

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Study Leave and Continuing Workforce Development (CWD) Policy

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Date Ratified:	12 August 2015
Ratified By:	Employment Policies & Procedures Consultative Group

1 Introduction

- 1.1 The Trust is committed to supporting the development of staff as a primary means of enhancing the quality of service provision, through provision of high quality patient care. The Trust therefore supports development of staff that is tangibly linked to service delivery and/or new service developments, and encourages development which is, relevant to an individual employees' current and future roles, as well as development which contributes generally to the effective working of the organisation.
- 1.2 The Trust considers it important that staff take responsibility for their development and to strengthen ownership, aid completion rates and ensure best use of available resource, staff in most cases (Level 2 and Level 3 support) are required to contribute to the costs of their development, travel, accommodation and their time away from the workplace. There may be occasions where with the support of the CD/DM, staff will be fully supported via non exchequer funds, this will be considered on a case by case basis.
- 1.3 Additionally and importantly in order to ensure the Trust maximise the resource available to develop our workforce it will recoup costs from staff who leave or withdraw during or soon after undertaking approved study leave. Details can be found in Section 13 of this policy. Money recouped from leavers or withdrawals will be reinvested in the development of our workforce.

2 Scope

- 2.1 This policy applies to **all** Trust **employed** staff regardless of grade, profession, type of contract or working hours and covers approval for leave for education and training purposes, and associated support for costs (qualification, travel) and (study) time away (awayness) from the workplace. Specialist and Associate Specialist Doctors (SAS) are able to request level 1 support by clearly indicating on their study leave application that they wish to utilise the SAS development fund.
- 2.2 In line with current legislation, employees who have the appropriate 26 weeks service with the Trust have the right to request time off to train or study. This

requirement applies to both internally and externally provided development activity.

- 2.3 Responsibility for agency/locum/contractor staff training lies with the relevant agency/provider, not the Trust.
- 2.4 The responsibility for managing and recording study leave of junior medical staff in approved training posts is the responsibility of Health Education North East (HENE) and is managed in the Trust by the Medical Education Team.
- 2.5 All other medical staff including non-training grade and career grade roles are subject to this policy.
- 2.6 Leave required by employees to undertake mandatory training is exempt from this policy, as employees must be permitted to undertake their mandatory training in order to effectively fulfil their job role. Study leave will NOT be supported where staff are not fully compliant with their Mandatory Training at the point they request study leave. It is the responsibility of the Line Manager to ensure that Mandatory Training is up to date. Study leave requests will be processed by Education and Workforce team on the basis that the Line Manager is satisfied the employee is compliant.
- 2.7 Temporary staff are welcome to attend any in-house course, whether it is concerned with mandatory issues such as moving & handling, or any other relevant issue. Development opportunities over and above this will be considered on an individual basis and supported in line with the principles of this policy.
- 2.8 Bank Nurse Workers who wish to apply for post-registration courses must be in a position to comply with University regulations, and should seek advice regarding these. Applications must be made through the Bank Manager, with agreement reached at this time.
- 2.9 This policy does not cover Professional Registration as this is the responsibility of the individual.

3 Aims

The aim of this policy is to

- Ensure equity across the workforce
- Ensure study leave and other matters are approved in line with policy
- To provide an opportunity to monitor and review the Implementation of the new study leave policy

4 Duties (Roles and responsibilities)

Roles and responsibilities are:

- 4.1 The Executive Team is accountable to the Trust Board for ensuring Trust-wide compliance with policy/procedure.
- 4.2 Directorate Manager and Heads of Service are responsible to the Executive Team for ensuring policy/procedure implementation.
- 4.3 Managers are responsible for ensuring policy/procedure implementation and compliance in their area(s).
- 4.4 The Education and Workforce Department is responsible for complying with this policy.
- 4.5 Staff are responsible for ensuring they fulfil their duties as outlined in this policy, for example, ensuring Mandatory Training is up to date in line with policy.

5 Definitions and key considerations

The term study leave covers those periods of time when a member of staff is absent from their normal workplace to attend a course, professional conference, seminar or workshop for the purpose of developing knowledge or skills for their job or for new service development/ways of working and/or in support of development needs identified and agreed within the annual appraisal and personal development planning process.

