

Study Leave and Funding Support for Non-Medical Staff Policy and Procedures

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REVIEW DATES AND DETAILS OF CHANGES MADE DURING THE REVIEW

V9 Strengthen the legal requirements and responsibilities for staff on apprenticeships, enhance the inclusion elements in terms of additional learning support, update content to reflect current process for nursing and midwifery standard operation procedure for courses (e.g. previously LBR).

KEY WORDS

Study leave, study, training, course, CPD, funding, IAG, application, apprenticeships, apprentice, apprenticeship, learning, education

1 INTRODUCTION AND OVERVIEW

- 1.1 This document sets out the University Hospitals of Leicester (UHL) NHS Trusts principles and processes that must be followed for non-medical staff undertaking a period of study/learning away from their place of work that is not a mandated essential training requirement for their role.
- 1.2 The Trust recognises that the continuing development, education and training of staff is essential if it is to achieve its service and business objectives.
- 1.3 This policy aims to ensure a consistent approach to the identification of appropriate learning, the processes to follow for study leave approval, funding support approval and the responsibilities of staff during and following a period of study/learning.
- 1.4 Study leave and funding support that has not been approved in line with this policy will not be considered or honoured.

2 POLICY SCOPE –WHO THE POLICY APPLIES TO AND ANY SPECIFIC EXCLUSIONS

- 2.1 This policy applies to all non-medical staff requesting study leave to undertake a period of study that requires time away from their place of work and/or financial support.
- 2.2 It may also apply where staff undertake study that supports their career within their own time but require adjustments to their normal working hours/shift patterns or defined support in order to complete it.
- 2.3 Staff applying to undertake a module through e.g. Multi Professional Education Training Plan, should follow the standard operating procedure within their profession; only completing the study leave form if required.
- 2.4 This policy also applies to existing staff undertaking an Apprenticeship Education Programme where course fees are paid by the Trusts apprenticeship levy. Details of how to apply for an Apprenticeship Education Programmes can be obtained from apprenticeships@uhl-tr.nhs.uk.
- 2.5 This policy does not apply to:
 - Study leave required for the completion of statutory, mandatory, or essential to role training
 - Staff recruited to an Apprentice post (new to organisation) on an Apprenticeship contract.
- 2.6 Medical staff – please see appropriate Medical Staff Study Leave Policy and Procedures which can be found in [Senior Medical Staff Study Leave UHL Policy](#)

2.6 Events organised solely to promote the interests and affairs of the Trade Union or Professional Association is dealt with in the Trust's Trade Union and Professional Organisations Facilities Time Off for Accredited Representative Members UHL Policy [Trade Unions and Professional Organisations - Facilities and Time Off For Representatives UHL Policy](#)

3 DEFINITIONS AND ABBREVIATIONS

- 3.1 **Study Leave** – time away from usual work duties in order to undertake an education, training or development activity. This also includes time off to prepare for or attend examinations.
- 3.2 **Internal Study** – includes training delivered within the Trust and booked via an internal booking process.
- 3.3 **External Study** – includes all training that is accessed externally to the Trust.
- 3.4 **Course fees** – the direct cost of the training excluding travel, subsistence etc.
- 3.5 **Statutory** – training required by law.
- 3.6 **Mandatory** – training that may be driven by nationally agreed government or regulatory body policy or an organisational identified risk.
- 3.7 **Essential to Job Role** – training that is required/compulsory for particular staff groups and has been through a process of approval.
- 3.8 **Core Mandatory Training** – this is a term UHL use to describe training which includes statutory, mandatory and essential to role training.
- 3.9 **Organisational development needs** – identified through strategic planning and service development initiatives.
- 3.10 **Individual development needs** – identified through appraisal and Personal Development Process (PDP).
- 3.11 **Formal learning** – university modules, apprenticeship study days, courses, distance learning programmes, eLearning.
- 3.12 **Informal learning** – work shadowing, visits, reading, research.
- 3.13 **Off the job training (Apprenticeship Education Programmes)** – Off-the-job training is a statutory requirement for staff on apprenticeships. The training provider verifies that the off-the-job training delivered to the apprentice meets the following definition: Training which is received by the apprentice within their practical period of learning, during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the apprenticeship they are undertaking. By normal working hours it means the hours for which the apprentice would normally be paid, excluding overtime. [Apprenticeships: off-the-job training - GOV.UK](#) 3.14 **IAG** – Information, Advice and Guidance – offering learners impartial support in making the right choices regarding career and personal development

