**Health and Care Research Wales**

**Support and Delivery**

**Learning and Development Fund**

**Guidance Notes**

***Closing date for applications***

 **17.00 on Monday 15th February 2021**

**Guidance for the Health and Care Research Wales Support and Delivery Learning and Development Fund Applications 2021**

## Purpose

The **Health and Care Research Wales Support and Delivery Learning and Development Fund** can provide financial support for those Support and Delivery staff who are planning to undertake higher education study.

Applications should demonstrate personal and professional development in order to increase effectiveness in current or future job roles that contribute to the Health and Care Research Wales’ strategic aims and objectives. This may include funding for stand-alone undergraduate or postgraduate research modules, postgraduate certificates or diplomas which relate to research roles or graduate or postgraduate programmes such as BSc, MSc or MRes.

Applications are welcomed from staff at all levels within Support and Delivery.

**Eligibility to apply for a Learning and Development Fund award**

The Health and Care Research Wales Support and Delivery Learning and Development Fund aims to promote equality of opportunity for staff working in NHS R&D Offices, Research Delivery staff employed by the NHS and Support & Delivery Centre staff. Applicants applying to the Learning and Development Fund therefore must demonstrate they work within a Support and Delivery organisation and are managed directly or indirectly (via their line manager) by:

* a R&D Director/ R&D Manager within a NHS R&D Office **OR**
* the relevant Head of Research Delivery **OR**
* the Head of the Support & Delivery Centre.

NHS and university staff working on research studies who are managed separately from the Support and Delivery management structure are not eligible to apply to the Learning and Development Fund.

Applicants should normally expect to complete their course of study with a university in Wales where a course is available. Applicants will have to fully justify their request to study at a university outside Wales.

For those seeking funding for project management courses, it is recommended they research less rigid alternatives to Prince2.

## Application Procedure

1. Complete the Learning and Development Fund Application Form.
2. Obtain an email from your line manager stating that they confirm they have read the guidance and support your application (a template is provided in Appendix 1)
3. Email the completed form, your CV and your line manager confirmation email (copying in the senior Support and Delivery manager) to

 Research-training@wales.nhs.uk **by 17.00 on 15th February 2021**

### The Awarding Panel

The awarding panel will meet in March 2021 and comprises senior representatives from Support and Delivery organisations. All applications will be considered by the panel who will score the applications based on the information in the supporting statement. The panel scoring criteria is detailed in Appendix 3.

Applicants will be informed by email of the outcome of the application no later than

**17th March 2021.** Successful applicants will be awarded between 50% and 100% of the requested funds dependent upon the strength of both personal and professional development and the strength of the application in contributing to the Health and Care Research Wales aims and objectives (Appendix 3).

The highest scoring applicants will be funded 100% for the full term of study from the available budget, this will include annual review/evidence from the chosen HEI to support each year’s funding. The money will be held as a grant to be accessed annually to meet the fees, invoiced directly from the HEI.

In the event of less than 100% of course fees being funded, applicants are free to explore other routes for top-up funding which can include application for a graduate or postgraduate loan. The fees and funding pages of your chosen university will provide more details.

Unsuccessful applicants will receive written feedback as to why the application was unsuccessful and will be able to utilise the feedback to apply again in future calls.

*In the event of a panel member applying for a funding award for their own development, they would be able to score all applications except their own.*

*In case of a conflict of interest, such as a staff member application, the panel member can declare ‘conflict of interest’ and choose to score/not score that application. The only time a panel score will not be accepted is when the applicant is directly line managed by the panel member. This takes into account public service*

*standards***:**

[*http://www.wales.nhs.uk/governance-emanual/nolan-principles*](http://www.wales.nhs.uk/governance-emanual/nolan-principles)

# Support from the line manager

The support of the line manager is essential in the panel’s consideration of an award. Line managers should send an email alongside the submission of the application form. A template email is provided in Appendix 1.

# Certificate of Confirmation

Each recipient of a Support and Delivery Learning and Development Fund award will be subject to the completion and prompt return of a Certificate of Confirmation to confirm:

* Acceptance of the Support and Delivery Learning and Development Fund award
* Declaration of any other funding awards towards the course of study being received
* Acceptance of the Terms and Conditions of the award as laid out in this guidance document (Appendix 2)
* Acceptance that Health and Care Research Wales reserves the right to withdraw agreed funding if the Terms and Conditions laid out in Appendix 2 are not met

**Invoice arrangements**

Payment will be made directly to the study institution on receipt of an invoice sent to: HCRW.Administration@wales.nhs.uk

Invoice address:

Health and Care Research Wales Support & Delivery Centre

c/o Powys Teaching Health Board

Castlebridge 4

15-19 Cowbridge Road East

Cardiff

CF11 9AB

Recipients of an award must ensure correct invoicing details are held by the receiving institution. Failure to comply will prevent timely payment of course fees.

