



STUDY LEAVE POLICY

Policy number and category	HR06	Human Resources
Version number and date	6	February 2022
Ratifying committee or executive director	Transforming our Culture and Staff Experience (People Committee Subgroup)	
Date ratified	March 2022	
Next anticipated review	March 2025	
Executive director	Executive Director of Strategy, People & Partnerships	
Policy lead	Head of Organisational Development and Learning	
Policy author (if different from above)	Learning and Development Manager and Consultant	
Exec Sign off Signature (electronic)		
Disclosable under Freedom of Information Act 2000	Yes	

POLICY CONTEXT

- The organisations policy on gaining approval for any form of study or Continuing Professional Development activity where there is a significant time and/or financial implication – both internal and external
- To ensure study leave applications are considered in a fair and equitable manner across the whole organisation and across all professional groups
- Guidance in relation to the funding arrangements for training

POLICY REQUIREMENT (see Section 2)

- Requests for study leave should relate to the business priorities for the organisation and the service line
- Requests for study leave should relate to personal development plans as discussed in line with the Appraisal and Development Review policy
- Access to training and development will be transparent, fair, and equitable
- Training and development will be informed by relevant occupational /professional standards

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1 INTRODUCTION

1.1 Rationale (Why)

This policy has been developed to ensure that study leave applications are considered equitably and fairly across the whole organisation.

This policy should be read in conjunction with the following policies and strategies:

Employee Appraisal and Development Policy

1.2 Scope (Where, When, Who)

This policy outlines the process to be undertaken by Managers who have a responsibility for approving study leave within Service areas/Departments, and serves to inform all employees of the process of application and approval for study leave requests.

The policy applies to all permanent staff (Doctors are supported by their own policy, see section 3.19) The policy does not apply to Temporary or Bank staff, however they can still access Functional Skill training in their own personal time (they will not receive any payment for the days they are accessing Functional Skills training).

1.3 Principles (Beliefs)

Birmingham and Solihull Mental Health NHS Foundation Trust is committed to supporting the learning, training, and development needs of all staff, all grades and disciplines and ensuring that this is applied equitably in order to assist with the recruitment, retention, and lifelong learning of its employees.

2 POLICY (What)

2.1 All requests for Study Leave should relate to a discussed and agreed personal development plan as documented within the employee's Appraisal and Development Review (ADR) or Regular Management Supervision (RMS), and be linked to both the Service Area and Departmental business needs and priorities. The ADR and RMS documentation can be found below, using the link to the Employee and Manager Self Service area on Connect:

Employee and Manager self service area

- All applications need to be assessed using the criteria set out in section 3.1
- Under no circumstances will retrospective claims for Study Leave be considered.
- Access to training and development will be transparent, fair, and equitable. If study leave is not granted then a clear rationale should be provided as to why.
- Training and development will be informed by relevant occupational /professional standards

3 PROCEDURE

3.1 Criteria for the approval of study leave

Relevance and benefit are the key points for consideration by managers and employees -

- What are the training and development needs identified within the Appraisal or 1:1 and how are they linked to the key priorities for the employee and the job role?
- How is the training and development need identified relevant to the business objectives of the Trust/Service area/Department?
- Is the proposal the best and most effective/efficient way of meeting the learning, training and development needs identified, or would other means be more effective for example mentoring, coaching, shadowing or secondment?

- If the study leave applied for does meet the above criteria, can it be supported whilst maintaining operational cover/service requirements? Consider the need for an impact assessment to maintain operational services.

3.2 Categories of Learning and Development

It is acknowledged that there are different types of training, learning or development opportunities that employees within the Trust will be required to complete or apply for study leave to attend.

Training	Function	Examples
Fundamental Training	Critical to employment status and Trust standards. Identified for each employee in their traffic lights	Health and Safety, Safeguarding Children
Functional Skills	Functional Skills can also be characterised within the above categories dependent upon the staff member's situation. Achieving Level 2 within Maths and English is becoming increasingly essential for roles across the Trust and may be essential for career progression.	Maths, English and Information Technology Skills
Job Essential	Development opportunities that are essential to staff in order to carry out their core job role or relate directly to the role and/or professional status of the employee.	Student assessor training for qualified professionals who are required to take students on placement, Behavioural Family Therapy in a job that requires the employee to carry out family work, Infection Prevention and Control Study days for an Infection Prevention and Control Link Worker, Association of Accounting Technicians (AAT), Consultative Committee of Accountancy Bodies (CCAB), Chartered Institute of Purchasing Supplies(CIPS), or other vocational or professional qualifications that are required for the role etc
Career Development	Non-compulsory but completion will enhance the employees' ability to carry out their duties and progress their career potential. In-line with service delivery and Trust strategy	NHS leadership Academy courses such as Mary Seacole or Elizabeth Garrett Anderson programmes, a Master's degree in job related subjects or courses in clinical specialty areas

3.3 Process for approving study leave

3.3.1 Non e-learning Fundamental Training – takes place within the Trust; No study leave form needs to be completed for fundamental training.

3.3.2 Job Essential Training, Career Development Activity and Functional Skills training (run internally or externally to the Trust) that does not attract any of the following: a fee, substantial travel expenses or substantial time commitment (for example a 1 day conference held locally) a study leave application does not need to be completed.

Access to Functional Skills training should be prioritised and viewed with the same level of significance as Fundamental Training.

3.3.3 The employee's line manager must agree to the training. The manager must record attendance and achievement in the ADR and 1:1 documentation. Staff attending external training events are responsible for managing the booking (and cancelling) directly with the organisation delivering the event. Absences must be recorded on ESR Manager Self Service.

