



London Ambulance Service **NHS**  
NHS Trust

## Protected Learning Time and Study Leave Policy

## DOCUMENT PROFILE and CONTROL.

**Purpose of the document:** This policy will ensure that fair, consistent and transparent processes are in place for the allocation management and use of protected learning time and study leave. This approach is indicative of the continuous learning approach which is promoted by the LAS and will support staff in achieving their potential through having access to timely and appropriate opportunities for education, learning and development.

**Sponsor Department:** Clinical Education

**Author/Reviewer:** Gill Heuchan Assistant Director of Professional Education. To be reviewed by March 2014.

**Document Status:** Final

| <b>Amendment History</b> |          |                     |  |
|--------------------------|----------|---------------------|--|
| Date                     | *Version | Author/Contributor  | Amendment Details                            |
| 16/05/12                 | 1.1      | IG Manager          | Formatting and Doc Profile & Control changes |
| May 2011                 | 0.1      | AD Professional E D | Initial draft                                |

**\*Version Control Note:** All documents in development are indicated by minor versions i.e. 0.1; 0.2 etc. The first version of a document to be approved for release is given major version 1.0. Upon review the first version of a revised document is given the designation 1.1, the second 1.2 etc. until the revised version is approved, whereupon it becomes version 2.0. The system continues in numerical order each time a document is reviewed and approved.

| <b>For Approval By:</b>              | <b>Date Approved</b> | <b>Version</b> |
|--------------------------------------|----------------------|----------------|
| ADG                                  | 27/03/12             | 1.0            |
| <b>Ratified by (If appropriate):</b> |                      |                |
| SMG                                  | 30/04/12             | 1.0            |

| <b>Published on:</b> | <b>Date</b> | <b>By</b>               | <b>Dept</b> |
|----------------------|-------------|-------------------------|-------------|
| The Pulse            | 16/05/12    | Governance Co-ordinator | G&C         |
| LAS Website          | 16/05/12    | Governance Co-ordinator | G&C         |
| <b>Announced on:</b> | <b>Date</b> | <b>By</b>               | <b>Dept</b> |
| The RIB              | 22/05/12    | IG Manager              | G&C         |

| <b>Equality Analysis completed on</b> | <b>By</b>                 |
|---------------------------------------|---------------------------|
| 11 July 2011                          | Patrick Billups and panel |
| <b>Staffside reviewed on</b>          | <b>By</b>                 |
|                                       |                           |

| <b>Links to Related documents or references providing additional information</b> |              |                |
|--|--------------|----------------|
| <b>Ref. No.</b>  | <b>Title</b> | <b>Version</b> |
|  |              |                |

Document Status: This is a controlled record as are the document(s) to which it relates. Whilst all or any part of it may be printed, the electronic version maintained in P&P-File remains the controlled master copy. Any printed copies are not controlled nor substantive.

## 1. Introduction

- 1.1 The London Ambulance Service (LAS) is committed to the promotion of learning to support the delivery of high quality services, continually improve quality, manage risk and develop staff.
- 1.2 The LAS recognises that it employs a diverse workforce some of whom work across 24 hour days and 365 days a year. The shifts involved to provide this level of service are at times not aligned to the delivery of education, development and training.
- 1.3 The Trust will provide Protected Learning Time (See section 5) in order that staff are able to complete Core Training requirements. For those staff in “office hours” posts this will be granted by line managers at the point of booking onto a Core Training Programme. For those staff who work shift patterns in order to deliver services across a wider range of hours including 24 hour services time will be allocated within the rotas to accommodate the need to attend training whilst maintaining the necessary cover to continue service delivery.
- 1.4 In addition to Core Training staff may be allocated or apply for study leave (See section 6) to support education training and development which has been identified through their Personal Development Plan as being appropriate to develop and improve their knowledge and skills. The types of activities which may be awarded paid Study leave include formal internal and external courses of study, professional and/or technical examinations and attendance at professional conferences as an attendee.
- 1.5 In addition to having access to Protected Learning Time and Study leave staff may subject to funds being available, have access to the internal [Sponsorship for Study Scheme](#), Bands 1- 4 training resources ( contact Learning and Organisational Development for details) and external resources such as professional grants and bursaries in order to support the direct costs of education, training, development and professional/technical conferences. Direct cost is defined as the direct cost of the formal education programme it does not cover accommodation, travel, subsistence or staff cover costs.