Under normal circumstances Health and Care Research Wales will not be able to exceed the amount awarded. If the actual award expenditure is below the total award offered Health and Care Research Wales will retain the balance (the funds are only available for purposes specified on the application form and are not transferable). If the funding is higher than originally applied for (for example, an increase in fees) the award panel will review each case individually, balanced with availability of resource. To avoid either situation, applicants are strongly encouraged to research the financial request thoroughly and ensure invoices are issued in a timely manner.

**Appendix 1: Template email from Line Manager**

|  |
| --- |
| As [applicant’s] line manager I confirm: |
| * This development is part of the applicant’s current PADR / will be included in the applicant’s PADR at the next opportunity (delete as appropriate)
 |
| * This application would be funded if sufficient funding was available within our own departmental/organisation’s budget
 |
| * This application will contribute to the achievement of the Health and Care Research Wales strategic aims and objectives as highlighted by the applicant
 |
| * I have discussed the time commitment with the applicant and agreed release time to attend the programme of study
 |
| (Any further information to support the application should also be included) |

**Appendix 2: Terms and conditions**

**Non-completion of course of study**

Award-holders should inform their line manager in the first instance of any circumstances which may affect completion of the proposed study. A short statement, signed by the line manager, should be submitted tothe award panel. Each individual case will be assessed by the panel to support the candidate to complete their course of study and amend the terms of the Learning and Development Fund award. Should an individual fail to complete the planned course of study without informing their line manager or giving sufficient notice then Health and Care Research Wales reserves the right to withdraw or recover costs of the award in line with existing NHS finance policy.

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## Evaluation of Support and Delivery Learning and Development Fund

**Awards**

Successful applicants will be required to submit a short final report and for longer periods of study, a schedule of progress reports will be agreed. Reports will confirm the actual course of study completed and course outcome (for example, pass grade, dissertation title, module completed or assessment outcome). The report must include a reflection on the original statement submitted as part of the application to evaluate whether learning needs were met.

**Award-holders who leave the employment of Support and Delivery organisations**

If an award-holder leaves the employment of a Support and Delivery organisation, Health and Care Research Wales reserves the right to withdraw agreed funding. Such examples would be reviewed on a case-by-case basis to ensure award-holders were not penalised for moving to a health and social care research partner organisation. In exceptional circumstances, cost recovery of an award may be sought. Such circumstances may include employees moving outside the UK or leaving employment altogether. Cost recovery of the award in such exceptional circumstances would be applied in line with existing NHS finance policy.

