

Health and Care Research Wales

Support and Delivery Learning and Development Scheme

Guidance notes for applicants

Closing date for applications

17.00 on Friday 10th March 2023

Guidance for the Health and Care Research Wales Support and Delivery Learning and Development Scheme applications

Purpose

The **Health and Care Research Wales Support and Delivery Learning and Development Scheme** can provide financial support for those Support and Delivery staff who are planning to undertake specialist training / professional development related to their S&D role which has been identified as a need by both staff member and line manager. The provision of specialist training / professional development can either be via a Higher Education Institute or by an accredited training / professional development provider.

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's strategic aims and objectives.

The Learning & Development Scheme has 3 routes of entry for S&D staff:

Stream A: Masters in Research degree or equivalent Masters-level research training in applied health and social care. Successful applicants to this stream will be able to apply for up to 0.2wte for the duration of their awards and will automatically become Faculty members.

Stream B: Professional development courses provided by University of South Wales (USW) to support a range of management responsibilities. The virtual courses available for funding include:

- i. ILM level 5 or level 7 in Management/Leadership (<https://www.southwales.ac.uk/business-services/professional-development/leadership-management/>)
- ii. Project Management (<https://www.southwales.ac.uk/business-services/professional-development/project-programme-management/>)
- iii. Change Management (<https://www.southwales.ac.uk/business-services/professional-development/project-programme-management/>)
- iv. Coaching and Mentorship ([Coaching and Mentoring training programmes | University of South Wales](#))
- v. Other Professional Development Short Courses (<https://www.southwales.ac.uk/business-services/professional-development/short-courses/>)

Please note, all courses provided through the Intensive Learning Academy (ILA) will be delivered virtually and it is strongly advised that all staff considering applying to this stream attend either the Information Sessions scheduled for 17th February or seek advice from USW staff as to which course would best suit them.

Stream C: Any other role related or specialist training / professional development course as identified by the staff member and line manager. This can be from any (preferably Wales based) accredited provider.

Any application for funding will need to show a strong rationale for the chosen course. All applicants will be required to make a subsequent application or booking to the specific course outlined in their application once funding is agreed through the Learning and Development Scheme.

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

Eligibility to apply for a Learning and Development Scheme award

The Health and Care Research Wales Support and Delivery Learning and Development Scheme 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 Scheme 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.**
- applicants must ensure they are part of the Health and Care Research Wales Spending Plan according to local funding status. Advice on this can be sought from those in the senior positions highlighted above.

Only those staff applying for a Masters in Research degree or equivalent Masters-level research training in applied health and social care are eligible to apply for funding to cover time to undertake their course (up to 0.2wte).

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 / Welsh course provider where a course is available. Applicants will have to fully justify their request to study with a provider located outside of Wales

Application Procedure

1. Complete the Learning and Development Scheme Application Form, please include a link to the course webpages
2. If applying to Stream A enter a first and second choice higher education institution for your desired course, 2 choices are not required for Stream B or C.
3. Obtain an email from your line manager stating that they confirm they have read the guidance, support your application and are willing to provide you with the study leave necessary to complete your studies (a template is provided in Appendix 1)
4. Email the completed form, your CV using the template provided and your line manager confirmation email (**copying in the senior support and delivery manager**) to Research-training@wales.nhs.uk **by 17.00 on Friday 10th March 2023**

The Awarding Panel

The awarding panel will meet late March 2023 and comprises senior representatives from support and delivery organisations, plus suitably qualified and experienced members representing L&D and Faculty. All applications will be considered by the panel who will score the applications based on the information in the supporting statements. The panel scoring criteria is detailed in Appendix 3.

Applicants will be informed by email of the outcome of the application no later than **31st March 2023**. 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).

If awarded funding to support a Masters-level course or training lasting longer than 1 year, 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/training provider 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/training provider.

If awarded funding to support any other training / professional development course, the funding will be provided in full to cover all course fees.

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:

<https://cavuhb.nhs.wales/about-us/governance-and-assurance/committees-and-advisory-groups/the-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 Scheme 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 Scheme 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:
research-training@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 finance department, informing them that Health and Care Research Wales will be acting as sponsor. 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 training / professional development request is part of the applicant's current PADR / will be included in the applicant's PADR at the next opportunity (delete as appropriate)
- This applicant is included as part of your Health and Care Research Wales NHS Fund Spending Plan
- 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 to release the time needed to attend and complete the programme of study by agreeing study leave and/or backfilling of the staff member's time

(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 to the 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 Scheme 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.

