used against the approved external provider.

7.9. ILA Application Process

7.9.1. Once the employee has submitted their completed ILA application, the OD & HR team will notify the employee of the number of ILA points they have been awarded.

7.9.2. Employees are responsible for booking onto learning courses and activities as

advertised on the extranet, by emailing the OD & HR team at learn@nhs.net

- 7.9.3. Employees must provide a minimum of 10 days' notice if they are unable to attend a workshop that they have booked onto. Failure to provide sufficient notice of cancellation will result in the loss of points associated with this workshop. Non-attendance as a result of sickness will be treated as acceptable upon receipt of evidence, such as a P6.
- 7.10. ILA points may be relinquished against multiple learning interventions, or alternatively may be relinquished against one single learning activity. Alternatively, employees can opt to take all or part of their ILA points as funding to support self-study, such as attending a course external to the CCG. Please see section 9 below for further information.
- 7.11. Training and learning activities will be delivered in a range of formats including e-learning. Further information regarding the different types of learning and development and the arrangements for these can be found in appendix two of this policy.

8. Study Leave

- 8.1. All staff should be given sufficient time to attend the CCG Corporate Induction, completion of e-learning modules and study leave to meet mandatory training, minimum essential professional requirements, continuous professional development and role essential requirements.
- 8.2. Study leave is granted at the discretion of the line manager and will only be allowed if mandatory training requirements have been fulfilled. For study leave to be considered, the learning must meet one of the following criteria:
- a. It helps meet the CCG strategic aims and objectives;
 - b. The learning is essential to enable the employee to carry out their duties;
 - c. The activity has been identified within a personal development plan;
 - d. The learning option is affordable as part of the individual's ILA funding allocation.
- 8.3. Some professional/staff groups and departments may agree a maximum number of study leave days to which their staff are entitled. The OD & HR Team should be consulted if requests do not fall within the specific allowances for the role.

9. Funding for External Courses

- 9.1. If employees wish to utilise their ILA points for external study, or books and course materials towards external study, they must obtain the approval of their Line Manager and the OD & HR team by completing the application form in appendix 3 of this policy. The employee will also need to ensure the ILA fund value has been

agreed with the OD & HR team.

