

Sponsorship/Secondment Policy

Version: 2

Ratified by: JCNC

Date Ratified: September 2009

Name of Author: Liz Busby (Practice Placement Manager)

**Name of responsible committee/individual: Professional
Education and Corporate Learning Team**

Date issued: September 2009

Review Date: September 2010

Contents Page

1	Introduction	4
2	Purpose.....	5
3	Duties.....	5
3.1	Duties within the Organisation.....	5
3.2	Identification of Stakeholders.....	5
4.	Method for Development.....	5
4.1	Consultation and Communication with Stakeholders.....	5
5.	Content.....	6
5.1	Conditions of Sponsorship and Secondment	6
5.2	West Midlands Strategic Health Authority.....	7
5.3	Application process	7
5.4	Employment status and funding	8
5.5	Annual Leave	9
5.6	Professional responsibilities	10
5.7	Local Line management responsibilities	11

6.	References.....	11
7.	Equality Impact Assessment.....	11
8.	Approval, Dissemination and Implementation.....	11
8.1	Approval of Document.....	11
8.2	Dissemination.....	11
8.3	Implementation.....	11
9.	Monitoring Compliance with and Effectiveness of Policy.....	12
10.	Associated Documentation.....	12

Appendices

Appendix A Equality Impact Assessment Form

Appendix B Managers Support Form

Appendix C Managers Agreement Form

Appendix D Sponsorship / Secondment Checklist

Appendix E HR Policy Feedback Form

1 Introduction

1.1 Birmingham Children's Hospital NHS Trust recognises the importance of offering development opportunities to its workforce as part of its commitment to the development of a lifelong learning culture.

1.2 The Trust encourages applications from employees wishing to apply for **sponsorship** to undertake a 2 or 3 year pre-registration course in the following professions, which are directed by the Strategic Health Authority:

- Dietetics;
- Midwifery;
- Nursing: Adult, Child, Mental Health or Learning Disability branch. Diploma or Degree.
- Occupational Therapy;
- Operating Department Practitioner;
- Physiotherapy;
- Radiography: Diagnostic or Therapeutic;
- Speech and Language Therapy.

Or **secondment** to:

- the Child Health Additional Registration Programme (CHARP) (formally known as conversion course)
- Perioperative practice.

2. Purpose

2.1 To provide opportunities as part of an overall education commissioning strategy in partnership with West Midlands Strategic Health Authority by:

2.2 Enabling transition between career levels 1 – 4 and level 5 for nursing and AHP's.

2.3 Enabling non professionally qualified staff to access career progression opportunities.

2.4 Expand the number of Midwives in order to respond to local and national Midwifery workforce demands.

2.5 Support nurses to acquire dual registration to promote flexibility across the existing workforce.

2.6 To outline the procedure staff must comply with when applying for Sponsorship or Secondment

3. Duties

3.1 Duties within the Organisation

All Trust staff must comply with this Policy when applying for Sponsorship or Secondment and for the duration of their Sponsorship or Secondment.

3.2 Identification of Stakeholders

Stakeholders include:

- ⇒ Individuals undertaking Sponsorship or Secondment
- ⇒ Sponsoring / Seconding managers
- ⇒ West Midlands Strategic Health Authority
- ⇒ West Midlands Higher Education Institutions

4. Method For Development

4.1 Consultation and communication with stakeholders

4.2 Joint Consultation and Negotiation Committee (for discussion)

4.3 Consultation with Strategic Education Forum

4.4 Joint Consultation and Negotiation Committee (for ratification)

5. Content

5. Conditions of Sponsorship and Secondment

5.1 Successful applicants wishing to enrol in the courses above must attend a University nominated by the West Midlands Strategic Health Authority for the duration of their course.

5.1.2 It is a condition of sponsorship and secondment that successful applicants sign the necessary Change Form before commencing their course, thereby moving to a 1, 2 or 3 year fixed term contract of employment for the duration of their course.

