

## Professional Training and Development Policy

The application form should be downloaded, completed and sent to your HR Team at [hr@paediatrics.ox.ac.uk](mailto:hr@paediatrics.ox.ac.uk) who will collate it and pass it to the HR Manager. Applications may be made by 1 November or 1 May.

### Introduction

The University, the Medical Sciences Division and henceforth the Department of Paediatrics are keen to encourage staff development of all levels through the support for training that is relevant to the work of the Department and their career. Therefore, the Department is committed to supporting the development of all staff with ten days (pro-rated) for their professional development, e.g. study leave of attending a training course. Unless financial support is requested, no formal application through this policy has to be made to be granted paid time off for their professional development (please refer to point 3 below). Irrespective of this, the staff member must have any training days pre-approved by their line manager.

This policy is aimed at all staff members independent of their grade and contract type. To this end, support for study (financial, leave, materials and guidance) will be provided for relevant administrative and managerial or scientific and clinical qualifications (this does not necessarily include the attendance at conferences, please see point 2.3). This support is aimed at first-time attempts at examinations and, therefore, will not be available for re-sits (or the re-taking of courses) other than in exceptional circumstances.

The purpose of the Professional Training and Development Policy is to link staff performance and development to the achievement of the University's operational and strategic objectives which include strong commitments to continuous improvement, excellence of performance and realisation of career development potential. It includes both provision for professional qualifications such as ACCA, AAT, CIPD, laboratory management etc., and also for job-related training that enhances the employee's ability to perform in their role to a professional standard, including time management, customer service skills and presentation skills training (Masterclasses specifically). Due to levels of funding required, MBAs and similar courses, are not covered by this policy.

This policy is evolving to meet the needs of the Department and its staff and will be reviewed on a regular basis.

At present it is agreed that the following principles and rules will apply:

## **1. Principles and Objectives**

The following principles guide the Professional Training and Development Policy and apply to all aspects of staff development and training activity delivered both centrally and by individual academic or support areas. There is an institutional commitment to staff development and training.

- 1.1** All employees regardless of age, grade, gender, disability or ethnic background or nature of their contract of employment are invited to undertake staff development and training, which is viewed as a continuous process throughout employment.
- 1.2** Staff are required to assume responsibility for their own development and training, which includes both participation in planned activities and making use of opportunities to learn when they are presented.
- 1.3** Staff development and training is an obligation for line managers who are responsible for identifying individual training and development needs and supporting and encouraging staff.
- 1.4** Accountability for staff development and training rests with management at every level.
- 1.5** Staff development and training provisions will be evaluated and reviewed to ensure that they are adequate, relevant, and effective and provides value for money.
- 1.6** It is the University's policy to provide induction training to help staff understand how their job role relates to the University. Induction training must also ensure an understanding of individual responsibilities in the workplace.
- 1.7** The Department expects line managers to:
  - i. Monitor and identify, by means of review procedures, areas of their work which could be assisted by training and development activities;
  - ii. Identify requirements for statutory training;
  - iii. Produce a matrix of post requirements, in line with the HR team;
  - iv. Prioritise non-statutory training such as soft skills opportunities;
  - v. Undertake or support staff development and training activities in order to achieve the Department policies and objectives.
- 1.8** The Department expects its HR team to:

- i. Develop, and adhere to, a training and development strategy consistent with University departmental policies and objectives;
- ii. Produce a report of training requirements that are not currently met within the university identified through the annual Personal Development Review (PDR) scheme for all staff for the Management committee;
- iii. Produce a departmental training plan based on a needs analysis for each post or type of post e.g. lab staff would be required to do x training courses as part of their induction period;
- iv. Evaluate the cost appropriateness of and facilitate the delivery of course requirements identified through the PDR scheme;
- v. Identify costs of statutory and other training requirements;
- vi. Monitor the expenditure of training requests against the budget.

## **2. Fees**

**2.1** The Department will support staff training by paying costs subject to the following conditions:

- i. The course must be an accredited course, related to the departmental roles and/or management;
- ii. Agreement of the HR Manager must be obtained by completion of the attached application form, taking into account workflow patterns and resourcing;
- iii. Should the HR Manager decline the application, appeals should be made to the Head of Administration and Finance in the first instance.
- iv. Available budget provision subject to the discretion of the HR Manager.
- v. Applicants are also expected to take all reasonable steps to secure any available funding from external sources (e.g. training councils, AAT Government subsidies).

**2.2** The following fees and costs are covered:

- i. Course fees (towards the first sitting of an examination);
- ii. Examination fees (for the first sitting of an examination);
- iii. Revision course fees;

- iv. Necessary course books;
- v. Reasonable, associated travel costs.

**2.3** The following fees and costs are not covered by the Department of Paediatrics:

- i. Costs related to the attendance of a conference. While applications may be made to cover these costs, non-conference related applications will be prioritised in the decision-making on the basis of available funds. Furthermore, applicants must showcase how attending the conference would benefit their professional development;
- ii. Initial registration and annual subscription fees for an institution or professional body, unless specifically requested and approved;
- iii. Any additional course materials not included in 2.2 above;
- iv. Any of the fees or costs identified at 2.2 above when relating to the re-taking of a course, module or examination for which support has previously been supplied by the University;
- v. Subsistence.

These costs must be borne by the individual and not by the Department's funds unless covered by a trust, award or donation.

**2.4** Agreed costs as defined in this policy are covered by the Department of Paediatrics' Training Budget or are found within research funding support, they are not chargeable to the line managers' cost centres.

