

**Learning and Development Policy**

**Last Reviews March 2017**

**Previously reviewed February 2012**

## **POLICY STATEMENT**

Learning and Development (L&D) provides training and continued professional development (CPD) to support the development of the knowledge, skills and behaviours needed to support Bield's customers and service users. This policy sets out Bield's commitment to supporting people deliver a significant contribution to the success of the organisation through the provision of L&D opportunities.

Bield aims to provide access to appropriate learning and development opportunities, applying a flexible approach that enables all people working for Bield to access learning provision. Bield invests in its staff and volunteers through the provision of learning resources, dedicated budget and business planning processes to meet the direct and indirect costs of L&D opportunities including support to achieve relevant qualifications needed for people's roles.

Access to learning and development is open to employees, workers, board members, volunteers, and by agreement in specific circumstances, customers.

### **1 IDENTIFICATION AND ANALYSIS OF LEARNING AND DEVELOPMENT NEEDS**

Learning and development should always aim to improve performance in the workplace and therefore should be able to be expressed as an outcome that benefits the clients or the organisation and should be aligned to organisational and individual goals, objectives and competencies. It is equally important to provide learning and development that is fit for purpose and that meets the learning need. The accurate identification and analysis of the learning need is a key part of this process. Guidance on identifying learning needs is held on the training pages of Grapevine, and more detailed advice can be given by the Learning and Development Manager or other members of the L&D team.

If no benefit to the business is identified, the learning and development request will be declined. Learning needs will normally arise as a result of:

- a gap in the individual's knowledge, skill or ability
- a change resulting in new knowledge, skill or ability to be acquired (for example a new policy, a change to job role, or a service user with a medical condition that the individual needs to know more about to provide good levels of support)
- an instruction from a regulatory body
- a finding in a care inspection report

#### **1.1 Responsibilities for identifying learning and development needs**

##### **1.1.1 Staff**

All staff are expected to contribute to ensuring effective learning and development is carried out in Bield. Staff are expected to monitor their ongoing learning and development needs. They are therefore expected to discuss gaps in their knowledge, understanding, skills and behaviours with their managers; seek learning opportunities to continuously improve their practice, and identify changes to policy or practice that lead to training needs for themselves and their colleagues.

Further, engaging in continuous personal and professional development is vital to ensure professional practice is kept up to date, as well as to meet the continuing membership and registration requirements of professional and regulatory organisations. Responsibility for maintaining continuous professional development rests primarily with the individual.

### **1.1.2 Managers**

Initially, at induction, managers will discuss the responsibilities of the role with the new staff member (including existing staff who have moved to a new role within the organisation) and identify any gaps in knowledge, understanding, skills and behaviours. It is important to explore all channels to fill the learning and development needs. Most L&D gaps can be met by support and coaching on the job including shadowing a colleague, mentoring, self-study such as elearning, practice and reflection. Where more formal classroom training is needed, a request for learning and development to address these gaps should be made to the L&D team. Generally classroom training is only required where the person needs specific or specialised skills or knowledge such as load management or where a certificate is needed to practice such as medication or first aid etc.

On an ongoing basis, as changes occur or as gaps develop in a staff member's knowledge, understanding, skill and behaviour, managers are expected to discuss this with the staff member and suggest relevant development opportunities.

At this identification stage, and immediately prior to the participant attending a learning event, the manager will be expected to discuss with them what they are expected to learn, why this is important, and how they will be supported in applying their learning on their return to work. On returning to work it is important that the manager provides time and support for the person to apply their new learnings and skills and integrate them into their daily practice.

### **1.1.3 The Learning & Development Team**

The Learning and Development Manager can provide more in-depth support in identifying learning and development needs. Guidance is held on the Training pages of Grapevine; a key part of the Learning and Development Manager's role is in supporting the accurate analysis of learning needs; to ensure that the learning delivered meets the need of the individual. This may be achieved through in-depth discussion with the individual, their manager and other key stakeholders.