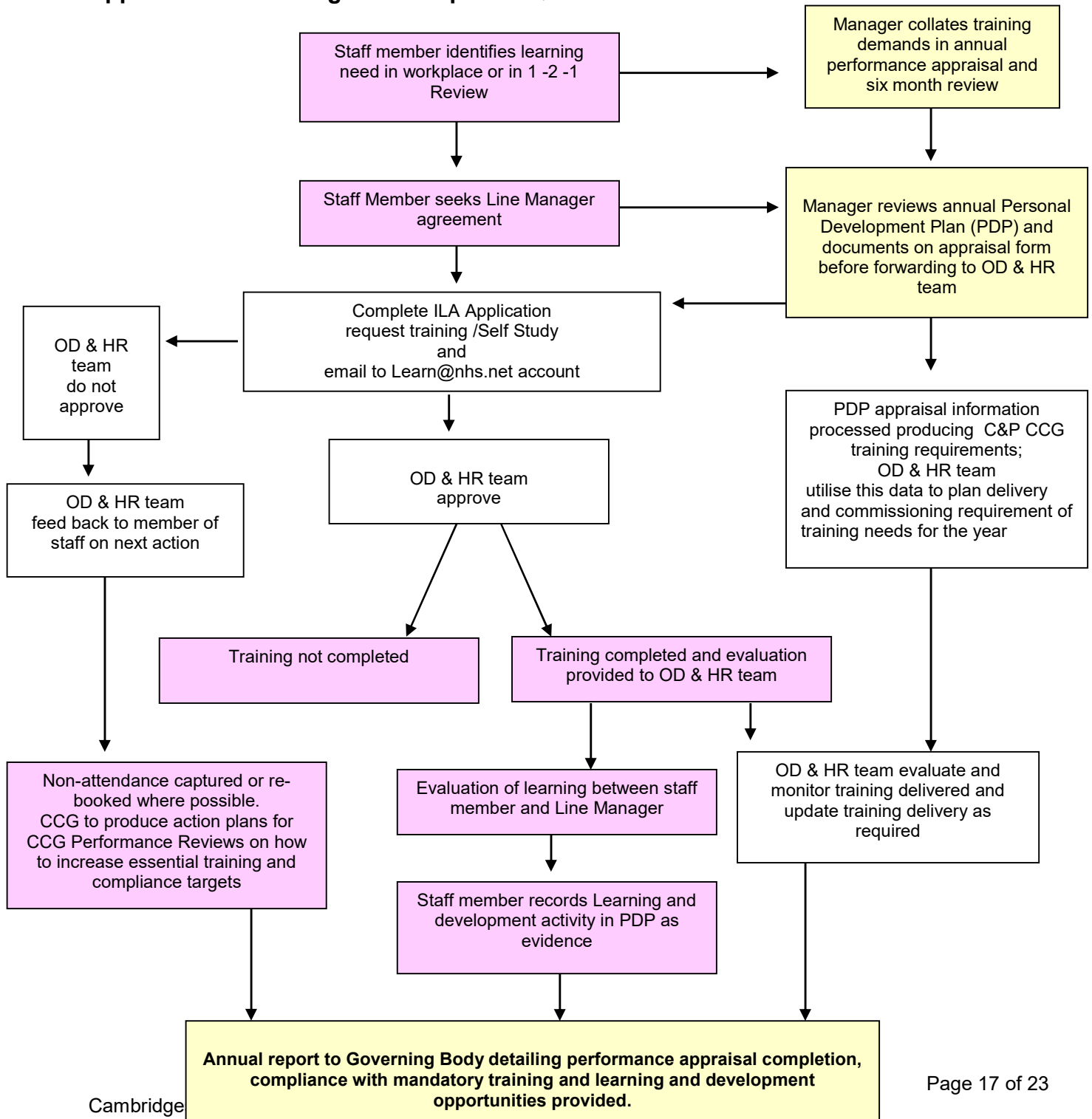
- 9.2. An Individual Learning Account (ILA) application must be completed prior to enrolment for funded courses, and therefore employees must meet the ILA criteria set out in section 7.3 above. The ILA application form can be found in appendix 1 of this policy. Study leave and funding approval should be obtained from the relevant line manager and agreed within the employee's personal development plan, prior to final approval by the Director of Corporate Affairs or Head of OD & HR.
- 9.3. As professional training courses are expensive to the CCG, both financially and in respect of time commitment, the CCG also expects a commitment from the employee to remain in employment with the CCG for 12 months following completion of the course and/or exam. Failure to remain within the employment of the CCG for less than 12 months following completion of the course and or last examination will result in the employee being requested to pay part or the full amount funded.
- 9.4. Non-attendance for external courses or learning activities will be reported to the member of staff's line manager requesting the cancellation fee if applicable. In the event that non-completion results in a cost to the CCG the employee will be required to pay this amount in full.
- 9.5. It is at the manager's discretion to authorise leave for examinations for employees undertaking external courses using their ILA funding. The employee should provide their Line Manager with evidence of such examinations prior to approval.
- 9.6. Individuals seeking reimbursement of learning and development expenses should refer to the CCG Travel and Related Expenses Policy and Procedure. Travel expenses for training purposes are set at the NHS Agenda for Change reserve rate. All claims for travel and subsistence must comply with the appropriate terms and conditions. Funding cannot be guaranteed if approval is sought retrospectively.
- 9.7. Any staff member who feels they have been treated unfairly by refusal of study leave or ILA funding for an external learning & development activity should refer to the CCG Grievance Policy and Procedure.
- 9.8. As direct support for good practice, staff undertaking external study must share key learning points from their development. As a guide, the following options are usually beneficial:
 - a. Brief colleagues on key learning points in team meetings;
 - b. Provide copies of useful material, (subject to permissions), for interested colleagues;
 - c. Provide feedback on the overall value of the study for the directorate unit, as this helps guide future participants towards appropriate opportunities;

- d. In accepting study support, employees undertake to complete the course of study and any associated assessments in full.