## 2. Scope

- 2.1 This policy applies to all staff employed by the LAS including full time staff, part time staff and staff on fixed term contracts.
- 2.2 Applicants must be aware that the LAS may decline study leave requests, may approve partial or full Study leave. Applicants must therefore be able to identify other ways to achieve full participation if no or partial study leave is granted.

### 3. Objectives

- 3.1 This policy will ensure that fair, consistent and transparent processes are in place for the allocation management and use of protected learning time and study leave. This approach is indicative of the continuous learning approach which is promoted by the LAS and will support staff in achieving their potential through having access to timely and appropriate opportunities for education, learning and development.
- 3.2 Protected Learning Time and Study leave will support staff to gain the knowledge and skills they need to do their jobs more effectively and thus improve the quality of service provision across the LAS.
- 3.3 Protected Learning Time and Study Leave is an investment made by the LAS which supports staff in their personal and professional development as such the provision should benefit patients, the public, the individual, the LAS, local partners and stakeholders and the wider NHS.

### 4. Responsibilities

#### The LAS

- 4.1 It is the responsibility of the LAS to ensure all staff have access to [Core Training](#) commensurate with their role
- 4.2 The LAS will ensure that all staff have access to a range of education training and development opportunities through operating systems and processes which give fair and equitable access to development opportunities, funding and study leave support.

#### Learning & Development

- 4.3 Learning & Development Department (L&D) is available to provide advice and guidance on appropriate programmes and to assist in assessing the suitability of a particular programme for a member of staff. L&D will also maintain an overview of LAS staff undertaking study to ensure staff are treated fairly in their application for sponsorship.

#### Clinical Education Team/Practice Learning Managers

- 4.4 The Clinical Education Team/Practice Learning Managers are available to provide advice and guidance on appropriate programmes and to assist in assessing the suitability of a particular programme for a member of staff. The Clinical Education Team/Practice Learning Managers will also maintain an overview of LAS staff undertaking study to ensure staff are treated fairly in their application for sponsorship

## **Clinical Audit and Research Unit**

- 4.5 Any course undertaken where there is a requirement to complete a project, dissertation, thesis or research project (either clinical or non-clinical) may fall within the Department of Health's requirements for Research Governance. This means that the LAS has certain responsibilities for line managers and LAS staff which must be adhered to if the piece of work is to commence on LAS premises, using LAS data, LAS staff or patients as research subjects for the study. For further advice and guidance, please contact the Clinical Audit and Research Unit at an early stage.

### **Line Managers**

- 4.6 Line Managers will ensure that all staff actively engage in appraisal processes at least once annually in order to inform personal development planning (PDP). They will ensure that any and all training needs identified through workplace review processes e.g. OWR or other similar systems are used to review the application of learning in the work environment and identify knowledge and skills gaps.
- 4.7 Line managers must ensure that all staff applying for study leave (and Sponsorship for Study) are in date with their Core Training and:
- Are applying for education training or development which is appropriate to their job role and/ or an identified future job role;
  - Any application is aligned to the principles set out in section 2;
  - That any and all applications are based on identified training needs which have been recorded in the individual's PDP;
- 4.8 Line managers will follow the framework set out in this policy to consider and approve any requests for study leave.
- 4.9 Line Managers will provide timely and appropriate information to Sponsorship for Study panels where study leave has been granted subject to funding.
- 4.10 Line managers will keep contemporaneous records of all decisions which relate to the allocation of study leave in order that these can be audited to ensure equity of process application, in particular line managers must keep detailed records regarding discretionary decisions made with regard to the payment or non payment of bank staff attending training, part time staff and those on family friendly rotas.
- 4.11 The line manager has a key role in supporting individuals so that they can succeed with their programme of study. This may take the form of providing opportunities to practice the skills and knowledge gained within the workplace, assist in the identification of assignment topics and provide contacts of LAS / external staff who may be able to assist them in their study.

- 4.12 Line managers must liaise with resourcing to assess the risks and benefits of temporarily suspending study leave at REAP 4 and above.

