



# **Learning & Education**

## **Bursary Scheme**

## **Information Pack**

**2022-2023**

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**This document is available in other formats. Please contact the  
Bursary Administrator for guidance –  
[staff.bursary@ggc.scot.nhs.uk](mailto:staff.bursary@ggc.scot.nhs.uk) or 0141 278 2700 (Option 3)**

# NHS Greater Glasgow & Clyde Staff Bursary Scheme

## Preface

The Staff Bursary Scheme 2022/23 gives all directly employed staff the opportunity to apply, on a competitive basis, for funding to undertake a formal educational qualification/course of study. The Bursary supports staff development, which aligns with service objectives.

NHS Greater Glasgow and Clyde makes a significant commitment to staff learning and development through the Bursary Scheme. This is only made possible by the ongoing financial and administrative support from the NHSGGC Endowments Management Committee.

During the period 2021-2022, Covid-19 continued to have a major impact in both personal and working lives. We were delighted to receive 372 successful applications for funding to undertake a wide range of learning and education through this difficult and challenging time. This equates to an 18% increase on the previous year. We hope that the 2022/23 scheme will continue to receive applications from staff from all NHSGGC services and from all bands/grades.

The Bursary Scheme is one way in which we are encouraging staff to continue to learn, to support their ongoing development and to apply that learning in their work. The Bursary benefits individual employees and also helps to improve the quality of the service we offer to the patients and communities that we serve.

I would encourage all NHS Greater Glasgow and Clyde staff to review their learning needs in line with their currently agreed Personal Development Review or appraisal process and to consider making a Bursary application, with the support of their Manager.

Best wishes with your application



**Moira Macdonald**  
**Head of Learning and Education**  
**Human Resources and Organisational Development**

## 1. Scope and Purpose of the Bursary Scheme

1.1. The Staff Bursary Scheme, directly funded by the NHSGGC Endowments Management Committee, is open to all directly employed NHSGGC staff who currently work within NHSGGC. The scheme is available on an annual basis, subject to funding availability. The aim of the Bursary is to provide an opportunity for employees interested in pursuing a formal educational qualification/course of study to apply, on a competitive basis, for funding support. It will enable NHSGGC to give commitment through a structured process to career development programmes that can support service objectives.

## 2. Application Criteria

Applications to the Bursary will be considered under the following criteria.

2.1. The Scheme is open to any band (grade) or discipline, clinical or non-clinical, full time and part time, directly employed by NHSGGC (payroll number commencing "C" or "G") and who currently work within NHSGGC.

2.2. Commitment and support of the line manager is required. Applications that do not have the manager's support will **not** be considered. It is therefore essential that staff discuss the application and its contents with their line manager.

2.3. In order to ensure that as many people as possible can access funds, only one application per person will be accepted. The application may relate to more than one module of a course but **not** to distinct courses. Please check with the Bursary Administrator before submitting the application form.

2.4. Previous applicants can apply in relation to a continuing programme of study. However, subsequent applications should **not** just be a copy of the original or previous applications. Each application should have new content and reflect developing knowledge and experience of the course of study and its relevance to the workplace.

2.5. Applicants must confirm that they have explored all other funding options and that these are unavailable or do not cover the full cost of the course.

2.6. Applications must reflect NHSGGC current and/or future service developments, succession planning or local Learning & Education Plans. If the course of study is **essential** to service development then **alternative funding** should be sought.

2.7. Applications must demonstrate the relevance to the applicant's current role or future professional development/ career needs as agreed through the Personal Development Review or Appraisal process.

2.8. Demonstration of benefit to the individual, their team, area of work / service provided and NHSGGC should be clearly evidenced. It should therefore reflect **individual** development needs.

### 3. Application Process

Please note the following points in relation to the application process.