3.3.4 Job Essential Training or Career Development Activity (run externally to the Trust) that does attract one or more of the following: a course fee, substantial travel expenses, any accommodation expenses or a significant time commitment to complete the training; a study leave application and learning contract must be completed.

3.3.5 The employee must complete the Study leave Application Form (included as [Appendix 2](#)). This must be submitted to the employee's line manager who will use the form content to decide whether the training is appropriate to support, basing their decision on the criteria laid out in this policy in Section 3.1 with the decision recorded in the employees RMS and/or Appraisal. There may be instances where professional leads/supervisors also need to approve or be involved in the approval process to ensure the training/study is appropriate to role and/or service.

3.3.6 The applications made on the Study Leave Form and the Electronic Booking Form to attend an Internal Course must also include the employee's own learning objectives for completing the course of study, conference etc. **Study Leave applications forms will not be considered unless all aspects have been completed.**

3.4 Employee attendance at conferences and seminars

3.4.1 Staff should be encouraged to attend conferences and seminars for their professional groups and where personal and/or Trust development is available. In the spirit of creating a learning environment within the Trust, staff should be encouraged to share key learning points with colleagues.

3.4.2 Approval should only be given on the condition that there are sufficient staffing levels to cover the absence. Consider the need for an impact assessment to maintain operational services.

3.5 Employee attendance at other training events

3.5.1 The Trust will not meet the cost of an optional social function or other event not directly related to the purpose of the study leave where the cost is in addition to the course fee

3.5.2 Where a course, conference or seminar, is organised by a Trade Union or professional organisation but is not 'related' to union business, the decision to approve

the study leave will be made on the basis of the educational content and relevance to service and business need.

3.5.3 Approval for any employee to attend events outside of the United Kingdom will be granted **only** if it meets the following criteria:

- There is no alternative available within the UK
- Attendance at the event is clearly linked to the business needs of the service area
- It is the most cost effective way of receiving the training

or

- Where staff have been asked by the Trust to present on its behalf
- Should holidays be taken in the country of the course/conference immediately before or after the training, the delegate will be expected to pay 50% of the total airfare. Delegates will cover the full cost of accommodation during their holiday period.

3.6 Making payment to the organiser

3.6.1 It is the responsibility of the employee attending the training event, along with their Line Manager, to co-ordinate the payment of the course fee, unless otherwise agreed on an individual service area basis.

There are two methods of paying for a course: -

- A purchase order may be raised and a letter of authority issued to the course/conference organisers prior to the employee's attendance on the course
- Using a Purchase card to pay directly to the organiser of the course following approval to attend

3.6.2 If the course is being funded by a centralised budget (for example, by the Learning Beyond Registration Department which can fund training for qualified, registered professional staff in the Trust), the study leave form must be sent to and signed by the person who holds that budget. If the form has not been approved by the budget holder, they will not pay the course costs.

3.7 Dissertation Study Leave

3.7.1 Employees who need to complete a Dissertation as part of their planned course of study may negotiate up to a maximum of five days with their Line Manager, at manager's discretion, and according to the needs of the service. The employee needs to indicate this will be required on the initial study leave request form but can be negotiated with the line manager at the time required, and in line with service needs.

3.8 Study leave for the completion of assignments and organised revision

3.8.1 Additional study leave for completion of assignments and attendance at organised revision courses will only be granted in exceptional circumstances and will be approved according to the needs of the service. Study leave requirements will be detailed and agreed prior to commencement of the course.

3.9 Examination Leave

3.9.1 If the dates, venues, and costs of any examination leave are not known at the time of submitting the Study leave application, the individual should complete a separate application nearer the time. The day of each examination should be allowed as leave and employees should not be expected to work on any part of the day. (For Finance

trainees, they would be allowed up to 5 days of study leave per exam sitting, max 2 sittings per year, and the study is 100% funded by the Trust)

3.10 Examination re-sits

3.10.1 Where an employee is unsuccessful in passing an examination at the first attempt, the line manager will be as supportive as possible around the fees and time off for a first re-sit. If the employee were unsuccessful a second time, they will then be expected to fund any further re-sits themselves and further study time will need to be discussed with the line manager.

3.11 Courses lasting more than one year

3.11.1 It is the line manager's responsibility to meet with the employee on a quarterly basis to review progress, offer support where required and to ensure the review is documented in the employee's Regular Management Supervision (1:1) form or in the Appraisal and Development Review documentation.

3.12 Course fee contributions from employees

3.12.1 Where an employee is applying for study leave as a Career Development Activity that attracts a fee, they will be expected to complete the learning agreement in [Appendix 3](#) as the employee is expected to contribute to the overall cost of the course. The table in [Appendix 5](#) – Schedule for the entitlement for the approval of study leave and study leave expenses for Career Development Activities outlines the level of funding that the Trust will contribute.

3.12.2 Where an employee needs to contribute a percentage to the course fees, as shown in Appendix 4, the relevant section of the Study Leave Application Form must be clearly completed and agreed with the employee and sent to bsmhft.debtors@nhs.net. Upon receipt, the Finance Department should forward the completed Study Leave form to Payroll to ensure that deductions at source take place.

3.12.3 Support for fees and time to attend courses that are defined as Career Development Activities should be considered by the employee's manager only if the member of staff has completed their Fundamental and Job Essential Training.

3.12.4 As the cost for all training that attracts an up-front fee is met by the budget of the department or service area, managers must be clear about the priorities for their services with regards to training, learning and development for that year. It is advised that Service Areas have an up to date and robust plan for developing their staff that would inform their decision making when considering applications for study leave.