5.1.3 All employees applying for sponsorship or secondment must have/possess and provide the following evidence, if requested:

- A letter of acceptance from their chosen university
- Minimum of 1 years continuous service with Birmingham Children's Hospital NHS Foundation Trust, full-time or part-time, and successfully passed through their Foundation Gateway or had a recent PDR before applying for sponsorship;
- Good health and attendance record, in line with the Trust's Sickness and Absence Policy;
- Written reference from current manager/s recommending nomination for sponsorship / secondment, commenting on work performance and attitude displayed in the workplace over the preceding 5 years, if applicable.
- No disciplinary hearings/warnings pending.

5.1.4 In deciding which employees to sponsor or second, the Practice Placement Managers through the Directorate of Governance and Education will consider all references provided. Where an employee works for two or more departments/wards they must provide a reference from each of their line managers.

5.1.5 The Directorate of Governance of Education may refuse sponsorship or secondment to an employee based on the information provided in their references.

5.2 West Midlands Sategic Health Authority

- 5.2.1 The annual workforce planning process and the availability of salary replacement funding from the West Midlands Strategic Health Authority will influence the number of places available for sponsorship and secondment to Trust employees each year.
- 5.2.3 All employees that successfully apply for sponsorship or secondment will be transferred on to the education budget, held by the Professional Education and Corporate Learning Team.

5.3 Application process

Trust employees that are interested in furthering their NHS careers via this route are encouraged to seek the advice of their peers, line manager, HR department and the Professional Education and Corporate Learning Team.

- 5.3.1 All Trust employees wishing to apply for sponsorship or secondment must discuss this with their line manager and should be identified through the Trusts PDR process.
- 5.3.2 All candidates for sponsorship and secondment are responsible for completing their applications, including contacting the relevant university to ensure they meet the required academic and non-academic course requirements.
- 5.3.3 Employees must have applied for and received confirmation of a place on their chosen course, prior to applying for sponsorship / secondment.
- 5.3.4 The employee's line manager must formally nominate the employee for sponsorship or secondment by completing the relevant forms on pages 19 - 22.
- 5.3.5 All nominations for sponsorship and secondment must be submitted by the end of February for all courses commencing the following academic year.
- 5.3.6 Sponsorship / Secondment places are commissioned by the West Midlands Strategic Health Authority. Places are allocated on a first come first served basis.

5.3.7 Trust employees must apply for their chosen course through:

UCAS ☎ 08701 122211

For information on applications and deadlines for submission, the relevant universities admissions office should be contacted.

5.3.8 CRB checks and occupational health checks will be requested and processed by the employee's chosen university.

5.3.9 BCH employees in receipt of sponsorship/secondment funding are not entitled to claim additional expenses incurred. The Trust's expenses policy does not apply to this cohort of staff as their courses last for 12 months or more. Therefore, this cohort of staff may not claim for travel expenses to and from their placements/educational establishments, subsistence allowance, educational textbooks, etc.

5.4 Employment status and funding

5.4.1 Successful applicants will be placed on a fixed term contract for the duration of their studies.

5.4.2 Sponsored students will be paid 80% of Point 9 (Band 3) under Agenda for Change National Terms and Conditions for the duration of their fixed-term contract of employment. This is dependent on funding from the West Midlands Strategic Health Authority. Consequently, this may result in changes to an employee's income and working hours, as unsocial hours and overtime will not be paid.

5.4.3 Seconded students will be paid 80% of Point 18 (Band 5) under Agenda for Change National Terms and Conditions for the duration of their course. This is dependent upon funding from the West Midlands Strategic Health Authority. Consequently, this may result in changes to an employee's income and working hours, as unsocial hours and overtime will not be paid.

- 5.4.4 The employee will be line managed by the Trust's Practice Placement Managers (PPM) for the duration of their contract. The PPM is responsible for conducting the employee's performance review and will provide guidance and support for the employee as and when required.
- 5.4.5 Failure to complete any academic and clinical outcomes required by the course may affect an employee's sponsorship and subsequently their fixed term contract of employment with the Trust may be terminated in accordance with the Trust's Capability Policy.
- 5.4.6 Failure to complete any academic or clinical outcomes required by the course may affect an employee's secondment. Any outstanding course requirements will need to be achieved whilst back in the seconding area and at the manager's discretion.
- 5.4.7 All of the courses available for sponsorship and secondment result in Professional Registration. Therefore, Trust employees are expected to conduct themselves in a professional manner at all times whilst at University, on placement or at the Trust. To ensure professional standards are maintained, the Trust, via the PPM team, will request information concerning conduct, attendance and academic achievement from each university participating in this scheme on a regular basis.
- 5.4.8 Sponsored and seconded employee's must follow Trust policy and guidelines at all times. Sponsored / seconded employee's may face disciplinary action if they fail to do so. Sponsored/seconed employee's are actively encouraged to liaise with their PPM if they are unsure about Trust guidelines and procedures.