4 ROLES

- 4.1 **The Chief People Officer** is the Executive Lead for this Policy
- 4.2 **Clinical Management Group (CMG) and Corporate Directorate** Directors and Senior Managers need to be aware of the [NHS Long Term Workforce Plan](#) for their area/profession and be responsible for ensuring:
- a) This Policy is disseminated through their area of responsibility
 - b) They share the Trust/CMG/Directorate/Service strategic vision, workforce plan and workforce development plans to help line managers make quality, cost effective and equitable decisions about study leave
 - c) Ensure mechanism are in place to monitor, review and scrutinise study leave decisions to support current and future workforce needs and equitable access within their area
- 4.3 **Workforce Training and Education Group** is responsible for sharing of learning opportunities, signposting funding opportunities and cascading best practice or current trust needs.
- 4.4 **Line Managers/Team Leaders** are responsible for:
- a) Ensuring staff members requesting development have their core mandatory training up to date, or plans in place within the next 4 weeks to attend, prior to any application being approved
 - b) Ensuring decisions regarding study leave are made equitably in line with this policy and CMG workforce planning and development requirements and are aligned to the individuals appraisal
 - c) Monitoring staff member's attendance and progress and provide support before, during and after the learning
 - d) Ensuring funding is available and approved (for all elements of the learning e.g. travel, exams and course fees) before authorising the study leave
 - e) Ensuring study leave is sustainable in the work area and will not negatively impact on service or resources
 - f) For apprenticeships be fully aware of
 - I. the legal Apprenticeship Agreement you are signing with the Government;
 - II. the course content and end point assessment requirements;
 - III. the legal responsibilities to plan a suitable programme of off the job learning and release learners for this;
 - IV. awareness of the release for study days, exam support and exams;
 - V. requirements to contribute and attend meetings on the apprenticeship with the learner/training provider;
 - VI. support learners to complete the required functional skills in maths and English through application in workplace and release from department for taught sessions/exams and understand the financial impact of any potential resubmissions/extensions on learning contract to finish learning for the department.

VII. Managers should also work with the pay team to ensure Annex 30 of Agenda for Change is fully supported for existing staff and no detriment to pay is found during learning

- g) Submitting all approved applications for study leave as applicable to the CMG lead for monitoring and ensuring a copy is stored in the employees personnel file
- h) Ensuring any staff failing to complete their programme or who leave the Trust prior to the course finishing support repayment of the development costs as agreed in the study leave application (Appendix 2)
- i) Support staff members identifying and accessing any additional learning support to enable them to fully benefit from the learning [Appendix 4](#)
- j) Contribute fully to the CMG/Corporate division workforce plan and workforce development need processes to identify current and future needs.

4.5 **Individuals** who apply for study leave and/or funding support are responsible for:

- a) Maintaining compliance with core mandatory training requirements. Study leave will not be approved if any of this training is out of date
- b) Ensuring timely application for study leave. Where no timescales are set 12 weeks before the event is a reasonable expectation to enable rota's to be planned
- c) Following the application processes as relevant to the course and completing a study leave form as detailed in this policy
- d) Attending in a timely manner all elements of the programme, participate fully and complete assessments/assignments as required by the education provider in the timeframes given
- e) Discussing and agreeing any work related projects associated with the study event with their Line Manager
- f) Reporting completion (including results), interruption, failure and withdrawal from any study with their Line Manager at the earliest opportunity, and education lead (if appropriate)
- g) Considering different funding options such as self-funding, professional organisations and charities
- h) Providing feedback to their Line Manager, and where requested education team leads, on the event and if attending a course provide regular updates on progress and / or concerns
- i) Completing the course within the specified time, raising any concerns that this may not be achieved with their Line Manager at the earliest opportunity
- j) Sharing the learning from the study event with other colleagues as agreed by their Line Manager
- k) Staff completing an apprenticeship should ensure
 - I. timely completion of both formal content
 - II. monthly off the job learning plans/records. Off the job learning is a legal requirement for apprentices and must be planned and completed to develop a range of knowledge, skills and behaviours for the standard

- III. Apprentices will also be required to routinely ensure they develop their functional skills (maths and English) in the workplace
- IV. and where formal qualifications are required, complete these in a timescale agreed.
- l) Identify and share any additional learning support needs in advance of the session or at the earliest opportunity as they present. The Trust is an inclusive employer and your needs are valid. The Trust is experienced with confidentially supporting staff with a range of different needs and concerns when accessing learning. **Appendix 4.**
- m) To aide the study leave application individuals have access to, and can seek independent career and education information, advice and guidance within UHL to support them with their choices and career development thedirectionsservice@uhl-tr.nhs.uk.