3.13 Commitment to remain with the organisation

3.13.1 Where an employee undertakes a course of study, that meets the definition of Career Development Activity (Section 3.2), lasting for one year or more that leads to an accredited qualification, they will be expected to remain with the organisation for 2 years following completion of that course of study. The agreement (see Appendix 4) must be signed and a copy retained on their personnel file prior to the study leave commencing.

3.13.2 **Prior to completion of the course of study** - If the employee leaves the Trust during the course (including courses made up of several stages), or withdraws from

the course in the absence of exceptional circumstances they will be obligated to reimburse the full course costs

Following completion of the course of study - If the employee leaves the Trust within one month of completion of the course they will be obligated to reimburse the full course costs. The cost will reduce by 1/24 for each month that they remain with the organisation up to the 2 year qualifying period, and if they leave the Trust before the end of the 2 year period they will be required to pay the outstanding cost

3.13.3 Failure to sign and return the agreement at Appendix 4 will result in refusal to pay the course fees. It is the line manager's responsibility to ensure that this is returned and a copy placed on the individual's personnel file prior to commencement of the course. It is also the line manager's responsibility to inform the finance department (bsmhft.debtors@nhs.net) if the employee leaves the Trust a) during the course of study b) within 2 years of completing the course, or if the employee withdraws from the course, so that costs can be recovered.

3.14 Courses for which there is a financial penalty for non-completion

3.14.1 Some courses available to staff in the NHS have no upfront costs as they are provided by national or regional divisions of the NHS. For these courses there can be financial consequences if staff do not complete the course after committing to the programme. In instances where this does occur, **local budgets would be expected to meet the cost of these penalties**. In order to avoid this, it is important that managers and employees are clear about the commitment to the programme and the consequences for non-completion. If a Trust employee attends one of these courses as a Career Development Activity then a learning agreement should be drawn up using Appendix 5 (or adapting where appropriate) in order to contract repayment of fees issued if they do not complete the course. Repayment of fees would not be expected in the circumstances outlined in Section 4 of the Learning Agreement (Appendix 5)

3.15 Travel Expenses

3.15.1 Approval for transport is restricted to the least expensive form of travel which can be reasonably taken. Excess public transport costs incurred will be approved, but taxi fares will only be authorised in exceptional circumstances.

3.15.2 It is the responsibility of the employee attending a training event to state the intention to claim travel expenses on the study leave form at the time of authorisation. A copy of the study leave form demonstrating approval of travel expenses (see Appendix 2 or 3) is required, along with any train/bus receipts when claiming for reimbursement of travel expenses. First class travel will not be reimbursed by the Trust.

3.15.3 Arrangement for rail travel, hotel accommodation and airfares should go through Redfern Travel (Corporate Travel Management) and follow the usual procurement processes. However, if a cheaper alternative provider can be sourced, these may be used following approval from the Procurement Team. Trust procurement email; bsmhft.trustprocurement@nhs.net

If Redfern isn't used then staff will need to pay and claim back via expenses

Link to Redfern Travel Website (Corporate Travel Management) - [Redfern Travel](#)

3.15.4 These arrangements must be in line with the Standing Financial Instructions set out by the Trust which define the authorising signatures for different costs.

Authorising signatures

3.16 Fees for overnight accommodation

3.16.1 Fees for accommodation will only be considered if a course is more than one day's duration and the course fee does not include accommodation, where there are scheduled learning activities in the evening (not scheduled social events) and where a robust rationale is presented as to why the venue is not commutable on a daily basis. Approval by the relevant line manager and by the Clinical Service Manager/Clinical Nurse Manager or Associate Director/Executive Director will be required.

3.16.2 Hotel accommodation should be arranged through Redfern Travel (Corporate Travel Management) as above (or a cheaper alternative provider with approval from the Procurement team) (Section 3.15.3)

3.17 Reasonable adjustments for staff

3.17.1 The Trust will make reasonable adjustments for employees with disabilities in line with their DDR requirements, or any other relevant personal protected characteristics. Each employee will be assessed for this, based on individual need. Any additional costs related to the provision of this will be paid for by the Trust.

3.17.2 The Trust has a responsibility to monitor training by age, ethnicity, disability, and gender, to monitor whether any group is being disadvantaged. This data is available within the Electronic Staff Record System, from which monthly reports can then be produced by Service areas/Departments.

3.18 Commercial sponsorship for attendance at training events

3.18.1 Acceptance by employees of commercial sponsorship for attendance at relevant conferences and courses is acceptable, but only in the following circumstances:

- As long as acceptance complies with policy No CG04 Declarations Policy (formerly Sponsorship, Gifts and Hospitality Policy). See link below

Declarations Policy

- The Declaration of Interests documentation would need to be completed and returned to the Finance Department for processing
- Where employees seek permission in advance and the Director of Operations / Associate Director is satisfied that acceptance will not compromise purchasing in any way. It is the responsibility of the Director/Associate Director to give appropriate scrutiny to the integrity of training events that are sponsored by companies with commercial interests in influencing staff behaviour (for example, Pharmacological companies) before giving approval for attendance.

3.18.2 The Director of Operations/Associate Director must inform the Finance Director (via the Company Secretary/ Deputy Company Secretary) of all instances of commercial sponsorship for recording in the register of Declarations of Interest.

3.19 Doctors

3.19.1 Arrangements for Doctors in training are covered by the West Midlands Deanery.

3.19.2 The trainee doctors are managed under the Post Graduate Medical Educational Contract.

3.19.3 See link below

[West Midlands Deanery Homepage](#)

3.19.4 Arrangements for Specialty and Associate Specialist (SAS) doctors and Consultant Medical Staff are covered by the Medical Directorate Study Policy (TBC)

3.20 Completion and Distribution of forms and record keeping

3.20.1 The Study Leave Application Form should be completed in full and signed by the employee. It should have a copy of the course programme attached or relevant supporting information, before it is given to the line manager for approval, signature and agreement of any financial contribution to be made by the trust.

