**Surrey Training Hub**

**Continuing Professional Development (CPD)**

**Guidance for Applications from Primary Care staff (excluding GPs)**

**April 2023 - March 2026**

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## Background

Surrey Training Hub (STH) incorporates the Surrey Heartlands ICS footprint (Guildford and Waverley, North West Surrey, Surrey Downs, and East Surrey and the practices in their geographical footprints.

This guidance identifies the process STH will adopt to manage funding for all Primary Care staff (excluding GPs). Please see the documentation for [GP development funding](https://www.surreytraininghub.co.uk/fellowships#GPdevelopment). Ensuring prioritisation, approval and fair allocation of funds towards CPD of primary care staff in the afore mentioned ICS.

The Surrey Training Hub works in partnership with the Library Knowledge Services who have librarians and a whole set of resources freely available to support your learning and practice. For more information, please click here <https://www.surreytraininghub.co.uk/Resources/Useful-Resources/Library-and-Knowledge-Services>

## Principles underlying this guidance

1. STH aim is to support learning and development of the primary care workforce in order to ultimately improve quality patient outcomes.
2. STH will coordinate a fair and equitable process for the allocation of CPD funds. Any funds allocated are intended as a **contribution** towards furthering personal and professional development within Primary Care, and should be in conjunction with the employer’s contribution to CPD.
3. STH is required to demonstrate that CPD funding supports local service transformation, particularly in the context of the [Surrey Heartlands Health and Care Partnership](http://www.surreyheartlands.uk)’s Transformation Programmes, Surrey Heartlands’ People Plan, General Practice Forward View (GPFV) delivery plan, NHS Long Term Plan, and HEE regional priorities.

## Application process

In order to submit a funding request, the applicant (with their line managers agreement) should provide the following:

1. A completed CPD funding application form [(found here on Smart Survey)](https://www.smartsurvey.co.uk/s/0E0X4Q/)
2. Evidence of payment to the course provider by the employee’s practice/PCN. **Once you have received confirmation of funding, you have 8 weeks** to provide us with evidence of payment otherwise your application will be withdrawn and you will have to resubmit a new application.

**The CPD application form asks for the following:**

1. Your details
2. Details of the training course
3. Manager/employer agreement
4. How the proposed training meets your learning needs as well as service and system priorities.
5. That the learning and development need has been identified and recorded in the individual’s appraisal.
6. How learning will be shared across your practice and PCN.

## Funding Allocation

There are four main funding streams for individual CPD money. Each member of staff (i.e. all Primary Care staff, excluding GPs) eligible for CPD funding is entitled to up to £1000 each over the 3 years April 2023-26, either via NHSE or Training Hub funds. This money will be held by the Surrey Training Hub and released following application in respect to a particular requested course. There are also additional NHSE commissioned places allocated annually on certain HEI modules (see the table below). If you are new to Primary Care having joined in the last 12 months, you are encouraged to apply for one of our Fellowships where you will be entitled to additional CPD funds <https://www.surreytraininghub.co.uk/fellowships>.

**Commissioned places on particular courses via NHSE**

NHSE have commissioned places on the following HEI modules for 2023-24. Please see below on how to apply.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **University** | **Course Title** | **Number of places available** | **Funding provided** | **Funding process** | **How to apply** |
| Kingston University | Fundamentals of General Practice Nursing 1 year | 5 | Tuition fees only | Fees paid directly to Education Provider- STH to confirm names on SSR | Contact Surrey Training Hub to apply:syheartlandsicb.surreytraininghub@nhs.net |
| University of Brighton | Introduction to General Practice Nursing 1 year | 5 | Tuition fees only | Fees paid directly to Education Provider- STH to confirm names on SSR | Contact Surrey Training Hub to apply:syheartlandsicb.surreytraininghub@nhs.net |
| Various | Independent Prescribing 1 year | 23 | Tuition fees only | Funding will be sent to the STH for onward payment to the chosen Education Provider. STH will confirm the Education Provider and course cost via the quarterly commissioning salary support return | Please email syheartlandsicb.surreytraininghub@nhs.net marked ‘FAO Advanced Practice Lead - Independent Prescribing commissioned place request’. And we will send you a separate specific application form. |
| Various | Practice Education PGCert 1 yearOr a standalone module from the course eg Supporting Education in Practice | 14 | Tuition fees only | Funding will be sent to the STH for onward payment to the chosen Education Provider. STH will confirm the Education Provider via the quarterly commissioning salary support returns. | Please complete CPD application form clearly marking this is for a commissioned place, your choice of University, name of module or PG Cert, cost and start date. The CPD team will confirm agreement to commission and only then as the applicant you will also need to apply directly to the university to secure a place informing them you are on a commissioned place. |