### **Bank Staff**

- 4.13 Line Managers must actively seek evidence from Bank Staff of completion of Core Training with the LAS or any other NHS employer. They must satisfy themselves that any and all Core Training completed elsewhere by Bank Staff meets the learning outcomes and standards expected by the LAS. The Line manager must ensure that all and any bank staff they engage are up to date with their core training, before agreeing to allow the person to work for the LAS.
- 4.14 Where Core Training is required Bank Staff can have free access to the LAS programme/s they are expected to attend in their own time.

### **Individual Staff Members**

- 4.15 Individual staff members are responsible for actively participating in the appraisal and PDP process on an annual basis. They will ensure that any and all training needs identified through workplace review processes e.g. OWR or other similar systems are used to inform the PDP and that they identify to their manager any training needs they have which have arisen through clinical supervision and/or reflective practice.
- 4.16 Individual staff members who wish to apply for Sponsorship for Study and/or Study leave will ensure they are up to date with their Core Training and :
- They are applying for education training or development which is appropriate to their job role and/ or an identified future job role;
  - Their application is aligned to the principles set out in section 2;
  - That any and all applications they wish to submit are based on identified training needs which has been recorded in the individual's PDP;
- 4.17 Individual staff members are responsible for identifying the study leave and financial commitments (for external courses) of any formal education, learning and development opportunities which will meet their identified needs.
- 4.18 Individual members of staff are responsible for making all and any applications for programmes, funding and study leave and should not make any firm commitments prior to having confirmation of the outcome of any and all applications to the LAS unless they are able/willing to honour these themselves should their application be declined.
- 4.19 Individual members of staff are responsible for the student effort elements of any programme they enter student effort is the requirement to undertake learning and development activities outside of the formal learning environment in order to complete the programme and achieve any assessment criteria.

- 4.20 Where study leave and/or Sponsorship for Study funding is allocated the individual staff member is responsible for ensuring that they attend any and all days of the programme. They must complete and submit all assessments and exams required by the programme provider. Failure to do so may result in a request for repayment of time (see section 8) and/or repayment of funding (Hyperlink to Sponsorship for Study Policy, see section 8).

## **5. Protected Learning Time**

- 5.1 The allocation of protected learning time will be calculated solely to fulfil the Core Training requirements for the role, there will be no pro-rata adjustments for part time staff.

### **Staff Predominantly Working “Office Hours”**

- 5.2 Those staff who work predominately office hours generally have the flexibility to plan Core Training days into their working days. They book protected learning time through direct application to the Core Training provider e.g. Learning and Development for the All in One Day, having discussed and agreed the requirement with their line manager. Where the Core Training requirement is delivering through e-learning, local training and/or workbook learning with e- assessments (Core Learning Packages) the individual will ensure they organise their working pattern in such a way as to ensure they plan time to complete these activities.
- 5.3 Protected learning time should be calculated solely on the job role, in most cases it should be no less than 10 hours and should not need to exceed 50 hours per annum (some Clinical Staff). The exception to this is where there is a need to make reasonable adjustments to accommodate specific identified individual needs. In these cases the line manager will work within any formal guidance received regarding the reasonable adjustments which are required and will make sure these are clearly documented. Protected learning time is an absolute because regardless of what hours a person works the Core Training requirements relate to the role and the requirement to complete the packages is not therefore relative to the number of hours worked.
- 5.4 Protected Learning time for the role should be discussed and agreed annually at the meeting where the PDP is agreed. It should be recorded on the template. The line Manager and staff member should keep a copy of this as an integral part of the PDP record.
- 5.5 Members of staff who work a flexible or fixed hours and/or days will be given at least 28 days notice prior to the date of the training course if it falls on what would normally be a non working day or non working hours for them. This should give them sufficient notice to make arrangements to attend. Wherever reasonably practicable, the trainer will liaise with the individual who works flexibly to arrange times and dates which suit both parties as the Trust

acknowledges the difficulties such courses place on the member of staff with caring responsibilities.

- 5.6 Where staff are having difficulty identifying time or find they are making slow progress in achieving their Core Training (e-learning) requirements because they are interrupted frequently within their working day. They should discuss this with their line manager in order to identify and agree dates and/or times and venues when they can undertake the required training activity uninterrupted.
- 5.7 Where staff are having difficulty accessing information technology within their working day to undertake these activities they should discuss this with their line manager in order to identify and agree dates and/or times and venues where they can access the technology to complete their Core Training.
- 5.8 Each year as part of the appraisal and PDP process the individual member of staff and their line manager should identify the Core Training which has been undertaken in the last 12 months and identify the Core Training requirements for the role in the forthcoming year, including the time this should reasonably take to complete. This should be recorded and appended to the PDP document.

