Learning & Education

Bursary Scheme Pack

2014 - 2015

Review Date: 30/09/2014
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This document is available in other formats. Please contact Katerina Bartakova (Bursary Administrator) for guidance – 0141 201 (6) 4797
Preface

The Staff Bursary Scheme gives all directly employed staff the opportunity to apply for funding to undertake an educational qualification/course of study. Its aim is to support staff development in line with service objectives. This is the 8th consecutive year in which the Bursary Scheme has been available and marks a significant commitment to staff learning within NHSGG&C. Last year 320 staff received funding through this Scheme to support them to undertake a wide range of learning. We hope that in 2014, we will continue to receive applications from staff across all parts of the organisation and from all bands/grades.

The Bursary Scheme is just one way in which we are encouraging staff to continue to learn, to support their ongoing development and to apply that learning in their work. As such, it has benefits not just for the staff themselves, but supports work to continue to improve the quality of service that we provide to the patients and communities that we serve.

I would encourage all staff to review their learning needs in line with their KSF Development Review or appraisal process, discuss this with their line manager and consider making a Bursary application.

Best wishes in your application and course of study.

Lyndsay Lauder
Head of Workforce Planning and Development
1. **Scope and Purpose of the Bursary Scheme**

1.1. The staff Bursary scheme, subject to funding availability, will be available to all directly employed NHS Greater Glasgow and Clyde staff on an annual basis. The aim of the Bursary is to provide an opportunity for employees interested in pursuing an educational qualification / course of study to apply, on a competitive basis, for funding support. It will enable NHS Greater Glasgow & Clyde to give commitment through a structured process to career development programmes that can support service objectives.

1.2. It is recognised that, as the Bursary Scheme is funded through Endowment monies, the same level of funding may not be available on a recurring basis. The Bursaries are therefore awarded on a year-to-year basis, with no guarantee of continued financial support for the duration of the course of study. Continued support for follow-up years will require an application to be submitted each year. It is important that applicants consider all potential funding sources in making their application.

2. **Application Criteria**

Applications to the Bursary will be considered under the following criteria.

2.1. Any band (grade) or discipline, clinical or non-clinical, full time and part time, directly employed by NHS Greater Glasgow and Clyde (payroll number commencing “C” or “G”).

2.2. Relevance to NHS Greater Glasgow and Clyde Learning Strategy, current or future service development, succession planning or local Learning & Education Plans. If the course of study is *essential* to service development then *alternative funding* should be sought.

2.3. Relevance to the applicant’s current role or future professional development, career needs as agreed through the Development Review or Appraisal process.

2.4. Demonstration of benefit to the individual, their team, area of work / service provided and the organisation. It should therefore reflect *individual* development needs.

2.5. Commitment and support of the line manager where study leave is required. (It is also advisable to discuss the application with the line manager, especially questions C2 and C3).

2.6. In order to ensure that as many people as possible can access funds, only one application per person will be accepted. The application may relate to more than one module of a course but not to distinct courses. Please check with the Bursary Administrator before submitting the application form.

2.7. Previous applicants can apply in relation to a continuing programme of study.

- However applications for a specific course, or an element of a course, for which a Bursary award has previously been made will not be accepted.
- Subsequent applications should not just be a copy of the original or previous applications. Each application should reflect developing knowledge and experience of the course of study and its relevance to the workplace.
3. Application Process

Please note the following points in relation to the application process.

3.1. The 2014 - 2015 Scheme is applicable primarily to courses of study commencing between August 2014 and July 2015. Retrospective funding will only be considered if funds allow.

3.2. Please remember that applications are considered on a “competitive basis”. Each question / section is allocated a number of marks (see 4.2). All sections must be completed. Each application is scored by up to three reviewers and reviewed by a Disbursement Committee as appropriate.

3.3. Applicants will receive an email (or phone call) confirming receipt of the Application Form within 5 working days. If this confirmation is not received, the Bursary Administrator should be contacted as soon as possible.

3.4. Where alternative funding streams are available these should be pursued in the first instance. Applicants are required to confirm that alternative funding is unavailable.

3.5. If Bursary monies are being sought to supplement other funding this should also be declared.

3.6. Documentary evidence of the qualification being pursued must be included with the application (e.g. information from the education provider about the course of study).