Please consider the following when determining the appropriateness of study leave:

- Approved absence from work for study leave will normally be paid at flat rate; however individuals should not be financially disadvantaged.
- This policy does not cover time away from work for personal development unrelated to an individual's working role. Such absence, if supported will be authorised as annual leave, or authorised unpaid leave may be considered. Such leave is to be agreed with the Line Manager and will in most cases fall into Level 3 of the Study Leave policy
- For medical and dental staff professional leave, which can be defined as usually but not exclusively or necessarily, attendance on a course or programme, research, teaching, examining or taking examinations, visiting clinics and attending professional conferences or training may be an appropriate alternative to study leave.

- Attendance at external meetings/excluding conferences required as part of an individuals' job requirements or to represent the Trust, is considered authorised paid absence and thus should be recorded as such. Agreed official duty/authorised absence claims and their associated costs will be managed and funded by the individual's department.
- As outlined in the Professional Registration Policy, all employees are responsible for maintaining their professional registration and compliance with its requirements. The job planning arrangements for Senior Medical and Dental Staff accommodate CPD. For all non-medical staff, the allocation of study leave/CPD is not intended for appraisal preparation or the maintenance of knowledge and skills portfolios.
- Retrospective applications and claims are defined as any application received within 14 days of the event start date or received after the event. Retrospective claims will not be paid.
- An employee may attend a course/conference in their own time. If it is a requirement of the Trust for the employee to attend, appropriate time back should be negotiated with the manager at the time of application.
- Study leave must be applied for on an annual basis and for each year of study (one study leave request will not guarantee funding for subsequent years of the programme).
- To maximise the resource available to develop our workforce the Trust will recoup costs from staff who leave or withdraw during or soon after undertaking approved study leave, By signing the study leave form this means the individual agrees to the bonding terms and conditions Section 13.

6 Process for Applying and Receiving Approval for Study Leave

- 6.1 The study leave application process is for **all** study leave requests whether it be internal or external, national or international, excluding mandatory training and short unaccredited courses delivered in house.
Table 1, below details the levels of support available to staff via the Study leave process and should be used in all circumstances
- 6.2 For internally provided (generally accredited) training/development programmes, not short courses or one day programmes. Bookings are made using the electronic manager self-service booking system, following discussion with the individual regarding the need for the training. A study leave application is still required and the full study leave process must be followed. Staff will be bonded

where internal courses have a degree of time away from the workplace and a cost attached (for example registration and certification fees).

- 6.3 Leave for external study/CWD requires a study leave application and all approvals will bond the individual for both time away (study, exams etc.), fees, travel and accommodation costs and subsistence where applicable.
- 6.4 Degrees, (excluding University contracted modules), Higher Degrees and higher level study in general (for example Masters and PhDs) are managed separately and requests will only be considered twice a year in line with the academic application rounds for HEIs. Applications will be considered at the Trust Education Group and will not be processed through the routine study leave approval process. Study leave forms must however be submitted in the standard way if the request is to be considered. Places will be limited to colleagues who clearly demonstrate such development is a requirement for the role and the (development of the) service
- 6.5 Forms will not be processed by the Education and Workforce Development Team should any details be missing from the application. Forms will be returned to the individual and delays to the process may be incurred.
- 6.6 Prior to applying for any study leave and/or expenses all staff must be up to date with their mandatory training. It is the responsibility of the Line Manager to ensure all Mandatory Training is up to date.

7 The Process –

- 7.1 Step 1 - The employee must ensure that they complete the sections as below:
 - Details of the Training or Study and anticipated learning outcomes
 - The course fees
 - Details of where and when it will take place
 - Details of the provider and or trainer
 - Details of the qualification (if any) to be achieved
 - Demonstration of being up to date with Mandatory Training
 - Payroll/personal number
 - Signature to confirm agreement with the terms and conditions of salary deduction and bonding terms.
 - Budget holder signature if different to line manager
 - For Medical staff, total number of study days in last 3 years
 - For all staff number of days approved for current year April-March
 - All course fees travel and accommodation costs.
- 7.1.2 Failure to submit any information will result in the application being delayed as the form will be returned to the individual for completion. Please note that

retrospective requests cannot be processed so it is vital that the form is accurately completed prior to submission.

- 7.1.3 If costs are estimated it is important to note that expenses will only be paid to the amount detailed on the form and any additional costs (via expenses etc.) will need to be borne by the individual or the Directorate. There will be no exceptions to this.

