



*Blood and Transplant*

# **Human Resources Policies and Procedures**

**Education Support  
Statement of Intent**

### **Education Support Policy Statement of Intent**

NHS Blood and Transplant (NHSBT) is committed to the learning, education and development of its workforce, and promotes educational achievement and professional qualifications deemed appropriate to the present and future needs of the Service. In doing so, the organisation will help, encourage and provide financial assistance for employees who wish to pursue an educational and/or professional course of study provided by an external body, within the criteria set out within its local policies:

NBS and Group Services Education Support Policy (draft July 2008)  
UK Transplant – F18 Staff Training and Development (July 2004)  
BPL Student Policy (May 2008)

#### **Key Points**

- Applications for financial assistance will be considered in line with the organisation's business plan and available resources.
- All applications must be relevant and appropriate to an individual's current role.
- All applications must be accompanied by a supporting statement from the line manager/Head of Function who, by signing the form, agrees to support the individual throughout their studies and approve study time.
- As far as practicable, all development needs will have been identified through an appraisal/Personal Development Review.
- The level of qualification applied for is consistent with the specific educational requirements of the post and Agenda for Change pay bands.
- With the exception of academic professional qualifications essential for the job role, for example training leading to State Registration, funding will be granted at no more than 75%.