- 3.1. The 2022 - 2023 Scheme is applicable only to courses of study commencing between **August 2022 and July 2023**. Retrospective funding of courses which commence prior to August 2022 will not be considered.
- 3.2. Applications are considered on a “competitive basis”. Each question / section is allocated a number of marks (see 4.2). All sections must be completed. Each application is scored by up to three reviewers and reviewed by a Disbursement Committee as appropriate.
- 3.3. Applicants will receive an email (or phone call) confirming receipt of the Application Form within 5 working days. If this confirmation is not received, the Bursary Administrator should be contacted as soon as possible.
- 3.4. Where alternative funding streams are available these must be pursued in the first instance. Applicants are required to confirm that alternative funding is unavailable.
- 3.5. If Bursary monies are being sought to supplement other funding this should also be declared.
- 3.6. Documentary evidence of the qualification being pursued must be included with the application (e.g. information from the education provider about the course of study).
- 3.7. It is the responsibility of the Applicant to ensure that the invoice for the course of study is received before end of July 2023. If the invoice is received after this date, this may result in non-payment of the Bursary award.
- 3.8. Further guidance on completing the Application Form can be found in **Section 9**.
- 3.9. Further guidance with the application process is available by contacting [Staff.Bursary@ggc.scot.nhs.uk](mailto:Staff.Bursary@ggc.scot.nhs.uk) or
  - Bursary Administrator: 0141 278 2700 (Option 3) or
  - Brian Keogh: Senior Learning & Education Advisor (0753 422 8569) or
  - your local Senior Learning & Education Advisor

### 4. Scoring Process

- 4.1. Section A of the Application Form is not seen by reviewers or Disbursement Committee members.
- 4.2. Scoring of each section is carried out using the following criteria.

CRITERIA	SCORE
• No information provided	0
• Simple statement that demonstrates an understanding of the question	1
• Provide examples illustrating the simple statement	2 or 3
• Provide examples and offers further explanation	4 or 5

Please note that questions 1 and 6 are scored together.

## 5. Funding Support

5.1. The Bursary Scheme is funded through Endowment monies. Funding arrangements are as follows:

- The Bursary Scheme is available on a year-to-year basis, depending on the availability of funds.
- If your course is over one year, there is no guarantee of continued financial support for the duration of the course of study. Therefore you must make provision in case further funds/awards are not available/granted.
- Continued support for any follow-up years will require a separate application to be submitted each year.

5.2. All applicants **must** have explored all other potential funding sources when making their application and evidence this.

5.3. All awards must be claimed within the Bursary year that the funding was granted.

5.4. The level of support available in any given year is governed by the score achieved, the number of applications received and the amount of funds available.

5.5. **Please note that the previous maximum award was £1,500 per person.** This may be subject to change depending on either the quality or quantity of the applications received.

5.6. The Bursary Scheme is intended to provide support for courses of study. This **does not include other development activities such as:**

- conferences
- seminars

5.7. The Scheme only provides support for course fees. All examination/assessment fees must be included within this. The Scheme **does not cover additional fees such as:**

- Additional assessment or examination fees
- professional, accreditation or registration fees
- portfolio fees
- Transaction fees

5.8. The Bursary Scheme **does not provide reimbursement** for:

- textbooks or materials
- travel and subsistence (e.g. meals, accommodation)

## 6. Applicant Commitment and Responsibilities

6.1. If an award is made, a Confirmation of Acceptance form will be sent by the Bursary Administrator to each successful applicant. The applicant must complete the Confirmation of Acceptance Form fully, confirming that all other funding sources have been explored and are either not available or do not cover the full course fees. This

Form must be returned along with evidence of course fees and evidence of any alternative funding secured.

6.2. The award will be withdrawn if:

- confirmation of acceptance and associated documentation is not submitted
- an invoice is not provided
- the applicant fails to make contact with the Bursary Administrator

6.3. The applicant will be required to remain in employment with NHSGGC for two years following the date of the award.

6.4. When an employee leaves NHSGGC, but remains within the NHS then the benefit of shared learning across the wider organisation is acknowledged and monies will not be reclaimed. However, if the applicant leaves NHSGGC before commencing the course of study any monies awarded will be withdrawn or reclaimed.

6.5. When an employee leaves the NHS the following applies:

- Leave within 0 to 12 months – 100% repayment of fees
- Leave within 12 to 18 months – 75% repayment of fees
- Leave within 18 to 24 months – 50% repayment of fees.