## **1.2 Systems for identifying learning and development needs**

Managers, as part of their normal managerial role, are expected to monitor learning and development needs and identify learning and development needs on an ongoing basis. Several systems exist to support this process such as the PDF (The Performance Development Framework).

### **1.2.1 Induction**

When a new person starts work, an initial assessment of their existing skills should be carried out. While certain core learning (for example specifically in relation to Bield policies and procedures) will be required by all new employees, other learning gaps must be

identified by comparing the staff member's current level of knowledge, understanding, skill and behaviour against the requirements of the role.

Most gaps may be addressed by "on the job" training by managers or other senior staff during the induction period and this should be recorded in the individual's training record.

### **1.2.2 Performance Review, -Performance Development Framework / Appraisal, /Supervision,**

One of the objectives of an appraisal or performance review system is to identify the learning and development needs of appraisees to enable them to achieve their agreed objectives. Requests raised through the Personal Development Plan at the review meeting should contain sufficient detail to allow appropriate learning to be sourced. If necessary further details should be provided through the normal learning and development request process.

Staff members should review their performance via the performance development framework or supervision process with their line managers on a regular basis. This discussion should include identification learning and development needs which will enable them to enhance and develop their performance.

### **1.2.3 Organisational Needs**

As legislative changes occur, as Bield introduces new policies, or identifies gaps in knowledge, understanding, skill and behaviour at an organisation-wide level (for example, on the introduction of new technology or in a drive to improve a particular skill), a learning and development need may be identified for particular groups of employees. This will be identified by senior management or through the Business Planning process in liaison with the L&D team and appropriate staff members will be invited to participate in relevant learning activities.

## **2 DELIVERY OF LEARNING**

### **2.1 Learning and Development Requests**

These should be sent to the L&D team, clearly indicating the information set out in the paragraphs below, to enable the L&D team to source appropriate learning opportunities. A Request for Learning and Development Form should be used to ensure all the information required to arrange the learning is recorded. The request form should be signed by both you and your manager.

For non-core training the request should detail show how the learning and development requested will meet the identified gap in skills, knowledge or behaviour and the business benefit of filling the learning gap for that individual or group of individuals. It should also include where possible an indication of costs.

#### **2.1.1 Regular, Core or Mandatory Training**

For the regular, core and mandatory training that is required by people for their roles, this is organised by the L&D team on a 6 monthly basis. Training dates for courses are published via the Learning and Development Plan. There is a matrix on grapevine that details the core training people need by role. To attend any training on the plan, the person's manager

should email to the training mail box: [Training@bield.co.uk](mailto:Training@bield.co.uk) to request the training they would like the person to attend. The training plan includes training - medication, dementia, first aid etc.

In addition to the classroom training, there is additional mandatory and recommended elearning that people need to complete. The elearning required for each role is assigned automatically based on the role within the people manager HR system. If a person has two roles, the elearning will be assigned based on their primary role. When someone logs into the Academy10 elearning system they will see their elearning assigned to them on their home page.

### **2.1.2 Non-regular Training – Learning Need Identified**

This will include learning events where the applicant knows what their learning requirement is. The training team will collate requests and if appropriate set up a learning opportunity when sufficient demand or business need exists. Alternatively, where a specific event has already been identified, a request form should be completed with full details including business need the training will address the supplier, date, venue, cost etc. and signed by both the individual and their manager. In order to ensure budgetary control, the event would be booked by the training team. No training should be booked without authorisation of the request by the L&D team. Requests may or may not be authorised as will depend on available budget, availability of suitable training provision, business benefit and needs plus fairness and equity across Bield staff group.

### **2.1.3 Non-regular Training – Learning Need Not Identified**

The Learning and Development Manager welcomes applications for learning where the need has not yet been identified. Support to identify suitable learning, based on analysis of the applicant's gap in knowledge, understanding, skill and behaviour can be provided through detailed discussion between the Learning and Development Manager, the applicant's manager, and the applicant. This will help ensure a close match between the training provided and the need to be met.

## **2.2 Responsibilities for Delivery of Learning**

Responsibility for provision of learning falls in two main areas.

