

<b>Reference Number: UHB 454</b> <b>Version Number: 1</b>	<b>Date of Next Review: 25 Jun 2022</b> <b>Previous Trust/LHB Reference Number: N/A</b>
<p align="center"><b>Learning, Education and Development (LED) Policy</b></p>	
<p><b>Policy Statement</b></p> <p>Cardiff &amp; Vale UHB is an organisation who cares for their staff and patients. The UHB recognises that staff are its most valuable and important resource and the organisation is committed to providing a learning culture where staff are nurtured and encouraged to learn.</p> <p>Staff learning, education and development is provided to enable staff to live the UHBs values, making patient centred care at the heart of everything we do.</p> <p>The UHB needs to ensure that staff are appropriately equipped and skilled to undertake their role and is committed to ensuring that all staff learn and develop appropriately to meet the needs of the UHBs strategic aims and objectives.</p> <p>The availability of appropriately trained staff is a key determinant of the quality of patient care.</p> <p>All professionals have a personal duty as specified within their respective 'Codes of Conduct' to maintain their knowledge and skills throughout their working lives.</p> <p>.</p>	
<p><b>Policy Commitment</b></p> <p>We will achieve this through;</p> <ul style="list-style-type: none"> <li>• Ensuring new staff attend Induction and complete their statutory/mandatory training requirements within 2 months of their hire date.</li> <li>• Ensuring clear and meaningful PADRs are taking place</li> <li>• Ensuring existing staff are clear about their Statutory/ Mandatory Training requirements and compliance is monitored via the PADR process</li> <li>• Ensuring all staff are aware of the correct procedure and timescales for applying for study leave</li> <li>• Ensuring staff are aware of their responsibilities to maintain academic standards and malpractice is recognised and reported.</li> </ul>	
<p><b>Supporting Procedures and Written Control Documents</b></p> <p>This Policy and the supporting procedures describe the following with regard to LED.</p> <ul style="list-style-type: none"> <li>• <a href="#">Personal Appraisal Development Review Policy/Procedure</a></li> <li>• <a href="#">Statutory/ Mandatory Training Procedure</a></li> <li>• <a href="#">Study Leave Guidelines</a></li> <li>• <a href="#">Study Leave Procedure for Medical and Dental Staff (not in training)</a></li> </ul>	

- [Academic Malpractice and Fair Assessment in the Delivery of Credit Based Learning Procedure](#)

**Other supporting documents are:**

- [LED internet pages 'Your Development'](#)
- [PADR/Pay Progression on-line Toolkit](#)
- [Statutory/ Mandatory Training on-line Toolkit](#)
- Recognition of Prior Learning Framework

### **Scope**

This policy applies to all of our staff in all locations including those with honorary contracts

<b>Equality and Health Impact Assessment</b>	An Equality and Health Impact Assessment (EHIA) has been completed for this policy and supporting procedures and this found there to be a positive impact.
<b>Policy Approved by</b>	Strategy and Delivery Committee
<b>Group with authority to approve procedures written to explain how this policy will be implemented</b>	Employment Policy Sub Group
<b>Accountable Executive or Clinical Board Director</b>	Executive Director of Workforce and OD

### **Disclaimer**

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Governance Directorate](#).

### **Summary of reviews/amendments**

<b>Version Number</b>	<b>Date Review Approved</b>	<b>Date Published</b>	<b>Summary of Amendments</b>
1	25/06/2019	09/07/2019	New policy