**Appendix 1 – Learning Contract** 

**LEARNING CONTRACT/ TRAINING AGREEMENT – Non-Apprenticeship Programmes**

Bedfordshire Hospitals NHS Foundation Trust is committed to developing staff and ensuring that they have the opportunity to maximise their skills and abilities. However, it is not in the business interest of the Trust to invest valuable resources to a significant level that are not subsequently reinvested in the organisation.

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| **PLEASE ENSURE ALL FIELDS ARE COMPLETED, INCOMPLETE OR MISSING INFORMATION WILL RESULT IN YOUR FORM BEING REJECTED**  **LEARNER DETAILS** | |
| First Name:  Surname: | Job Title & Band: |
| Area/ Department/ Site: | Employee number: |
| Is your mandatory training at 100% compliance?  Yes  No  If no, what is the reason for this? | Email address:  Contact Phone Number: |

**COURSE DETAILS**

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| Course/Module Title: | |
| Provider (who will be invoicing us): | |
| Course Start Date: | Course completion Date: |
| Course Cost:  Please note – if the course is over more than one financial year we require the per year price only. | For University modules: Are you an overseas student without indefinite leave to remain? If so what is the overseas student cost of the course? |
| Payment method:  Purchase order for Invoicing (preferred option)  Online with Card Payment (only if invoicing is not available) | **If card payment is required, please include link to course booking below** |
| Course Type: (please choose from options below, accredited courses are university accredited courses only)  Face to Face Accredited  Face to Face Not Accredited  Online Accredited Online Not Accredited  Conference/Seminar  Other | Reason for Course: (please mark as appropriate)  **Please see key below and pick one, most appropriate option only**  Supply  New Roles  New Ways of Working  Leadership  Up-skilling |
| Intended Impact of Course: **(Please pick one, most appropriate option only)**  To maintain/refresh existing skills  To develop new skills/techniques  To support career progression  To respond to new service need |  |

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| **KEY**  **Supply -** Identifying current and future workforce availability in terms of skills, capabilities and numbers, in order to identify the appropriate workforce interventions  **New Role -** Health and care roles designed to meet a defined workforce requirement, warranting a new job title; the likely ingredients including additionality to the workforce, a formal education and training requirement (whether that be vocational or academic), an agreed scope within the established Career Framework, and national recognition (although not necessarily regulatory) by clinical governing bodies.  **New Ways of Working -** Emphasis on developing an integrated workforce culture that empowers it to break through system barriers and deliver person centred care.  **Leadership -** The support of individuals, organisations and systems in their leadership development - ranging from individual behaviours and skills, to organisational development of systems through partnerships.  **Up-Skilling -** Focused on role enhancement; increasing the depth of a job by extending the skills and responsibilities of an existing role to enable practice at the top of one's license. |

**STUDY LEAVE AGREEMENT**

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| **Study Leave Agreement**  **(Non-Apprenticeship Programmes)** | **Need Descriptor** | **Mandatory, Statutory, Role Essential, or Business Critical** | **Service Improvement** | **Professional Development** |
| **Study Leave Allowance** | **100% Study Leave** for Course Contact Time | **50% Study Leave** for Course Contact Time | **No Study Leave**  This must not be undertaken in work time. |
| **Please tick the box that applies** |  |  |  |
| **Course Work / Reading / Revision** | All course work, research, reading or revision must be undertaken in the learners’ own time, study time is not provided for these activities | | |
| Consent for the Trust to contact the training provider regarding attendance, course completion, results and all other  matters surrounding the course: **Yes / No** | | | | |
| The Study Leave Policy can be found on the Intranet called HR23T Staff Development and Study Leave for Non-Medical Staff Policy 2023 | | | | |
| Please note: Training & Learning Department do not cover the cost for Travel and Accommodation expenses, these will have to be agreed department expenses BEFORE the course is arranged. Please refer to the policy called T07T Travel Expenses AfC – Non-Medical Staff on the intranet | | | | |

**CONTRACT**

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| On completion of the above course, I agree to remain working for the NHS in line with the specified period in the table below. If, however, I wish to leave before that time or do not complete the course, I agree to pay a contribution towards the cost of my training. The percentage I agree to pay is in line with the Staff Development and Study Leave Policy which outlines the following:   |  |  |  | | --- | --- | --- | | Course Cost | If I leave the NHS ……. | Contribution towards course fees | | Any Cost | before completing the course **or** if I do not complete the course | 100% | | £50-£500 | Within 0-3 months of completing the course | 100% | | £501-£3000 | Within 0-12 months of completing the course | 100% | | Above £3000 | Within 0 – 24 months of completing the course | 100% | | Within 24-36 months of completing the course | 60% |   Managers Signature: Print Name: Date:  Delegate Signature: Print Name: Date: |