7.2 Step 2

- 7.2.1 The individual should send the form to their Line Manager for consideration. In many cases the Directorate Manager and or Clinical Director must approve the request see Table 1 for levels of support.
- 7.2.2 If the application is successful the Line Manager will highlight the Level of support and submit to the Education and Workforce Development service.
- 7.2.3 **At this stage financial support has not been approved** unless the funding is not from the study leave budget ie individual/directorate/alternative funding source to the Study leave budget. If you are requesting financial support from the study leave budget please ensure you have written approval from the Education and Workforce Development team before you make any bookings or incur any costs.

Failure to do so may result in you or the directorate having to bear the costs. More information is provided below:

- 7.2.4 Approval via the relevant line manager, Directorate Manager, Head of Service and/or Clinical Director is required for applications which exceed £2500, or more than 10 days study/training. Please refer to the section on levels of support.
- 7.2.5 Agreement to granting study leave will depend upon a number of factors including the total time commitment, the timing of study leave, the relevance of the subject matter and service demands including availability of other staff to meet business needs and ensuring that it supports the organisation's needs. Approving line managers should also consider the amount of paid study leave previously granted to the employee concerned. Please refer to section on levels of support.
- 7.2.6 Where staff from the same area are attending conferences consideration must be given to the numbers the service can release at one time and the benefit of multiple attendees. This is a Directorate decision but in all cases service and patient care must not be compromised.
- 7.2.7 Within 14 days of receiving the application the Line Manager should advise the individual of the outcome; this could be via email or a face to face meeting. The

Line Manager's approval **does not** indicate that study leave funding has been supported by the Education and Workforce team, only once the approval letter has been received will this be designated as authorised approval. Any attendance at events, or payment of fees/travel/accommodation booked without written approval from the Education and Workforce team will not be supported and costs will not be reimbursed.

Once signed and Level of Support is indicated then the form must be sent directly to the Education Department at the Freeman Hospital.

- 7.2.8 Applications must be received into the Education and Workforce Development team, no less than 14 days prior to the start date. This allows time to process the request and confirm financial support is available. Only in very exceptional circumstances will late applications be considered.
- 7.2.9 Within 14 days of receiving the form an outcome (written/email approval or letter of refusal) will be emailed to the individual by the Education and Workforce Development Team.
- 7.2.10 No retrospective claims will be permitted and applications will be returned to the individual. A retrospective claim is defined as any application form received by the Education team after the event or within less than 14 days prior to the event occurring.
- 7.2.11 Line Managers are responsible for updating ESR to indicate study leave days.
- 7.2.12 If the application is refused by the Line Manager, the Manager is responsible for informing the individual in within 14 days.
- 7.2.13 If the request for Study Leave/Training is denied by the Education and Workforce Department, written notification of refusal must clearly state the reasons for refusal. The Education and Workforce Development team adhere and administer the policy on behalf of the Trust. Written notification can be by letter or email.
- 7.2.14 In certain cases where paid study/CWD leave is not considered appropriate, special leave or professional leave may be given (within the allowances above) at the discretion of the applicant's manager. This should be confirmed in writing or via e-mail by the Line Manager and the Education and Workforce team must be informed of such decisions. The Line Manager should record the leave on ESR.
- 7.2.15 If an employee wishes to appeal the decision they must do so within 14 days of receipt of their notification, in writing, to the Education and Workforce Team, clearly marked study leave appeal.
- 7.2.16 Where funding is not required from the Trust study leave budget but study is being funded from other sources such as sponsorship, drugs and therapeutic

monies or research funds, a study leave form is still required to be submitted to the Education and Workforce team. The application must include the Budget information and where the funding is been provided from. **If the funding is from an alternative source then the budget holder must sign the form and authorise use of this fund.**

- 7.2.17 Research accounts may be accessed for study leave and the study leave application form must be completed and submitted to the Education and Workforce team with the budget code and account details, name of authorised signatory for the account and signature of the account holder. The Education and Workforce team will on submission of the completed form check approval from the leads for those accounts. To access these accounts the study must be in relation to research.
- 7.2.18 Study leave time, is allocated on a pro rata basis so please refer to table in the section detailing support levels.
- 7.2.19 For individuals who will exceed the 10 day pro rata allowance for time away from work for study, Directorate Manager and Clinical Director must approve this. Level 1 can supply additional days but Level 2 requires unpaid or special leave.
- 7.2.20 Where individuals are supported via Level 2 of the policy then by signing the study leave form they agree to paying a personal contribution which will in most cases be automatically deducted from their pay. Employees can agree with their Line Manager how many months the cost can be spread across so it doesn't all come out of one monthly pay.
- 7.2.21 The number of paid study days granted is included in the Table of Level of Support. The following guidance can be applied when granting leave (excluding doctors in training).