#### **Staff Predominantly Working “Shifts”**

- 5.9 The LAS recognises that for those staff who predominately work shifts and particularly for those staff in patient facing services the ability to self book onto Core Training and schedule the completion of Core Learning packages within their working day can be challenging. This is particularly so where they need to access information technology to undertake e-learning and/or face to face programmes.
- 5.10 Protected learning time for these staff groups should be calculated solely on the job role, in most cases it should be no less than 10 hours and should not need to exceed 50 hours per annum (frontline clinical staff). The exception to this is where there is a need to make reasonable adjustments to accommodate specific identified individual needs. In these cases the line manager will work within any formal guidance received regarding the reasonable adjustments which are required and will make sure these are clearly documented.
- 5.11 Protected Learning time for these staff groups will as far as reasonably practicable be planned into rotas (Rostered Training Days) so that the services can plan to ensure there is appropriate cover to maintain service delivery whilst ensuring that staff are enabled to meet the Core Training requirements for their role. Members of staff who work a flexible or fixed hours and/or days will be given at least 28 days notice prior to the date of the training course if it falls on what would normally be a non working day or non working hours for them. This should give them sufficient notice to make arrangements to attend. Wherever reasonably practicable, the trainer will



liaise with the individual who works flexibly to arrange times and dates which suit both parties as the Trust acknowledges the difficulties such courses place on the member of staff with caring responsibilities.

- 5.12 Specifically with regard to A&E Frontline staff up to five, 10 hour days will be allocated per person per annum. Three of these days will be allocated for centralised Core Training (Core Skills Refresher Days). The other two days will be available to enable staff to access localised elements of the Core Training Packages e.g. E-learning and other local training needs identified through the TNA and/or service requirements. Annual guidance will be issued on the imperatives to be covered within the two days.
- 5.13 Where a rostered training day falls on a bank holiday, the LAS will provide an alternate date and if the need arises the individual may undertake a block of rostered training in order to attend the core training they require.
- 5.14 Protected Learning time for the role should be discussed and agreed annually at the meeting where the PDP is agreed. It should be recorded on the template (Appendix 1). The line Manager and staff member should keep a copy of this as an integral part of the PDP record.
- 5.15 Each year as part of the appraisal and PDP process the individual member of staff and their line manager should identify the Core Training which has been undertaken in the last 12 months and identify the Core Training requirements for the role in the forthcoming year, including the time this should reasonably take to complete. This should be recorded and appended to the PDP document..

## **6. Study Leave**

- 6.1 There are two main routes by which study leave may be allocated to staff, namely through central agreement by Training Strategy Group and through an individual application for study leave to attend a programme which has been identified by the individual member of staff as meeting the needs identified in their PDP. The process for application and approval is set out in Appendix 1.
- 6.2 Study leave is allocated with due consideration to the service needs and the applicability of the programme applied for. It will usually be allocated on a pro-rata basis in order to ensure that no member of staff is treated more or less favourably than any other.
- 6.3 Study leave will be allocated in days and will be based on an academic working day of 7.5 hours. Where staff usually work more or less hours in their standard working day they will be required to agree with their line managers how they will take back or pay back hours owed. This will be clearly documented and agreed by both parties prior to the commencement of the programme. Staff will not be paid overtime for attending work on study leave.