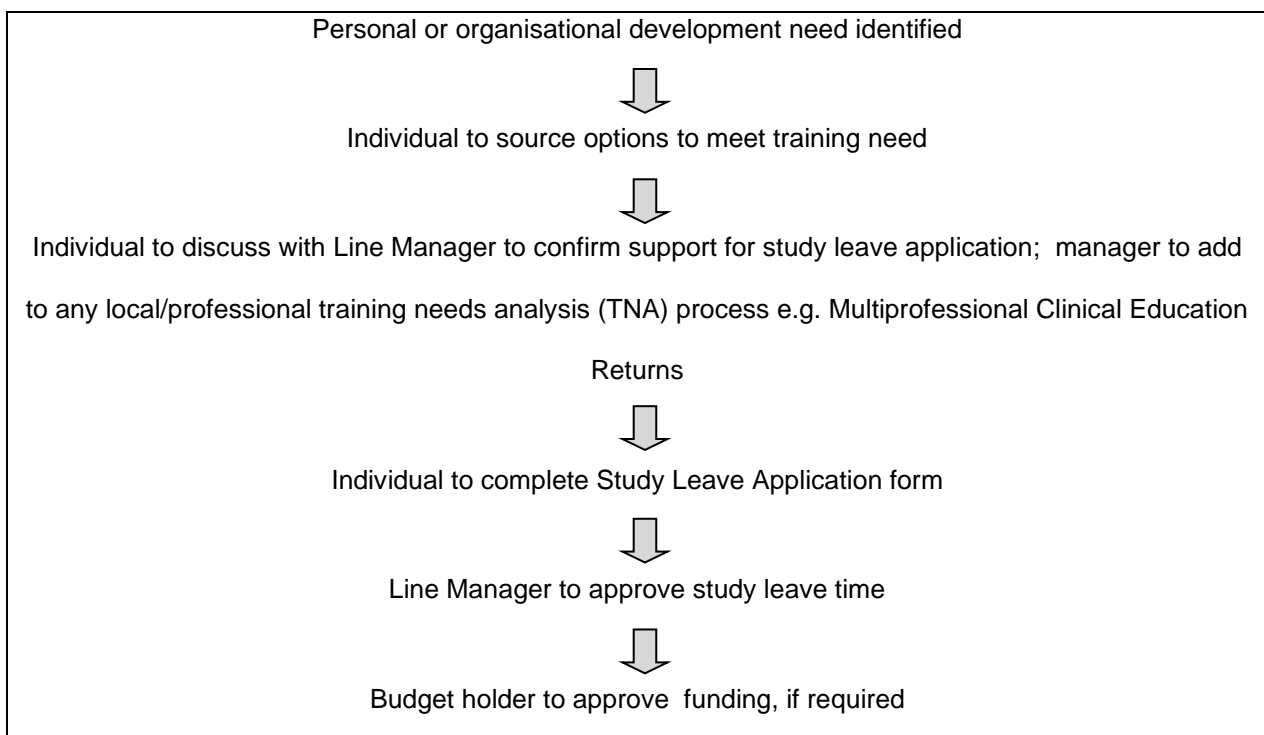
5. POLICY IMPLEMENTATION AND ASSOCIATED DOCUMENTS –WHAT TO DO AND HOW TO DO IT

5.1 **The Study Leave Application process** is summarised in **Appendix 1.**

In order for funding for training to be approved from the CMG/Corporate Directorate budget or apprenticeship levy, at least one of the following criteria must be met:

- Support the Trust towards meeting statutory obligations and business objectives
- Assist the member of staff in carrying out their duties
- Support the Trust in developing the future workforce
- Help the member of staff achieve their professional and personal development plans at the same time as Trust/ward/service business objectives.

Study Leave Application Process



5.2 Application Process

To apply for Study Leave and/or funding the individual must

- a) Have the training need identified on their Personal Development Plan (PDP) from their appraisal and have explored options for meeting this need. Ensure their core mandatory training is up to date.
- b) Obtain all the details regarding the study event or programme and have considered other alternatives and funding options to support the decision making process
- c) Meet with their line manager to discuss their application, study leave and funding requirements. NB: for nursing and midwifery there may be a standard operating procedure needed to apply/use for training in replacement of this study leave form. Please check with your manager
- d) Complete the Study Leave Application Form ([Appendix 2](#)) and submit to line manager for approval; only applying for the training once approval, and any funding approval, has been given. In terms of apprenticeships the submission of the study leave form to the apprenticeships@uhl-tr.nhs.uk will be required also. This ensures that levy funding is present to support the programme, the standard is relevant to the role and the list of procured training providers UHL use for apprenticeships is checked to enable allocation of provider to potential new learner. The training provider will review the learning need and if sufficient new, relevant, learning is found they will look to progress enrolment forms.

5.3 Assessing the level of support; the Line Manager must take into account the following:

- a) The relevance and benefits of the study event to current and future service delivery, workforce requirements and the individual's current or planned future role
- b) The suitability of the applicant for the study event and, where relevant, their commitment to disseminate the learning when back in the workplace to other colleagues
- c) The suitability of the study event to meet the individual's training need, (e.g. an in-house study event or another type of study event which would be more effective). Priority should be given to in-house/local providers if the content is the same
- d) The ability to release staff whilst maintaining safe staffing levels/departmental service
- e) Awareness of any support and meetings the manager needs to attend linked to the learning e.g. Apprenticeship Education Programme quarterly learner review meetings, planning of off the job learning, support with functional skills and workplace development

- f) Ensure the additional learner support needs for the member of staff to staff are in place to ensure they can access the learning and benefit fully from the programme or event.

5.4 Categories of Study Leave

The below guide should assist managers and CMG's in supporting study leave applications and provide a guidance on time and financial commitments.