- (i) **Day Release Students.** Course attendance during term-time only.
- (ii) **Specific Programmed Release Students.** or those individuals undertaking programmes involving periodic taught modules, release to attend these must be agreed with the manager in advance of the programme commencing.
- (iii) **Open/Distance Learning.** Study days to be negotiated with line manager but within the annual allocations in table showing levels of support.
- (iiii) **Examination Leave (as part of an assessed programme)**
½ day per examination may be granted. Any more than ½ day then annual leave/unpaid leave must be utilised.

Employees will only be supported for one attempt at any examination. Study leave assistance for subsequent attempts will not be permitted.

v) Application for Contracted University Programme Places
(Northumbria University, Teesside University)

The Trust has access to a number of undergraduate and some post graduate programmes from local universities as part of a contract held by the Health Education North East. Applicants for these programmes require a study leave form as although the Trust does not directly cover course fees there is a cost to the individual being away from work. This cost will be recovered in line with section 13.

**8 Levels of Support
(and supporting information)**

- 8.1 The Education and Workforce Development budget is a resource for all staff groups. All funding requests must reflect identified learning needs in line with the Directorate/Department Training Plan or wider Organisational plan. Training resources are limited and must be allocated on a fair and equitable basis and the levels of support facilitate this. Therefore the criteria will be applied in all cases and there will be no deviation in any circumstances.
- 8.2 The approving Line Manager must confirm the level of support proposed by completing the relevant part on the study leave form. Final approval for funding will be undertaken by the Education and Workforce Development team, in conjunction with the relevant Head of Service/Clinical Director/Directorate Manager where appropriate. Should the E & WD team consider the level has been applied inappropriately this will be raised with the Head of Service/approving manager and in all cases the organisational rules will be applied.
- 8.3 In all cases funding is subject to available resource, and is subject to review on an annual basis. Funding for courses and associated costs will only be approved within the parameters of the Trust levels.
- 8.4 Where individuals are supported via Level 2 of the policy, by signing the study leave form they agree to paying a personal contribution which will generally be automatically deducted from pay, unless otherwise agreed.
- 8.5 Costs of social events associated with a course or conference will not be paid by the Trust under any circumstances.
- 8.6 The payment of registration fees to Professional Bodies is the responsibility of the individual employee, not the Trust.

- 8.7 Retrospective applications are not supported and no funding will be allocated. Therefore the study leave application would be considered void and returned to the individual.
- 8.8 It is acknowledged that there will be occasions when various departments/areas in the Trust will provide/host educational and training events for which an attendance charge will be made. The Trust is supportive of such initiatives, but the providing department/individual must not profit from the Trust Education and Workforce study leave budget, i.e. whilst the Trust will consider funding the **actual** cost of an individual staff member's attendance, additional funding will not be provided i.e. car parking.

8.9 Table 1 Levels of support

Level of Support	Leave Support	Definition	Financial Support	Example of Level 1
1	<p>The requirement for the education/training event is driven by the service and not the individual i.e. responding to recruitment and retention challenges, skills shortage, new service development</p> <p>The Trust requires an individual to attend on educational course/event as it is considered critical to role and/or service delivery</p>	<p>100% paid study leave.</p> <p>Max 10 days (pro rata) per annum. If more than 10 days approval must be given by Executives as well as the Directorate Manager and Clinical Director.</p>	<p>100% Trust funded to a maximum of £2,500 from study leave budget.</p> <p>Trust study leave budget to support up to a maximum of £2,500 for an individual person on a single educational event.</p> <p>Directorate and/or alternative source i.e. research (research must be associated study) /charitable accounts to fund any gaps.</p>	<p>Two individuals required to complete a qualification with total costs of £3000 per person.</p> <p>The Trust study leave budget would support £2,500 per person (totalling £5,000) leaving the Directorates/alternative source to support £500 per person (totalling £1,000).</p>
2	<p>An individual requests to attend an education/training event and it is considered to have significant relevance to role and/or service delivery.</p>	<p>Paid study/course/qualification/event up to maximum annual individual allowance of £1,000 including travel/accommodation.</p> <p>Study leave (time away from work) supported to maximum annual allowance of 10 (pro rata) working days. Time away in any one year exceeding personal allocation must be annual leave or unpaid leave.</p>	<p>Trust to support to a maximum of £1,000 per person per annum. Trust funded includes funding from charitable, directorate and any similar fund, as well as study leave funding. Note – funding from directorates research accounts may only be allocated by the CD to top up funding or to support study where it is clearly linked to research.</p> <p>50% of each educational/training event must be funded by the individual and/or a non – Trust source.</p> <p>Directorate/alternative internal</p>	<p>An individual request to attend a 5 day course with a total cost of £500.</p> <p>The Trust overall would support £250.</p> <p>The directorate agreed to pay £125, so the study leave budget covers £125 as well. The remaining £250 is funded by the individual or externally funded.</p> <p>If this individual had already had Level 2 financial support totalling £1,000 in the financial year, no Trust financial support would be available to them.</p>