## **Centrally Allocated Study Leave**

- 6.4 The LAS is committed to the development of its workforce, as part of this it has agreements with providers for a number of different courses. Where the LAS has entered into such agreements the Training Strategy Group consider the implications of the programme and agree the Terms under which staff will be able to apply and what levels of study leave and financial support ( if applicable) will be given to facilitate completion of such programmes. Courses which meet this criteria will be scheduled into the training abstraction plan which is agreed with resourcing.
- 6.5 Where central study leave has been allocated to a programme all those wishing to be considered for a place must make a formal application and be subject to a rigorous selection process, no-one will be allocated a place based on criteria other than these set out for the programme. Dependant on the type of programme candidates may be awarded all or some of the study leave to undertake the programme. The amount to be awarded will be made clear in the recruitment information.
- 6.6 The LAS is and will continue to design, develop and implement new working models, alongside these there may be changes in the knowledge and skill required by certain staff groups which need to be addressed. Where the LAS implements a change which requires an individual staff member to undertake a particular programme of education and training, the study leave and levels of funding which will be offered will be agreed corporately and those in or applying for the roles will be advised accordingly.
- 6.7 All adult learning programmes require an element of self directed or student effort in order that they can be completed. The LAS believes that as adult learners staff should as part of their commitment to the programme undertake all self directed or student effort learning modules and written assessments i.e. essays, preparation for seminars, project work etc in their own time. Usually the amount of student effort required will be specified in the LAS/Student agreement, and/or the programme provider details. Where it is not available in either of these documents it is the responsibility of the individual staff member to make them self aware of the level of student effort required and they must make suitable arrangements to complete these parts of the programme in their own time this part of the programme.

## **Individual Applications**

- 6.8 All individual applications must be made on the form in Appendix 2, applications must be accompanied by a current (within the last 12 months ) PDP, the core training passport and any other relevant documents such as the Job Description and Person Specification.

## **Long Programmes Courses and Academic Qualifications**

- 6.9 Study leave may be granted to support staff towards appropriate long programmes and courses; these usually run for months or years. Some lead to academic qualification whilst others contribute to skills development relevant to job roles and personal development. The decision to allocate study leave will be made by applying the criteria set out in the decision matrix (Appendix 3). In addition line managers must assess the impact of granting study leave on their ability to maintain service provision. For frontline staff the decision must include a discussion with resourcing in order to understand the impact of the abstraction on the complex and area.
- 6.10 The individual staff member will be required to show an exam schedule when applying for study leave. Where an exam falls on a rest or off duty day, there is no requirement for the service to offer time in lieu. Individuals failing an exam on their first attempt will normally be granted time to re-sit the exam. The LAS will normally fund the cost for the first resit, subsequent re-sits will not be financed by the LAS and the individual will be required to sit the exam in his/her own time.
- 6.11 Those applying for study leave must provide detailed information of how relevant the qualification is to both their current role, their current PDP and any succession planning, talent management or agreed promotional development. Study leave will be allocated on a sliding scale according to the extent to which relevance is fully demonstrated and pro-rata to the hours worked by the individual staff member. Those applying for study leave to undertake long courses and/or qualifications/academic courses will have their applications assessed by their AOM or line manager. The decision of the AOM/Line manager must be ratified at Assistant Director level (or above) prior to the member of staff being notified.
- 6.12 Some courses span more than one year, study leave is granted on an annual basis and each individual must make an annual application should they wish to be considered for study leave for additional years. There can be no guarantee that a second or subsequent year's application will result in an allocation of study leave and if study leave is granted there is no guarantee that it will be at the same level as previously granted. Students are required to complete an application form each year as confirmation of their wish to continue studying and to update any details. As part of the application individual staff members will be required to provide information about their progress through the course thus far including the results of any assessments and/or exams.

## **Short Courses**

- 6.13 Individual staff members may apply for study leave to undertake short courses, these courses usually run for weeks rather than months or years; these courses will usually be for the purpose of gaining additional qualifications or specific knowledge and skills sets. This type of

course/programme will usually involve a formal assessment process and/or exam in order to measure learning against a predetermined standard.

- 6.14 Applications considered under this section will generally be for those short events days plus where there may be an academic assessment attached to the outcome or attendance. There will be a sliding scale of support available according to the extent to which relevance is fully demonstrated and pro-rata to the hours worked. Those applying for study leave to undertake long courses and/or qualifications/academic courses will have their applications assessed by their AOM or line manager. The decision of the AOM/Line manager must be ratified at Assistant Director level (or above) prior to the member of staff being notified.
- 6.15 The decision to allocate study leave will be made by applying the criteria set out in the decision matrix section 1 to the application. In addition line managers must assess the impact of granting study leave on their ability to maintain service provision. For frontline staff the decision must include a discussion with resourcing in order to understand the impact of the abstraction on the complex and area. Those applying for study leave must provide detailed information of how relevant the course or conference is to both their current role and in relation to their current PDP. Staff will not normally be granted study leave for attendance at a short course conference or workshop if they have already been successful in gaining study leave in either of the two categories above.