9.9. The CCG will ensure systems and processes are in place to obtain external funding where possible.

**Cambridgeshire & Peterborough CCG
Learning & Development Policy and Procedure**

Appendix 1 – Learning & Development Quick Reference Guide



**Cambridgeshire & Peterborough CCG
Learning & Development Policy and Procedure**

Appendix 2 – Individual Learning Account Application Form

INDIVIDUAL LEARNING ACCOUNT (ILA) APPLICATION FORM		
Your Name		
Directorate		
Name of your Line Manager		
Date of application		
TICK BELOW AS APPLICABLE (✓)	Y	N
1. I have completed all mandatory training		
<i>If you answered 'no', do you commit to complete all mandatory training within 6 weeks from the date of this application?</i>		
2. I have completed an Appraisal and Personal Development Plan (PDP) in the last 12 months or I am in my probationary period or first year of employment		
<i>If you answered 'no' to the above, please ensure you have a date for your first appraisal in your calendar</i>		
3. I have joined the NHS Cambridgeshire and Peterborough CCG Mentoring scheme (as Mentor only)		
4. I am an 'In house Trainer' for NHS Cambridgeshire and Peterborough CCG		
5. I am an 'In house Fire Warden or First Aider ' for NHS Cambridgeshire and Peterborough CCG		

Please note the maximum ILA points that can be awarded to any individual in one ILA year is 14 points and a maximum of 10 ILA points can be used against any external training.

By ticking this box, I agree to:

- provide a minimum of 10 days' notice if I am unable to attend any learning events booked (failure to do so will result in a loss of associated points)
- seek the approval of my line manager before booking on any ILA learning interventions
- reserve place(s) on workshops following the booking terms and conditions

- Please note - unused points may be carried over on exceptional circumstances or be used to book courses in advance that fall into the next financial year.
- To ensure we spend our OD budget wisely all courses and conferences will only be agreed if they are identified as part of a Personal Development Plan (PDP) and part of the ILA programme

Please return this completed form by email to: learn@nhs.net

The Learning & Development team will review your application and will contact you to inform you of the points awarded to you. Once your eligibility is confirmed, and points awarded to you, you will be able to book on learning events advertised in the 'Learning Directory'.

1. Please tell us your Age:

Under 16	
16-21	
21-29	
30-39	
40-49	
50-59	
60-69	
70-80	
80+	
Rather not say	

2. Do you consider yourself to have a disability?

Yes No Rather not say

2b. If yes do you have a:

- Physical Impairment
- Sensory Impairment
- Learning Disability
- Mental Health Condition (Long Term)
- Other Health Condition (Long Term)

3. Ethnicity

Asian or Asian British

- Bangladeshi
- Indian
- Pakistani
- Any Other Asian Background
(please state) _____

Black or Black British

- African
- Caribbean
- Any Other Black Background
(please state) _____

Mixed

- White and Asian
- White and Black African
- White and Black Caribbean
- Any Other Mixed Background
(please state) _____

White

- White British
- White Irish
- Any Other White Background
(please state) _____

Other Ethnic Group

- Chinese
- Any Other Ethnic Group
(please state) _____
- Rather not say

4. Gender

- Female
- Male
- Rather not say

4b. Gender Reassignment

Do you now, or have you ever considered yourself to be transgender? (tick if yes)

5. Religion or Beliefs

- | | |
|---------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> Atheism | <input type="checkbox"/> Jainism |
| <input type="checkbox"/> Agnosticism | <input type="checkbox"/> Judaism |
| <input type="checkbox"/> Buddhism | <input type="checkbox"/> Sikhism |
| <input type="checkbox"/> Christianity | <input type="checkbox"/> Any Other Religion/Belief
(please state) _____ |
| <input type="checkbox"/> Hinduism | <input type="checkbox"/> No Religion or Belief |
| <input type="checkbox"/> Humanism | |

<input type="checkbox"/> Islam	<input type="checkbox"/> Rather not say
--------------------------------	-----------------------------------------

6. Sexual Orientation

- | | |
|---------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Bisexual | <input type="checkbox"/> Lesbian/Gay Woman |
| <input type="checkbox"/> Gay Man | <input type="checkbox"/> Other |
| <input type="checkbox"/> Heterosexual | <input type="checkbox"/> Rather not say |

7. Are you currently providing support to a partner, child, relative, friend or neighbour who could not manage without your help or/and support?