			source can contribute, but cannot take the overall Trust contribution above 50% without Executive approval.	If they had already had 10 study leave days (pro rata for part time staff) in the financial year, all leave would be annual or unpaid unless otherwise agreed at Executive level.
3	An individual requests to attend an educational event and it is considered to have minimal relevance to role and service delivery.	Annual or unpaid leave.	No Trust financial support available.	

Attendance at conferences will usually be defined as study leave unless deemed otherwise by the CD/Directorate Manager (i.e. professional or special leave)

9 Research and Drugs/Therapeutics funds

Research funds and drugs and therapeutics monies can in certain circumstances be used to top up the maximum allowance in Level 2. Where Research funds are being requested there must be a tangible link between the study and research and in both cases it is essential that the budget holder as opposed to the Line Manager approves the request.

10 Sponsorship

Where remittance has been received by an external sponsor, e.g. pharmaceutical company, this must be declared and details provided of what has been funded by whom, within the funding section of the study leave application form. Sponsorship over £25 must be declared in the normal way in the Trust Corporate Hospitality register and the appropriate declarations completed.

11 Higher Level Courses

Study leave applications for courses leading to a recognised qualification, e.g. Masters, PHD, with the exception of contracted CPD from Northumbria University, will only be considered twice per annum in line with the academic year timetable. Msc applications will be in December and June and employees who wish to undertake this study must apply in advance (by September of the previous year) and all applications will be reviewed and approved at the Trust Education Group. This will fall within Level 2 support of this policy and applications for leave and funding for courses longer than one academic year must be made for each individual year, and are subject to available resources and study leave time. The extent of financial assistance will be reviewed annually and limited to supporting staff where the organisation feels study at a higher level will be mutually beneficial to the individual and to the Trust. Consideration will be given to previous financial assistance, and to the perceived return on investment to the Trust.

12 Overseas Study Leave

Overseas applications are dealt with under the normal terms of study leave and the same levels of support will apply. The Line Manager is responsible for identifying the level of support.

13 Non-Exchequer Funded Posts

- 13.1 A number of individuals, across a range of disciplines, are employed by the Trust, but salaried through other funding sources, e.g. Research Grants. The policy for applying for paid leave must be followed; however, the funding of fees and associated expenses must be approved from the Research Grant, or relevant other source.

- 13.2 There may be occasions where with the support of the CD/DM, staff will be fully supported via non exchequer funds, this will be considered on a case by case basis.

14 Repayment of Financial Assistance & Awayness (study leave time)

- 14.1 Financial assistance is defined as payment of course fees, paid days away from work, travel and subsistence/examination leave. Employees who undertake any study leave will automatically be bonded for all costs and time, by signing the study leave application form (Level 2 & 3).
- 14.2 The form must be completed for both internal/external courses/qualifications (excluding Mandatory training) and all forms must be forwarded to Education and Workforce Development for processing.
- 14.3 As part of the Trust's workforce planning, employees may attend a specialist skills training programme or university module via the portfolio, which will require study leave to attend a course on a day or block release basis and although funding may not be required it still costs the Trust to release staff on paid leave and therefore a study leave form is still required even where there appears to be no cost.

15 Repayment of Course Fees/Travel/Subsistence on leaving the Trust:

- 15.1 In the event of the employee resigning/leaving the Trust within two years of either commencing a course, or completing a course, or the event of non completion (withdrawing), the Trust will require the employee to repay costs as detailed below. By signing the study leave form the employee is agreeing to these (bonding) terms and conditions.
- 15.2 Line managers are responsible for ensuring the employees understand the terms and conditions of the Bonding agreement, and that it is applicable to all study leave and time off for studying.
- 15.3 Employees required to undertake study as detailed in Level 1, by the Trust will not be required to pay back costs should they leave our employment, as the development was not at their instigation.
- 15.4 Where employees are required by the Trust, to undertake study but there is a known or planned retirement or leaving date they will not be required to pay back costs.
- 15.5 In most cases costs will be repaid by salary deduction unless the employee is notified otherwise.