### **2.2.1 Learning& Development Team**

The L&D team will monitor applications for learning and development. The L&D team will control administration for training, including organising tutors, accommodation and invitations. They will also monitor attendance and maintain training records, which can be requested by staff members and managers when needed.

Training required regularly (core and mandatory courses plus others known to be required regularly throughout the year) will be listed in a 6 monthly training plan.

Other less frequently required events will be set up when demand exists – when there is sufficient budget, numbers and business needs to make running training viable.

Some learning and development is required only occasionally and may be requested to meet very specific needs or circumstances. The Learning and Development Manager will source appropriate development for applicants, liaising where necessary with other organisations or professional bodies and depending on available budget.

Where an applicant wishes to attend a specific event (e.g. a conference or external event that they have identified as appropriate to meet a learning need) the L&D Team will make the booking. A training request form is needed for all conferences and events in addition to traditional training courses. A training request is needed even if the training is free as there is still the cost of the person attending.

For conferences – Bield encourage attendance at key conferences in Scotland such as SFHA, CIH but attendance should be limited to one core attendee. Attendees at any conference should formally share their learnings with colleagues. Only where there is a good business reason, such as concurrent sessions or there is a 3 for 2 or 2 for 1 type offer would more than one person be permitted to attend.

Training or conferences, should where possible, be in Scotland. Where the only suitable provision is out with Scotland, travel and accommodation costs should be minimised and estimates included in the training request form. See the expenses policy on grapevine for more details.

### **2.2.2 Managers / Senior Colleagues**

As part of day-to-day management, managers and senior or experienced staff are expected to carry out some training for their staff teams (either in groups or on a one-to-one basis). Training can be requested in Training Skills to allow them to fulfil this expectation.

A number of training toolkits containing material for delivery by local staff are available to support good quality and consistent training such as the best practice trainings on grapevine.

Learning delivered in this way including all local organised training that is not organised by the Learning and Development Team should be recorded by the participant and their manager, and details should be forwarded to the L&D Team to be recorded on the participant's training record. If L&D is not informed about your local training it will not be on your training record.

### **2.3 Systems for delivery of learning**

Learning has traditionally been provided through tutor led / classroom delivery. While this style of learning has its benefits and will continue to be offered, participants may be asked to learn by other methods, including (but not restricted to):

- on-the-job learning
- coaching
- e-learning
- open learning
- reading
- guided internet research
- reflective practice

- observed practice

## **2.4 Attendance at Training**

Managers who submit learning and development requests for members of their team are expected to make every possible effort to allow participants to attend. While there will sometimes be last-minute problems that prevent attendance, withdrawal from training should be kept to a minimum as it is very costly for Bield and leaves the service vulnerable as the learning gap will not be filled. Equally, participants are expected to make every effort to attend training that the organisation has invested in on their behalf.

Failure to attend training that has been booked without prior notification to L&D or cancellation of training less than 3 days before the course will result in a non-attendance email being sent, by L&D, to the non-attendee's line manager and the line manager's manager will also be copied in along with the reasons for your cancellation. All training links to a business need and has associated costs, even if delivered by an internal trainer, so every effort must be made to ensure course attendance.

L&D will report all non-attendance and late cancellations of training detailing who was not attending and the reasons for cancellation. This will be reported to SMT as part of ongoing training attendance KPI reporting. Responsibility for ensuring attendance at training remains with the line manager.

Where numbers booked on training are less than the minimum number required for a course the course may be cancelled by L&D and rescheduled to a time or location when there are enough people to attend, as it is not cost effective to run training at less than optimum capacity. Where possible, L&D will aim to fill courses and minimise cancellation. Where a course, is facilitated by an external trainer and there are no attendees or less than minimum numbers 3 weeks before it is due to take place it will be cancelled by the L&D team and any participants booked to attend will be notified. For courses facilitated by internal trainers cancellation due to low numbers would be 2 weeks before.