3.7. Further guidance on completing the Application Form can be found in Section 9.

3.8. Please contact Katerina Bartakova, Bursary Administrator, 0141 201 (6)4797, Katerina.Bartakova@ggc.scot.nhs.uk or Jackie Todd, Senior Learning & Education Advisor, 0141 277 7611, Jackie.Todd@ggc.scot.nhs.uk for guidance with the application process or your local L&E Advisor for further support.

4. Scoring Process

4.1. Section A of the Application Form (Appendix 1) is not seen by reviewers or Disbursement Committee members.

4.2. Scoring of each section is carried out using the following criteria.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>No information provided</td>
<td>0</td>
</tr>
<tr>
<td>Simple statement that demonstrates an understanding of</td>
<td>1</td>
</tr>
<tr>
<td>the question</td>
<td></td>
</tr>
<tr>
<td>Provide examples illustrating the simple statement</td>
<td>2 or 3</td>
</tr>
<tr>
<td>Provide examples and offers further explanation</td>
<td>4 or 5</td>
</tr>
</tbody>
</table>

Please note that questions 1 and 6 are scored together.

Receipt of funding in previous years does not guarantee future funding.
5. Funding Support

5.1. The level of support available in any given year is governed by the score achieved, the number of applications received and the amount of funds available. Previously successful applicants are not guaranteed subsequent funding or the same level of funding.

5.2. Please note that the maximum award is £1,250 per person.

5.3. The Bursary Scheme is intended to provide support for courses of study. This does not include other development activities such as:
   - conferences
   - seminars

5.4. The Scheme only provides support for course fees. This does not include additional fees such as:
   - assessment or examination fees
   - professional, accreditation or registration fees
   - portfolio fees

5.5. The Bursary Scheme does not provide reimbursement for:
   - textbooks or materials
   - travel and subsistence (e.g. meals, accommodation)

6. Applicant Commitment and Responsibilities

6.1. The applicant will be required to remain in employment with NHS Greater Glasgow and Clyde for two years following the date of the award.

6.2. When an employee leaves NHS Greater Glasgow and Clyde, but remains within the NHS then the benefit of shared learning across the wider organisation is acknowledged and monies will not be reclaimed. However, if the applicant leaves NHS Greater Glasgow and Clyde before commencing the course of study any monies awarded will be withdrawn or reclaimed.

6.3. When an employee leaves the NHS the following applies:
   - Leave within 0 to 12 months – 100% repayment of fees
   - Leave within 12 to 18 months – 75% repayment of fees
   - Leave within 18 to 24 months – 50% repayment of fees.

6.4. If a staff member is required to repay Bursary costs, these monies will be reclaimed by deduction from the staff member’s salary prior to them leaving NHS Greater Glasgow and Clyde.

6.5. Statements of attendance will be requested from educational providers. In the event of courses being not completed or failed, please note the following:
   - Repeat years will not be funded unless there are exceptional circumstances and Bursary funds are available.
• Failure to attend a course or sit an exam will result in the applicant repaying all or part of the funding given. Consideration should be given to the stage the individual is at, in relation to the percentage funding to be retrieved.
• Subject to the individual circumstances, Disciplinary action in accordance with the Disciplinary Policy may apply.

6.6. Please note that both applicants and line managers will be required to participate in an evaluation of the Bursary Scheme.

6.7. Applicants must inform the Bursary Administrator as soon as possible of:
• change of employer
• access to alternative/additional funding sources
• any change to personal contact details

6.8. If an award is made, the applicant must complete the Confirmation of Acceptance Form (Appendix 6) fully. This document will be sent by the Bursary Administrator to each successful applicant.

6.9. The award will be withdrawn if:
• confirmation of acceptance is not submitted
• an invoice is not provided
• the applicant fails to make contact with the Bursary Administrator

7. Evaluation of Learning

7.1. It is essential that an evaluation of learning take place. This is to ensure that the learning has delivered added value to the service and contributed to the applicant’s personal development.

7.2. Section C, question 5 of the Application Form (Appendix 1) highlights the need to outline how this will be carried out.

7.3. This should include evaluation of the course of study as well as evaluation of the impact of learning on service development.

