SUPPORTING LEARNING AND DEVELOPMENT POLICY

Policy Statement

Public Health Wales NHS Trust understands that learning and development is essential to enabling the organisation, teams and colleagues to deliver and improve upon the services we provide to the public and each other. Learning and development is key to personal and organisational growth, progress, safe and effective practice, fair and efficient management and ensuring we have the workforce needed to deliver current and future work.

Policy Commitment

This policy aims to ensure all colleagues have fair and equitable access to the learning and development they need for the safe and effective delivery of their role and responsibilities. With the exception of statutory and mandatory training, any time for development purposes should be requested by colleagues. The organisation will, as far as is practicable, look to support development requests, whilst ensuring appropriate cover for service delivery.

Supporting Procedures and Written Control Documents

Other related documents are:

- ▪ Supporting Learning and Development Process
- ▪ My Contribution Policy
- ▪ Statutory and Mandatory Training Policy
- ▪ Flexible working policy

Scope

This policy applies to all staff in Public Health Wales, including permanent staff, those on temporary/fixed-term contracts, bank staff and agency staff.

Equality and Health Impact Assessment	EHIA November 2018
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Group with authority to approve supporting procedures	Senior Leadership Team
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Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or Corporate Governance.

Summary of reviews/amendments				
Version number	**Date of Review**	**Date of Approval**	**Date published**	**Summary of Amendments**
0b	7.8.18			Updated EHIA following Partnership Forum 31/7/18
0c	14.11.18			Updated EHIA following PODCOM October 2018

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Introduction

Public Health Wales NHS Trust (herein referred to as 'the Trust') recognises the important link between development of staff and development of the organisation; learning is key to competent, effective and safe delivery of work and responsibilities, as well as progression and improvement.

This policy has been developed to ensure equity of learning and development opportunities for all staff but with consideration to budget, the needs of the organisation and the need to ensure value and return on investment.

Eligibility and Scope

This policy applies to all staff in the Trust, including permanent staff, those on temporary/fixed-term contracts, bank staff and agency staff. To be eligible for support for learning and development, applicants must:

- be fully compliant with statutory and mandatory training at the time of applying and

- have agreed the development need/opportunity during a My Contribution/appraisal discussion within the last twelve months. If the requirement has been established since, the development plan should be updated at the next appropriate discussion (which may not be a formal appraisal, but one of a regular catch-up).

If an employee believes that they have not had the opportunity to complete Statutory or Mandatory training and/or have not participated in an appraisal, it should be raised with their manager in the first instance.

Definition of learning and development activity

Development activity is defined as:

- Structured training/learning, including e-learning, provided either internally or externally
- Attendance at conferences and seminars

- Social learning such as coaching, mentoring, rotation or experiential opportunities and shadowing
- Self-directed learning/development such as observation, reading time and study for examinations/assessments

These activities may include, as well as those previously mentioned:

- Vocational courses (such as apprenticeships)
- Internal training opportunities such as Management/Leadership Development, colleague development and extended lunch and learn sessions
- External courses such as IT skills, retirement planning
- Academic courses (whether leading to a qualification or not)
- Online events such as webinars or distance learning
- Coaching or mentoring with an approved coach/mentor

Roles and responsibilities

1. Managers

All line managers in the Trust are responsible for the effective and fair implementation of this policy and the development of their staff in line with current and future business needs. The My Contribution process includes discussion around development needs, which can be broadly split into three areas:

1. Essential	development required to deliver the work statutory and mandatory training CPD essential to revalidation/registration in a professional role learning to support a new policy/technology

2. Enhancing	improving / enhancing the delivery of the work/service improving / enhancing the quality of the work/service

3. Evolving

personal development opportunities which may link to future roles/responsibilities

Individual development plans will be made and agreed through the course of this discussion. Wider and more future-focussed development requirements should be captured in workforce plans, which in turn will feed into the organisational learning plan.

In addition to responsibilities to discuss development needs during the appraisal process, upon receipt of an application, managers should:

- Check compliance with statutory and mandatory training requirements
- Discuss the request and activity with the applicant and seek advice from the People and Organisational Development team and/or Head of Profession if needed
- Make a decision on the application, based on availability of budget[1], benefit and impact to the business, amount of time requested and the ability of the team to cover the work
- Agree and record the time/support agreed
- Agree on the activity in line with the 70/20/10 model of learning

Where recruiting colleagues from outside of the organisation, the manager should take into account learning needs upon joining and plan support as required.

2. Employees

All employees are responsible for participating openly and honestly in the My Contribution/appraisal process, exploring development plans based on organisational, team and their own needs.

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[1] Please refer to the Supporting Learning and Development Process for further information on sources of funding – funding should be approved in writing before final agreement is made

Additionally, all employees are responsible for ensuring they are fully compliant with statutory and mandatory training requirements prior to submitting an application.

Where support for learning and development is agreed, the employee is responsible for following the principles set out in this document and the Process in full, including but not limited to

- Completing the activity
- Contributing own resources (time, financial contribution)
- Sharing learning with colleagues as appropriate

3. People and Organisational Development

The People and Organisational Development team are responsible for advising on development needs and activities, providing guidance in accessing compliance records and carrying out audits.

The timing of audits will be driven by the Director of People and Organisational Development, and seek to report on:

- The degree to which the process and policy are implemented and followed
- Numbers of applications (approved and declined)
- Amount of support provided
- Variety of activity undertaken
- Funding sources
- Consistency across and within directorates/teams
- Equality/diversity data where available

Principles and Process

The principles underpinning this policy are:

- Support for learning and development (time and/or funding) will be offered where feasible and after an assessment of business impact and need
- Applications can only be considered where the individual is fully compliant with statutory and mandatory training requirements
- The development need (and where relevant the activity) has been discussed and agreed as part of My Contribution or other approved appraisal process

- Budget, where required, has been sourced and agreed prior to approval being given
- Applications are submitted in a timely manner – retrospective applications will not be accepted or approved

Where an application is not approved, a local record of the decision and the reasons for this should be held for audit and reporting purposes.

The Supporting Learning and Development Process should be read and adhered to in line with this policy, including the application form, sourcing of funds, amount of time off permitted and recording of leave.