## **2.5 Evaluation**

Following training, participants (and their supervisors and managers) will be expected to support the Learning and Development Manager in evaluating the effectiveness of training. This extends beyond the reactive evaluation which normally takes place at the end of a training event, and should include evaluation of the outcomes achieved by the changes made as a result of the learning. This is measurable only after the participant has returned to the workplace and applied their skills over a period of time. Where invited; participants will be expected to respond to evaluation requests (which may be made some months after having attended the learning). This is a condition of being accepted on to the learning event.

## **2.6 Transfer of Learning**

The stage at which an organisation benefits from its training investment is where the participants return to work with increased or improved knowledge, understanding, skill and behaviours that they will apply in order to improve practice. It is recognised that participants will require support to apply their learning. This support may be provided by your own supervisor or manager as well as the Learning and Development Manager.

After attendance at any learning event, the participant's supervisor or manager should discuss the support that the participant may need to apply their learning. This will be expected for every learning event attended.

All training delivered in house and arranged by the L&D team will require attendees to fill in an action log for every training they attend. These will be provided at the training. They are for the participant to record any actions or behaviours or learnings they wish to take back to the work place. This should be reviewed with your manager either in supervision or your normal 1:1 sessions with your manager to see how you have applied your learning and any further support needed.

All staff in registered roles need to show portfolio of valid CPD over a 5 year period post registration to achieve re-registration and remain in their current posts. The above reflective practice using the action logs from classroom training can count toward the hours of CPD that registered staff will need to evidence for their registration.

Staff registered in the category of Manager need to evidence 25 days (150 hours) CPD over 5 years.

Staff registered as Supervisors, Practitioners or Support workers need to evidence 10 days (60 hours) CPD over 5 years.

### **3 TIME TO ATTEND TRAINING**

#### **3.1 General Learning and Development**

For scheme based staff, 7.5 hours will be credited for a full day course **external** to their development (a typical 10am to 4pm course is only 5.5 hours training but 7.5 hours can be claimed). For office based staff, 7 hours will be credited for a full day course **external** to their base office. As up to 2 hours travel is already included for offsite training no additional travel time can be claimed except for the following situations:

- if your expected travel time for training exceeds 2.5 hours each way, the time in excess of 5 hours return can be charged to the training budget at your normal hourly rate, but only if agreed in advance of the training.
- if your expected travel time for training exceeds 2.5 hours each way or over 90 miles, you would be permitted to stay overnight the night before each day's training but only if agreed in advance of the training in case there is a closer training that could be attended. The maximum spend for overnight accommodation with Breakfast is £65.

For training at a development or at a person's base location or for half day training, only the actual hours in training can be credited. (the time taken for a lunch break should not be included in the actual hours of training for a part-day course).

For half days training - no accommodation will be provided (unless the travel time exceeds 2.5 hours and there is no way to get to the course for the start time). Only travel time in excess of 2.5 hours each way, agreed in advance can be claimed.

If it is not possible to get accommodation for less than £65, and / or traveling time would exceed 2.5hours each way, the L&D manager and the participants line manager would decide on a case by case basis, depending on the nature and importance of the training whether it is acceptable to exceed the limits for a specific training. The L&D team would authorise and book any accommodation needed based on request. Any accommodation or excess travel time payments need to be authorised and agreed before any training commences. No retrospective accommodation or excess travel time costs can be charged to the training budget.

Where possible L&D team will aim to provide training at developments where there is an appropriate room to conduct the training that will not adversely affect the service users, and where there are enough people local to the development who need the training to meet the minimum numbers set for that training to be feasible.

### **3.1.1 eLearning**

The guide time for completion will be indicated for any e-learning packages or open learning. For mandatory elearning and elearning needed for your current role, the time incurred the time should be fitted into your daily schedule. For non-essential CPD or for your own personal development should be completed in your own time as part of your own professional development. .E.g. as needed to maintain registration. No overtime should be charged to the L&D budget for completion of elearning unless agreed on a case by case basis between the line manager and the L&D team.

Further information is given below regarding time allowed to achieve qualifications.