3.20.2 Once the Study Leave form has been authorised, one copy should be returned to the employee, a copy kept by the Line Manager on the employee's personnel file, a third copy will be sent to the Finance Department (bsmhft.debtors@nhs.net) in order for them to match invoices against study leave activity and authorise deduction of payment at source.

3.20.3 The line manager must also ensure that other forms or letters relating to study leave (for example, the learning agreement letter recording their commitment to remain within the organisation) are kept in the employee's personal record and sent to finance (bsmhft.debtors@nhs.net) where any fee is mentioned.

3.20.4 Individual employees and line managers have a responsibility to maintain their own records of study leave taken. For managers, this record can be used to ensure that access to training and development opportunities is transparent and equitable for their staff.

3.20 Operational cover/service requirements

3.20.1 ANY member of staff's study leave can be retracted by a manager if it is required to meet operational cover/service requirements. Whilst this should be a last resort, there are circumstances that can arise where it is essential that service delivery is not compromised by staff's attendance at study opportunities.

3.21 Equality of opportunity for staff applying for study leave

3.21.1 It is the manager's responsibility to apply the principles of equality of opportunity so that study leave applications are treated fairly and transparently, ensuring that no particular group of employees is disadvantaged.

3.21.2 The uptake of study leave will be monitored so that information can be used to ensure that all staff's access to study leave is fair and equitable. In order to ensure that no groups of staff are being discriminated against regarding their access to study leave attendance, all study leave must be captured by the manager so that audits and reporting can be completed.

3.21.3 The manager of the member of staff must ensure that any study leave taken is recorded in the ESR Manager Self Service document. It is the manager's responsibility to make sure that the ESR Manager Self Service accurately reflects the study leave activity of their staff group.

4 RESPONSIBILITIES

Post(s)	Responsibilities	Ref
All Staff	To understand and comply with the policy in relation to study leave	
Managers authorising study leave	<p>To ensure that study leave approval is considered alongside the operational requirements of the service/team and that routine work is not compromised by approving study leave applications</p> <p>To ensure that the training is identified during the employee's RMS or ADR</p> <p>To ensure the Study Leave Application form is completed fully and course information is attached</p> <p>To record study leave taken on ESR manager Self Service for each member of staff taking study leave</p> <p>To reassure themselves that the study being applied for is provided by a reputable company and is appropriate to meeting the aims of the study leave</p> <p>To ensure that the Study Leave Application form and the Learning Agreement Contract is sent to finance</p> <p>To ensure that if an employee is leaving the Trust and they are required to pay back fees (if identified as necessary) through this policy, this is raised with the finance department</p> <p>To apply the principles of equality of opportunity so that study leave applications are treated fairly and transparently, ensuring that no particular group of employees is disadvantaged</p>	
Service, Clinical and Corporate Directors	<p>To ensure the policy is cascaded and implemented throughout the Trust.</p> <p>To ensure that approved study leave requests are in line with the business and service line priorities</p> <p>To ensure that the policy is applied consistently, fairly and equitably</p> <p>To scrutinise integrity of training events that are sponsored by commercial companies and ensure that approval is only given to those that would be within the Trust's policy on Sponsorship, Gifts and Hospitality</p>	
Policy Lead	To undertake regular review and provision of guidance as necessary.	
Executive Director	To ensure the policy is cascaded and implemented throughout the Trust.	
Finance Managers	<p>To forward completed study leave forms to the payroll department to ensure that payment at source can be facilitated</p> <p>To carry out the necessary action to recover costs when an employee leaves the trust and is required to repay costs.</p>	

5 DEVELOPMENT AND CONSULTATION PROCESS

Consultation summary		
Date policy issued for consultation		
Number of versions produced for consultation		1
Committees or meetings where this policy was formally discussed		
Workforce Committee		Date
Trade Union Consultation Meetings		Date
Where else presented	Summary of feedback	Actions / Response

6 REFERENCE DOCUMENTS

[Employee Appraisal and Development Policy: Working Better Together](#)

[Declarations Policy](#)

7 BIBLIOGRAPHY

None

8 GLOSSARY

8.1 Working Better Together – This is a framework used within the organisation to enable recognition of positive performance and to manage under performance. It provides staff with opportunities to engage in regular coaching and discussions with managers to support them in reaching their potential throughout their career with our Trust.

8.2 Appraisal and Development Review (ADR) – the annual review held between employee and their manager to review progress and performance and agree objectives to be completed by the employee throughout the course of the following year.

8.3 Regular Management Supervision or 1:1 discussion - A meeting between the employee and the manager held no less frequently than once every other month and allows for positive performance to be recognised and for staff to check in regularly with each other.

8.4 Joint Local Negotiating Committee (JLNC) – meeting between Trust and representatives from our medical staff and the British Medical Association.