The manager and employee should review the application form and agree the levels of support in terms of time and funding prior to proceeding with the application

A	<p>To ensure staff can fulfil the requirement of their job roles or support development of others e.g. mentoring, coaching.</p> <ul style="list-style-type: none"> • 100% study leave • 100% funding • Apprenticeship Education Programmes - 100% funding and 100% study leave (including functional skills and off the job learning) • Functional Skills (maths and English to level 2) 100% funding and 100% study • Professional needs training needs analysis process and returns
B	<p>To enhance performance of staff in current role, for future career or professional development</p> <ul style="list-style-type: none"> • % of study leave negotiated with Line Manager • % of funding to be agreed by CMG from CMG budget • Apprenticeship Education Programmes - 100% funding and 100% study leave (including functional skills and off the job learning)
C	<p>Not directly linked with individual's role but may benefit the organisation longer term</p> <ul style="list-style-type: none"> • Study leave not guaranteed • Individual to source funding

5.5 Approval of Study Leave - Time

- a) Where **part-time staff** attend a study event outside of their normal working hours, time off in lieu will be granted equivalent to additional hours.
- b) Where **full time staff** attend a study event outside of their normal working week, time in lieu will be granted equivalent to additional hours.
- c) Where **shift workers** attend a study event, this will count as equivalent to a normal working shift and will attract the same pay or time in lieu agreed with the line manager. Study event lasting for less than a full day will be taken back as time in lieu for the hours actually attended.
- d) If the study event is scheduled for member of staff's rostered rest day, then the rest day should be re-allocated.
- e) Online (e-Learning) or distance learning study events should be given the same consideration for study leave as lecture based study events. Where time is not specifically stated, the individual must negotiate this with their line manager, taking into account their learning needs, prior to commencing the programme.
- f) Study leave is not required for the delivery of presentations that fall within the remit of the individual's role and agreed by their Line Manager. Delivery of all other presentations at events individuals are invited to e.g. conferences, is subject to manager approval not study leave.
- g) If the study event requires an examination, study leave should be considered and agreed to ensure the learner can prepare and take the exam as part of the whole study event.
- h) If further leave is required beyond that which has been agreed by a manager, an individual has the option to take annual leave or apply for unpaid leave as appropriate.
- i) If on an apprenticeship the study leave should cover functional skills development, off the job learning, taught sessions, coaching, exam preparation and exams. Consideration needs to be taken into account on how quickly the learner will be able to progress e.g. a course may be typically 15 months but your staff member may require 20 months due to learning support, part time hours, break in learning etc. The government have a minimum amount of hours apprentices need to study for. Managers need to be aware that some learners will need more time and support than others, this should be considered when agreeing the study leave form. Apprenticeship study leave is not day release - it will be individually agreed dependent on the programme and what has been agreed to be learnt at the Trust as part of off the job learning. The manager is signing a legal Apprenticeship Agreement committing to supporting the staff member until their learning journey is complete. Extensions to study leave forms may be needed.
- j) The Line Manager must complete and sign the study leave form.

5.6 Approval of Study Leave – Funding

Should funding be required to complete the learning (including travel/exams etc.), a decision in the CMG should be made linked to availability of local budgets (It should be noted that a separate training budget may not be available in CMG's and therefore any spend would come from other CMG budgets) and service needs. It is important that all funding is identified before the learning request is reviewed to ensure there are 'no surprises'. This includes any travel expenses and additional expenses

- a) If an individual is self-funding their programme clarity must be sort by the manager and agreements made on how this is paid if it is going through Trust finances.
- b) Staff should be aware that they could become liable for the cost of their programme (excluding apprenticeship levy costs) if they fail to complete the course or leave the organisation before it has been completed.
- c) The individual must meet costs of social functions or other events not directly related to the prime purpose of the study leave.
- d) Should travel / subsistence be incurred as part of this a local decision from the budget holder should be made at the time of booking on how this is paid please follow Trust guidelines for booking/arranging travel and refer to Agenda for Change for transport cost guidance. [Mileage allowances FAQs | NHS Employers](#)
- e) Should the learner receive an honorarium for the delivery of a presentation within work time or outside work time for which financial support is given to the presenter, this must be paid into the relevant budget. Presentations given outside working time for which the individual receives no financial support from the Trust the honorarium should be kept by the individual. Please refer to Managing Conflicts of Interest Policy [Conflicts of Interests in the NHS UHL Policy](#)
- f) Refer to the Managing Conflicts of Interest Policy [Conflicts of Interests in the NHS UHL Policy](#) regarding study events funded by educational grants; ensuring relevant declarations are made by the recipient in the hospitality/interest registers which CMG's review and monitor locally
- g) Payment of any examination fees, and retakes, should be included in the study leave application and discussed with the individual before final submission. Should a member of staff on an Apprenticeship Education Programme not pass their end point assessment on two consecutive occasions any re-take fees will need to come from the local departmental budget i.e. third attempt. This will be billed automatically.
- h) Any learners on an Apprenticeship Education Programme will be bound by the Education and Skills Funding Agency (ESFA) funding rules. Staff wishing to move around the health and social care community during their career will be responsible for checking the programme and associated funding is available in their new organisation and the learning remains suitable for their new role. Any staff changing roles within UHL will be expected to be supported to complete their apprenticeship in their new department. The only exception to this is where the standard they are studying is not relevant to their new role.