5.5 Annual Leave

- 5.5.1 Annual Leave will be followed as per university course plans.
- 5.5.2 Sponsored and seconded employees will be expected to work the full 24-hour shift pattern or that which is applicable to their chosen profession whilst on any placement. This ensures that learning opportunities are maximised and continuity of assessment is achieved.

Bank shifts can only be worked on designated days off or annual leave. Study leave does not constitute a day off. Students must adhere to the European Working Time Directive as per Trust Policy.

5.6 Professional responsibilities

- 5.6.1 Sponsored and seconded employees must attend all academic and clinical sessions as required by their chosen course. Episodes of sickness and absence must be reported in accordance with Trust and University policies.
- 5.6.2 Sponsored and seconded employees are encouraged to have an honest, open dialogue with their PPM and advise the PPM team of any difficulties they face as early as possible.
- 5.6.3 If the sponsored employee chooses to discontinue their training then their contract of work with the Trust may be terminated in accordance with the Trust's Capability Policy.
- 5.6.4 If the seconded employee chooses to discontinue their training, they must discuss this with their seconding manager. Funding will be terminated and the secondee must return to seconding area.

Sponsored students

- 5.6.5 Once the fixed term contract expires the student will no longer be a Trust employee and their sponsored funding will cease. It is the responsibility of the student to find employment after completing their studies.

Seconded Students

- 5.6.6 On successful completion of the course, the secondee will return to their original role in the seconding area. Secondees are expected to continue employment in their seconding area for a minimum of 6 months after their course.

5.7 Local Line Manager(s) responsibilities

- 5.7.1 The current line manager must ensure the candidate is eligible for sponsorship / secondment and have highlighted this through the Trusts PDR process.
- 5.7.2 The current line manager must ensure that at the time of application for sponsorship / secondment, the candidate is not subject to any performance management / disciplinary proceedings.
- 5.7.3 .The current line manager should act as a guide and support the candidate through the sponsorship / secondment process.
- 5.7.3 The current line manager must ensure that all relevant paperwork has been completed and sent to the PPM team once the candidate has applied to university for their chosen course (for sponsorship) and when applying for secondment.

6. References

Birmingham Children's Hospital NHS Foundation Trust:

- Capability Policy
- Sickness and Absence Policy

Working Time Regulations (1998)

Agenda for Change (www.nhsemployers.org.uk)

7. Equality Impact Assessment

See Appendix A

8. Approval, Dissemination and Implementation

8.1 Approval of document

JCNC, 10th August 2009

8.2 Dissemination

The policy will be placed in the HR Policies folder on the Trust intranet. Awareness will be raised through HR briefings and Trust wide events.

8.3 Implementation

The implementation of this policy will be supported through HR processes and the Professional Education and Corporate Learning Team.

9. Monitoring Compliance with and Effectiveness of the Policy

All applications for Sponsorship and Secondment must go through the Professional Education and Corporate Learning Team. The Practice Placement Managers are responsible for line managing successful applicants and will therefore continually monitor this process.

10. Associated Documentation

Appendix A (Equality Impact Assessment form)

Appendix B (Sponsoring / Seconding Managers support form)

Appendix C (Sponsoring / Seconding Managers agreement form)

Appendix D (Sponsorship / Secondment checklist)

Appendix A

– Equality Impact Assessment

To be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

EQUALITY IMPACT ASSESSMENT FORM

SECTION 1:

Department		Assessor:
Policy/ Service Title:		Date of Assessment:
1. Describe the purpose of this policy or function	<p>To provide opportunities as part of an overall education commissioning strategy in partnership with West Midlands Strategic Health Authority by:</p> <p>Enabling transition between career levels 1 – 4 and level 5 for nursing and AHP's.</p> <p>Enabling non professionally qualified staff to access career progression opportunities.</p> <p>Expand the number of Midwives in order to respond to local and national Midwifery workforce demands.</p> <p>Support nurses to acquire dual registration to promote flexibility across the existing workforce.</p> <p>To outline the procedure staff must comply with when applying for Sponsorship or Secondment</p> <p>To ensure the approach in applying for Sponsorship / Secondment is standardised.</p>	
2. Who is affected by this policy?	All Trust staff	
3. What are the outcomes or intended outcomes of this policy/ function?	<p>To standardise the approach to Sponsorship and Secondment opportunities</p> <p>To reflect current information and changes in funding from West Midlands SHA</p> <p>Clarify the opportunities available and correct processes to be followed.</p>	

4. What consultation has been undertaken during the development of this policy/function?	<p>Taken to JCNC for dissemination and discussion – comments welcomed</p> <p>Comments sought from a wide range of health professionals</p> <p>Comments sought from original author</p> <p>Discussed at Strategic Education Forum</p> <p>HEI's consulted in process</p>
5. What information or evidence has been used to assess the potential impact across the equality strands?	<p>Comments taken from a wide range of health professionals</p> <p>Developed under guidance from HR</p> <p>Complies with current policies</p>

IMPACT		
<p>1. What is the impact or likely impact, either positive or negative, of the initiative on individuals, staff, or the public at large? Reflects up to date information,</p> <p>2. Positive impact: Funding has increased</p> <p>3. Minimum length of service before eligible to apply for sponsorship / secondment reduced – positive for staff. Introduction of change may produce a negative reaction.</p>		
3. Please complete the following list and identify if there is, or likely to be, an impact on a group		
a) Grounds of race, ethnicity, colour, nationality or national origins.	No <input type="checkbox"/>	Adverse? <input type="checkbox"/> Provide further details:
b) Grounds of sexuality or marital status	No <input type="checkbox"/>	Adverse? <input type="checkbox"/> Provide further details:
c) Grounds of gender	No <input type="checkbox"/>	Adverse? <input type="checkbox"/> Provide further details:

d) Grounds of religion or belief	No <input type="checkbox"/>	Adverse? <input type="checkbox"/> Provide further details:
e) Grounds of disability	No <input type="checkbox"/>	Adverse? <input type="checkbox"/> Provide further details:
f) Grounds of age	No <input type="checkbox"/>	Adverse? <input type="checkbox"/> Provide further details:

If you have stated that there is an adverse impact a Full Impact Assessment is Required. Complete Section 2.

SECTION 2:

Modifications

1. If you stated that the policy/ function has or could have an adverse impact on any group, how could you modify it to reduce or eliminate any identified negative impacts?

N/A

2. If you make these modifications, would there be an impact on other groups, or on the ability of the policy to achieve its purpose?

N/A

Consultation

Under the Race Relations (Amendment) Act 2000 you are required to consult on the impact of new policies, functions and service change.

3. How do you plan to consult on these modifications?
Specify who would be involved, timescales and methods.

N/A

Decision Making

1. Who will make the decision?

2. What is the decision?

- ☐ Reject the policy/ function
- ☐ Introduce the policy/ function
- ☐ Amend the policy/ function
- ☐ Other (Please explain)

Monitoring and Review

1. How will the implementation of the policy/ function and its impact be monitored?

PPM team responsible for ensuring that transition into sponsorship / secondment is smooth and will continually monitor successful applicants via line management duties

HR feedback form included in policy

2. What are the overall learning points from this assessment?

3. What actions are recommended from this assessment?

4. When is the review date?

September 2010

For advice in respect of answering the above questions, please contact the Equality and Diversity Officer on Ext: 8611. A completed form must be returned with your procedural document.

Appendix B

Birmingham Children's Hospital

NHS Foundation Trust

Information to Support Secondment* / Sponsorship* – To be completed by current line manager (* please delete as appropriate)

Applicants Name:

Post Applied For:

Ward/Department:

Please complete giving as much information as possible.