**Appendix 3 -** **Support and Delivery Learning and Development Fund - Panel scoring criteria 2021**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Application criteria** | **Excellent** | **Good** | **Satisfactory** | **Poor** |
| ***1. The applicant has described how the course outcomes will meet their personal development needs.***The applicant should specify clear personal development needs they are seeking to develop and make direct links to how these will be achieved within their chosen course of study. This may include knowledge and skills to enhance self -awareness, interpersonal skills, study skills, decision-making skills, confidence, critical thinking, reflection, writing skills, teamwork, mentoring etcThis may also include leadership and management development when not explicitly required for current role.The applicant should demonstrate an awareness that development of self is an important outcome of learning. | **(9-10)**Clear personal development needs identified.Clear connection between the course and identified needs.Demonstrates full awareness of the need to develop self as part of learning. | **(6-8)**Clear personal development needs identified.Links identified needs to the chosen course of study.Demonstrates some awareness of the need to develop self as part of learning | **(3-5)**Some attempt to identify personal development needs and / or discuss in the context of the chosen course of study.Demonstrates basic awareness of the need to develop self as part of learning. | **(0-2)**No personal development needs identified or consideration of how the course may facilitate this.Does not demonstrate awareness of the need to develop self as part of learning. |
| ***2. The applicant has described how the course outcomes meet their professional development needs in terms of enhancing effectiveness in their role.***The applicant should specify clear professional, role-specific knowledge and skills they are seeking to develop and make direct links to how these will be achieved within their chosen course of study. This may include research methodology, statistics and data analysis, research governance, quality assurance, clinical skills, project skills, finance skills etc.This may include leadership and management development when explicitly required for the current role.The applicant should demonstrate an awareness that role-specific development is an important outcome of learning. | **(9-10)**Clear professional development needs identified.Clear connection between the course and identified needs.Demonstrates full awareness of the need to develop role-specific knowledge and skills as part of learning. | **(6-8)**Clear professional development needs identified.Links identified needs to the chosen course of study.Demonstrates some awareness of the need to develop role-specific knowledge and skills as part of learning. | **(3-5)**Some attempt to identify professional development needs and / or discuss in the context of the chosen course of study.Demonstrates basic awareness of the need to develop role-specific knowledge and skills as part of learning. | **(0-2)**No professional development needs identified or consideration of how the course may facilitate this.Does not demonstrate awareness of the need to develop role-specific knowledge and skills. |
| ***3. The applicant has described how the course outcomes contribute to their future career aspirations.***The applicant should specify what their future career aspirations are and make direct links to how the chosen course of study will contribute to these.This can include either short-term or long-term aspirations and relate to aspirations within the applicant’s current role and/or relate to future roles. | **(9-10)**Clear statement of future career aspirationsClear connection between the course and future career aspirations. | **(6-8)**Clear statement of future career aspirations with links to the chosen course of study. | **(3-5)**Some attempt to identify future career aspirations and/or discuss in the context of the chosen course of study. | **(0-2)**No attempt to identify future career aspirations or consideration of how the course may facilitate this. |
| ***4. The applicant has described how the course contributes to one or more of the Health and Care Research Wales aims and objectives*** | **(9-10)**Clear identification of the relevant aim/s and objective/sClear connection between the course and the identified aim/s and objective/sDemonstrates full awareness of the need to ensure learning contributes to the wider aims and objectives of Health and Care Research Wales | **(6-8)**Clear identification of the relevant aim/s and objective/sLinks identified to the chosen course of studyDemonstrates some awareness of the need to ensure learning contributes to the wider aims and objectives of Health and Care Research Wales. | **(3-5)**Some attempt to identify relevant aim/s and objective/s and / or discuss in the context of the chosen course of study.Demonstrates basic awareness of the need to ensure learning contributes to the wider aims and objectives of Health and Care Research Wales | **(0-2)**No attempt to identify relevant aims and objectives and /or discuss in the context of the chosen course of study. |

**Health and Care Research Wales aims and objectives**

Ensure public involvement and engagement is central to what we do and visible in all elements of it

**Objectives:**

* To ensure the public\* are central to health and social care research in Wales.
* To put the public at the heart of creating new knowledge and putting new knowledge into practice.

\*The term ‘public’ is considered to include patients, potential patients, carers and people who use health and social services, as well as people from organisations that represent people who use services.

Ensure our work is aligned to Welsh Government policy and has real impact

**Objectives:**

* To use research evidence to improve the health and wellbeing of the population of Wales.
* To fund research that allows more health and social care decisions to be based on evidence about what works.
* To achieve better functioning of NHS and social care organisations in Wales, better service delivery, better care and better health and wellbeing outcomes
* To deliver jobs and growth, and tackle poverty.
* To ensure research informs innovation in health and social care in Wales as part of a pathway to disseminate health and social care innovation in Wales at pace and scale.

Fully integrate our infrastructure and programmes

**Objectives:**

* To develop research across the translational spectrum.
* To increase research collaboration between the NHS, social care, universities, third sector and industry.
* To create a structure that is lean and without duplication.
* To improve cost effectiveness that allows new investments to be made which will facilitate the realisation of our vision.

Invest in areas in which Wales excels and is unique

**Objectives:**

* To create multi-professional and multi-disciplinary National Research Centres and Units in areas of strength that become pillars of the infrastructure.
* To generate external funding capture for health and social care research in Wales.
* To facilitate the use of routinely collected health and social care data to undertake high-quality research and inform service improvement.

Increase capacity in health and social care research in Wales

**Objectives:**

* To increase the number of health and social care research studentships and fellowships in Wales.
* To increase the number of Chief Investigators on Clinical Research Portfolio studies.
* To increase the quantity of high-quality commercial and non-commercial research in Wales.

Develop ways of working that ensure excellent delivery and maximise the use of resources

**Objectives:**

* To reduce the time taken to approve and commence health and social care research studies in Wales.
* To facilitate recruitment and retention of participants in high-quality research studies.
* To deliver health and social care research studies to time and target.