5.7 Study Event Application and Invoicing/Payment Process

- a) Once study leave has been approved (remember apprenticeships need to be reviewed by apprenticeships@uhl-tr.nhs.uk to allocate a procured training provider before enrolment can commence) the individual can apply to the programme. The individual should keep a record of the application and confirmation.
- b) Where funding support is required the individual should only make a provisional application pending confirmation of funding. Once approved details on how fees are paid should be agreed locally with the individual and the budget holder. Any reclaims that are needed should be agreed with the budget holder and the process/timeframe agreed with the learner, e.g. e-expenses or Cedar
- c) In exceptional circumstances, where urgent payment for an approved course is needed (non-apprenticeship) the individual will need to agree with their manager how this will occur within their CMG e.g. pay the fees and claims back the money for the agreed amount via e-expenses. This must be confirmed and authorised by Line Manager and finance lead prior to the event.

5.8 Study Leave not approved

Should a request for study leave not be approved the applicant should receive details of why it was declined. They will have the opportunity to have the request reviewed by a more Senior CMG Manager with no further right to appeal.

The application form (stating the reason for the declined study leave) should still be recorded locally within the CMG as per local process for monitoring purposes and stored in the individuals personnel file.

5.9 Repayment of fees and study leave time

Repayment of course fees and/or study time applies to all study events that represent investment by the Trust. Apprenticeship Education Programme levy monies are exempt from this repayment under Education and Skills Funding Agency (ESFA) funding rules. However Trust expenses associated with the learning outside of the levy funded elements may be liable for repayment. A pragmatic approach should be taken for staff wishing to move around the health and social care workforce.

It is the responsibility of the line manager to ensure completion of the Learning Contract and Finance Declaration as part of the Study Leave application form. Failure to do so will forego the Trust's right to claim repayment of fees/study time.

The manager is responsible for monitoring their employees commitments and ensuring, if applicable, any expenses are claimed back on behalf of the Trust.

The line manager will agree with the individual how unauthorised study time is reclaimed if relevant this may be done by using annual leave, taking unpaid leave or a deduction from pay for the hours to be reclaimed.

- a) Where staff fail to attend study or cancel at short notice a study event their department/ward may be subject to an administration fee.

- b) Apart from in exceptional/extenuating circumstances, the Trust reserves the right to claim back in whole or in part the expenses which have been paid in respect of study leave, where the individual fails to:
- maintain regular attendance on a study event
 - make reasonable efforts to maintain satisfactory progress in their studies
 - sit or fails an examination
 - attend or complete the study event
 - remain in the employment of the Trust for a two year period after the study event
- c) Staff who have been granted study leave and funding to attend training/education may have support withdrawn/be required to reimburse the employing organisation in certain circumstances.

Generally should the employee terminate their employment prior to 24 months of completing their programme they may be required to repay training fees. The table below provides repayment guide however this is not totally prescriptive.

100%	<ul style="list-style-type: none"> • Non-attendance or withdrawal without approval if the learner ceases employment within [12] months of end of study period costs incurred may need to be repaid
50%	<ul style="list-style-type: none"> • If the learner ceases employment within [18] months of end of study period costs incurred shall be repaid • Non-completion of course due to non-submission of assessment
25%	<ul style="list-style-type: none"> • If the learner ceases employment within [24] months of end of study period costs incurred shall be repaid •

Should repayment be required and agreed, the manager will submit the appropriate information to Accounts Receivable for invoicing or HR4 Notice of Termination form

- d) The individual will not be required to repay any of the training fees if:
- the Trust terminates their employment, except where it was entitled to and did terminate their employment summarily; or
 - they terminate their own employment in response to a fundamental breach by the Trust.

The individual agrees to the Trust deducting the sums under this clause from their final salary or any outstanding payments due.

The individual agrees that if the Trust waives the individuals obligation to repay the training fees under this clause, they will be solely responsible for any income or other tax payable as a result of the waiver and shall indemnify the Trust on a continuing basis in relation to any such tax.

5.10 **Sharing the learning**

Best practice is for staff attending a study event to share this with colleagues so others benefit from the learning. The Learner Outcome Review Form ([Appendix 3](#)) can help with this.