How long have you known the candidate and in what capacity?	
Relevant experience in speciality applied for:	
Relevant clinical/non clinical skills:	
Management/supervisory skills: e.g. organisational/ communication skills	
Teaching/mentoring/coaching skills:	
Personal/interpersonal/ initiative/team working skills:	

Relationships with and attitude to colleagues:	
Relationships with and attitude to patients and parents/carers:	
Note/record keeping skills:	
Time keeping/attendance record: please indicate sickness absence record over past 2 years (no. of days on how many occasions)	
<p>Additional comments:</p> <p>How would you assess the suitability of the applicant to undertake the course for which they want to apply?</p>	

This Trust is exempt from the Rehabilitation of Offenders Act and applicants are required to declare all previous convictions, including those which are spent. If you are aware of any criminal convictions, cautions or impending prosecutions against this applicant, please state details including dates.

Name of referee:

Job Title

Grade/Band:

Signature:

Date:

Name of Hospital /Business/Nursing Home etc. :

**DEPARTMENTAL MANAGER AGREEMENT FOR SPONSORSHIP OF
STAFF MEMBER ONTO _____ COURSE
(please specify)**

I confirm that I have discussed with (insert name) _____ the
details and conditions of **sponsorship** according to the Trusts Sponsorship /
Secondment Policy (September 2009).

(insert name) _____ understands the Trust's Sponsorship / Secondment
Policy and agrees to the responsibilities and standards detailed in the Policy,
including becoming a fixed-term employee of the Trust. Therefore employment with
the Trust will be terminated on completion of course.

I am happy to support this application.

Sponsored student's full name _____

Sponsored student's signature _____ **Date** _____

*I _____ consent to the Trust asking for information relating to the course
progression, conduct and attendance as part of my performance review. Please tick ☐

Sponsorship agreed by Line Manager

Full name _____

Signature _____ **Date** _____

Sponsorship agreed by Head of Department/ Head of Nursing.

Name _____

Signature _____ **Date** _____

One copy of this form to be given to sponsored student, one copy to be retained in personnel record

**DEPARTMENTAL MANAGER AGREEMENT FOR SECONDMENT OF
STAFF MEMBER ONTO _____ COURSE
(please specify)**

I confirm that I have discussed with (insert name) _____ the details and conditions of **secondment** according to the Trusts Sponsorship / Secondment Policy (September 2009).

(insert name) _____ understands the Trust's Sponsorship / Secondment Policy and agrees to the responsibilities and standards detailed in the Policy. Therefore _____ and current manager _____ are aware that secondees will return to current role in seconding area on completion of course.

I am happy to support this application.

Seconded student's full name _____

Seconded student's signature _____ **Date** _____

*I _____ consent to the Trust asking for information relating to the course progression, conduct and attendance as part of my performance review. Please tick ☐

Secondment agreed by Line Manager

Full name _____

Signature _____ **Date** _____

Secondment agreed by Head of Department/ Head of Nursing.

Name _____

Signature _____ **Date** _____

One copy of this form to be given to secondees, one copy to be retained in personnel record

Appendix D

Birmingham Children's Hospital NHS Trust, Steelhouse Lane, Birmingham, B4 6NH



Sponsorship / Secondment Checklist

1. Suitability highlighted through PDR process ☐
2. Meeting held between manager and employee to determine eligibility ☐
3. Employee to find relevant course at appropriate University ☐
4. Employee to apply to University for chosen course ☐
5. Once confirmation of acceptance onto course is received, employee
and manager should complete Sponsorship / Secondment application paperwork
and forward to PPMs ☐
6. Employee should await decision on Sponsorship/ Secondment application and
whether funding has been secured ☐

Approximate Timescales

February – application deadline (to PPM team) for sponsorship / secondment funding

March – Requested places sent to SHA

June / July – confirmation of available funding received

7. Once application is approved and funding has been secured, employee must
arrange a meeting with the PPM team well in advance of commencing their
course to complete necessary change forms and paperwork

HR Policy Feedback Form

The intention on this form is to provide all policy users with the opportunity to feedback their questions, concerns or observations relating to this policy.

Name (optional): _____

Job Title: _____

Ward/Department: _____

Policy used: _____

Clarity: _____

Structure: _____

Ease of use/implementation: _____

Improvements: _____

Any other comments: _____

Appendix D

Please return this form to Graham Partridge, HR Manager, HR Department,