8. Administration, Disbursement and Evaluation of the Scheme

8.1. The scheme will be administrated centrally by Learning & Education.

8.2. After applications have been scored by the reviewers, final decisions will be made by a Disbursement Committee as appropriate.

8.3. Each Disbursement Committee will operate to the same procedures and governance framework and will be monitored by Learning and Education. A Learning & Education manager will be responsible for forming each Committee with the support of the Bursary Administrator.

8.4. Each Committee will be comprised of Learning & Education, Human Resources and partnership representation.
8.5. The following appendices provide further detail of the process.

| Appendix 1 | The Application Form |
| Appendix 2 | Sample responses to questions in the application form |
| Appendix 3 | Frequently Asked Questions |
| Appendix 4 | A diagrammatic representation of the process |
| Appendix 5 | Guidance for Reviewers and Disbursement Committee Members |
| Appendix 6 | Template letter confirming offer of a Bursary Award |

8.6. The Endowment Committee will receive a full report on the Bursary Scheme in December.

8.7. An annual evaluation of the Scheme will take place in the autumn. This will focus on applicants’ progress with study and future study plans as well as the impact on personal, clinical and organisational objectives. In order to gather the relevant data applicants and managers will be contacted annually to participate in a survey.

9. How to Apply
An Application Pack is made available on-line and in hard copy. Applicants should:

- read all sections of the Application Pack
- complete all sections of the Application Form (Appendix 1) and submit with summary evidence of the course of study e.g. syllabus or copy of course descriptor to Katerina Bartakova (Bursary Administrator) 0141 201 (6)4797 Katerina.Bartakova@ggc.scot.nhs.uk
- further queries about the Scheme or Application Form should be directed to Jackie Todd (Senior Learning & Education Advisor) 0141 277 7611 Jackie.Todd@ggc.scot.nhs.uk
- retain the Application Pack and a copy of the completed application form.
Appendix 1
Guide to Application Questions

All applications are scored by a number of reviewers, independently of each other and referred to a disbursement committee as appropriate. Whether or not a Bursary award is made and also the amount of money a successful applicant receives is dependant on the overall score awarded.

Each question is scored separately (with the exception of questions 1 and 6 which are scored together) and the information below gives guidance on how to approach the questions.

Things which can assist include:-

- Discuss your application fully with your manager prior to completing it,
- Reflect on how the learning can relate to your job role/future development. Its about the difference it will make.
- Ensure that you have answered all of the questions.
- Answer all parts of the question fully – this is not about writing more for each question, but ensuring that you respond specifically to all that is being asked.

The following notes provide guidance as to the expected responses. Actual responses should reflect your experiences, expectations and hopes in relation to the course of study. These should be illustrated with recent examples.

1. Why have you chosen this particular course of study? Please provide professional as well as personal reasons.

   Responses will generally focus on the purpose and importance of the course of study and the consequent development of knowledge and skills. This may also include a brief comment on the potential impact on patients, colleagues or team. This will be the focus for your response to C3 and C4.

   Responses could also include reference to building on previous learning experiences and the identification of personal learning styles and preferences.

   Comments on personal interest in learning or commitment to the particular course of study or contribution to the fulfilment of personal and career aspirations would also be appropriate.

   Please note that question 6 provides the opportunity to offer more general comments on personal aims, expectations and motivation.

2. How does this course of study link to your most recent Development Review or Appraisal and your current PDP - Personal Development Plan (or your own objectives if no recent PDP)? Please provide specific examples, outlining why they are important.

   It is expected that responses will:
   • offer reflections on most recent review or appraisal and PDP and why aspects are important.
   • identify specific KSF dimensions, key result areas, objectives, CPD outcomes and competencies as appropriate.
3. How will you apply your learning in your work and how does this link to any appropriate local objectives or corporate service objectives?

   It is strongly recommended that you discuss the response to this question with your line manager.

   Responses should detail **how the learning will be applied** – what will you do differently/be able to do as a result of this course and **how this links to local/service objectives**.

   Examples could include the application of e.g.:
   - clinical skills
   - management competencies
   - communication skills
   - research, training
   and the relationship to e.g.:
   - local or corporate objectives/themes
   - national guidelines (SIGN, QIS)
   - professional policies, procedures or standards

4. What positive impact is this likely to have on the service you and your team provide? Please provide examples.

   Responses should identify actual developments and changes (or proposed) changes to practice. These could include development or expansion of services, support for other team members, service users or patients, improved effectiveness and efficiency of a service.