- 15.6 Where employees fail to attend/travel as a result of their own actions (not at the request of the Trust) they will be required to reimburse the Trust any costs incurred.
- 15.7 In the event travel delays occur and compensation can be claimed the Trust must be the recipient of compensation if the Trust had incurred the initial cost.

16 Repayment of Financial Assistance and Awayness (study leave time)

- 16.1 Repayment of all funding received for these types of courses for staff leaving the organisation or withdrawing from the programme before completion, (or partial completion if still actively studying) will be as follows:

Staff leaving within	12 months	-	Full amount
	18 months	-	50%
	19-24 months		25%

- 16.2 It is the responsibility of the line manager to ensure this is identified on the “leaver’s checklist” so that costs can be reclaimed. The Education and Workforce Development team will endeavour to oversee this corporately but the responsibility sits with the manager.
- 16.3 Staff withdrawing from programmes can also be subject to these conditions depending upon the circumstances and this will be considered by the Line Manager.
- 16.4 This also applies to costs associated with paid study/examination leave and in particular if employees abandon the course of study to which financial assistance relates for reasons other than illness or being asked to work rather than attend a study day (s.) or in the absence of an adequate reason, fails to present themselves for examination/assessment.
- 16.5 Arrangements to repay the Trust through instalments can be negotiated. In the event of an employee refusing to repay under the above conditions, then the Trust will initiate legal proceedings to reclaim the amount owed.

17 Travel & Accommodation

- 17.1 All travel and accommodation reservations (if applicable), must be made via the Trust’s Supplies Department or with their agreement.

Approved applicants will receive a travel order number from the Education and Workforce Department and must have this prior to contacting Supplies. For all requests the amount indicated on the study leave form must be for the full amount of travel/accommodation. The amount on the application will be deemed final and no increased/higher amounts will be paid when expenses are submitted

later. This will ensure adherence with the Trust Travel and Expenses policy requirements.

18 Submission of Expenses Claims

- 18.1 Travel arrangements made via the Supplies Department will automatically be notified to the Education department and the amount authorised on the study leave form will be the maximum allowed.
- 18.2 Travel arrangements made independently will only be accepted with the correct identifying documentation and only paid up to the amount authorised on the study leave application.
- 18.3 The Trust will only reimburse the amount in Line with Level 2 as staff are generally required to pay 50%. There may be occasions when support is agreed in accordance with 1.2 of this policy. However, should the costs be greater than that recorded and approved on the study leave form the individual or directorate will have to bare any additional costs.
- 18.4 Travel expenses will be capped and no claims will be paid over the capping amount, and individuals will not be required to pay costs above the capped amount.
- 18.5 Approved course fees will only be paid by the Trust on receipt of an approval letter from the provider organisation i.e. University.

All claims for reimbursement for approved expenses incurred must be received within 12 weeks of attending the event; the individuals are encouraged to ensure the provider organisation invoices the Trust as failure to do so may result in claims not being processed.

Expenses will only be reimbursed on successful completed/attendance at the programme and correct documentation being provided to the Education and Workforce team.

19 Anti Bribery and Corruption

Please ensure on accessing this policy individuals adhere to the Fraud, Anti Bribery and Corruption policy. The Trust will take all necessary steps to counter fraud, bribery and corruption in accordance with policy.

20 Training

The Human Resources team will be briefed as part of their policy updates sessions on the new arrangements for study leave and following any changes to the policy. The Education and Workforce Development administration team will be trained on the

processing of the policy including recording, monitoring and reporting on activity and costs.

21 Equality and Diversity

The Trust is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff reflects their individual needs and does not discriminate against individuals or groups on any grounds. This document has been appropriately assessed.