## **3.2 Legal Right to Request Time Off for Training**

Employees who have worked 26 weeks or more for an employer will have the right to request time off for training. Such requests will not be necessary for attending approved training events, as time to attend approved training will automatically be allowed. For attendance at training that has not been approved by the line manager or the Learning and Development Manager, requests must be made in writing to the Learning and Development Manager. Time off may be allowed, but may be unpaid. Refused requests will be notified in writing.

## **4 PROFESSIONAL DEVELOPMENT, QUALIFICATIONS AND REGISTRATION WITH REGULATORY BODIES**

### **4.1 Application for support for Authorisation and Entitlement –Role essential qualifications**

All staff must discuss their needs with their line manager first.

Staff members may apply for assistance to undertake an approved, **role essential** course of study leading to the achievement of a recognised qualification. An approved course of study is defined as one which meets the requirements of a professional body regulating staff members in the participant's post, for example the Scottish Social Services Council (SSSC) and / or one which Bield considers to be essential for the applicant's role. The qualifications prioritised for receiving support are based on the date that a condition of registration is required to be satisfied and / or available funding. Full details on what's involved in doing an

SVQ and Bield's SVQ terms and conditions, including funding conditions, can be found in the "SVQ Guidance, Terms and Conditions" document on grapevine.

For those staff members who must register with the SSSC, it is a condition of registration that they must achieve an appropriate qualification within a prescribed timescale. Failure to achieve the necessary qualification will result in the staff member being removed from the SSSC register and since it is incumbent upon the employer to ensure staff members in roles requiring registration are correctly registered, removal from the SSSC register will lead to them being unable to remain in their role in Bield.

Members of staff undertaking an approved course of study are entitled to the following assistance:

- only the additional course and enrolment fees after any funding has been applied. People should apply for any funding they are eligible for e.g. ILA and SAAS. If not eligible for funding this should be documented in writing to the L&D team. Only where someone is not eligible for external funding will Bield consider covering the full course fees.
- any examination fee(s)
- the cost of approved text books up to £70 per year (any text book will be the property of Bield, books will be ordered through the Department of Human Resources) – books should be returned to the Department of Human Resources on completion of the course
- time off unpaid to attend an approved taught course of study provided that this is consistent with the efficient operation of Bield up to a maximum of 2 days per month for day release courses or 16 days a year where necessary (i.e. where time off would hamper efficient operation) compressed hours may be required for all or part of the course. Where more time off is needed annual leave should be used: however, one day paid study leave per examination will be allowed
- where a course is completed by exam, paid time off will be allowed for the exam; including travelling time to the exam venue
- graduation fees where incurred
- only one approved course of study will be undertaken at any time
- up to one day study leave will be granted to those completing a Scottish Vocational Qualification (SVQ); the amount will be dependant on the level of SVQ and the number of units required to achieve it; one hour per unit should be allowed; in addition, two hours overtime may be claimed for participation in SVQ induction held on site (i.e. not an observation session when the participant will be undertaking normal duties as part of their work)
- where a member of staff works **only** sleepover shifts, it may not be possible for their SVQ assessor to observe them working; if this is the case the member of staff will be required to work one day shift (with pay at the normal rate) to allow observation to take place

Membership fees of professional bodies will not be paid by Bield.

Participants, if eligible, should apply for an Individual Learning Account (ILA) to cover part of the fees for an SVQ2 or a PDA or for any other training that is eligible for ILA funding.

Participants, if eligible, should apply for SAAS funding to cover part of the fees for a SVQ 3, SVQ4 or RMA or SVQ4 Management Units or any other qualification that is eligible for SAAS funding;

ILA and SAAS are grants which, if awarded, can be used to pay for part of the cost of the course if both the individual and the learning activity meet the eligibility criteria for the funding. See appendix 1 for details and eligibility criteria for funding.

The exception to the above is where funding is available such as the government VSDF funding; here people will be invited to do their SVQ when funding is available which could be several years before they need to be qualified. If you are offered VSDF or other full funding opportunities, failure to take up the funded qualification (without good cause) will result in no future funding being offered for the same qualification even if you are nearing your registration date.