5. How will you evaluate the learning from the course of study (including evaluation of the course of study as well as evaluation of the impact on the service as appropriate)? Please provide examples.

   Evaluation of the course of study could include written assessments, supervised activities, group work, tutor feedback, personal reflection.

   Evaluation of the impact of learning on the service could include feedback from managers, colleagues, patients, formal audit, peer review, personal reflection.

6. Please provide any additional information in support of your application.

   Use this question to provide additional information or expand on responses in question 1.
   E.g. career path, wider impact of the course of study (national or international), management support, potential further learning, personal challenge, financial incentive provided by the Bursary Scheme.
Appendix 2
Frequently Asked Questions

1. **Should I discuss my application with my manager?**
   Yes. There are several reasons for doing so.
   - You may need support with Study leave.
   - It is anticipated that the courses of study will be identified through the Personal Development Planning process.
   - You may need advice from your manager when responding to some of the questions in the application form in particular how you will use / apply the learning and how it will be **evaluated**.

2. **I have not been accepted on the course yet, should I still apply?**
   Yes – but please remember to inform us of progress.

3. **I made a successful application last year and received 60%. Can I apply for the remaining 40% this year?**
   No. You can only receive one award per element, module or identified year of a continuing programme. You can submit an application for subsequent modules or years though.

4. **Can I apply for more than one course?**
   In order to ensure that as many people as possible can access funds, only one application per person will be accepted. Some courses are modular in design therefore an application for more than one module would be considered. You should check with the Bursary Administrator for specific guidance.

5. **I'm planning to undertake a course over the next three years. Will I get support? Will I get the same amount each year?**
   The Bursary Scheme is funded through Endowment monies; the same level of funding may not be available on a recurring basis. Bursaries are therefore awarded on a year-to-year basis, with no guarantee of continued financial support for the duration of the course of study. Continued support for follow-up years will require an application to be submitted each year.

   Subsequent applications should not just be a copy of the original or previous applications. Each application should reflect your developing knowledge and experience of the course of study and its relevance to the workplace.

6. **I have a temporary contract – am I still eligible?**
   The principles outlined in Section 6 of the Information Pack would still apply. You should contact the Bursary Administrator for a more detailed discussion of the nature of the temporary contract.

7. **I might be applying for a post with another NHS Board. Can I still apply for a Bursary?**
You can still submit a Bursary application but you must inform the Bursary Administrator if your job application is successful. An award will not be made if you leave NHS Greater Glasgow and Clyde before commencing the course. If monies have been paid to you or to the education provider they will be reclaimed.

8. **Are there any strings attached?**

The applicant will be required to remain in employment with NHS Greater Glasgow and Clyde for two years following the date of the awarding of the qualification.

However, when an employee leaves NHS Greater Glasgow and Clyde, but remains within the NHS then the benefit of shared learning across the wider organisation is acknowledged and monies will not be reclaimed.

9. **Do you know any alternative sources of funding?**

**Line Manager**

Applicants are advised to seek support through local channels prior to making a Bursary application.

**SAAS – Student Award Agency for Scotland**

This now covers the former ILA Scotland. Information on funding available for students studying part time can be found through the following link – [http://www.saas.gov.uk/part_time/index.htm](http://www.saas.gov.uk/part_time/index.htm)

**Profession-specific support**

If you are a member of a professional body you may find that grants or scholarships are available.

**NHSGGC and University of West of Scotland Service Level Agreement**

There is a Service Level Agreement (SLA) between NHSGGC and University of the West of Scotland to help nurses and midwives in NHS Greater Glasgow and Clyde access accredited programmes / modules at the University of the West of Scotland (UWS). Further information available through the following link - [http://www.staffnet.ggc.scot.nhs.uk/Partnerships/MHP/Specialist%20Services/Nursing/Pages/NHSGGCUWSSLA.aspx](http://www.staffnet.ggc.scot.nhs.uk/Partnerships/MHP/Specialist%20Services/Nursing/Pages/NHSGGCUWSSLA.aspx)