6 EDUCATION AND TRAINING REQUIREMENTS

- 6.1 There are no education requirements of the implementation of this policy; line managers can seek advice from CMG / Speciality Education and Practice Development teams, Learning and OD teams or People Services. Generic email is learning@uhl-tr.nhs.uk for queries

7.0 PROCESS FOR MONITORING COMPLIANCE

Element to be monitored	Lead	Tool	Frequency	Reporting arrangements Who or what committee will the completed report go to.
Staff feedback on training, education and development	Senior Learning and Development Manager	National Staff Survey Results	Annual	Workforce Training and Education Group
Ensuring that all staff development activity reflects national and local priorities (including the NHS Long Term Workforce Plan) and supports the achievement of the Trust's aims and objectives	Directorate / CMG Directors and Senior Managers	CMG meetings	Quarterly	CMG / Directorate Boards (Meeting minutes)
Apprenticeship Education Programmes; volumes of learners, blend of programmes attended and Trust levy spend.	Training and Development Manager	ESFA funding tool	Annually	Workforce Training and Education Group

8 EQUALITY IMPACT ASSESSMENT

- 8.1 The Trust recognises the diversity of the local community it serves. Our aim therefore is to provide a safe environment free from discrimination and treat all individuals fairly with dignity and appropriately according to their needs.
- 8.2 As part of its development, this policy and its impact on equality have been reviewed and no detriment was identified.

9 SUPPORTING REFERENCES, EVIDENCE BASE AND RELATED POLICIES

Guideline for Study Leave for Learning beyond Registration (LBR) Contracted Modules and Courses

Appraisal and Pay Progression Policy and Procedure (Trust ref: B16/2015)

[Appraisal and Pay Progression UHL Policy](#)

Mileage Allowances [Mileage allowances FAQs | NHS Employers](#)

Senior Medical Staff Study Leave Policy and Procedure (Trust ref: B67/2008) [Senior Medical Staff Study Leave UHL Policy](#)

Core Training Policy (Trust ref: B21/2005) [Core Training \(Statutory and Mandatory\) UHL Policy](#)

Trade Union and Professional Organisations Facilities Time Off for Accredited Representative Members UHL Policy (Trust ref: B20/2014) [Trade Union and Professional Organisation Recognition Agreement UHL Policy](#)

Improving Performance (Capability) Policy and Procedure – Non-Medical Staff (Trust ref: B12/2014) [Improving Performance \(Capability\) Policy - Non Medical Staff UHL Policy](#)

Non-Medical Staff Rostering Policy (Trust ref: B5/2013) [Non Medical Staff Rostering UHL Policy](#)

Apprenticeship Policy (Trust ref: B1/2017) [Apprenticeship UHL Policy](#)

Apprentice off-the-job training: policy background and examples

www.gov.uk/government/publications/apprenticeships-off-the-job-training

Apprenticeship funding: rules and guidance for employers and training providers

[Apprenticeship funding rules - GOV.UK](#)

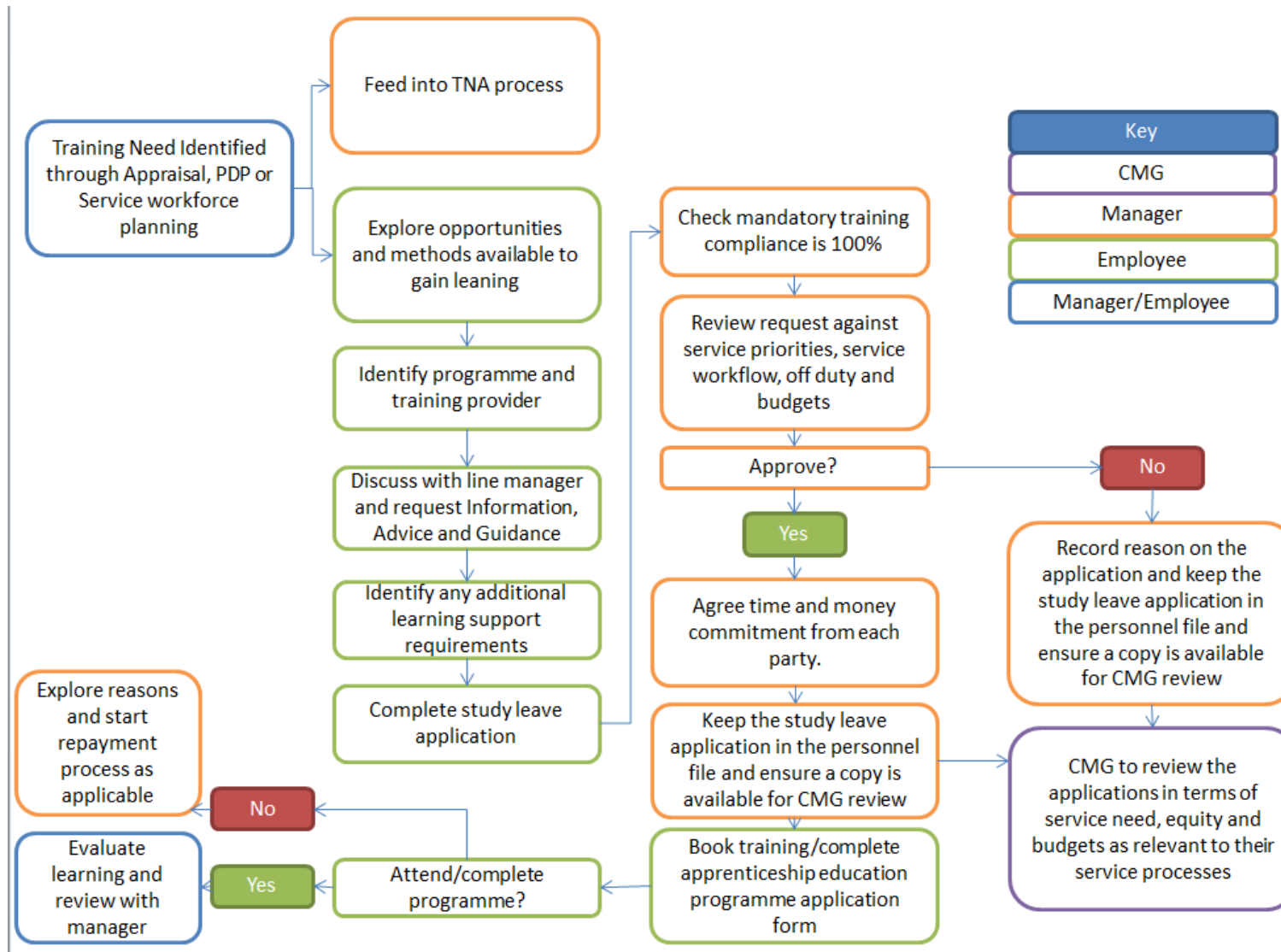
Managing Conflicts of Interest Policy (Trust ref: A1/2017) [Conflicts of Interests in the NHS UHL Policy](#)

