

LBR Process and Key Information: April 2024 – March 2025

Learning Beyond Registration (LBR) is the allocation of Continuing Professional Development (CPD) monies from NHS England (NHSE). To maximise the funding we utilise from NHSE, please ensure that your LBR return addresses the CPD needs of your staff as wholly as possible. The allocation of this money is planned and monitored in line with NHSE regulations.

Who does this apply to?

- Registered Allied Health Professionals, Nursing Associates and Nurses.
- All Registered Staff should have the opportunity to apply for LBR funding.

What is LBR funding intended for?

- LBR funding can be used to support individual professional development including for staff in new roles or those moving between sectors; to enhance care provided to patients; for career development; to learn new clinical skills; and to support the maintenance of CPD to meet the requirements of professional regulators.

What is LBR not intended for?

- LBR cannot be used to backfill of posts, for administration nor for equipment.

How do you identify individuals for LBR funding?

- Staff should discuss their Continuing Professional Development with their line manager as part of their PDR and identify their education and development needs.
- The CPD training should be in line with service and organisational requirements.
- CPD training falls under five categories, identified by NHSE, which are Supply, New Roles, New ways of working, Leadership and Upskilling.
- Opportunity should be given to all staff, with consideration made for those staff who have not had any recent CPD opportunities.
- A maximum of two courses/modules/conferences per person will be approved within the financial year.

What are the next steps?

- The LBR spreadsheet should be completed as per the guidance on page 2 of this document. If there is no Start and End Date or Cost, the request will automatically be rejected and returned for this information.
- The LBR spreadsheet for clinical divisions should be reviewed by the DDNT prior to submission to the LBR inbox.
- All communication regarding LBR should come through the LBR inbox (bchc.lbr@nhs.net) only. Any changes should be communicated as soon as possible.
- This is the initial LBR request for the coming financial year. There will be opportunity throughout the year to apply for other LBR funding.

- All requests will be reviewed by the Head of Professional Development to process approvals. These approvals will be shared with the key contacts for dissemination.

How to Complete the LBR Spreadsheet

- **Key Identifying Information:**
 - Forename and Surname- these should match ESR Records for the staff member.
 - Job Title – include speciality.
 - Whether clinical registered or non-registered - Note- that clinical non-registered staff may be included if part of group training with registered clinicians.
 - Base and Work Contact Number (contact number for base or individual)
- **Course Details:**
 - Course Code- usually provided on course pages for Universities and Providers. There may not be a course code depending on CPD activity.
 - Course Name- include the specific name given by the provider.
 - Name of University/Provider of Course- give specific detail.
 - Mode of Study- Full Time/Part Time/eLearning
 - Total cost requested- this is essential information, and the request will not be reviewed without this information. LBR funding does not cover travel and accommodation costs. These additional costs should be discussed and either met by the division or individual.
 - Course Start Date, Course End Date- this is essential information, and the request will not be reviewed without this information. If an exact date is not available, please provide the approximate month for the start and end date.
- **Rationale and Line Manager Details:**
 - Key Priority theme areas- use the drop-down options only.
 - Rationale for Training- provide a brief and succinct rationale for the request, under 100 words in length.
 - Name of Manager/Lead submitting request- the manager should review the details given by the staff member and then add their name.
 - Contact Details of Manager/Lead submitting request- include the contact information for the requesting manager for any queries regarding the submission.
 - Priority Rating- 1-High, 2-Medium, 3-Low- to be reviewed by the DDNT for clinical divisions before return to the LBR email.
- **Key Points:**
 - Do not include Essential to Role or Mandatory Training on the LBR form.