22 Monitoring Compliance

Standard / process / issue	Monitoring and audit			
	Method	By	Committee	Frequency
<p>A random sample (minimum of 5) will be taken every month and measured against the below:</p> <p>Study leave applications will be processed within 14 days of receipt.</p> <p>Letters will go out accepting or declining the application within 14 days of receipt.</p> <p>Retrospective claims will not be processed by the Education and Workforce team in line with Policy.</p> <p>Authorisation of expenses will be to a maximum of what the individual requested on the application form.</p> <p>Quarterly reports will be provided to TEG.</p>	Data analysis	Manager responsible for study leave	Trust Education Group (bimonthly)	Monthly

23 Consultation and review

This procedure has been reviewed in consultation with the Employment Policies and Procedures Consultative Group. Additionally members of the Workforce Education Group have been regularly consulted with on this matter, Medical Directors Group, Associate Medical Directors Group and CPG. Wider stakeholders have been consulted with during mandatory training updates during February and March 2015.

24 Implementation (including raising awareness)

A summary of the key changes will be notified to managers following implementation. Further advice and guidance will be available from the Human Resource Department.

25 References

26 Associated documentation

- [Appraisal Procedure \(Non-medical staff\)](#)
- [Appraisal Policy Senior Medical & Dental Staff](#)
- [Fraud, Bribery and Corruption Policy and Response Plan](#)
- [Mandatory Training](#)
- [Standards of Business Conduct](#)
- [Travel](#)

The Newcastle upon Tyne Hospitals NHS Foundation Trust
EXTERNAL STUDY LEAVE APPROVAL FORM

Bonding – by signing the above form it constitutes bonding for fees, travel, accommodation and time away from the Trust.

Section One: Personal Details			
Full Name (please print)		Payroll Number	
Band		Ward and/or Department and site	

Section Two: Study Leave Applied For					
Conference					
Delegate	Yes/No		Conference Speaker	Yes/No	Poster Presentation
Title of Training Event					
Provider University/College)					
Venue			Dates	From: To: Time away from work:	

Section Three: Costs to be incurred	
Cost of Training Event	£
Cost of Travel	£
Other associated costs eg Accommodation	£
Total Costs requested (from Study Leave Budget)	£
Costs requested for alternative funding sources	Sponsorship D & T Research Departmental Individual Please indicate funding sources which are applicable

If funded from alternative source Please complete all sections:	Budget Code	Cost Centre
	Authorised Signatory	Signature
Sponsorship		
Self Contribution		

Section Four: Mandatory Training		
All mandatory training must be up to date at the date study leave funding is requested or your request will be denied. A copy of the completed mandatory training must be included or dates of training below.		
Manager's Signature		
The Manager's signature is confirmation that all mandatory training is complete and up to date.		

Section Six: Authorisation		
Signature of applicant	Date	
Managers Authorisation and comments:		
Signature		Date

Level of Support: Line Manager - Please indicate category below. Please refer to study leave policy for information on % of financial support available		
Level 1:		
Level 2:		
Level 3:		
Signature of Line Manager		
Name/Designation (Please print)		

Study Leave of 10 days or more/Overseas/Executive/CD/DM Approval	
Clinical Director/Directorate Manager	
Signature	
Executive Approval	
Signature	

Section Seven: Education and Workforce Development Department Authorisation Use Only	
Cost Centre	
Signature	
Level of Support	
Fees	
Travel	
Accommodation	

Bonding – by signing the above form it constitutes bonding for fees, travel, accommodation and time away from the Trust.

MONITORING INFORMATION

The information collected is only used for monitoring purposes in an anonymised format to assist the organisation in analysing the profile and make up of individuals who apply, are shortlisted for and appointed to each vacancy. In this way, they can check that they are complying with the Equality Act 2010.

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their age and sex.

* Please state your date of birth	
* Please indicate your gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects people who are married or in a civil partnership.

* Please indicate the option which best describes your marital status	
<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Civil partnership <input type="checkbox"/> Legally separated	<input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects bisexual, gay, heterosexual and lesbian people from discrimination on the grounds of their sexual orientation.

* Please indicate the option which best describes your sexual orientation	
<input type="checkbox"/> Lesbian <input type="checkbox"/> Gay <input type="checkbox"/> Bisexual	<input type="checkbox"/> Heterosexual <input type="checkbox"/> I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their race which includes colour, nationality, ethnic or national origin.

* Please indicate your ethnic origin		
Asian or Asian British <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background Black or Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background	Mixed <input type="checkbox"/> White & Asian <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> Any other mixed background White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background	Other Ethnic Group <input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic group <input type="checkbox"/> I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their religion or belief, including a lack of any belief.