**2.5** Fee Repayments

- i. Staff resigning from their post and leaving the University of Oxford during the course or within 3 months of the course end date are required to repay 100% of any course fees and related costs provided.
- ii. Staff resigning from their post and leaving the University of Oxford within 12 months of the course end date, will be required to repay 50% of any course fees and related costs provided.

Fee repayments do not apply in redundancy cases, e.g. due to the absence of available external funding for contract extensions. However, should a staff member be dismissed (e.g. in relation to conduct), the fee repayment paragraph applies.

**3. Paid Time Off Work, e.g. Study Release for Professional Qualifications**

- 3.1** Staff have the right to request paid time off for training, ten days (pro-rata) per academic year. The purpose of dedicating time to professional development is to deepen and expand employees' professional skill sets in order to enhance their current role, equip them for the next one and broaden their career horizons. There is no obligation to grant more paid time off than the ten days, or to pay for the costs of any training but employees have the right to have eligible requests considered and apply for this using the attached application form.
- i. Staff members should obtain agreement of the line manager on the timing of their professional development, taking into account workflow patterns and required availability of applicants in the workplace;
  - ii. Any time taken off for professional development should be recorded on the departmental leave system (TeamSeer).
  - iii. Thought should be given by the applicant as to the appropriate length of time required for training, within the requirements of the course and their job role.
  - iv. There is no obligation to grant more paid time off: the employer may grant unpaid time for training, or arrange for the employee to make up the time.
- 3.2** Staff will not be granted study absence for the retaking of courses or examinations as identified at 2.3 above.

#### **4. Books**

- 4.1** The University will pay the full cost of all necessary course books, subject to the conditions identified at 2.1 above and the following:
- i. Text books will become and remain the property of the University;
  - ii. Upon completion of the study course or after the examination has been passed the books should be returned to the HR Manager. These books will then be used in the Cairns Library (found in the John Radcliffe Hospital) open to all members of the Department.

#### **5. Progress**

- 5.1** Course and examination progress must be reported to the line manager and the HR Manager.
- 5.2** Completion and outcomes of the course must be notified to the HR Manager.

- 5.3** Absences must be reported to the line manager and the HR Manager.
- 5.4** Staff leaving employment with the University part way through a course for which the University has given support, or within 3 months of completing the course, will be required to repay all fees and costs paid by the University at 2.2 above relating to those parts of that course already paid for in the 12 months prior to leaving.
- 5.5** Staff leaving employment with the University within 3 to 12 months of completing a course for which the University has given support will be required to repay 50% of all fees and costs paid by the University at 2.2 above relating to those parts of that course already paid for in the 12 months prior to leaving.
- 5.6** Staff taking a course for which the University provides support as described in this policy will be expected to sit any examinations for that course at the end of the course or within the following 12/18 months. Where staff do not fulfil this requirement, and where there are no circumstances agreed by the manager which allow this condition to be waived, then staff will be asked to repay in full any costs or fees paid by the University in respect of the course, including any penalty from the supplier.
- 5.7** Equality and diversity principles are integrated through the monitoring and evaluation of general and specific initiatives, and through targeted staff development which promotes career progression amongst underrepresented groups.
- 5.8** Staff would be expected to complete a course before applying for funding for any future courses, we would not expect to have staff attending multiple courses at the same time, unless they are related to each other e.g. a management training package of courses.

## **6. Procedure**

To ensure the completeness of training records, professional qualification monitoring and correct budgeting, the accepted route is for the Department's HR Manager to find an appropriate supplier and liaise with the staff member over availability and location. It is possible, however, for a member of staff, or their line manager, to investigate where and how a course may be completed but bookings should not take place until the costed proposal has met with agreement from the Department's HR Manager.

### **6.1 Development Planning and PDRs**

- i. Where possible, full development planning should occur as part of the PDR and an application for funding completed as funding is required for each actual booking.

- ii. A development plan should be completed for each costed course to demonstrate return on investment.

## **6.2 Seeking Funding and Approval for Development at a Cost**

- i. The candidate completes the attached form and submits a signed copy to their line manager.
- ii. The line manager recommends approval or rejection of request for development support considering relevance and appropriateness to role.
- iii. Requests are submitted to the Department's HR Manager for funding check. There will be 2 deadlines throughout the academic year (1st November and the 1st May) for applications for funding, this is to ensure that all cases are considered at the same time and funding is split equitably. N.B. Even if a line manager rejects an application for training, the form should be submitted to the HR Manager for completeness
- iv. The HR Manager confirms funds with candidate and Line Manager by email, notifying the parties of the reference number (for GL reporting).
- v. The departmental Finance Team requests PO for funding or candidate requests invoice to Head of Administration following initial registration.
- vi. The HR Manager will report termly to the Departmental Management Committee on training expenditure.

## **6.3 Free Training**

*If the training event is at NO cost, the candidate should inform the HR Manager, preferably by email, of the details of the required training event and follow the main guideline in section 6 – there is no need to complete the application form.*

## **6.4 OUCS Courses**

OUCS courses can be booked and paid for by the Department by supplying the delegate University card number.

## **6.5 Travel Expenses**

- i. In order to secure any special discounts, where public transport is being used, requests for tickets should be made, in advance, to the HR Manager who will liaise with the Finance team to arrange purchase.
- ii. Where expenses need to be claimed, after seeking appropriate approval from the HR Manager, an online expense claim form should be completed and then submitted to the departmental Finance Team for coding, approval and processing.

- iii. The University provides travel insurance for University employees and students traveling within the UK or worldwide on university business. Please see the university webpages to ensure you have applied for travel insurance [Travel Insurance | Finance Division \(ox.ac.uk\)](#).