

LBR/CPD APPROVED FUNDED COURSES PROCESS FOR PAPERWORK SUBMISSION

When official funding approval has been confirmed by your DDNT/Operational Lead/Line Manager for the requested LBR/CPD course, it is **YOUR** responsibility to book the course with your chosen provider via their booking process and submit the required course paperwork to bchc.lbr@nhs.net enabling the funding to be put in place prior to the course start date.

LBR DO NOT BOOK COURSES FOR YOU.

GUIDANCE

1. Book the approved course with the course provider via their booking process.
2. A copy of the application/booking form and confirmation of place on the course, along with any other relevant information should be emailed to bchc.lbr@nhs.net. This must be on the course providers paperwork/email. **No screenshots** will be accepted.
3. If the course provider requests a Purchase Order, the following details should be sent to bchc@lbr@nhs.net :- Company Name, Full address, contact telephone number, email address, contact name, course title, start date, cost and any specific finance information. The purchase order process will then commence via finance and LBR will send you the required details for completion of the booking, once the PO's received.
4. If there are any changes to the course, cost, start date etc. they must be approved by LBR prior to completing the booking – email bchc.lbr@nhs.net
5. Invoicing is the preferred method of payment by BCHC therefore request this method of payment when booking.
6. LBR do not hold a credit or purchasing card, therefore **no** online payments can be made by the LBR team. Speak to the course provider to see if they will issue an invoice. If not, speak with your line manager as to whether the division have a divisional card they can pay with. Upon receipt of all paperwork and proof of payment, LBR will arrange the transfer of cost to the divisional budget used. **ONLY USE THIS METHOD OF PAYMENT IN EXCEPTIONAL CIRCUMSTANCES** and notify bchc.lbr@nhs.net this payment method is to be used.

7. Ensure you have **all** the paperwork required **before** submitting it to bchc.lbr@nhs.net to avoid delays in processing and to ensure a smooth transition for all parties involved.
8. Submit paperwork in good time, at least 4 weeks or more, prior to the course start date where possible. This will allow time should any further information be required from yourself or the course provide and should any or unforeseen factors occur causing delay.
9. Staff are advised not pay for courses directly with personal method of payment. If there is no other option speak with your line manager in the first instance and then contact bchc.lbr@nhs.net for guidance.
10. If you are no longer requiring the approved funding, it is essential that you notify bchc.lbr@nhs.net as soon as possible. If you do not provide the required paperwork and the course start date has passed the approved funding may no longer be available.
11. Failure to follow the stated process could result in you personally being invoiced for the course.

The LBR inbox gets extremely busy. Please refrain from sending multiple emails and do not email/cc individuals directly regarding LBR as only emails sent to bchc.lbr@nhs.net will be responded to.

Your patience at all stages is appreciated.

Any queries email:- bchc.lbr@nhs.net or speak to you DDNT/Operational Leads/Line Managers for support.

LBR Team