* Please indicate your religion or belief		
<input type="checkbox"/> Atheism <input type="checkbox"/> Buddhism <input type="checkbox"/> Christianity <input type="checkbox"/> Hinduism	<input type="checkbox"/> Islam <input type="checkbox"/> Jainism <input type="checkbox"/> Judaism <input type="checkbox"/> Sikhism	<input type="checkbox"/> Other <input type="checkbox"/> I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects disabled people - including those with long term health conditions, learning disabilities and so called "hidden" disabilities such as dyslexia. If you tell us that you have a disability we can make reasonable adjustments to ensure that any selection processes - including the interview - are fair and equitable.

* Do you consider yourself to have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I do not wish to disclose this information
Please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark 'other'.	
<input type="checkbox"/> Physical impairment <input type="checkbox"/> Learning Disability/Difficulty <input type="checkbox"/> Sensory impairment <input type="checkbox"/> Long-standing illness <input type="checkbox"/> Mental health condition <input type="checkbox"/> Other	
If you have a disability, do you wish to be considered under the guaranteed interview scheme if you meet the minimum criteria as specified in the person specification?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Equality Analysis Form A

This form must be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

PART 1

1. **Assessment Date:**
2. **Name of policy / strategy / service:**
3. **Name and designation of Author:**
4. **Names & designations of those involved in the impact analysis screening process:**
5. **Is this a:** Policy ☐ Strategy ☐ Service ☐
Is this: New ☐ Revised ☐
Who is affected Employees ☐ Service Users ☐ Wider Community ☐
6. **What are the main aims, objectives of the policy, strategy, or service and the intended outcomes?** *(These can be cut and pasted from your policy)*
7. **Does this policy, strategy, or service have any equality implications?** Yes ☐ No ☐

If No, state reasons and the information used to make this decision, please refer to paragraph 2.3 of the Equality Analysis Guidance before providing reasons:

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8. Summary of evidence related to protected characteristics

Protected Characteristic	Evidence, i.e. What evidence do you have that the Trust is meeting the needs of people in various protected Groups	Does evidence/engagement highlight areas of direct or indirect discrimination? If yes describe steps to be taken to address <i>(by whom, completion date and review date)</i>	Does the evidence highlight any areas to advance opportunities or foster good relations? If yes what steps will be taken? <i>(by whom, completion date and review date)</i>
Race / Ethnic origin (including gypsies and travellers)	None in relation to access to study leave	National data suggests BAME staff hold lower level qualifications and are employed in Aft C bands 5 ,	As part of the new SL documentation we will include an (optional) Equalities Monitoring Form= as of 1 April. .On all of these we can work with the staff network groups to review uptake of SL based on Pc and link with annul results of staff survey
Sex (male/ female)	As above	National surveys show women (often BAME) are less likely to progress/hold senior or mgt positions	“
Religion and Belief	As above	As above	“
Sexual orientation including lesbian, gay and bisexual people	As above	National evidence shows that LGB are treated less fairly with regards to career progression and development opportunities	“
Age	As above	Older workers are less likely to engage in training. National evidence shows employers favour older workers less for training opps	“
Disability – learning difficulties, physical disability, sensory impairment and mental health. Consider the needs of carers in this section	As above	Non disables employees are more likely to progress into higher paid positions which suggest better opps for career progression supported by learning	“
Gender Re-assignment	As above	research shows that people are often working 2 levels below so query opps for study and career progression	“
Marriage and Civil Partnership	As above		“
Maternity / Pregnancy	As above		“

9. Are there any gaps in the evidence outlined above? If 'yes' how will these be rectified?

Implementation of a new equal opps form will allow us to capture data not previously captured so it can be analysed and reviewed by staff stakeholder groups and org action taken as required.

10. Engagement has taken place with people who have protected characteristics and will continue through the Equality Delivery System and the Equality Diversity and Human Rights Group. Please note you may require further engagement in respect of any significant changes to policies, new developments and or changes to service delivery. In such circumstances please contact the Equality and Diversity Lead or the Involvement and Equalities Officer.

Do you require further engagement? Yes ☐ No ☐ *

11. Could the policy, strategy or service has a negative impact on human rights? (E.g. the right to respect for private and family life, the right to a fair hearing and the right to education?

Policy emphasises staffs rights to education and training

PART 2

Name:

Emma Shipley

Date of completion:

11 March 2015

(If any reader of this procedural document identifies a potential discriminatory impact that has not been identified, please refer to the Policy Author identified above, together with any suggestions for action required to avoid/reduce the impact.)