9 AUDIT AND ASSURANCE

Element to be monitored	Lead	Tool	Freq	Reporting Arrangements	Acting on Recommendations and Lead(S)	Change in Practice and Lessons to be shared
Learning needs identified in ADR and RMS documentation	Learning and Development	Cross Referencing sample of Study leave form and RMS and ADR documentation	Annual	Workforce Committee	Learning and Development Manager	Policy updates Communication to Trust managers through area operational meetings
Course descriptions and aims match objectives identified in ADR and RMS	Learning and Development	Cross referencing sample of Study leave form and RMS and ADR documentation	Annual	Workforce Committee	Learning and Development Manager	Policy updates Communication to Trust managers through area operational meetings
Equity of access to study leave for all staff	Learning and Development	ESR reporting utilising the SL code entered into ESR Manager Self Service to provide data for different areas of the Trust and individual team breakdowns	Quarterly	Workforce Committee	Learning and Development Manager	Policy updates Communication to Trust managers through area operational meetings

10 APPENDICES

Appendix 1 – Equality Impact Assessment

Appendix 2 - Study Leave Application Form

Appendix 3 - Learning Agreement

Appendix 4 – Decision Flow Chart

Appendix 5 - Schedule for the maximum entitlement for the approval of study leave expenses for career development activities

Appendix 1

Equality Analysis Screening Form

A word version of this document can be found on the HR support pages on Connect

<http://connect/corporate/humanresources/managementsupport/Pages/default.aspx>

Title of Proposal	HR06 STUDY LEAVE POLICY			
Person Completing this proposal	James Hart	Role or title	Learning & Development Consultant	
Division	CORPORATE	Service Area	LEARNING & DEVELOPMENT	
Date Started	June 2021	Date completed		
Main purpose and aims of the proposal and how it fits in with the wider strategic aims and objectives of the organisation.				
To ensure study leave applications are considered in a fair and equitable manner across the whole organisation and across all professional groups at all grades and bandings.				
Who will benefit from the proposal?				
All staff within the trust				
Impacts on different Personal Protected Characteristics – Helpful Questions:				
<i>Does this proposal promote equality of opportunity? Eliminate discrimination? Eliminate harassment? Eliminate victimisation?</i>		<i>Promote good community relations? Promote positive attitudes towards disabled people? Consider more favourable treatment of disabled people? Promote involvement and consultation? Protect and promote human rights?</i>		
Please click in the relevant impact box or leave blank if you feel there is no particular impact.				
Personal Protected Characteristic	No/Minimum Impact	Negative Impact	Positive Impact	Please list details or evidence of why there might be a positive, negative or no impact on protected characteristics.
Age			√	Assurance of equality of access to training interventions
Including children and people over 65 Is it easy for someone of any age to find out about your service or access your proposal? Are you able to justify the legal or lawful reasons when your service excludes certain age groups				
Disability			√	Assurance of equality of access to training interventions
Including those with physical or sensory impairments, those with learning disabilities and those with mental health issues				

Do you currently monitor who has a disability so that you know how well your service is being used by people with a disability? Are you making reasonable adjustment to meet the needs of the staff, service users, carers and families?				
Gender			√	Assurance of equality of access to training interventions
This can include male and female or someone who has completed the gender reassignment process from one sex to another Do you have flexible working arrangements for either sex? Is it easier for either men or women to access your proposal?				
Marriage or Civil Partnerships			√	Assurance of equality of access to training interventions
People who are in a Civil Partnerships must be treated equally to married couples on a wide range of legal matters Are the documents and information provided for your service reflecting the appropriate terminology for marriage and civil partnerships?				
Pregnancy or Maternity			√	Assurance of equality of access to training interventions
This includes women having a baby and women just after they have had a baby Does your service accommodate the needs of expectant and post-natal mothers both as staff and service users? Can your service treat staff and patients with dignity and respect relation in to pregnancy and maternity?				
Race or Ethnicity			√	Assurance of equality of access to training interventions
Including Gypsy or Roma people, Irish people, those of mixed heritage, asylum seekers and refugees What training does staff have to respond to the cultural needs of different ethnic groups? What arrangements are in place to communicate with people who do not have English as a first language?				
Religion or Belief			√	Assurance of equality of access to training interventions
Including humanists and non-believers Is there easy access to a prayer or quiet room to your service delivery area? When organising events – Do you take necessary steps to make sure that spiritual requirements are met?				
Sexual Orientation			√	Assurance of equality of access to training interventions
Including gay men, lesbians and bisexual people Does your service use visual images that could be people from any background or are the images mainly heterosexual couples? Does staff in your workplace feel comfortable about being 'out' or would office culture make them feel this might not be a good idea?				
Transgender or Gender Reassignment			√	Assurance of equality of access to training interventions
This will include people who are in the process of or in a care pathway changing from one gender to another Have you considered the possible needs of transgender staff and service users in the development of your proposal or service?				

Human Rights			√	Assurance of equality of access to training interventions
Affecting someone's right to Life, Dignity and Respect? Caring for other people or protecting them from danger? The detention of an individual inadvertently or placing someone in a humiliating situation or position?				
If a negative or disproportionate impact has been identified in any of the key areas would this difference be illegal / unlawful? I.e. Would it be discriminatory under anti-discrimination legislation. (The Equality Act 2010, Human Rights Act 1998)				
	Yes	No √		
What do you consider the level of negative impact to be?	High Impact	Medium Impact	Low Impact	No Impact
				√
If the impact could be discriminatory in law, please contact the Equality and Diversity Lead immediately to determine the next course of action. If the negative impact is high a Full Equality Analysis will be required.				
If you are unsure how to answer the above questions, or if you have assessed the impact as medium, please seek further guidance from the Equality and Diversity Lead before proceeding.				
If the proposal does not have a negative impact or the impact is considered low, reasonable or justifiable, then please complete the rest of the form below with any required redial actions, and forward to the Equality and Diversity Lead .				
Action Planning:				
How could you minimise or remove any negative impact identified even if this is of low significance?				
Cross Referencing sample of Study leave form, RMS and ADR documentation to ensure equity of access across all groups of staff ESR reporting utilising the SL code entered into ESR Manager Self Service to provide data for different areas of the Trust and individual team breakdowns to ensure equity of access across all staff groups				
How will any impact or planned actions be monitored and reviewed?				
Regular audits as above and Policy updates; Communication to Trust managers through area operational meetings				
How will you promote equal opportunity and advance equality by sharing good practice to have a positive impact other people as a result of their personal protected characteristic.				
L&D Communications plan and trust wide promotion of learning opportunities in ways accessible to ALL staff without the reliance upon electronic communications				

Please save and keep one copy and then send a copy with a copy of the proposal to the Senior Equality and Diversity Lead at hr.support@bsmhft.nhs.uk. The results will then be published on the Trust's website. Please ensure that any resulting actions are incorporated into Divisional or Service planning and monitored on a regular basis.

