

## Freedom of Information Act 2000 disclosure log entry

### Reference

17-18235

### Date sent

12/12/2017

### Subject

Non Mandatory Training

### Details of enquiry

Under the FOI act, could you please provide answers to the questions below. Please Note. Question 4 requires you to complete the attached spreadsheet. Please return this in an excel format.

1. Total non-mandatory training budget 17/18
2. Total non-mandatory training spend 16/17, split by
  - a. Leadership and Development
  - b. CPD
  - c. Other (please specify)Please include spend even if delivered in-house, costs incurred from delivering training in-house (for example, cost of trainers, resources etc.)
3. Apprenticeship Levy
  - a. From the organisations contributions to the Apprenticeship Levy, how much funding has the organisation had access to spend on apprenticeship training in 17/18?
  - b. Of the amount accessible to the organisation, how much of the funding remains?
  - c. Please list the training provider(s) used to deliver the organisations apprenticeship levy training in 17/18
  - d. Please detail each of the types of apprenticeships agreed to be delivered by the training provider(s), including a module breakdown
  - e. Cost of each of the apprenticeships engaged with in 17/18
4. Please fill in the attached spreadsheet for all HR non-mandatory training the organisation has engaged with in the last 12 months.
5. Who is responsible for the procurement of external non-mandatory training?
  - a. Name
  - b. Job Title/Department
6. ESR OLM
  - a. Does the trust use ESR OLM?
  - b. What % of the workforce have successfully completed at least one (national or local) e-learning course within the previous 3 months to September

## Response Sent

1. Total non-mandatory training budget 17/18  
**£52,693**
2. Total non-mandatory training spend 16/17, split by £52,069
  - a. Leadership and Development  
**28.81%**
  - b.--CPD  
**71.19%**
  - c. Other (please specify)

**Note – some of the Trust’s education budget is apportioned on an academic year cycle and therefore the full budget will not have been spent in 2016/17 and rolled in to the subsequent financial year.**

\*Please include spend even if delivered in-house, costs incurred from delivering training in-house (for example, cost of trainers, resources etc.)

3. Apprenticeship Levy
  - a) From the organisations contributions to the Apprenticeship Levy, how much From the organisations contributions to the Apprenticeship Levy, how much funding has the organisation had access to spend on apprenticeship training in 17/18?  
**£97,657**
  - b) Of the amount accessible to the organisation, how much of the funding remains?  
**£89,657**
  - c) Please list the training provider(s) used to deliver the organisations apprenticeship levy training in 17/18  
**Skills Training UK, Hawke and Barking and Dagenham College**
  - d) Please detail each of the types of apprenticeships agreed to be delivered by the training provider(s), including a module breakdown  
**Business Administration – Provided by Skills Training UK and Hawke – please refer to the providers website for their prospectus.**
  - e) Cost of each of the apprenticeships engaged with in 17/18  
**£8,000**

4. Please fill in the attached spreadsheet for all HR non-mandatory training the organisation has engaged with in the last 12 months.

*(This has been copied below for ease of reference)*

Course Name	Was the course delivered?(In-House or Outsourced)	Date of Course	Course Fees (please include spend if delivered in-house, costs incurred from delivering the training ie. cost of trainer, resources etc.)	How was the course delivered? (Face-to-Face, eLearning, webinar)	No. of Delegates on the course	Length of Training(Half a day, full day, 2 days etc.)	Any Savings/Benefits to the course?(Increase staff engagement, staff retention, decreased sickness rates etc.)	If training was Outsourced, please provide name of training provider(Please specify if the training was delivered through ESR OLM)	Was a framework used to procure a third party training provider? If so, please state the framework
Staff Mindfulness Based Stress Reduction Programme	In-House	18 October - 6 December 2016	£3,400.00	Face to Face	20	8 evening sessions and 1 day (weekend)	Requested via Staff Appraisals	Tavistock Consulting	No - under the Trust SFI Limits
Staff Leadership Programme 1 and Edward Jenner Programme (Design and delivery)	Both	9th January - 19th May 2017	£5,000.00	Face to Face and e-learning	10	5 x 1/2 day sessions, 1:1 staff coaching sessions and e-learning	Requested via Staff Appraisals	Talkchange Limited	No - under the Trust SFI Limits
Staff Leadership Programme 2 and Edward Jenner Programme (Design and delivery)	Both	10th February - 9th June 2017	£5,000.00	Face to Face	10	5 x 1/2 day sessions, 1:1 staff coaching sessions and e-learning	Requested via Staff Appraisals	Talkchange Limited	No - under the Trust SFI Limits
Appraisal - Design and delivery of workshops	Both	27th April	£4,800.00	Face to Face	populations	2 hours sessions	Requested via Staff Appraisals	Talkchange Limited	No - under the Trust SFI Limits