If an approved course of study exceeds one year in duration then application for assistance must be made for each year, although this will normally be granted upon the successful completion of the previous year's studies. Bield will withdraw assistance and require a full refund of costs incurred if a staff member demonstrates lack of application in or discontinues their studies or fails to complete the course in the time scales set out or leaves Bield of their own choice before completing the course.

In some instances, when people undertake course or training that they need for their role, particularly in specialist roles it can lead to a qualification by default, this will be funded provided the course was essential to them fulfilling their role e.g. to become a Load Management internal trainer, you would be funded to obtain your load management train the trainer certificate etc.

#### **4.2 Application for support for Authorisation and Entitlement – Development Qualifications**

All staff must discuss their needs with their line manager first.

Staff members may apply for assistance to undertake an approved **development** course of study leading to the achievement of a recognised qualification that is essential for their professional development and future roles within Bield, but not essential for their current role. Or non-essential, but doing the qualification would have significant advantages to Bield within the person's current role due to the skills, knowledge and behaviours they would gain and could apply in their current role.

To qualify for this type of funded qualification the following conditions apply:

- The person must have at least 12 months service
- The person must be performing well, meeting their objectives and measured via performance development review or supervision
- There must be available budget after core and essential training has been covered, e.g. will only be approved where there is allocated budget or budget under spend.

- The course fees will only be funded to a maximum of £2000 per person and per qualification.
- There must be an approved request form signed by the individual, their manager and their assistant director or above and a real eagerness on the individual to do the course. The request form must detail the business case for why this individual should do the course of study and the benefits to Bield.
- The number of funded qualifications across Bield per year will be determined annually in January by SMT. Requests will be prioritised on business needs, fairness and proportionality across Bield.

Members of staff undertaking an approved development qualification or course of study are entitled to the same assistance as for essential qualifications.

### 4.3 Recovery / Repayment of Fees

Bield will always seek to recover, either fully or partially, funding awarded by Bield (excluding any personal grants received) for approved essential and developmental courses and qualifications in the following circumstances.

- If an employee abandons the course or fails to complete the qualification (full fee recovery)
- If an employee fails to complete the qualification in agreed time scales (full fee recovery) (please see appendix 2 for SVQ completion timescales)
- If an employee fails to start their qualification after the fees have been paid, this is classed as failure to complete (full fee recovery)
- If employment ends whilst an employee is undertaking an approved course of study (full fee recovery)
- If employment ends in the 24 months following completion (awarding of certificate) of an approved course of study (recovery of fees for 24 months reducing monthly on a pro rata basis e.g. the amount to be repaid reduces by 1/24th every month of service after completion so if leave after 12 months would have 50% to pay)
- If an employee fails to apply for and obtain ILA or SAAS funding, if eligible, before they start date of their qualification they will be required to pay the amount the funding would have covered (further details in Appendix 1)
- **Bield will not seek to recover**, either fully or partially, funding awarded by Bield (excluding any personal grants received **if your employment ends by reason of redundancy or capability issues due to ill-health.**

Bield may decide it is inappropriate to seek recovery of funding awarded by Bield for an approved course of study or may choose to seek a lesser amount in the following circumstances. You are required to make a request in writing to L&D Manager for consideration of your individual circumstances.

- **If exceptional and unforeseen circumstances (e.g. long term absence due to ill health) have prevented you from completing the course on time.**

In the circumstances above, employees will be provided with a maximum period of 12 months from date the course is abandoned/failed to repay the full amount of funding awarded by Bield. Unless otherwise agreed in writing repayment will be made in equal monthly instalments via salary deduction and you will be advised in writing in advance of the first deduction.

In the event that your employment ends and there is a requirement for full or partial repayment of funding for an approved course of study then a deduction for the full amount will be made from your final salary payment. In the event that there is a further amount due then you will be given a period of 28 days to pay the balance before further action is taken to recover money owed.