Full Equality Analysis Form

Title of Proposal	HR06 STUDY LEAVE POLICY		
Person Completing this proposal	James Hart	Role or title	Learning and Development Consultant
Division/Department	CORPORATE	Service Area	LEARNING & DEVELOPMENT
Date Started	June 2021	Date completed	July 2021
Looking back at the screening tool, in what areas are there concerns that the proposal treats groups differently, unfairly or disproportionately as a result of their personal protected characteristics?			
The policy does not treat any group differently but the way in which the policy is administered and implemented will be monitored by the L&D department and any potential discrepancies highlighted and taken forward with operational managers			
Summarise the likely negative impacts		Summarise the likely positive impact	
Potential for the inequitable application of the policy by individual managers		Greater access and opportunity for learning and development interventions across all groups of staff, at all grades.	
What previous or planned consultation or research on this proposal has taken place with groups from different sections of the community?			
	Please provide list of groups consulted.	Summary of consultation / research carried out or planned. If already carried out, what does it tell you about the negative impact?	
Group(s) (Community, service user, stakeholders or carers)	Finance department MAC PAC UNITE the union	No negative impact. Medical directorate removed from policy	
Staff Group(s)	ALL	Currently out to trust wide consultation	
What up-to-date information or data is available about the different groups the proposal may have a negative impact on?			

<p>Staff Survey data: Colleagues with a disability are significantly less likely than other colleagues to say they are able to access the right learning and development opportunities when they need to. The older you are the less likely you are to have fair access to training opportunities People from some minority ethnic groups report having significantly less access to training and career progression. These groups include Irish colleagues and those from multiple or mixed ethnic groups. Admin and clerical groups don't feel they have the same access to training and career progression as the rest of the Trust There are significant variations across teams. For example, staff working within CMHTs and Workforce report significantly less opportunity to develop and less satisfaction with appraisal.</p>					
<p>Changes made have been to improve the inclusivity of the policy and to better support staff.</p>					
<p>Are there any gaps in your previous or planned consultations, research or information? If so are there any other experts, groups that could be contacted to get further views or evidence?</p>					
Yes		No		√	
<p>If yes please list below</p>					
<p></p>					
<p>As a result of this Full Equality Analysis and consultation, what changes need to be made to the proposal? (You may wish to put this information into an action plan and attach to the proposal)</p>					
<p>None</p>					
<p>Will any negative impact now be:</p>					
Low:		Legal:		Justifiable:	
<p>Will the changes made ensure that any negative impact is lawful or justifiable?</p>					
<p>N/A</p>					
<p>Have you established a monitoring system and review process to assess the successful implementation of the proposal? Please explain how this will be done below.</p>					
<p>Trust process to be followed</p>					
<p>Action Planning: How could you minimise or remove any negative impact identified even if this is of low significance?</p>					

N/A
How will any impact or planned actions be monitored and reviewed?
N/A
How will you promote equal opportunity and advance equality by sharing good practice to have a positive impact other people as a result of their personal protected characteristic?
Regular review in line with Trust process. Consultation with staff groups, partners and stakeholders to maintain the effectiveness of the policy.

Please save and keep one copy and then send a copy with a copy of the proposal to the Senior Equality and Diversity Lead at hr.support@bsmhft.nhs.uk. The results will then be published on the Trust's website. Please ensure that any resulting actions are incorporated into Divisional or Service planning and monitored on a regular basis.



Appendix 2 Study Leave Application Form

All sections of the form must be completed, if a section is not applicable, this must be indicated using N/A.

1. Personal Details	
Full Name:	
Assignment Number:	
Trust e-mail address:	
Job Title:	
Place of work:	
Work telephone number (including the internal code):	

2. Course Details			
Course Title:			
Venue:		Dates (inclusive):	

3. Reasons for application
What are the objectives of the training/learning/development activity?
Has this training/learning/development activity been identified in your annual development review? If yes, what objective does it relate to?
How will this training/learning/development opportunity contribute to your service area's business objectives?

4. Costs and Expenses					
Fee for the course:	£				
Examination fees:	YES/NO	If YES Cost of examination fees:	£	Dates of examinations:	
Will you be claiming travel expenses?	YES/NO	If YES, type of transport:		Estimated cost of travel expenses:	£
Is accommodation required?	YES/NO	If yes, estimated cost of accommodation expenses:		£	

5. External Sponsorship	
If attendance is sponsored please state name of sponsor and value of sponsorship	
Name:	Value: £
The Clinical Nurse or Service Manager or relevant Director must be satisfied that acceptance will not compromise purchasing decisions in any way.	