### **Conferences and workshops**

- 6.16 Study Leave may be allocated for appropriate conferences and workshops relevant to the role and personal development. The decision to allocate study leave will be made by applying the criteria set out in the decision matrix section 1 to the application. In addition line managers must assess the impact of granting study leave on their ability to maintain service provision. For frontline staff the decision must include a discussion with resourcing in order to understand the impact of the abstraction on the complex and area Those applying for study leave must provide detailed information of how relevant the course or conference is to both their current role and in relation to their current PDP. Staff will not normally be granted study leave for attendance at a short course conference or workshop if they have already been successful in gaining a place on a programme with centrally allocated study leave or a long programme of study.
- 6.17 Applications considered under this section will generally be for those short events (1- 5 days in duration usually) where there is no academic assessment attached to the outcome or attendance. Those applying for study leave to undertake long courses and/or qualifications/academic courses will have their applications assessed by their AOM or line manager. The decision of the AOM/Line manager must be ratified at Assistant Director level (or above) prior to the member of staff being notified.

6.18 If an individual fails to attend a planned attendance where study leave has been allocated without reporting sick this will be deemed to be unauthorised absence and will be dealt with by the Line Manager.

## 7. Study Leave Assessment

7.1 The study leave matrix tool (Appendix 3) has been designed to assist managers in making decision about study leave applications. There are three basic thresholds at the start of the matrix, a no to any or all of these three questions should result in the application being declined.

7.2 Applicants whose get a yes in the first three questions should then be assessed using the rest of the matrix. Those who have the majority of green should be given every chance to access study leave within the limitations of the service, remember you don't have to give 100% of what they have asked for as long as you can give a clear rationale for your decision there is not absolute entitlement.

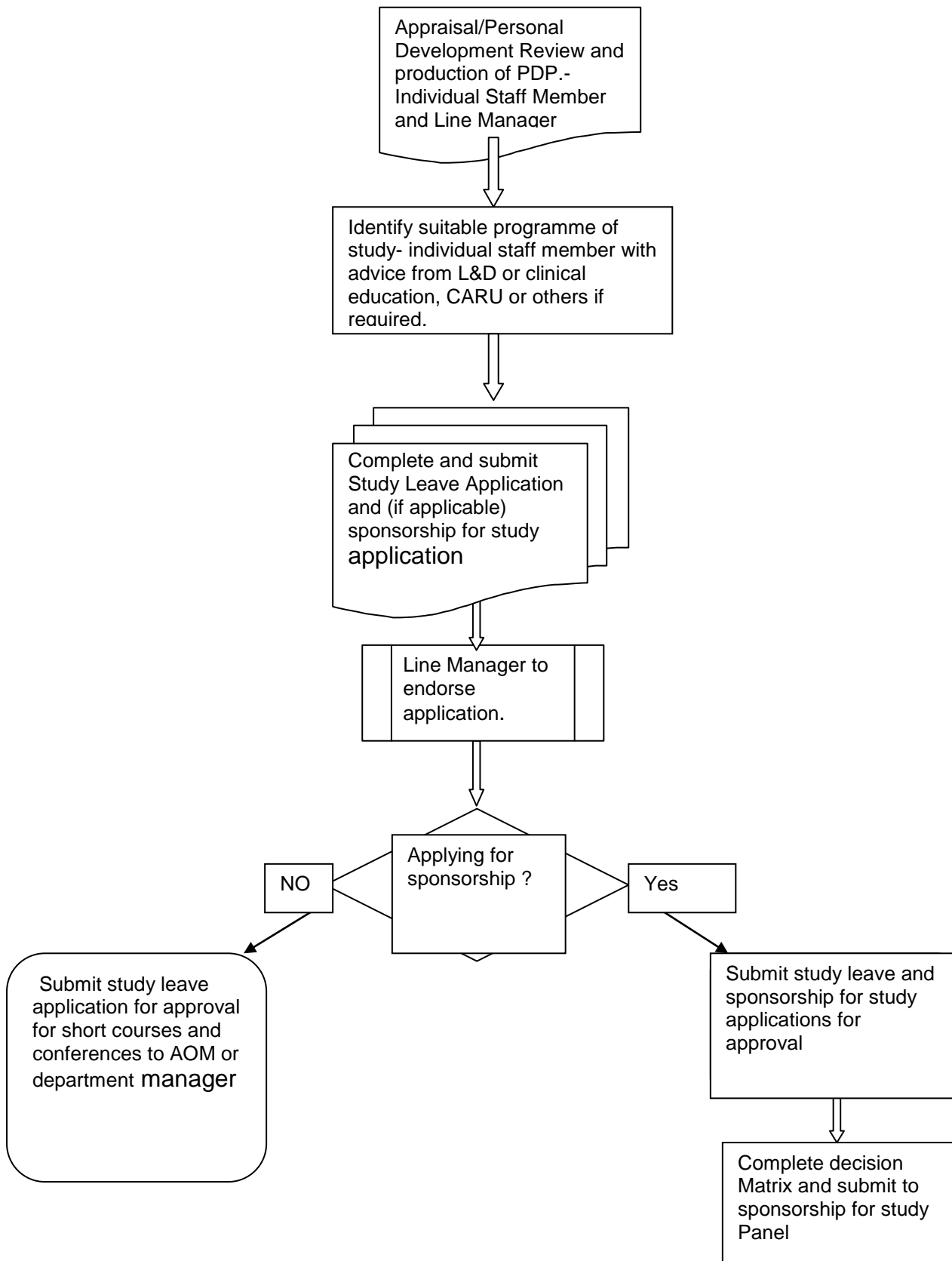
7.3 Applicants whose assessment falls mainly in the green/amber sections may be given some study or some funding managers should weigh up the benefits of offering one or other rather than both. Study leave does not have to be granted at 100% of what is requested, as long as there is a clear rationale for your decision there is not absolute entitlement. Part time staff should be allocated pro-rata allocations.