#### **4.4 Completed Qualifications**

On HR obtaining receipt of evidence of the successful completion of an approved qualification (such as a letter from the provider or awarding body), a staff member will be able to move to either the qualified or part qualified point on their salary range or if currently on the qualification bar be able to move to the point above the qualification bar as appropriate. The incremental month of the member of staff will be amended to reflect the month of this increase in salary in line with the policy on incremental months.

#### **5. Date of Next Review**

This policy is scheduled for further review in February 2020.

## Funding to help with Bield funded SVQ costs

- For all qualifications, you **should apply**, (if eligible) and have the ILA or SAAS funding and have the funding in place before you start your qualification.
- You should personally apply for funding as soon as your application for your SVQ has been accepted as it is your responsibility to obtain funding.
- Failure to apply for funding (If eligible) means you will be liable for self-funding the costs that the ILA or SAAS grant would have covered (e.g. liable for £200-£800)
- If not eligible for ILA or SAAS funding L&D will need evidence of this in writing, before Bield will fund the full qualification
- VSDF government funding does not require you to obtain ILA or SAAS funding
- Bield will fund the additional costs of the qualification after the funding has been applied; provide you are eligible for a Bield funded qualification.

**ILA** – you should apply for ILA funding if you are doing your **SVQ 2 or PDA Supervisors Award**.

<http://www.myworldofwork.co.uk/content/ila-eligibility-checklist>

**SAAS part time grant** – You should apply for SAAS funding if you are doing your **SVQ 3, SVQ 4, RMA or SVQ 4 management units**.

[http://www.saas.gov.uk/part\\_time/index.htm](http://www.saas.gov.uk/part_time/index.htm)

## What are the eligibility criteria for ILA and SAAS part time grant funding?

For both you need to:

- Be an ordinarily resident in the UK for three years immediately before the first day of the course;
- Be an ordinarily resident in Scotland on the first day of the course
- Be studying with a Scottish college or approved training provider.
- Not hold a UK degree or postgraduate qualification or overseas equivalent
- Not enrolled in any form of secondary, further or higher education currently
- Not have an ILA or SAAS grant this year already
- You must apply to have your fees paid straight to the college.
- **For ILA you need to earn less than £22,000 and for SAAS earn less than £25,000**

## **If I am not eligible for Bield funding for my qualifications what funding options are there and can I still do a qualification?**

- You can personally apply for funding ILA or SAAS funding (if eligible) for your qualification and self-fund the remaining costs. If not eligible for funding you can opt to self-fund the full qualification.
- Bield will provide the on the job support needed and study leave as per the L&D policy.
- The L&D team will support and coordinate your SVQ and induction etc.
- A request form and Manager approval is still needed even if you are self-funding as SVQ's are vocational and manager support on the job is needed.

## **Appendix 2**

### **How long will it take me to complete my SVQ?**

- SVQ 2 should be completed within 6 – 9 months of attending your SVQ Induction
- SVQ 3 should be completed within 9 – 12 months of attending your SVQ Induction
- SVQ 4 should be completed around 12 months of attending your SVQ Induction
- SVQ4 Leadership and Management for Care Services award (LMC) or Registered Manager Award (RMA) around 12 months of attending your Induction
- SVQ4 management units should be completed within 6 months of attending your SVQ Induction.
- PDA supervisors award, the two 1500 word or one 3000 word assignment should be completed within 3months of starting. NOTE:
- For people who do not have an SVQ 3, they would attend a PDA with 2 or 3 classroom sessions. All classroom sessions must be attended. Assignments will be due around 4 weeks after the last session.
- For people with an SVQ3 they can do the online PDA. Assignments will be due around 12 weeks after starting.

### **IMPORTANT NOTE:**

- This is the maximum length of time a qualification should take and they can be completed quicker. A realistic expected completion date is decided between the assessor, the employer and the candidate at induction, taking the individual candidate circumstances into account.
- For VSDF funding these are time scales in which SVQ's need to be completed to meet the government conditions of the funding.
- Failure to complete within these time scales means any SVQ funding may need to be repaid by the candidate