6. Signature of employee	
Signed:	Date:
Please note that this application will not be approved without a copy of the course/conference programme	

7. Outcome of application (To be completed by the employees manager)	
<i>Managers should only support leave that meets the criteria of the Study Leave Policy, which includes guidance regarding level of financial support for Career Development opportunities.</i>	
Has this training/learning/development activity been identified in the employees annual development review?	YES/NO
Will this training/learning/development opportunity contribute to your service area's business objectives?	YES/NO
How will this training/learning/development opportunity be evaluated? Date for review of outcome of training/learning/development opportunity:	
Has a Learning Agreement been completed, placed on file, sent to Finance?	YES/NO

8. Agreement of Support			
Suggested support		Approved by Line Manager	Approved by Clinical Service/Nurse Manager or Clinical/Associate/Exec Director
Specific Time agreed:		YES/NO	YES/NO
<i>When supporting applications, Line managers must ensure that leave does not disrupt normal service provision.</i>		YES/NO	YES/NO
Specific financial costs agreed:	Course fee £	YES/NO	YES/NO
	Travel expenses £	YES/NO	YES/NO
	Subsistence £	YES/NO	YES/NO
	Accommodation £	YES/NO	YES/NO
Signed:			
Learning Agreement completed		Dated:	
Cost centre:		Cost code:	

9. Permission to deduct course fees from payroll (if applicable)					
Total cost of course:	£	Percentage to be paid by employee:	%	Cost to be paid by employee	£
Number of monthly payments:		months	Payment per month to be deducted from payroll:		£
Signed by employee:					
Date:					

Distribution instructions:

- 1 copy to employee
- 1 copy to line manager for personnel file
- 1 copy to finance department (bsmhft.debtors@nhs.net)



Appendix 3
Accredited Qualifications for Career Development Opportunities
LEARNING AGREEMENT

Date of Agreement: (dd/mm/yyyy)

Employee: _____ (print full name)

Employer Address:

1. Introduction

This document sets out the agreement (Learning Agreement) between the named employee (*print employee's names.....*) studying to achieve and the employer, BSMHFT.

An explanation of the structure of the qualification and the commitment required must be attached to the Study Leave Application Form.

2. What you (the employee) can expect from Birmingham & Solihull Mental Health Foundation Trust (BSMHFT)

BSMHFT will meet% (up to a maximum of 50% for Career Development Opportunities) of the direct costs of the qualification, including registration, course and certification fees.

Line Manager (*Print Name.....*) will agree to provide flexibility within the service rotas to enable you to attend the required number of study days as required by the qualification identified and agreed within the employee's Appraisal and Development Review or Regular Management Supervision. Regular Management Supervision will be used to monitor progress.

3. What BSMHFT expects of you

It is expected that you will demonstrate regular and consistent progress with your qualification. 'Progress' is defined as monthly work completion against your timetable of assessment. You must consistently attend study days. Attendance will be monitored; as will non-attendance without an acceptable reason. Poor attendance could result in cancellation of this agreement and withdrawal from the qualification and repayment of fees.

You must report sickness/absence/lateness in accordance with BSMHFT policy, e.g. contact the team manager AND Course Leader to inform them accordingly.

You must act in a professional manner at all times, in line with the BSMHFT Behavioural Profile, thereby presenting as a positive role model and ambassador for BSMHFT.

4. Repayment of course fees

If you are seeking to undertake a course of study lasting for one year or more that leads to an accredited qualification which is not essential to your job requirements, you will be expected to remain with the organisation for 2 years following completion of that course of study.

If you leave the Trust during the course (including courses made up of several stages), or withdraw from the course in the absence of exceptional circumstances you will be obligated to reimburse the full course costs.

If you leave the Trust within one month of completion of the course you will be obligated to reimburse the **full** course costs. The cost will reduce by 1/24 for each month that you remain with the organisation up to the 2 year qualifying period, but if you leave the Trust before the end of the 2 year period **you will be required to pay the outstanding cost.**

The repayment of fees is not required in the event of death in service, long term sickness, maternity/adoption leave, or redundancy. Any amount to be repaid will be agreed with the

employee and subsequently deducted from the employee's monthly salary in accordance with Trust financial policies, procedures and instructions.

5 Employer's declaration:

5.1 BSMHFT (The employer) agrees to pay the costs detailed below, which includes course fees, registration, certification and access to approved learning materials.

5.2 BSMHFT will enable you to attend course study days/training events identified within this agreement during working hours, the frequency of which is agreed in accordance with the study leave policy prior to the commencement of the course / training event.

Qualification / Course:	
Provider:	
Total Costs:	£.....
Amount Paid by BSMHFT:	£.....
Amount Paid by Student:	£.....
Number of days for completion of this activity:	Insert Number.....

6 Employee declaration:

6.1 I have read the terms and conditions of this learning contract and understand what is required from me. By signing this learning contract I indicate my acceptance of these terms and conditions.

6.2 I will be required to repay a proportionate cost of the study fees as detailed below:
If I leave the Trust during the course (including courses made up of several stages), or withdraw from the course in the absence of exceptional circumstances I will be obligated to reimburse the full course costs.

If I leave the Trust within one month of completion of the course I will be obligated to reimburse the full course costs. The cost will reduce by 1/24 for each month that I remain with the organisation up to the 2 year qualifying period, but if I leave the Trust before the end of the 2 year period I will be required to pay the outstanding cost.

6.4 I have been advised that failure to attend study days/agreed training events or arranged workplace observations; no/poor notification of planned absence at training events and persistent sickness/absence/lateness may result in cancellation of this learning contract and withdrawal from the qualification and repayment of fees.