- Yes No Rather not say

**Cambridgeshire & Peterborough CCG
Learning & Development Policy and Procedure**

Appendix 3 – Types of Learning & Development Activity and Supporting Arrangements

TYPE OF L&D ACTIVITY	NORMAL ARRANGEMENTS
<p>Mandatory training and training which meets governance requirements</p>	<ul style="list-style-type: none"> • Full support provided (includes course fees, work time and travel reimbursement where appropriate). • Staff must attend all scheduled programme sessions and complete all e- learning tasks.
<p>Essential Role Requirements (i.e. necessary to enable the individual to fulfil their role or to meet CCG strategy aims and Quality Assurance Framework). This includes training resulting from the implementation of new policies, guidelines, techniques and training to meet job description requirements and role KSF outlines.</p>	<ul style="list-style-type: none"> • Full support provided (includes course fees, study leave, and travel reimbursement where appropriate). • Staff must attend all scheduled programme sessions and complete all course assignments.
<p>Learning needs that meet minimum professional requirements and or continuous professional development requirements.</p>	<ul style="list-style-type: none"> • Staff may be able to access CCG funds for this type of activity but are still required to seek approval via their line manager. • The CCG will endeavour to support applications for study leave and study funds that support professionals meeting their minimum regulatory requirements.
<p>Learning needs that meet individual and personal aspirations for development.</p>	<ul style="list-style-type: none"> • Study leave/funding is granted at discretion of the line manager and documented in the ILA • Staff members may be expected to make a financial contribution towards this type of L&D activity (e.g. up to 75% of the course fees; pro rata for part time staff). • Travel expenses are not normally funded for this type of L&D activity.

	<ul style="list-style-type: none">• Staff must attend all scheduled programme sessions and complete all course assignments. (External providers will be asked for attendance and completion information.)• Staff who do not submit required course assignments or who do not attend regularly may incur a range of sanctions e.g. further individual or personal training withheld for a period of time or a financial penalty to recover course fees.• Staff will agree to disseminate learning from these programmes. This should be agreed as part of the PDP.• Staff undertaking high cost courses such as Masters programmes are expected to commit to working in accordance with the CCG Training Agreement.
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Cambridgeshire & Peterborough CCG
Learning & Development Policy and Procedure**

Appendix 4 –External Study and Study Leave Application

Section One: to be completed by employee	
Employee Name	
Employee Job Title	
Directorate	
Line Manager Name	
Date of Application	
External Course Title	
External Course Start Date and Duration	
Name of External Provider	
Mandatory for your role?	
Please detail the key objectives for undertaking the course, as outlined in your annual performance appraisal and	

personal development plan	
----------------------------------	--

Section Two: to be completed by employee's Line Manager

Line Manager Name	
--------------------------	--

Category for external study support (please tick as appropriate)

Essential		Desirable		Future development	
------------------	--	------------------	--	---------------------------	--

ILA Points being used	
------------------------------	--

Amount of funding agreed (if applicable)	
-------------------------------------------------	--

Budget code for funding support (if applicable)	
--------------------------------------------------------	--

Amount of study leave agreed (if applicable)	
-----------------------------------------------------	--

<p>Notes/ Special Arrangements</p> <p>This study support is approved and satisfactory arrangements have been made to cover duties. The staff member has been made aware of their commitments to complete approved study and related assessments under the Staff Study Support Policy. It has been agreed that should the employee leave the CCG within 12 months of completion of the training course that the course fee will be asked to be paid back.</p>

Employee Signature	
---------------------------	--

Date	
-------------	--

Line Manager Signature	
-------------------------------	--

Date	
-------------	--

Signature of Director of Corporate Affairs or Head of OD & HR	
--------------------------------------------------------------------------	--

Date	
-------------	--

Once completed, this form should be sent to the OD & HR team to be placed on the employee's personnel file.