

**Reference Number: UHB 454**  
**Version Number: 1**

**Date of Next Review: 25.06.2025**  
**Previous Trust/LHB Reference Number:**  
*n/a*

## **Learning, Education and Development (LED) Policy**

### **Policy Statement**

Cardiff & Vale UHB is an organisation that puts its staff and patients at the heart of everything that it does. The UHB recognises that the organisation can only continue to serve its communities, provide excellence in compassionate care, and develop innovative services through having healthy, engaged and motivated staff. To achieve this, the organisation is committed to providing a learning culture where staff are nurtured and encouraged to learn and develop at every stage of their career, and in every role and profession.

Staff learning, education and development is provided to enable staff to be their best at work, living the UHBs values through the behaviours they display in every human interaction and decision they make, and putting patient centred care at the heart of everything we do.

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.

The availability of appropriately trained staff is a key determinant of the quality of patient care and experience.

All professionals have a personal duty as specified within their respective 'Codes of Conduct' to maintain their knowledge and skills throughout their working lives.

### **Policy Commitment**

We will achieve this through;

- Ensuring the provision of an effective staff Induction which signposts and supports new starters in understanding the requirements of completing their statutory/mandatory training requirements.
- Provision of support and training to all managers and supervisors to enable the effective delivery of clear and meaningful Values Based Appraisals (VBAs), including guidance in recording outcomes on ESR.
- Ensuring existing staff are clear about their Statutory/ Mandatory Training requirements through regular, targeted communications with compliance monitored via the VBA process
- Ensuring all staff are aware of the correct procedure and timescales for applying for study leave and regularly reviewing the procedure to ensure it is effective and applicable.

- Ensuring staff are aware of their responsibilities to maintain academic standards and malpractice is recognised and reported.

### Supporting Procedures and Written Control Documents

This Policy and the supporting procedures describe the following with regard to LED.

- [Values Based Appraisal Procedure](#)
- [Statutory/ Mandatory Training Procedure](#)
- [Study Leave Guidelines](#)
- [Study Leave Procedure for Medical and Dental Staff \(not in training\)](#)
- [Academic Malpractice and Fair Assessment in the Delivery of Credit Based Learning Procedure](#)

Other supporting documents are:

- [LED internet pages 'Your Development'](#)
- [Values Based Appraisal 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 People and Culture
<b>Author</b>	LED Manager / UNISON

### 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.](#)

<b>Summary of reviews/amendments</b>			
<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
2	25.06.2025	09.07.2024	Updated policy