

**AGENDA FOR CHANGE  
ADDITIONAL FUNDS FOR STAFF DEVELOPMENT 2007/08  
GUIDANCE**

**Background**

As part of the 2007/08 pay deal and following agreement with the unions, the Department of Health has made available an extra £14 Million for the development of those staff on Agenda for Change contracts in England, who do not benefit from assistance with clinical professional registration fees.

An application process has been designed based on a funding ceiling for each organisation. The funding ceiling approximates to £25 per head for those staff you have on Agenda for Change contracts who do not need clinical professional registration to work. You should submit an invoice for the amount you are claiming at the same time as submitting your application.

Initiatives funded through this route should be in addition to existing training and development commitments.

**The Application Process**

To access the funds, NHS organisations are required to complete the application form, which accompanies this guidance, in collaboration with relevant staff side representation. Completed application forms and invoices for the amount you are claiming should be e-mailed to:

**[extratrainingmonies@dh.gsi.gov.uk](mailto:extratrainingmonies@dh.gsi.gov.uk)**

Organisations may apply for support for more than one type of training but should submit only one application form.

Through their application, organisations should be able to demonstrate that;

- a) The need for development has been identified via deployment of the KSF.
- b) That the application is responsive to the requirements of equalities legislation
- c) That there is a measurable and positive impact on patient care
- d) Where possible activity should be linked to national and or local priorities
- e) Where appropriate activity is focussed on areas/groups where the greatest need for development has been identified
- f) The application has been signed off by both the Chief Executive (or nominated deputy) and staff side representative

Ideally, applications should be with us by midday on 30<sup>th</sup> November. **While later applications will be considered, organisations should aim to ensure staff benefit from these funds within the 2007/8 financial year.** The outcomes of this initiative will be evaluated and some projects may be used as case studies to promote shared learning.

## **Suggested ideas for use of funds**

With consideration of the above criteria, organisations are encouraged to be creative whilst being responsive to the needs of their workforce and patient population. NHS organisations may also want to consider working together to provide training activity in order to reap the benefits of economy of scale.

You may find the following ideas useful for stimulating debate locally:

1. The NHS Staff survey identified low levels of appraisal and personal development plans in many organisations. This funding could be used to ensure all Agenda for Change staff have the required KSF development review and a personal development plan.
2. Organisations may wish to consider deploying funds to assist in fulfilling key training and development priorities identified within personal development plans; by doing so organisations can help ensure that individual training and development needs are met in a way that is job specific.

For further information about implementation of the KSF and/or the Electronic KSF please contact NHS Employers:

[www.nhsemployers.org](http://www.nhsemployers.org)

3. The Healthcare commission announced earlier this year that they will be carrying unannounced visits in relation to healthcare associated infections. It is also a requirement for all staff to have a health and safety dimension to their KSF outline. Organisations may want to consider improving infection control awareness amongst their staff.
4. The NHS patient surveys have highlighted concern about the levels of dignity and respect patients experience with specific links to desired improvements in communication and information provision. Organisations may want to consider training in these areas.

## **Further information**

All queries should be sent by e-mail to:

**[extratrainingmonies@dh.gsi.gov.uk](mailto:extratrainingmonies@dh.gsi.gov.uk)**