6.6. If a staff member is required to repay Bursary costs, these monies will be reclaimed by deduction from the staff member's salary prior to them leaving NHSGGC.

6.7. Statements of attendance will be requested from educational providers. In the event of courses being not completed or failed, please note the following:

- Repeat years will not be funded unless there are exceptional circumstances and Bursary funds are available.
- Failure to attend a course or sit an exam will result in the applicant repaying all or part of the funding given. Consideration should be given to the stage the individual is at, in relation to the percentage funding to be retrieved.
- Subject to the individual circumstances, Disciplinary action in accordance with the Disciplinary Policy may apply.

6.8. Please note that both applicants and line managers will be required to participate in an evaluation of the Bursary Scheme.

6.9. Applicants must inform the Bursary Administrator as soon as possible of:

- change of employer
- access to alternative/additional funding sources
- any change to personal contact details

## **7. Evaluation of Learning**

7.1. It is essential that an evaluation of learning takes place. This is to ensure that the learning has delivered added value to the service and contributed to the applicant's personal development.

7.2. Section D, question 5 of the Application Form highlights the need to outline how this will be carried out. This should include evaluation of the course of study as well as evaluation of the impact of learning on service development.

## 8. Administration, Disbursement and Evaluation of the Scheme

8.1. The scheme will be administrated centrally by Learning & Education.

8.2. After applications have been scored by the reviewers, final decisions will be made by a Disbursement Committee as appropriate.

8.3. The Disbursement Committee will operate to the same procedures and governance framework and will be monitored by the Learning and Education Service. The Head of Learning and Education will be responsible for forming the Committee with the support of the Bursary Administrator.

8.4. The Committee will be comprised of Learning and Education, Human Resources and Partnership Representation.

8.5. Both the applicant and their line manager will be advised of the outcome of the application following conclusion of the disbursement process.

8.6. The following appendices provide further detail of the process.

<b>Appendix 1</b>	Guide to the Questions in the Application Form
<b>Appendix 2</b>	Frequently Asked Questions about the Bursary Scheme

8.7. The NHSGGC Endowment Management Committee will receive a full report on the Bursary Scheme.

8.8. An annual evaluation of the Scheme will take place in the autumn. This will focus on applicants' progress with study and future study plans as well as the impact on personal, clinical and organisational objectives. In order to gather the relevant data applicants and managers will be contacted annually to participate in a survey.

## 9. How to Apply

An Application Pack is available. Due to feedback received, there is a new Online Application Form. Applicants should:

- Read all sections of the Application Pack before completing the Online Application Form. Please contact the Staff Bursary Team to discuss alternative formats.
- Ensure that the application form is fully completed and all information to support your application is included as this is a **competitive process** and all funding decision are based on the information provided.
- When you have completed the Online Application form, you will be prompted to press the 'submit' button. You should receive an automatic receipt and your

manager will receive a separate email and online form to complete. It is your responsibility to ensure that all emails are correct and that your Manager is aware of this process and timescales.

- You must ensure that the application is submitted **PRIOR** to the closing date since **no late applications can be considered.**
  - Due to the anticipated high demand for a Staff Bursary, the Bursary Team may bring forward the closing date if applications exceed expected volume of applications. Please ensure that you submit your application in plenty of time.
  - Ensure all aspects of the checklist have been completed.
- 9.1. Further queries about the Scheme or Application Form should be directed to [Staff.Bursary@ggc.scot.nhs.uk](mailto:Staff.Bursary@ggc.scot.nhs.uk) or
- Bursary administrator: 0141 278 2700 (Option 3) or
  - Senior Learning & Education Advisor: Brian Keogh 0753 422 8569

# Appendix 1

# Guide to Application Questions

All applications are scored by a number of reviewers, independently of each other and referred to a disbursement committee as appropriate. Whether or not a Bursary award is made and also the amount of money a successful applicant receives is dependent on the overall score awarded.

Each question is scored separately (with the exception of questions 1 and 6 which are scored together) and the information below gives guidance on how to approach the questions.