7.4 Very careful consideration should be given as to whether those applicants who are assessed mainly in the red actions should be offered minimal or no study leave.

7.5 All and every decision should be clearly documented with the assessment matrix, the decision and a record of the feedback to the applicant recorded in their personnel file. The decision of the AOM/Line manager must be ratified at Assistant Director level (or above) prior to the member of staff being notified.

| <b>IMPLEMENTATION PLAN TEMPLATE</b> |   |
|-------------------------------------|---|
| <b>Intended Audience</b>            | All Staff   |
| <b>Dissemination</b>                | Pulse   |
| <b>Communications</b>               | Rib alert   |
| <b>Training</b>                     | None required   |
| <b>Monitoring</b>                   | Audit of decisions annually to ensure equity and consistency of approach. |

### Study Leave Application Process



**Part one-** To be completed by applicant - (N.B. Applicants should keep a copy of their completed application form at the time of submission to L&OD)

| <b>Application for Study Leave</b>  |   |
|---|---|
| <p>Forename:                      Last Name:</p> <p>Job Title:                      Contracted Hours per week:</p> <p>Banding:                      Payroll Number:</p> <p>Work Address:</p><br><p>Contact Number: (work)<br/>(home)                                      (mobile)</p>  | <p>Line Manager Name:</p> <p>Job Title:</p><br><p>Work Address:</p><br><p>Contact Number: (work)</p>  |
| <p><b>Course Details:</b><br/>           Course Title<br/>           Provider<br/>           Is this course required for your role?<br/>           If yes please attach JD and/or person specification which indicates the requirement.<br/>           Has it been identified on your PDP? (please attach a copy to your application<br/>           Course Start Date:                                      Completion Date</p> | <p>Number days of study leave being requested;<br/>           If more than one day what is the pattern of days requested? (ie one day a week)<br/>           Please tell us for how long you are requesting the leave eg from September 2010- June 2011 or for 10 weeks etc.<br/>           Have you applied for sponsorship?</p> |

Please identify below the Core Training required for your job role ([TNA](#))

| Training requirement   | Frequency of Updates | Date Last Attended | Date next attendance is due | Format of training: Face to face, E-learning /E-learning package/other ( please specify) | Agreed protected Learning time |
|--|----------------------|--------------------|-----------------------------|--|--------------------------------|
|  |                      |                    |                             |  |                                |
|  |                      |                    |                             |  |                                |
|  |                      |                    |                             |  |                                |
|  |                      |                    |                             |  |                                |
|  |                      |                    |                             |  |                                |
|  |                      |                    |                             |  |                                |
| <b>Please add below any additional mandatory training required for your job role</b> |                      |                    |                             |  |                                |
|  |                      |                    |                             |  |                                |
|  |                      |                    |                             |  |                                |
|  |                      |                    |                             |  |                                |