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NHS Technical Report writing	Outsourced	22nd June 2017	£850	Face to Face	10	full day	Requested via Staff Appraisals	QA	No - under the Trust SFI Limits
Voice coaching and presentation skills	Outsourced	30th May 2017	£800	Face to Face	10	full day	Requested via Staff Appraisals	Rasheed Ogunlaru Ltd	No - under the Trust SFI Limits
Project Management skills	Outsourced	21st June 2017	£850	Face to Face	12	full day	Requested via Staff Appraisals	QA	No - under the Trust SFI Limits
Project Management skills	Outsourced	30th January 2017	£850	Face to Face	12	full day	Requested via Staff Appraisals	QA	No - under the Trust SFI Limits
Personal Resilience (Keeping Pressure Positive) and Assertiveness Skills	Outsourced	23rd June 2017	£695.00	Face to Face	12	full day	Requested via Staff Appraisals	Planet training	No - under the Trust SFI Limits
BAME Career Development day	Both	19th May 2017	£800.00	Face to Face	30		Requested via Staff Appraisals	Rasheed Ogunlaru Ltd	No - under the Trust SFI Limits
NHS Knowledge Energizer day	Outsourced	24th January 2017	£800.00	Face to Face	12	full day	Requested via Staff Appraisals	QA	No - under the Trust SFI Limits

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Action Learning Sets 2017 - 4 groups (5 sessions each)	In-House	June - September 2017	£11,850	Face to Face	18		Requested via Staff Appraisals	Tavistock Consulting	No - under the Trust SFI Limits
BAME Career Development - 3 days - one to one coaching sessions for staff	Outsourced	19 May, 28 June, 20 July 2017	£2,550.00	Face to Face	24	3 x full days	Requested via Staff Appraisals	Rasheed Ogunlaru Ltd	No - under the Trust SFI Limits
Microsoft Office 2013 - Excel and Word (Intermediate and Advanced) X 10 2016 - 2017	Outsourced	various dates 2016 - 2017	£2,500.00	Face to Face	10	10 x half day sessions	Requested via Staff Appraisals	Radia Computer Services Ltd	No - under the Trust SFI Limits
Prince2 training	Outsourced	various dates 2017	£1,200.00	Face to Face	2		Requested via Staff Appraisals	QA	No - under the Trust SFI Limits
Staff Decoding Group Dynamics programme (3 day	In-House	20th - 22nd March 2017	£12,560	Face to Face	12	3 x full days	Requested via Staff Appraisals	Tavistock Consulting	No - under the Trust SFI Limits

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Programme )									
Tavistock Staff Leading Change - 3-day programme	In-House	23rd – 25th January 2017	£8,955	Face to Face	12	3 x full days	Requested via Staff Appraisals	Tavistock Consulting	No - under the Trust SFI Limits
Learning Heroes short bite	Outsourced	March 2017 - March 2018	£3,000.00	eLearning	100 +		Requested via Staff Appraisals	Learning Heros	No - under the Trust SFI Limits
Note taking for Minutes	Outsourced	15th November 2016	£400.00	Face to Face	12	half day	Requested via Staff Appraisals	QA	No - under the Trust SFI Limits
Time Management	Outsourced	15th November 2016	£400.00	Face to Face	12	half day	Requested via Staff Appraisals	QA	No - under the Trust SFI Limits
Report Writing	Outsourced	7th December 2016	£400.00	Face to Face	12	half day	Requested via Staff Appraisals	QA	No - under the Trust SFI Limits
Positive Patient and Client Experience – (Customer	Outsourced	7th December 2016	£400.00	Face to Face	12	half day	Requested via Staff Appraisals	QA	No - under the Trust SFI Limits

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Service Skills - Advanced)									
Staff mindfulness drop in group	In-House		£0.00		pop in sessions	1 hour session every week	Requested via Staff Appraisals	Tavistock Consulting	No - under the Trust SFI Limits

5. Who is responsible for the procurement of external non-mandatory training?
  - a) Name  
**Craig de Sousa**
  - b) Job Title/Department  
**Director of Human Resources**
  
6. ESR OLM
  - a) Does the trust use ESR OLM?  
**Not yet, we are in the process of implementing the solution.**
  - b) What % of the workforce have successfully completed at least one (national or local) e-learning course within the previous 3 months to September  
**None to date.**