Trust policies are available in UHL Connect. External links may change from time to time.

10 PROCESS FOR VERSION CONTROL, DOCUMENT ARCHIVING AND REVIEW

- 10.1 This Policy will be reviewed at least every three years.
- 10.2 The updated version of the Policy will be uploaded and available through INsite Documents and the Trust's externally-accessible Freedom of Information publication scheme. It will be archived through the Trusts PAGL system.

Appendix 1 Study Leave Application Process



Appendix 2

Study Leave Application Form for Non-Medical Staff

Purpose of this document

The Study Leave Application Form for Non-Medical Staff is utilised in conjunction with named line manager to agree the study leave given whilst employee is undertaken education/ training under UHL employment. Please note this document is not utilised to obtain funding. Study leave is determined by the Categories of Study Leave detailed in the policy

Please ensure all information is filled out as below in capitals, and copies of this document are placed on employee’s file and given to the named below for own records.

Request Date:

PART A – FOR COMPLETION BY EMPLOYEE

Employee Name		Assignment Number	
Job Title		Contact Number	
Work Email			
Department/Ward		CMG	
Course Title (and level if applicable)		Training Provider	
Start Date of Training		End Date of Training	
Number of days/hours request for release from work is for?		Any Known Costs? Discounts? If so please describe	
How does the course meet personal development plan objectives?			
How does the course meet service / organisation need / objectives?			
In what way will your work/practice be improved by attending this event?			
What will the clinical/operational impact be if application is not approved?			

PART B – FOR COMPLETION BY LINE MANAGER

Name of Line Manager		Job role of Line Manager	
		Date Line Manager of Study Leave Review	
Line Manager Study Leave Decision (please circle/highlight one box)	I confirm the above case need/ supporting information supports service need and professional development within current job role. <i>NEXT STEP: Continue form</i>	I disagree the above requested study meets individual case need/ service need or professional development within current job role. <i>NEXT STEP: Explanation given to individual and referred to Education Team if necessary</i>	Unable to sanction study leave at present time <i>NEXT STEP: Explanation given to individual and review date set</i>

Study Leave: Based on Categories of Study Leave (Policy section 5.6) as line manager I authorise either:

<i>Option A – 100% Study Leave</i>	<i>Option B – Negotiated % of study leave</i>	<i>Option C – Study Leave not negotiated</i>	Comments
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I confirm that study leave has been identified through the appraisal process (taking into account the individual’s appraisal rating and/or their PDP meets the needs of the service). The individual is up-to-date with their statutory & mandatory training.	Yes/No
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Finance and Funding:

It should be noted that some programmes will have funding attached e.g. maths, English, Apprenticeships, multi professional education programmes. Where this is not in place it should be noted that a separate training budget may not be available in CMG’s and therefore any expenditure would come from other CMG budgets. This must be available and approved before enrolment.