Things which assist include:-

- Discuss your application fully with your manager prior to completing it,
- Reflect on how the learning can relate to your job role/future development. It's about the difference it will make.
- Ensure that you have answered all of the questions.
- Answer all parts of the question fully – this is not about writing more for each question, but ensuring that you **respond specifically to all that is being asked.**

The following notes provide guidance as to the expected responses. Actual responses should reflect your experiences, expectations and hopes in relation to the course of study. These should be illustrated with recent examples.

## **1. Why have you chosen this particular course of study? Please provide professional as well as personal reasons.**

Responses will generally focus on the purpose and importance of the course of study and the consequent development of knowledge and skills. This may also include a brief comment on the potential impact on patients, colleagues or team. This will be the focus for your response to questions 3 and 4.

Responses could also include reference to building on previous learning experiences and the identification of personal learning styles and preferences.

Comments on personal interest in learning or commitment to the particular course of study or contribution to the fulfilment of personal and career aspirations would also be appropriate.

Please note that question 6 provides the opportunity to offer more general comments on personal aims, expectations and motivation.

**2. How does this course of study link to your most recent Development Review or Appraisal and your current PDP - Personal Development Plan (or your own objectives if no recent PDP)? Please provide specific examples, outlining why they are important.**

It is expected that responses will:

- Offer reflections on most recent review or appraisal and PDP and **why aspects are important.**
- Identify specific KSF dimensions, key result areas, objectives, CPD outcomes and competencies as appropriate.
- Explain how the course will link to and support these.

**3. How will you apply your learning to support appropriate NHSGGC work objectives (e.g. local team / department or corporate service objectives)?**

Prior to answering this question, you need to discuss the application of your learning with your line manager.

Responses should detail **how the learning will be applied** – what will you do differently/be able to do as a result of this course, **what the local/service objectives are and how this learning will support these.**

Examples could include the application of e.g.:

- clinical skills
- management competencies
- communication skills
- research, training and the relationship to e.g.
- local or corporate objectives/themes
- national guidelines (SIGN, QIS)
- professional policies, procedures or standards
- Clinical Services Review

**4. What positive changes would patients/customers in NHSGGC see as a result of you undertaking this learning? Please provide examples.**

Responses should identify **actual developments and changes (or proposed) changes to practice.** These could include development or expansion of services, support for other team members, service users or patients, improved effectiveness and efficiency of a service.

Again discussion with your manager is key regarding this.

**5. How will you evaluate the learning from the course of study (including evaluation of the course of study as well as evaluation of the impact on the service as appropriate)? Please provide examples.**

Evaluation of the course of study could include written assessments, supervised activities, group work, tutor feedback, personal reflection.

Evaluation of the impact of learning on the service could include feedback from managers, colleagues, patients, formal audit, peer review, personal reflection.

**\*Please answer in relation to evaluation of both the course of study and its impact on services.**

**6. Please provide any additional information in support of your application.**

Use this question to provide additional information or expand on responses in question 1.

E.g. career path, wider impact of the course of study (national or international), management support, potential further learning, personal challenge, financial incentive provided by the Bursary Scheme.

# Appendix 2

# Frequently Asked Questions

## 1. Should I discuss my application with my manager?

**Yes you must do this.** There are several reasons for doing so.

- Your application must have the support of your line manager - they need to a separate form to support your application. This will be emailed separately. If these details are not all completed/they do not support it, then your application cannot be considered.
- It is anticipated that the courses of study will be identified through the Personal Development Planning process.
- The questions require you to outline the links between the learning and its application in practice and also its evaluation. As such you need to discuss these aspects with your manager in advance of making your application.
- You may need support with Study leave.

## 2. I have not been accepted on the course yet, should I still apply?

Yes – but you must inform us of progress.

## 3. I made a successful application last year and received 60%. Can I apply for the remaining 40% this year?

We cannot consider retrospective applications - All courses must commence between **August 2022 and July 2023**. You can only receive one award per element, module or identified year of a continuing programme. You can submit an application for subsequent modules or years though.

## 4. Can I apply for more than one course?

In order to ensure that as many people as possible can access funds, only one application per person will be accepted. Some courses are modular in design therefore an application for more than one module would be considered. You should check with the Bursary Administrator for specific guidance.

## 5. I'm planning to undertake a course over the next three years. Will I get ongoing support? Will I get the same amount each year?