Signed (employee) Date

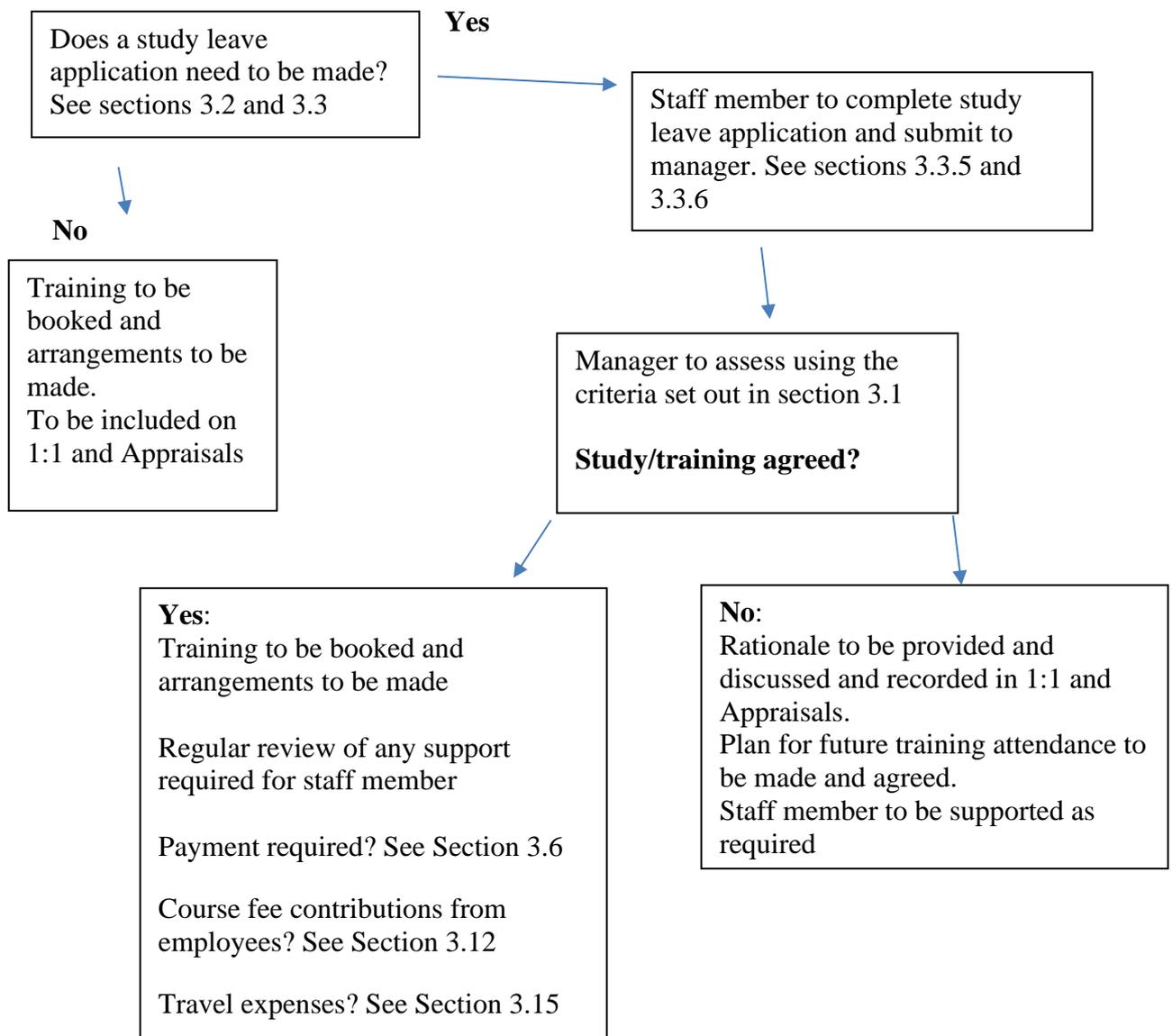
Signed (Line Manager) Date

NB: failure to complete and return this form to your Line Manager and Finance department will result in refusal to pay your fees.

Finance contact email; bsmhft.debtors@nhs.net

Appendix 4 – Decision Flow Chart

Staff member and/or the manager identifies training/learning need
 (Training/study need to be discussed and recorded in either 1:1 or Appraisal)
Access to Functional Skills training should be prioritised and viewed with the same level of significance as Fundamental Training.



BIRMINGHAM AND SOLIHULL MENTAL HEALTH NHS FOUNDATION TRUST

Appendix 5 - SCHEDULE FOR THE MAXIMUM ENTITLEMENT FOR THE APPROVAL OF STUDY LEAVE AND STUDY LEAVE EXPENSES FOR CAREER DEVELOPMENT ACTIVITIES

COURSE TYPE	COURSE FEES	EXAMINATION FEES	EXCESS TRAVELLING	FEES FOR OVERNIGHT ACCOMMODATION
Short Courses, Conferences and Seminars	50% up to a maximum of £3000	N/A	100%	100% where the course or conference is held over a period of two days or more and is not easily commutable from the delegate's home address.
Short Courses, Conferences and Seminars Abroad	Up to 50%, with a maximum of £3000	N/A	Up to 100%	100% where the course or conference is held over a period of two days or more and is not easily commutable from the delegate's home address.
Corporate Accredited Courses for example the Certificate in Managing in Health and Social Care.	50% up to a maximum of £3000	100% or a maximum of £500	100%	Nil
Programmes of Vocational Training, NVQ's, and Foundation Degrees (unless externally funded)	50% up to a maximum of £3000	100% or a maximum of £500	100%	Nil
University Courses funded by CPD Funding that are not Degrees or Masters programmes.	50% up to a maximum of £3000p.a.	50% or a maximum of £500	100%	Nil
Externally Accredited Courses that are not provided internally.	50% up to a maximum of £3000	50% or a maximum of £500	100%	Nil
Degree and Masters Qualifications if directly related to the individuals job role.	50% up to a maximum of £3000p.a.	50% or a maximum of £500	100%	Nil