Please summarise below what you hope to gain from this programme of study and the benefits for the LAS as well as its relevance to your post and PDP( please enclose a copy of your PDP and Core Training sheet ):



**Part Two** (to be completed by Line Manager)

|  |   |
|--|---|
| <p><b>Decision matrix Score ( please attach a copy of the matrix to this document)</b><br/> <b>Did the application score green in the first three threshold questions?</b><br/> <b>Yes</b><br/> <b>No</b><br/> <b>If yes Please record the total number scored in each of the following</b><br/> <b>Green (of 18)</b><br/> <b>Amber (of 11)</b><br/> <b>Red (of 18)</b><br/>         I can confirm that I am recommending study leave of<br/>         days over<br/>         .....(time) is granted to ..... (name ) in<br/>         order that they can undertake .....(course/study<br/>         day). I can confirm this can be accommodated with little or no<br/>         adverse impact on service provision<br/>         Please summarise below what you hope your staff will gain from<br/>         this programme of study the benefits for the LAS and relevance<br/>         to the role they perform</p> | <p>I am not recommending study leave is granted to<br/>         .....(name) for the reason given below.</p> <p>Signature<br/>         Name<br/>         Job Role<br/>         Date</p> <p>I confirm that I endorse/ decline this recommendation (if decline<br/>         please give details below of reason for declining or altering the<br/>         recommended award) for allocation of study leave<br/>         of.....days over.....(time).</p> <p>Signature<br/>         Name<br/>         Job Role<br/>         Date</p> |
|--|---|

**Decision Assessment Matrix**

**APPENDIX 3**

| <b>Criteria</b>  |                |                   |                                   | <b>Comments</b> |
|--|----------------|-------------------|-----------------------------------|-----------------|
| Is the applicant in date with their Core Training  | Yes            |                   | No                                |                 |
| Is the applicant in a substantive post or have they been in a temporary post/secondment for 2 years or more?                       | Yes            |                   | No                                |                 |
| If study leave is granted can it be accommodated within the team/area/department/directorate?                                      | Yes            |                   | No                                |                 |
| Has the applicant identified how they will attend the programme/event if they are not awarded all or any of the leave applied for? | Yes            |                   | No                                |                 |
| Is the applicant subject to any current disciplinary sanctions which might affect their application?                               | No             |                   | Yes                               |                 |
| Will the programme/event contribute to the individual achieving the KSF profile for the role?                                      | Yes            |                   | No                                |                 |
| How applicable is the programme to the current job role?   | A great deal   | Somewhat          | Not at all                        |                 |
| How applicable is the programme to an identified future job role?  | A great deal   | Somewhat          | Not at all                        |                 |
| Has the programme applied for been identified in the PDP?  | Completely     | Partially         | Not at all                        |                 |
| Has the applicant been granted study leave in the last 12 months?  | Not at all     | 1-5 days          | More than 5 Days (please specify) |                 |
| Has the applicant applied for funding? NB funding from the LAS does not imply entitlement to study leave and vice versa            | Yes            |                   | No                                |                 |
| <b>Total in each column</b>  |                |                   |                                   |                 |
| <b>Is this something which will contribute to:</b>   |                |                   |                                   |                 |
| Quality improvement?   | A large amount | A moderate amount | A small amount                    |                 |
| An improvement in knowledge and skills for the applicant?  | A large amount | A moderate amount | A small amount                    |                 |
| Improving the clinical skills of the applicant and others?   | A large amount | A moderate amount | A small amount                    |                 |
| Directly or indirectly benefit patients?   | A large amount | A moderate amount | A small amount                    |                 |
| Will granting this leave inhibit service delivery:   |                |                   |                                   |                 |
| In the individuals team?   | A small amount | A moderate amount | A large amount                    |                 |
| In your department?  | A small amount | A moderate amount | A large amount                    |                 |
| Across your functional area?   | A small amount | A moderate amount | A large amount                    |                 |
| <b>Total in each column</b>  |                |                   |                                   |                 |
| <b>Combined Totals</b>   |                |                   |                                   |                 |