- The Bursary Scheme is available on a year-to-year basis, depending on the availability of funds. If your course is over one year, there is no guarantee of continued financial support for the duration of the course of study and you should make provision for this.
- Continued support for any follow-up years will require a separate application to be submitted each year. Subsequent applications should not just be a copy of the original or previous applications. Each application should reflect your developing knowledge and experience of the course of study and its relevance to the workplace.

## 6. Can I submit a joint application with work colleagues?

No – Bursary applications can only be submitted from individual members of staff and should reflect that persons individual development needs.

**7. I have a temporary contract – am I still eligible?**

The principles outlined in Section 6 of the Information Pack would still apply. You should contact the Bursary Administrator for a more detailed discussion of the nature of the temporary contract.

**8. I might be applying for a post with another NHS Board. Can I still apply for a Bursary?**

You can still submit a Bursary application but you must inform the Bursary Administrator if your job application is successful. An award will not be made if you leave NHSGGC before commencing the course. If monies have been paid to you or to the education provider they will be reclaimed.

**9. Are there any strings attached?**

You must confirm that you have explored the alternative funding sources and that these are either unavailable or do not cover the full course fees, prior to accepting any bursary offer made to you.

The applicant will be required to remain in employment with NHSGGC for two years following the date of the awarding of the qualification.

However, when an employee leaves NHSGGC, but remains within the NHS then the benefit of shared learning across the wider organisation is acknowledged and monies will not be reclaimed.

**10. The application form asks if I have sourced alternative funding - Do you know of any alternative sources of funding or supports with learning?**

All applicants **must** have sought alternative funding prior to making their bursary application. Some of the main funding routes are:-

- **Local Service Budgets**

Applicants should speak to their line manager to discuss funding availability or contribution to funding.

- **SAAS – Student Award Agency for Scotland**

Information on funding available for students studying part time can be found through the following link –

[http://www.saas.gov.uk/part\\_time/index.htm](http://www.saas.gov.uk/part_time/index.htm)

- **Individual Training Account – Skills Development Scotland**

These used to be called ILA's and can offer up to £200 depending on eligibility. [Individual Training Account](#)

- **Profession-Specific Support**

If you are a member of a professional body you may find that grants or scholarships are available.

- **NHSGGC and University of West of Scotland Service Level Agreement**

There is a Service Level Agreement (SLA) between NHSGGC and University of the West of Scotland to help nurses and midwives in NHSGGC access accredited programmes / modules at the University of the West of Scotland (UWS). Further

information available through the following link -

<http://www.staffnet.ggc.scot.nhs.uk/Partnerships/MHP/Specialist%20Services/Nursing/Pages/NHSGGCWSSLA.aspx>

- **Other Organisational Financial Supports**

Different opportunities for assistance across the organisation may be available at various times of the year to support developments and practice - check with your line manager to discuss further.

- **NES**

[NHS Education for Scotland](#) offer a wide ranged education and training support for both clinical and non-clinical staff in Scotland. This can include some financial support. See the website for further details.

### **Other supports**

- **Adult Learners**

[HRConnect - Adult Learners](#) The information in this linked page has been developed with the help of NHSGGC staff who have taken a step back into learning, looking to adapt to workplace changes and to apply new knowledge, skills and approaches in their job. It contains links to a range of supports for staff.

#### **11. What if I don't know the outcome of my application/request for alternative funding?**

You need to indicate this in the relevant section of the application form. If you are successful in receiving a Bursary Award, you will be asked to confirm that you have sought and either not been successful in securing alternative funding or that the level of funding does not cover all the course fees.

#### **12. When will I know if my application has been successful?**

All staff and their line manager will be contacted by email (or letter to staff's home address, if preferred) to advise of the outcome of their application. Due to the nature of the disbursement process, outcomes will be advised by the end of September 2022.

#### **13. Can I submit a previous application?**

You must submit a new application each year personal to you. Your application should reflect the current year's study, the associated learning outcomes and your current year PDP. If you submit an application that is the same or similar to a previous year's application, the application will be discussed at the Disbursement Committee. This could result in an outcome of 'No Award'.