Award holders who fail to attend their designated course sessions may be liable for the course fees and cancellation fees where applicable.

Evaluation of and support for Support and Delivery Learning and Development Scheme 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.

S&D staff in receipt of funding to support a Masters in Research degree or equivalent Masters-level research training in applied health and social care will receive automatic membership to the HCRW Faculty and associated access to ongoing learning and development opportunities. All other Learning and Development Scheme award holders will be provided with opportunities for peer networking and support within the S&D Learning and Development award holders cohort.

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 Scheme - Panel scoring criteria 2023

Application criteria	Excellent	Good	Satisfactory	Poor
<p>1. The applicant has described how the course outcomes will meet their personal development needs.</p> <p>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 etc.</p> <p>This may also include leadership and management development when not explicitly required for current role.</p> <p>The applicant should demonstrate an awareness that development of self is an important outcome of learning.</p>	<p>(9-10)</p> <p>Clear personal development needs identified.</p> <p>Clear connection between the course and identified needs.</p> <p>Demonstrates full awareness of the need to develop self as part of learning.</p>	<p>(6-8)</p> <p>Clear personal development needs identified.</p> <p>Links identified needs to the chosen course of study.</p> <p>Demonstrates some awareness of the need to develop self as part of learning</p>	<p>(3-5)</p> <p>Some attempt to identify personal development needs and / or discuss in the context of the chosen course of study.</p> <p>Demonstrates basic awareness of the need to develop self as part of learning.</p>	<p>(0-2)</p> <p>No personal development needs identified or consideration of how the course may facilitate this.</p> <p>Does not demonstrate awareness of the need to develop self as part of learning.</p>
<p>2. The applicant has described how the course outcomes meet their professional development needs in terms of enhancing effectiveness in their role.</p> <p>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.</p> <p>This may include leadership and management development when explicitly required for the current role.</p>	<p>(9-10)</p> <p>Clear professional development needs identified.</p> <p>Clear connection between the course and identified needs.</p> <p>Demonstrates full awareness of the need to develop role-specific knowledge and skills as part of learning.</p>	<p>(6-8)</p> <p>Clear professional development needs identified.</p> <p>Links identified needs to the chosen course of study.</p> <p>Demonstrates some awareness of the need to develop role-specific knowledge and skills as part of learning.</p>	<p>(3-5)</p> <p>Some attempt to identify professional development needs and / or discuss in the context of the chosen course of study.</p> <p>Demonstrates basic awareness of the need to develop role-specific knowledge and skills as part of learning.</p>	<p>(0-2)</p> <p>No professional development needs identified or consideration of how the course may facilitate this.</p> <p>Does not demonstrate awareness of the need to develop role-specific knowledge and skills.</p>

The applicant should demonstrate an awareness that role-specific development is an important outcome of learning.				
<p>3. The applicant has described how the course outcomes contribute to their future career aspirations.</p> <p>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.</p> <p>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.</p>	<p>(9-10)</p> <p>Clear statement of future career aspirations</p> <p>Clear connection between the course and future career aspirations.</p>	<p>(6-8)</p> <p>Clear statement of future career aspirations with links to the chosen course of study.</p>	<p>(3-5)</p> <p>Some attempt to identify future career aspirations and/or discuss in the context of the chosen course of study.</p>	<p>(0-2)</p> <p>No attempt to identify future career aspirations or consideration of how the course may facilitate this.</p>
<p>4. The applicant has described how the course contributes to one or more of the Health and Care Research Wales aims and objectives</p>	<p>(9-10)</p> <p>Clear identification of the relevant aim/s and objective/s</p> <p>Clear connection between the course and the identified aim/s and objective/s</p> <p>Demonstrates full awareness of the need to ensure learning contributes to the wider aims and objectives of Health and Care Research Wales</p>	<p>(6-8)</p> <p>Clear identification of the relevant aim/s and objective/s</p> <p>Links identified to the chosen course of study</p> <p>Demonstrates some awareness of the need to ensure learning contributes to the wider aims and objectives of Health and Care Research Wales.</p>	<p>(3-5)</p> <p>Some attempt to identify relevant aim/s and objective/s and / or discuss in the context of the chosen course of study.</p> <p>Demonstrates basic awareness of the need to ensure learning contributes to the wider aims and objectives of Health and Care Research Wales</p>	<p>(0-2)</p> <p>No attempt to identify relevant aims and objectives and /or discuss in the context of the chosen course of study.</p>

Health and Care Research Wales aims and objectives can be found on the website:

<https://healthandcareresearchwales.org/about/our-vision-aims-and-objectives>