Select the option(s) for the study leave request	<i>Apprenticeship levy</i>	<i>Self Funded</i>	<i>Charitable Funds Application</i>
	<i>Ward/Department Budget</i>	<i>Adult Education Budget Funded through college e.g. maths, English, short courses on customer service</i>	<i>CPD Funding (registered non medical staff only)</i>
Total Costs for Course	<i>Course Fees £</i>	<i>Expenses £</i>	<i>Other £</i>
Value of Financial Support approved by manager	<i>Course Fees £</i>	<i>Expenses £</i>	<i>Other £</i>
Manager Signature		Date Approval/Decline Study Leave and associated spend	

PART C: Employee Study Leave Agreement

In recognition of the support (time and/or financial) that I have been given to attend this study event I agree to;

1. I am up-to-date with my mandatory and essential to role training *attach details*
2. I will meet the attendance criteria for the course/programme of study
3. I will discuss and agree any work related projects with my Line Manager and request support as needed
4. I will complete the course within the specified time. If I am unable to due to exceptional circumstances, I will inform my Line Manager/Training Provider
5. I will complete all assignments or assessments associated with the study event. I will keep my Line Manager of my progress and seek support/advice as required
6. I will arrange to share my knowledge with my colleagues as appropriate
7. I will feedback my evaluation of the study event to my Line Manager
8. I understand that should I leave the Trust's employment during the course of my study OR within 24 months of incurring fees associated with a study event I *may* be required to repay all or part of the course fees as set out in the Policy
9. If study has been funded through government financial aid I am aware the Trust may claim repayment via time back instead of financial repayment
10. I understand I *may* be required to repay all or part of the course fees or where applicable time which has been supported by the trust as set out in the policy.
11. I understand that should I fail to complete the course OR for non-attendance the Trust may claim repayment monies or time accrued associated with that training as set out in the Policy.

"I hereby give my consent that such data as may be held from time to time (including my training progress and achievements and other personal information necessary for the monitoring of progress for employment purposes) maybe exchanged and/or processed between and by the training provider and the University Hospitals of Leicester NHS Trust. I understand that any personal information held is for specific purposes only in accordance with Data Protection Act 2018 and this act details my rights to accessing information held about me.

Employee Signature		Date	
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Appendix 3

LEARNER OUTCOME REVIEW

In order to ensure the best outcomes from development activities, managers should meet with their member of staff, the learner, within 3 months of completing the programme. Please use the template below as a guide to this meeting.

Individual Details

Learner Name:	Manager Name:
Service:	CMG:

Training Event Details

Title:	Provider:		
Start date:	End date:	No of days:	No of taught hours:

Review

Has the training:	No	Not much	Yes a little	Yes
- Helped you deliver better care/service to patients?				
- Taught you new skills?				
- Changed you work/practice?				
- Met your personal objectives?				

Details/Summary

Please detail key learning points, next steps on embedding and developing role including how it will be cascaded to colleagues as necessary. Ensure any key messages, 'even better if', 'what went well' are shared with the training provider

Signatures

Learner signature:	Date:
Manager signature:	Date:

Appendix 4

ADDITIONAL TRAINING SUPPORT FOR LEARNERS REQUEST

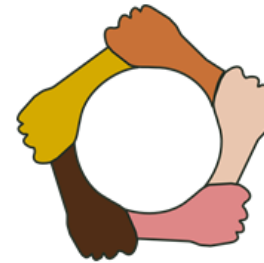
This form should be used when additional support is required at a training event to ensure that a full contribution can be made. E.g. hand outs are required in large print, hearing loop system required.

Please complete with as much detail as possible and send it to the topic lead prior to the booked session to enable them to make advance preparations as necessary.



Learners name	
Learners contact number and email	
Managers name and contact number /email (if required)	
Date of booked session	
Programme/Topic booked	
Additional training support requested	

Additional Learner Support



Learner Guide



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Leicester Hospitals NHS Trust.

What is Additional Learner Support and who needs it?

As a member of the UHL team you are required to undertake both role related and mandatory training during your employment to help you perform your role safely. You may also be attending training for professional or personal development.

Here at UHL we try our best to make all of our training as interactive as possible and encourage all learners to take part throughout the session so that you can take away as much as possible from it. However, some of us need additional support during training sessions. For example, if you have difficulty with reading or writing or are partially sighted or have difficulty hearing, you may not feel able to join in and so may not get the full benefit from the session. If we are aware before the session that you need additional support, we can make every effort to provide it.

This brochure is designed to give you an idea of the areas where learners may feel they would like additional support during training, and what to do to request that support. If however there something else we haven't mentioned that you need please do tell us.

What can I get help with?



Hearing

- Induction Loop
- Lip reading
- British Sign Language



Sight

- Large print
- Larger keyboard
- Laptop software
- Separate laptop to show PowerPoint slides



Reading & Dyslexia

- Reading assistant
- Coloured paper to help with dyslexia



Writing and Maths

- Support with writing and maths through assessment tools and free education sessions in work time
- Supported activities at the event
- Copy of PowerPoint slides so information already written down
- Extra hand outs with key messages or points.



Access/Mobility

- Wheelchair access
- Individual desk
- Back problems – stand up & walk around during the session



Language

- English may not be your first language

How can I get additional support?

Complete the Request Form on the back of this brochure and send it the trainer or department who is leading this session. For core mandatory training and induction this would be the Learning@uhl-tr.nhs.uk.

If you need support in a way that is not listed please still complete the request form so we can assess your request.

Thank you.