## Exclusions, Restrictions, and Advisory Information

Financial support covers course and exam fees where applicable. Practices should look to make maximum use of any alternative funding streams before using CPD funding.

Exclusions to Funding:

* Travel, accommodation, subsistence allowances
* Salary backfill or study leave
* Statutory training
* Conference places may be considered on the individual basis

Where an application has not been supported, the STH may suggest alternative resources to help achieve the learning. These may include courses already commissioned by the ICB with no additional fee required, journals, networks, accessing e-learning packages, and peer-to-peer learning.

This will be presented to the STH Senior Management Team who will consider whether the assessment criteria were correctly applied, and process followed fairly and in accordance with this procedure.

Both the applicant and their line manager will be notified of the outcome of this review and changes will be made to any funding levels or payback as appropriate.

## Training Needs Analysis and Evaluation Processes

1. In order to remain aligned to both local and national priorities, the STH will use the data from the National Workforce Reporting System (NWRS) and support an annual Training Needs Analysis (TNA) across the Surrey Heartlands ICS. The TNA will provide information relating to the current workforce and educational priorities. The NWRS and TNAs are vital to help identify and prioritise requirements for future funding allocations and provide a fair and transparent process for the allocation of CPD funds.
2. The STH may request the individual and line manager to complete an evaluation 6-12 months after completion of learning to look at return on investment (ROI). This information will provide a record of the benefits achieved from the funding investment. (This information will also inform decisions about future commissions). The STH Board will be provided with this feedback in order to continuously assess and improve the quality of the education delivered to the Surrey primary care workforce.

## Funding Process for Approved Applications

1. A panel within the Training Hub consisting of a Workforce Development Lead and Project Support Manager meet at least every fortnight to review applications. Applicants/Practices will be informed by email (normally within two weeks) on the outcome of their application detailing how much funding has been awarded. The applicant or their practice can now book the course and should send the proof of payment no later than 8 weeks after receiving the approval to the training hub syheartlandsicb.surreytraininghub@nhs.net. Before applying, please check the final cost of the course (with VAT where applicable), as we may not be able to cover additional fees. If applying to an international course provider, please make sure the cost is in GB£ and not local currency.
2. Once evidence of payment to the training provider is provided to the Hub, a payment to your practice will then be added to our payment schedule and passed to the ICB (who hold Training Hub monies). These are submitted for review at the end of each month so practices can expect to receive payment for any applications added before the end of the month to arrive by the middle of the following month. If there are any queries or delays to this, the Training Hub will contact the practice and/or applicant directly.
3. This process above requires a commitment from the applicant and their employer to our Learner Agreement. By completing the application form, the applicant and employer are committing to:
	* Full attendance at the course that was requested.
	* To fully utilising funds awarded by the Training Hub towards the course.
	* Informing the Training Hub of any changes to the planned course attendance.
	* Embedding learning from course in their daily practice and sharing more widely within their practice/PCN/ICP as able.
	* Completing and returning any evaluation forms requested from them by the Surrey Training Hub.
	* Remaining in post within Surrey Heartlands for three months after application or you may be liable for returning the funds.

If applicants or any practices have queries about our funding process, please email **syheartlandsicb.surreytraininghub.finance@nhs.net**